

Head Tech Check List

Pre-Event

- ☐ Establish the armory crew (ensure they are current on USA Fencing Membership/Background Check/Safesport).
- ☐ Check for any dietary restrictions/requests and coordinate with the National Office. US SEMI will inform you if there is a trainee for the event.
- ☐ Establish StripCall via Brian Rosen (brian.rosen@gmail.com) for the entire crew.
- ☐ Arrange for Equipment Controle stamps (1 inch X 1 inch size).
- ☐ Obtain venue layout, prior outbound trailer load plans, and consult with the National Office about layout, traffic flow, power runs, loading docks, special considerations, etc.
- ☐ Check on the number of hired labor crew, and their schedule, especially if the venue is unionized. Also, understand what their additional responsibilities will be and if any restrictions exist.
- ☐ Understand the decorator's schedule: when the finals area and pods are to be taped.
- ☐ Ascertain the number of forklift drivers and pallet jacks, and when they will be available.
- ☐ Confirm and distribute the crew's hotel, parking arrangements, and breakfast arrangements.
- ☐ Check with the organizer (National Office for NACs/Regionals) about the set-up.
- ☐ Confirm the number, arrival times, of the trailers (expect vendor trailers and trucks needing to be unloaded).
- ☐ Print or forward the schedule of events, the number of entrants per event, and floor plan to the crew (if possible).
- ☐ Print enlarged copies of the venue floor plan (if possible).
- ☐ Arrange for a preliminary meeting with the armory crew to discuss assignments and expectations (including metrics) and special circumstances.
- ☐ Use the inspection mark sheets (in plastic paperwork box) for the referees, including StripCall (754-227-6679), Medical (312-757-7223), and National Office (650-480-3067).
- ☐ A week prior to arrival, check with the National Office for any updates, confirm Bout Committee Chair and Head Referee, and communicate with Bout Committee Chair about setup.
- ☐ Ascertain access times to the venue.
- ☐ Assign an emergency coordinator and choose a potential assembly location.

Set-Up

- ☐ During the initial walk-thru, note any anomalies which will alter the floor plan.
- ☐ Review any special circumstances.
- ☐ Assign tasks: finals pod, strip laying, equipment check, etc.
- ☐ Record any damage to crates and/or lids (Designated Dock Load Master).

- ☐ Take pictures of any damaged crates as they are unloaded.
- ☐ Inventory the incoming scoring equipment: scoring machines, floor cords, reels, power strips/adapters, and strips.
- ☐ Sync scoring equipment (setting aside all that needs repair).
- ☐ Stage crates, and plan for their storage.
- ☐ Assemble the armory.
- ☐ Assign labor crews as they arrive.
- ☐ Priority: Layout and assemble finals podium/strip, semi strips (both Blue/Red are priority), panel lights, give 2 spare Final reels to Satellite Bout Location (6 people minimum).
- ☐ Lay the pod strips
- ☐ Set-up scoring equipment, lay power cords, and tape floor cords.
- ☐ Run power to scoring tables
- ☐ If necessary, Coordinate with IT for setting up the Equipment Controle monitor.
- ☐ If setup isn't completed, assign armorers for the initial inspection.
- ☐ Drop Off the weights and shims with Bout Committee.
- ☐ Coordinate with the Bout Committee Chair about priority inspections.

During the Event

- ☐ Early breakfast meeting with briefing (responsibilities, metrics, strip calls, chain of command, etc) and assignment of tasks.
- ☐ For priority inspections, coordinate with the Bout Committee Chair about the early start times for each day.
- ☐ Turn On the power to strips and start the Equipment Controle.
- ☐ The Head Tech has the final say on any structural mask failures which may result in confiscation.
- ☐ The Head Tech adjudicates any technical strip protest. Further protests go to the Bout Committee.
- ☐ If expecting a late-night crew, assign the people and provide the meal vouchers.
- ☐ Collect and compile metrics data.
- ☐ Complete paperwork for any scoring machines returned to Absolute for repair (attach copies to head tech report).

Teardown and Packout Day

- ☐ During the breakfast briefing, outline the process and assign the crews.
- ☐ Check with the organizer or National Office representative, to ascertain which equipment will be sent if not loading on trailers.
- ☐ Coordinate with the Bout Committee about which pods will be available first for teardown (recommend using StripCall for notification of released Pods).
- ☐ Check the schedule of the forklift drivers.
- ☐ Set up trailer load-out on the forms and know order of outbound trailer loading (check if

vendors have trailers/trucks that need to be loaded).

- ☐ If possible, pre-stage the crates.
- ☐ Begin tearing down the scoring equipment. When the labor arrives, tear down the strips (ensure rat mesh and one tower is in each strip crate). Text National Office of released Pods via National Office Strip Call (650-480-3067).
- ☐ Check the reels and floor cables (if possible) as they become available. If repairs are not done, mark the malfunctioning reel(s), pack on top layer of reels in the crate. Recover 2 spare Final strip reels from Satellite Bout location.
- ☐ Inventory outgoing equipment (Remember to collect weights and shims from Bout Committee and pack in ARM 4 Black Crate).
- ☐ Dismantle the Semi pod(s) when they become available.
- ☐ Panel Light Boxes go on two different pallets.
- ☐ Use all available hired labor to dismantle the finals strip (ensure to remove and pack Final Skirt(s) in the New Light Panel Box, podium, and equipment that needs to be banded. Check with Replay and National Office Representative before releasing labor.
 - ☐ Load the trailers, using one dock master and one venue manager (if available) to manage the forklift driver(s), telling them what to pick up in what order, and where to take it. **Note: the 3 Final platforms are not square and need to be loaded on trailer with shorter sides toward the nose of the trailer. Also Apparel and Blue Demo Bags are loaded in the Wheel Chair Strip crate located in the nose of the Trailer.**
 - **Note one Branding pallet goes on Leased Load and one goes on Live Load**
- ☐ Complete the End of Tournament Inventories including Scoring Equipment/Reels/Floor Cords and consumables (send copy to Liz Morey and National Office Reps).
- ☐ Put Bill of Ladings in the trailer(s), if drivers are not present to give to, when finished loading trailers.
- ☐ Close and lock the trailer(s).

Post-Event

- ☐ Record and process the metric data.
- ☐ Complete the Head Tech report (Report should include the following: End of Event Inventory Sheet/Mask Incident report (if any)/Strip Call Log (has reel and remote number/repairs noted on strip call sheet)/Outbound trailer loads/Equipment Returned to Vendor Sheet (if any) and send copies to US SEMI and Head Tech Google groups.
- ☐ Complete NAC Crew Evaluation (if required) and copy of strip numbers for each pod (send copies only to liz@morey.com). Send copies of Outbound trailer loads to National Office Reps, Liz Morey, Ron Herman (rherman341@gmail.com), and follow on Head Tech.