

The Fencing Knights

Secretary Manual

Revision: Fall 2017

~

The details of this manual may be subject to change in the subsequent years after its publication. It is the duty of the current secretary to update the information contained herein to ensure that accurate information is given to subsequent secretaries.

~

Table of Contents

Introduction	4
Other Duties.....	4
Banner Reservations	5
Tabling.....	6
Tabling Checklist	6
Market Wednesdays	6
Opening Knight	7
Sports Club Council Events.....	7
Summer Orientations.....	7
Socials.....	8
Past Socials.....	8
Future Social Suggestions	8
Social Media	9
Public vs Private Groups	9
Inquiries	9
World Fencing Day	9
Appendix	10
Banner & Logo.....	9
Tabling Form	9
Flyers.....	9
Social Media Handbook	9

Introduction

The secretary's primary role is to ensure clear communication between club officers and the general public, which includes club members. They have access to the club email and all social media platforms belonging to The Fencing Knights at UCF.

Their secondary role is to recruit prospective members, if it is the club's intention to recruit that semester. They may recruit by utilizing social media, tabling events, or other creative methods.

Other Duties

- I. Update practice times/location(s) on Knight Connect and Facebook
- II. Reserve banner space in the Student Union every semester
- III. Organize tabling
- IV. Plan socials
- V. Run social media
- VI. Answer inquiries sent through Facebook and email

Banner Reservations

To reserve banner space in the Student Union, the secretary must fill out a form on the Student Union's website 7 days prior to the start of the semester. In it, they will request the exact verbiage on the banner and a picture of the banner. The banner verbiage is as follows:

"The Fencing Knights At UCF All skill levels are welcome. Equipment is provided .
Fencingknightsatucf.hostoi.com Fencing Knights@hotmail.com Find us on Facebook SGE
logo Sport Clubs logo UCF Recreation and Wellness logo"

In the Fencing Knights Google Drive, secretaries can find the following image in the Advertising folder:



In addition, please note that once the reservation has been approved, the union will only hang the banner every other week, for seven days at a time.

Tabling

All tabling events typically require a reservation, which the secretary should look into. Before all tabling events, secretaries **must** ensure there are enough volunteers. Google Sheets can be useful in the planning process.

Tabling Checklist

1. Practice foil/epee/sabre
 - 1.1. Optional to showcase all three weapons
2. Mask
 - 2.1. Preferably epee
3. Small banner
 - 3.1. Avoid taping banner on the front to preserve ink
4. Flyers
 - 4.1. See appendix for details
5. Interest Form
 - 5.1. See appendix for details
6. Tape
7. Optional
 - 7.1. Laptop, to play fencing highlights or display interest form
 - 7.2. Banner tube
 - 7.3. Fencing bag
 - 7.4. Trifold, for indoor events

Market Wednesdays

In order to table on Market Wednesdays on the Student Union patio, secretaries must fill out a reservation form with the Student Union. As of Fall 2017, the form can be found under “Patio Space Reservations” on the Student Union website.

In the past, we have tabled from 10 a.m. to 2 p.m. The patio is typically busiest between the hours of 11 a.m. and 1 p.m.

An event coordinator will email the person whose address is provided. Secretaries should inform the event coordinator of any cancellation, if possible.

Please be aware that tabling (and room) **reservations cannot be made until the club update form is submitted**. The form needs to be submitted by the president, through Knight Connect, once per school year. This information should be taken into account when planning for the fall semester.

The day before tabling, it is recommended that secretaries **double-check all equipment**, as missing even one of the items can prove an inconvenience. During tabling, **ensure that the equipment does not get wet**. If the equipment does get wet, dry it off as soon as possible and pat anything that has a lamé dry. Do not rub.

Finally, tents are an optional part of tabling. Tent checkout begins at 9:30 a.m. at the Hub, on the first floor of the union, next to the ticket center. Depending on how busy the day is, tents can go quickly, since they are loaned out on a first-come, first-served basis. Having four people is ideal for setting up and breaking down the tent.

Opening Knight

Opening Knight is an annual event that happens in the Student Union right after Convocation. The Fencing Knights retains the most students from this one event, so it is important that the secretary ensures the club's presence at the event.

In the past, Opening Knight has not been well-advertised. Secretaries should be prepared to actively search for the event. Reservations should be made at least two weeks before the event. The form can be found via Knight Connect > KORT > Forms.

Sports Club Council Events

The number of SCC events throughout the year may vary. Usually, the SCC has a mixed martial arts tabling at the start of every fall semester, which requires two people. As of spring 2018, they have done a Student Union Patio Takeover with multiple sports clubs attending.

Information on SCC events will be sent through email. If the secretary is not on the SCC's mailing list, they may ask another officer receiving the emails to keep them informed.

Summer Orientations

Otherwise known as Get Involved events, or ice cream socials, summer orientations take place frequently throughout the summer. Tabling at these events is less effective than tabling at Opening Knight, but the club has gotten a few new members each summer through tabling.

Organizing volunteers for summer orientations can be done remotely, but it's best if someone present at UCF during the summer is appointed to ensure tabling logistics.

KORT will typically send out an email about summer tabling, and table reservations are made on a first-come, first-served basis. It is not necessary to table at every date listed, but the secretary should ensure that tabling dates that have been reserved are not missed. There are a limited number of times an organization can miss their tabling events.

Socials

Socials are essential for maintaining the sense of community and team spirit within the club. The first social of every semester is crucial for recruitment. Typically, two socials can be fit into each semester.

Past Socials

1. Movie Night
 - 1.1. With a pool party
2. Board Game Night
3. Bowling
 - 3.1. An annual event
4. Partial proceeds
 - 4.1. Serves the dual function of a fundraiser and a social

For socials involving a large group of people (i.e., bowling, escape room), it is best to call the company ahead of time. Questions to ask include the company's prices and policies.

Future Social Suggestions

1. Movie Marathon
 - 1.1. Movies tied to swordplay, like The Fencing Master or Star Wars
2. Escape Room
 - 2.1. American Escape Room may offer a group discount if the secretary calls them. The secretary will need an exact number to reserve, however, and all fees must be paid up front by one individual.
3. Zip Lining
 - 3.1. GroupOn may be a useful resource for #s 3-5.
4. Laser Tag
 - 4.1. Closest facility 29 minutes away from UCF
5. Mini-golf
6. \$10 pinball at Oviedo bowling alley

Social Media

Please be sure to **update Knight Connect and Facebook** with the correct times and locations. It is also useful to note that as of Fall 2017, people browsing through the public Facebook page cannot readily find the meeting times, so it's best to include times in the About description, as well. Please follow the **style guide** provided in the appendix when posting on social media.

Public vs Private Groups

Facebook is the club's main mode of communication. The private group is for club members only, and contains quick announcements or information only relevant to members. The public page is the face of the organization and includes photo albums and public announcements. Secretaries must be sure to **update both pages** when practice is cancelled at the last minute. They should also make announcements on both pages about first and last practices.

Inquiries

Secretaries will receive messages through Facebook Messenger and email. They should aim to answer inquiries as quickly as possible, in a friendly and courteous manner.

World Fencing Day

This day which aims to garner the public's interest in fencing occurs annually on the second Saturday of each September. The FIE (International Fencing Federation) chooses a different theme each year and releases a branding style guide. This day is a good opportunity to post something on social media.

Appendix

All the resources in the appendix can be accessed in the club's Google Drive.



Fig. 1.1 Banner



Fig. 1.2 Logo



THE FENCING KNIGHTS AT UCF

PRACTICE TIMES:

Monday 6:15-8:15 PM
Wednesday 6:15-8:15 PM
Friday 6:15-8:15 PM

In the Ferrell Auditorium
(Near '63 South)

*Equipment provided, no
experience necessary!*



CONTACT INFO:

Facebook:
The Fencing Knights at UCF

Email:
fencingknights@hotmail.com

*Let us know if you have any
questions.*

Learn how to stick 'em with the pointy end like a pro
from our coach with 40+ years of experience!

THE FENCING KNIGHTS AT UCF

PRACTICE TIMES:

Monday 6:15-8:15 PM
Wednesday 6:15-8:15 PM
Friday 6:15-8:15 PM

In the Ferrell Auditorium
(Near '63 South)

*Equipment provided, no
experience necessary!*



CONTACT INFO:

Facebook:
The Fencing Knights at UCF

Email:
fencingknights@hotmail.com

*Let us know if you have any
questions.*

Learn how to stick 'em with the pointy end like a pro
from our coach with 40+ years of experience!

THE FENCING KNIGHTS AT UCF

PRACTICE TIMES:

Monday 6:15-8:15 PM
Wednesday 6:15-8:15 PM
Friday 6:15-8:15 PM

In the Ferrell Auditorium
(Near '63 South)

*Equipment provided, no
experience necessary!*



CONTACT INFO:

Facebook:
The Fencing Knights at UCF

Email:
fencingknights@hotmail.com

*Let us know if you have any
questions.*

Learn how to stick 'em with the pointy end like a pro
from our coach with 40+ years of experience!

The Fencing Knights at UCF:

Social Media Handbook

Technicality

*It's "The Fencing Knights *at* UCF"*

Formally, we are referred to as The Fencing Knights, but on YouTube, our username is Fencing Knights.

Social Media Handles

FB: FencingKnightsatUCF

IG: FencingKnightsatUCF

YT: FencingKnights

Passwords

Hotmail:

fencingknights@hotmail.com

Instagram:

fencingknights

YouTube:

fencingknights@gmail.com

Facebook vs Instagram

Facebook and Instagram are our main forms of social media, but there are slight differences in the way we use each of them.

Facebook	Instagram
-Post entire album by a couple days after the event, thanking event organizers and posting results	-More timely; usually post one good photo the day of the event or before an album is posted; good for quickly congratulating a Knight at an away tournament
-No TBTs	-TBTs allowed
-Short to medium-length videos	-Short videos
-Public announcements can be text-only	-Maybe ideal for advertising flyers (i.e. partial proceeds)
-Typically doesn't use pics taken by phone	-Filters allowed, esp. if it's a pic taken with a phone that would like better with one
-Hashtags not encouraged	-Hashtags heavily encouraged
-No collages	-Collages allowed
-Timely/related news allowed when there's a lack of posting (i.e. Olympics; during summer)	-Boomerang allowed
-Instagram often crosses over to Fb	

Pictures

The Fencing Knights have established a standard of taking high-quality photos to document every major event concerning TFK at UCF. Major events include:

- Home Events
- Fundraisers
- Away Events
- Clinics

Photographers should...

- Ask for permission before taking photos
- Try to take a variety of photos from different angles; can be posed or candid
- Feel welcome to use continuous shooting mode but also delete bad or repetitive pictures
- Aim to take photos that capture emotion or an interesting action
- Take group photos of visiting fencers at home events

Photo Albums on Facebook

Secretaries should not post photos that are...

- Blurry
- Out of focus
- Under/overexposed
- In violation of the rules of safety
- Repetitive or unnecessary to the album (i.e. multiple simultaneous outcomes)

When it comes to photo selection, here are some tips:

- Limit the number of photos of each UCF fencer in the album. An example goal would be 5 photos per fencer.
- Photos of advancing/retreating/standing at the en garde line are often uninteresting
- Home albums are bigger than away albums, but always have less than 200 photos. Attempt to limit away albums to under 50 pictures, unless it's a regional/national event.
- When having difficulty eliminating photos, search for photos of the same action and delete those. Another strategy is to group pictures of the same bout together. If there's only one good picture from a bout and there are other good pictures of that fencer, take the stray picture out.
- Finally, do not post between the hours of 10pm-6am.