

**Grassroots Judo™**

**Junior, Youth, Team, & Kata**

**National Championships**

**Host Handbook**

**TABLE OF CONTENTS**

[**TABLE OF CONTENTS** 2](#_Toc402424875)

[**INTRODUCTION** 4](#_Toc402424876)

[**OVERVIEW** 4](#_Toc402424877)

[**AWARDING OF THE EVENTS** 4](#_Toc402424878)

[**BIDS** 5](#_Toc402424879)

[**THE GRASSROOTS JUDO™ JR. NATIONAL TOURNAMENT COMMITTEE** 5](#_Toc402424880)

[**CHIEF REFEREE AND CHIEF KATA JUDGE** 6](#_Toc402424881)

[**SANCTIONING** 6](#_Toc402424882)

[**COMPETITION CATEGORIES** 6](#_Toc402424883)

[**Individual Shiai** 6](#_Toc402424884)

[**Yudanshakai Team Shiai (USJF Hosting Years - Even)** 7](#_Toc402424885)

[**Kata** 8](#_Toc402424886)

[**RESPONSIBILITIES, REPORTS, AND ACCOUNTING** 8](#_Toc402424887)

[**INDEPENDENT CONTRACTOR** 9](#_Toc402424888)

[**JUNIOR AND YOUTH INDIVIDUAL COMPETITION** 9](#_Toc402424889)

[**REGISTRATION, WEIGH-IN, AND POOL PLACEMENT NUMBER SELECTION** 9](#_Toc402424890)

[**Submission of Entry Forms** 9](#_Toc402424891)

[**Official Pre-Tournament Registration** 9](#_Toc402424892)

[**Pool Placement Number Selection** 9](#_Toc402424893)

[**Weigh-In** 10](#_Toc402424894)

[**POOL PLACEMENT** 10](#_Toc402424895)

[**Tournament System** 10](#_Toc402424896)

[**Pooling Of Competitors** 10](#_Toc402424897)

[**Special Note Concerning Pool Placement and Registration Using Computer Systems** 11](#_Toc402424898)

[**TOURNAMENT PROCEDURES** 11](#_Toc402424899)

[**Reporting Of Competitors** 11](#_Toc402424900)

[**Match Order** 11](#_Toc402424901)

[**Rules** 12](#_Toc402424902)

[**Scoring and Recording Matches** 12](#_Toc402424903)

[**TEAM CHAMPIONSHIPS** 13](#_Toc402424904)

[**COMPOSITION** 13](#_Toc402424905)

[**ELIGIBILITY** 13](#_Toc402424906)

[**REGISTRATION, WEIGH-IN, AND POOL PLACEMENT NUMBER SELECTION** 13](#_Toc402424907)

[**Submission of Entry Forms** 13](#_Toc402424908)

[**Official Pre-Tournament Registration** 13](#_Toc402424909)

[**Pool Placement Number Selection** 14](#_Toc402424910)

[**POOL PLACEMENT** 14](#_Toc402424911)

[**Tournament System** 14](#_Toc402424912)

[**Pooling Of Teams** 14](#_Toc402424913)

[**Special Note Concerning Pool Placement and Registration Using Computer Systems** 14](#_Toc402424914)

[**Tournament Procedures** 14](#_Toc402424915)

[**MISCELLANEOUS RECOMMENDATIONS** 16](#_Toc402424916)

[**JR. NATIONALS BID PROCEDURES AND OTHER MISCELLANEOUS TOURNAMENT REQUIREMENTS** 16](#_Toc402424917)

[**BID PROCEDURES** 16](#_Toc402424918)

[**MISCELLANEOUS TOURNAMENT REQUIREMENTS** 17](#_Toc402424919)

[**PLANNING GUIDES AND ASSISTORS** 19](#_Toc402424920)

[**Tools & Check-Off Lists** 19](#_Toc402424921)

[**Upon the completion of your event you will be evaluated in the following areas:** 19](#_Toc402424922)

[**Local Organizing Committee Composition** 19](#_Toc402424923)

[**Meetings, Training Sessions and Clinics** 20](#_Toc402424924)

[**Pre-Event Preparation** 21](#_Toc402424925)

[**Check-In/Registration/Weigh-In Procedures** 22](#_Toc402424926)

[**Hospitality/Amenities At Hotel Headquarters** 23](#_Toc402424927)

[**VIP Hospitality Functions for Officials and Dignitaries:** 23](#_Toc402424928)

[**Hotel Headquarters, Location and Transportation** 24](#_Toc402424929)

[**Rooms Required At Hotel Headquarters** 25](#_Toc402424930)

[**Hotel Rooms Provided For USJA/USFJ Staff** 25](#_Toc402424931)

[**Tournament Venue** 26](#_Toc402424932)

[**Competition Playing Area (and Surrounding Area)** 26](#_Toc402424933)

[**Administrative Office Supplies and Equipment** 27](#_Toc402424934)

[**Tournament Venue Hospitality** 28](#_Toc402424935)

[**Ceremonies** 28](#_Toc402424936)

[**Rooms Required at the Competition Venue** 29](#_Toc402424937)

[**Plan/Timetable for Conducting Competition** 30](#_Toc402424938)

**INTRODUCTION**

**OVERVIEW**

For many decades the USJA and the USJF has sponsored their respective versions of the Junior National Championships. These annual tournaments have been held every year in different regions of the USA, and are directed by an entirely different tournament support crew of dedicated individuals each summer.

In the spirit of cooperation, the USJF and the USJA decided to combine our respective junior nationals into a single event each summer. We have titled this new combined event as the "Annual Grassroots Judo™ Junior, Youth, Team, and Kata National Championships".

With the increasing complexity of these National Championships, coupled with the ever changing group of individuals who are called upon to run the tournament, we have recognized the need to develop a standardized set of procedures with which to conduct the championships to ensure a quality event that is consistently reliable. While many of these procedures have been in place for years, this Handbook represents our attempt to continue to refine and standardize them.

This Handbook covers what we feel to be the most essential details of the tournament procedures. This includes:

* Registration
* Weigh-in of competitors
* Creation of competitive pools
* Ground rules of the competition.

We hope that not only future tournament directors and staff, but also all the other referees, officials, instructors, competitors, and families associated with the championships find this Handbook helpful in sponsoring or participating in the championships.

**AWARDING OF THE EVENTS**

The event will be assigned to USJA in odd years and USJF in even years. Thus, with 2010 being the initial year of this Grassroots Judo™ event the assignments are as follows:

2010 USJF/Nanka Judo Yudanshakai/Irvine, California

2011 USJA/Judan Judo/Toledo, Ohio

2012 USJF/Northwest Judo Yudanshakai/Spokane, Washington

2013 USJA/Kim's Martial Arts/Pittsburgh, Pennsylvania

2014 USJF/50th State Judo Yudanshakai/Honolulu, Hawaii

2015 USJA/Lowell Slaven/Indianapolis, Indiana

2016 USJF/Nanka Judo Yudanshakai/Los Angeles, California

2017 USJA/???

2018 USJF/???

2019 USJA/???

2020 USJA/???

Etc.

The primary responsibilities for the annual event will reside with the host Local Organizing Committee (LOC) and the parent organization (USJA or USJF). Each national organization has it own process for awarding events. Please check with the executive Director of your organization for the current process of bidding and selection.

The awarding of the bid is delegated to the parent organization for their respective years. It is suggested that bids be awarded at least 3 years ahead of time to allow ample time to identify suitable venue and hotels for the event. Also provides opportunity to train local cadre of volunteers to work the event.

The event should be hosted over the 4th of July weekend and is generally a three (3) day event. Typically, with the following general schedule:

* Friday: registration, weigh-in, various clinics USJA meetings, USJF meetings, & etc.
* Saturday: competition day 1 (Bantam, Intermediate, Juvenile B)
* Sunday: competition day 2 (Juvenile A, IJF Junior, Kata, Team)

Should the LOC have a desire or need to move the event away from the 4th of July weekend for their year, they must submit a request to move the weekend to the host parent organization for review and approval in writing before doing so.

There may be a training camp that precedes and/or follows the competition. That is up to the LOC to arrange with the parent organization.

**BIDS**

Each parent organization will be responsible for the process to award the event to LOC.

Some basic guidelines to consider:

1. Bids should be awarded 3 years in advance
2. The venue & headquarters hotels should be:
   1. in close proximity to one another
   2. in an area with convenient accessibility and reasonable travel expense via air, travel, or automobile
   3. a family event during a major family holiday weekend.
      1. it is best to keep expenses reasonable with this in mind (i.e., USJA/USJF Jr. Nationals, Junior National Grassroots Judo™).
      2. family activities and attractions will make the event easier to promote and more alluring to potential participants and their families.
3. The LOC should have a large cadre of local volunteers willing to support and run the event
4. Consideration should be given to move the event to different regions in the country (e.g., USJA/USJF Jr. Nationals)
5. A key contact person (often the Tournament Director) should be designated as the conduit between the sponsoring organization and the LOC

**THE GRASSROOTS JUDO™ JR. NATIONAL TOURNAMENT COMMITTEE**

In addition to standardizing much of the procedural aspects of the tournament the Grassroots Judo™ Junior National Tournament Committee has been developed to serve as consultants for the National Championships. In order to achieve some degree of consistency it is necessary to have consultants who are thoroughly versed with the tournament procedures and who serve as consultants from year to year. In this way, we hope to minimize the rougher aspects of the transition from one tournament staff to the next.

The Grassroots Judo™ Junior Nationals Tournament Committee consists of the following individuals:

* The current USJA & USJF Presidents
* The current USJA & USJF Jr. Development Chairpersons
* The current USJA & USJF Standards Committee Chairperson
* The USJA & USJF Executive Directors serve as resources for this committee and are the official links to the tournament director.

In making decisions, the Jr. Nationals Tournament Committee is also guided by input from the previous year's Grassroots Judo™ Junior Nationals Tournament Director.

**CHIEF REFEREE AND CHIEF KATA JUDGE**

The sponsoring organization's (the host parent organization) Referee Chairperson and Kata Chairperson should serve as the event's Chief Referee and Chief Kata Judge respectively. It is up to the Referee and Judge Chair Person to contact the NGB for any point recognition available for the event.

**SANCTIONING**

The event will be sanctioned under the auspices of the parent organization. Thus in odd years by the USJA and in even years, by the USJF.

**COMPETITION CATEGORIES**

**Individual Shiai**

The competition categories will generally be congruent with the categories used by the NGB. This will ensure that the event will continue to be a recognized point event for junior and youth aged athletes interested in pursuing points and placement on the NGB's junior and youth elite point rosters.

It is important to remember that *we will not use categories for athletes younger than 8 years of age* (turning 8 in the year of competition).

Athletes will be permitted to compete only in the age-weight category that they are qualified for by their date of birth and their actual weight at weigh-ins.

Juvenile B athletes are the only athletes permitted to compete in their age-weight category and in the IJF Junior weight category. Their options are as follows

Juvenile B only

IJF junior only

Both juvenile B and IJF junior

No age waivers will be considered nor accepted.

* Using 2013 as the example year... All weights are in kilograms (Kg)
  + Bantam - 8 year olds
    - Year of birth 2005
      * event year - 8 = 2013 - 8 = 2005
    - Females & Males: 23, 27, 31, 35, +35 Kg
  + Intermediate 1 - 9 & 10 year olds
    - Years of birth 2003-2004
      * event year - 10 = 2013 - 10 = 2003
      * event year - 9 = 2013 - 9 = 2004
    - Females & Males: 26, 30, 34, 38, 43, +43 Kg
  + Intermediate 2 - 11 & 12 year olds
    - Years of birth 2001-2002
      * event year - 12 = 2013 - 12 = 2001
      * event year - 11 = 2013 - 11 = 2002
    - Females & Males: 28, 31, 34, 38, 42, 47, 52, +52 Kg
  + Juvenile A - 13 & 14 year olds
    - Years of birth 1999-2000
      * event year - 14 = 2013 - 14 = 1999
      * event year - 13 = 2013 - 13 = 2000
    - Females & Males: 36, 40, 44, 48, 53, 58, 64, +64 Kg
  + Juvenile B (Cadet) - 15, 16, & 17 year olds
    - Years of birth 1996-1998
      * event year - 17 = 2013 - 17 = 1996
      * event year - 16 = 2013 - 16 = 1997
      * event year - 15 = 2013 - 15 = 1998
    - Females: 40, 44, 48, 52, 57, 63, 70, +70 Kg
    - Males: 50, 55, 60, 66, 73, 81, 90, +90 Kg
  + IJF Junior - 18-20 year olds
    - Years of birth 1993-1995
      * event year - 20 = 2010 - 20 = 1993
      * event year - 19 = 2010 - 19 = 1994
      * event year - 18 = 2010 - 18 = 1995
    - Females: 44, 48, 52, 57, 63, 70, 78, +78 Kg, Open
    - Male: 55, 60, 66, 73, 81, 90, 100, +100 Kg, Open

**Yudanshakai Team Shiai (USJF Hosting Years - Even)**

* Male (5 people)
  1. Intermediate 1, under heavyweight
  2. Intermediate 2, under heavyweight
  3. Juvenile A, under heavyweight
  4. Juvenile B (Cadet), under heavyweight
  5. IJF Junior, no weight limitation
* Female (5 people)
  1. Intermediate 1, under heavyweight
  2. Intermediate 2, under heavyweight
  3. Juvenile A, under heavyweight
  4. Juvenile B (Cadet), under heavyweight
  5. IJF Junior, no weight limitation

**Kata**

Three (3) katas are contested:

1. Nage No Kata

Junior - first three (3) sets (tewaza, koshiwaza, ashiwaza)

Youth - entire kata

1. Katame No Kata
   1. Junior - first two (2) sets (katamewaza, shimewaza)
   2. Youth - entire kata
2. Ju No Kata
   1. Junior - first two (2) sets (ikkyo, nikyo)
   2. Youth - entire kata

There are two age groups (using 2013 as example year):

1. Junior - 8 to 12 year olds
   1. Bantam, Intermediate 1, & Intermediate 2
      1. year of birth 2005-2001
         * 1. event year - 8 = 2013 - 8 = 2005
           2. event year - 12 = 2013 - 12 = 2001
           3. Youth - 13 to 20 year olds
2. Juvenile A, Juvenile B, & IJF Junior
   * 1. year of birth 2000-1993
        + 1. event year - 13 = 2013 - 13 = 2000
          2. event year - 19 = 2013 - 20 = 1993

Teams/Pairs:

* 1. There is no sub-grouping of teams by sex and mixed pairs are permitted.
  2. Both members of the team must be of the same age group:
     1. junior/junior
     2. youth/youth

**RESPONSIBILITIES, REPORTS, AND ACCOUNTING**

The parent/national organization will consult with the LOC and assist through its normally constituted organization, the actions of the LOC in organizing and hosting the event.

The LOC will follow all applicable rules of the parent/national organization and the IJF Contest Rules in the running of the tournament.

The LOC may delegate hosting of the event to another entity with prior approval of the parent/national organization but may not abrogate its primary responsibility.

The LOC agree to submit in writing an accounting of all finances, score sheets, entry blanks/forms, protests, report of injuries, and any other pertinent documents requested by the parent/national organization to the parent/national organization within 30 days of the final day of competition.

The LOC will perform any other reasonable duties in the conduct of the event as mutually agreed between the parties.

**INDEPENDENT CONTRACTOR**

It is expressly understood that the LOC is an independent contractor and the LOC shall not be construed to be an employee or agent of the parent/national organization. All benefits, liabilities, and taxes pursuant to this event including, but not limited to, Liability Insurance, Worker's Compensation Insurance, Hospitalization, and Medical Insurance (not specifically covered by the parent/national organization), Expense, Advertising, Legal Fees, State and Local Taxes shall be the sole responsibility of the LOC.

The LOC shall not incur indebtedness in the name of the parent/national organization without prior written approval from the parent/national organization.

**JUNIOR AND YOUTH INDIVIDUAL COMPETITION**

**REGISTRATION, WEIGH-IN, AND POOL PLACEMENT NUMBER SELECTION**

**Submission of Entry Forms**

All Junior and Youth competitors must send in their completed registration forms by the deadlines established by the tournament director. No entries will be accepted after the deadline for late registration.

Prior to the tournament, the tournament staff must prepare a registration card and a competitor identification badge for each competitor. Both should include, name, rank, club, Yudanshakai, and proposed competition division(s).

**Official Pre-Tournament Registration**

Official Registration and Weigh-in of all competitors shall occur on the day prior to the start of the two-day competition, during times specified by the Tournament Committee. This shall be the only time available for Registration and Weigh-in. The Tournament Committee is urged to have a liberal weigh-in period, scheduled for optimum convenience of families traveling a great distance and at minimum of four (4) hours in length.

Competitors must appear in person with a valid government/school issued photo identification card.

Competitors must present original or photocopy of valid membership card and birth certificate, and other supporting documents as stipulated by the Tournament Committee at the time of registration.

Care must be taken to insure that all materials, especially the proper waiver and release forms, including any and all forms required by the insurance carrier, are properly signed and completed by all required parties and are free of alteration.

Competitors shall receive their registration card and identification badge when all materials are in order. Any information concerning the tournament, bus schedules, competition schedules, etc., should be given at this time.

Competitors competing in two divisions must receive two separate cards, one for each division.

Upon receiving registration card(s) and identification badge, competitors shall proceed to area where they will select their pool placement numbers.

**Pool Placement Number Selection**

Prior to the tournament, the Tournament Committee shall prepare a set of three digit numbers recorded on index cards (or similar material). The cards shall be numbered sequentially, beginning at 101, and continuous through a number large enough to incorporate all competitors (e.g., 999).

The cards should be in a sealed container, to prevent competitors from seeing which number to choose, and thoroughly mixed.

After registering, competitors shall proceed to the Pool Placement Number Selection Area. Here, they will pick a number, at random, from the container containing the placement numbers.

The number selected must be recorded by a staff member in the appropriate space on the competitor's card.

The number selected by the competitor serves as both the competitor's pool placement number and the competitor's identification number.

If the competitor has two cards the competitor must select two numbers, one for each card.

After a number has been selected it must be discarded so that it cannot be selected by another competitor.

**Weigh-In**

After their pool placement number has been recorded on their card, they shall take the card to the weigh-in area, and hand it to a tournament staff member.

All competitors must be weighed, and their actual weight is to be recorded on the registration cards.

If the competitors are competing in two divisions, their weight must be recorded on both cards.

The competitors must sign their initials next to the weight recorded by the staff members.

Registration cards shall be held by the tournament staff, in order to place competitors in pools.

Completion of the weigh-in marks the end of the registration process for the competitors.

**POOL PLACEMENT**

**Tournament System**

1. Four (4) or More Athletes In A Division
   1. Contested using a modified double elimination system. Copies of the system are included in the Appendix.
      1. The 1st place winner shall have no losses.
   2. The loser of the winner's bracket competes against the winner of the loser's bracket for second and third place (even though these two individuals may have competed once already).
   3. Examples of 4-, 8-, 16-, and 32-player pool charts are appended in this handbook.
2. Three (3) Athletes In A Division
   1. Contested using the round-robin system
3. Two (2) Athletes In A Division
   1. Contested using a best two out of three system

**Pooling Of Competitors**

At the end of the registration period, the head scorekeeper shall retain all competitor cards. Each card should list the competitor's name, age, weight, division, and identification number, which also serves as the pool placement number.

The competitors in each division shall be positioned according to their pool placement number.

The procedures for placing the competitors shall be the same for each division.

The total number of competitors for the division must be determined by adding the number of cards.

The appropriate pool sheet must be selected for that division, according to the following:

* + 1. 2 competitors
       1. Best 2 Out Of 3 Pool
    2. 3 competitors
       1. Round Robin Pool
    3. 4 competitors
       1. 4-Person Pool
    4. 5 - 8 competitors
       1. 8-Person Pool
    5. 9 - 16 competitors
       1. 16-Person Pool
    6. 17 - 32 competitors
       1. 32-Person Pool
  1. The number of BYES must be determined by subtracting the total number of competitors from the size of the Pool Sheet.
  2. The BYES must be inserted into the Pool in the order specified in the Appendix.
  3. The competitors shall then be positioned in the remaining slots, from top to bottom, in the order of their placement number.
  4. There can be no deviation from the pairing, as given by the positioning of the competitors and the predetermined order chart, except if two competitors from the same club are scheduled to compete in their first match. In this case, the competitor with the higher pool placement number shall switch positions with the competitor with the next highest number.
  5. If a division has three (3) or less competitors, the competitors have the option to move into the next higher age bracket. If this situation arises, these competitors, their parents and/or instructors must be contacted.

**Special Note Concerning Pool Placement and Registration Using Computer Systems**

It is possible to use computer-based registration systems that generate random numbers for each contestant, which would eliminate the need to have them draw numbers. Some systems also allow for the placement of the contestants into tournament pooling systems like the one specified for the Grassroots Judo™ Junior National Championships. The Tournament Director may employ a computer system which would achieve the same results as those manual procedures described in this handbook. If such a system is used, the Tournament Director is held directly responsible to ensure that the system employed meets the pooling standards set forth above.

The program, "The Tournament Manager" by John Miller is a program that has been used for many years and satisfies these requirements.

**TOURNAMENT PROCEDURES**

**Reporting Of Competitors**

1. Competitors shall be called, by division, to the head scorer's table, which should be situated apart from the competition area.
2. A recorder should ascertain that all competitors have reported. If a competitor is not present, that competitor shall be called again. If the competitor fails to report to the head scorer's table after three successive calls over a period of three minutes that competitor shall be eliminated from the division.
3. Once all competitors are accounted for they shall be escorted to a mat assigned to that division by the head scorer or tournament director. The runner shall take along the official pool sheet and competitor cards for that division.
4. Upon arrival at the assigned mat area, the runner shall hand the official pool sheet to the mat recorder.

**Match Order**

1. The order of all matches is found on the official pool sheets. The recorder shall announce the matches in the order specified on the official pool sheet, with no exceptions. More than one division may be contested at the same time on the same mat.
2. If a competitor fails to appear after three calls one minute apart, that competitor shall forfeit that match (fusengachi).
3. First competitor called shall be the blue athlete. The second competitor will be the white athlete. The Tournament Director may require the second competitor to wear a white sash, or no sash at all.

**Rules**

1. The rules for all competition shall be the current Contest Rules of the International Judo Federation, with the following modifications:
   1. Shime waza (choking) is ***NOT*** allowed in Bantam, Intermediate 1, or Intermediate 2, categories.
   2. Kansetsu waza (arm locks) is ***NOT*** allowed in Bantam, Intermediate 1, Intermediate 2, or Juvenile A categories .
   3. Match time for Bantam, Intermediate 1, Intermediate 2, & Juvenile A categories is 3 minutes.
   4. Match time for Juvenile B & IJF Junior categories is 4 minutes.
   5. Contestants will be subject to the rules of the division entered regardless of their age on the day of competition

**Scoring and Recording Matches**

1. The results of each match must be recorded on the Pool Sheet and on both competitors’ cards.
2. The positions of the winners and losers on the Pool Sheets shall change in accordance with the double elimination system.
   1. Winners continue in the winner's bracket
   2. Losers drop to the loser's bracket
3. On both competitor's match cards the recorder shall record the opponent's identification number and the result of the match, expressed in points, in the following manner: Win by
   1. IPPON - 5 points
   2. WAZARI - 4 points
   3. YUKO - 3 points
   4. Loss - 0 points
4. The elimination shall continue in this fashion until the top three places are decided. There will be no break for finals.
5. Upon completion of each match the competitors are to verify that the results were correctly recorded on their respective cards. The failure to have any error corrected prior to the next round shall be deemed verification of the scores as recorded. Each contestant's coach shall have instructed their students concerning this responsibility prior to the Championships.
6. Upon completion of the division the completed pool sheets and competitor cards shall be sent back to the head scorer's table, where they should be double-checked for accuracy as to the correct match progression. The head scorekeeper shall not be responsible for any errors not timely discovered and corrected under subparagraph "e" above.

**TEAM CHAMPIONSHIPS**

**COMPOSITION**

Only registered Yudanshakais and Associate Yudanshakais, in good standing with the USJF, are permitted to enter teams in the Yudanshakai team competition.

Yudanshakai teams shall consist of a maximum of five members meeting the following age criteria:

* 1. Male Team:
     1. Intermediate 1, under heavyweight -43 Kg
     2. Intermediate 2, under heavyweight -52 Kg
     3. Juvenile A, under heavyweight -64 Kg
     4. Juvenile B (Cadet), under heavyweight -90 Kg
     5. IJF Junior, no weight limitation
  2. Female Team:
     1. Intermediate 1, under heavyweight -43 Kg
     2. Intermediate 2, under heavyweight -52 Kg
     3. Juvenile A, under heavyweight -64 Kg
     4. Juvenile B (Cadet), under heavyweight -70 Kg
     5. IJF Junior, no weight limitation

1. Competitors may compete only once in each team match.
2. The competitors may be of any rank, providing they meet the age and weight limitations. The USJF recommends that the minimum age for each team position be no less than one year under the age minimum and age 15 years for the IJF Junior position. The decision to utilize athletes below the recommended minimum ages above rests solely with the athlete's coach and parents. Coaches and parents are urged to exercise great caution given differences of physical and mental maturity between junior and youth aged athletes.

**ELIGIBILITY**

1. All competitors must be members in good standing with their Yudanshakai and the USJF and registered with the National Office by 31 March of the year of competition.
2. All team competitors may represent only the Yudanshakai where each competitor is a member.
3. All competitors must meet all other eligibility requirements and restrictions as specified above.
4. Any team fielding a competitor not meeting any eligibility requirement shall withdraw from the team competition prior to competition. If the team has already contested, it shall forfeit all contested matches, and team placement.

**REGISTRATION, WEIGH-IN, AND POOL PLACEMENT NUMBER SELECTION**

**Submission of Entry Forms**

1. To secure a place for a team in the Team Tournament a Yudanshakai must submit the correct Entry Fees and team roster by the established deadlines.
2. There are no Entry Forms to complete prior to the tournament.

**Official Pre-Tournament Registration**

1. Team competitors need not register as a team the day before the two-day tournament. Instead, the captain of the team or the Yudanshakai's coach shall submit the team roster to the Head Scorekeeper, or his designated representative, one hour prior to the start of the team tournament.
2. The names on the roster shall be submitted in the order specified above.
3. After team rosters have been submitted and prior to completion of the team competition the names of the contestants shall be reviewed to insure that each member is eligible for the Yudanshakai's team.

**Pool Placement Number Selection**

1. There shall be a blind draw for pool placement after rosters have been entered.
2. The weight of the competitors as recorded for individual competition will serve as their weight for team competition. If a team competitor did not compete in the individual competition then that competitor must be weighed at the time of submission of the team rosters. All team competitors must weigh in at the scheduled time set for each competitor's regular individual division. Such weigh-in is required even for a contestant participating only in the team matches.

**POOL PLACEMENT**

**Tournament System**

1. Both male and female teams are contested in a modified double elimination system.
   1. The 1st place winner shall have no losses.
   2. The final loser of the winner's bracket competes against the winner of the loser's bracket for second and third place (even though these two individuals may have competed once already).
2. The team pool charts to be used are the same charts used in individual competition.

**Pooling Of Teams**

1. The pooling of the teams shall follow the basic format specified above for individual contestants.
2. After all teams have reported and selected placement numbers, the teams shall be rank ordered, according to their pool placement number.
3. The total number of teams must be determined by adding the number of rosters (separate for males and females).
4. The appropriate pool sheet must be selected for that division, according to the following:
   1. 1 - 2 teams 2-Person Pool
   2. 3 - 4 teams 4-Person Pool
   3. 5 - 8 teams 8-Person Pool
   4. 9 - 16 teams 16-Person Pool
5. The number of BYES must be determined by subtracting the total number of teams from the size of the Pool Sheet.
6. The BYES must be inserted into the Pool in the order specified in the Appendix.
7. The teams should be ranked in order of their placement number from lowest to highest.
8. The teams shall then be inserted into the pool in the remaining slots, from top to bottom, in the order of their placement number.
9. There can be no deviation from the pairing, as given by the rank ordering of the teams, from the order specified on the predetermined charts.

**Special Note Concerning Pool Placement and Registration Using Computer Systems**

It is possible to use computer-based registration systems that generate random numbers for each team which would eliminate the need to have them drawn numbers. Some systems also allow for the placement of the teams into tournament pooling systems like the one specified for the USJF Jr. and Youth National Championships. The Tournament Director may employ such a computer system to achieve the same results as those manual procedures described in this handbook. If such a system is used the Tournament Director is held directly responsible to ensure that the system employed results in a fair blind draw and pooling.

**Tournament Procedures**

1. Reporting of teams
   1. The head scorer shall call teams, by microphone, to report to assigned mat areas.
   2. A runner shall take the team competition sheet listing the individual matches to the assigned mat area.
   3. The mat recorder should ascertain that all competitors have reported. If a competitor is not present, that competitor shall be called to report again. If the competitor fails to appear after three successive calls, each call spaced one minute apart, that competitor shall be eliminated from the competition.
2. Rules
   1. The rules governing the individual matches in the team competition shall be the same as the ground rules governing that age group in the individual competition as described above.
   2. All matches in the team championships will be 3 minutes long with no Golden Score overtime
3. Competition, scoring, and recording procedures
   1. The individual competitors from both teams shall appear in the order given prior to the start of the competition; there shall be no exceptions in order as determined by the tournament director.
   2. The teams shall report with all of their competitors wearing the appropriate color judogi. No sashes.
   3. If a competitor drops out, or if a team does not field a member in a position, the loss shall be scored as an ippon for the other team.
   4. The result of each individual match shall be recorded by the mat recorder. Points shall be assigned to the contestants in the following manner: Win by
      1. Ippon - 5 points
      2. Wazaari - 4 points
      3. Yuko - 3 points
      4. Shido - 1 point
      5. Loss - 0 points
         1. If the two competitors of any match are tied at the end of the match, a decision of "hikiwake" shall be rendered.
4. Determination of winners
   1. The total number of wins and points for both teams shall be tabulated after all five matches.
   2. The team champion shall be the team with the most wins.
      1. If both teams are tied in wins the team with most points will be declared the winner
      2. If both teams are tied in wins and points both teams will compete again in the manner described above.
      3. If the teams are tied through the first four matches in this second round the last match will decide the winner -- if the match is tied at the end of regulation time it will go into Golden Score overtime until a winner of the last match is determined.
      4. If the last match of the second round ties the score between the two teams then the team whose competitor won the last match shall be declared the winner.
5. Determination of places

The procedures for the determination of first, second, and third places will be the same as that described above for individual competition (i.e., modified double elimination).

**MISCELLANEOUS RECOMMENDATIONS**

1. Separate areas for
   1. Registering the individual competitors
   2. Competitor's selection of pool placement numbers
   3. Weigh-in (separate for males and females)
   4. Registration of Yudanshakai officials, referees, and coaches.
2. It is recommended that the registration area be differentiated by last names (for example, A-J, K-R, S-Z).
3. Only one pool placement area is needed. Prior to registration, pool numbers ranging continuously from 1 through the anticipated number of applicants must be prepared, and placed in a container.
   1. Competitors will select a number in a blind draw.
   2. Placement in their pools will be based upon this draw.
4. Separate weigh-in areas must be available for male and female competitors.
   1. We recommend that the male weigh-in section have at least three, and preferably five, separate scales.
   2. The females should have at least two, and preferably three, scales.
5. Registration and weigh-in at most national competitions are typically chaotic events. Thus, we highly recommend that all measures be adopted to minimize confusion, especially arising because of large numbers of competitors, parents, coaches, and others, who may flock into the area at one time.
   1. Organization of the registration process must take into account staffing and space concerns, but also the adequacy of time to complete the process. First impressions -- usually the registration process -- often set the tone for how hundreds of athletes and their coaches and parents view the tournament organization.
6. We recommend that only competitors and qualified officials be granted access to the registration and weigh-in area.
7. We further recommend that competitors be admitted for registration in groups, rather than all at once. For example, allow the first 25 competitors in, then the next 25, etc.
8. We also recommend that in addition to the staff necessary at each of the separate stations (registration, weigh-in, and pool placement number selection) additional staff be available to monitor competitor's progress through the registration area. We also recommend that additional tournament staff be placed outside the registration area, to answer questions and to monitor the competitors still waiting in line.
9. An official scale should be made continuously available to the competitors at least one day prior to every official weigh-in period.
10. The age cutoff date for both individual and team competition shall be 31 December of the year immediately preceding the competition.

**JR. NATIONALS BID PROCEDURES AND OTHER MISCELLANEOUS TOURNAMENT REQUIREMENTS**

**BID PROCEDURES**

1. Bids for the National Organization Junior, Youth, Team, and Kata National Championships must be sponsored through the Yudanshakai President with the approval of the Yudanshakai Board of Directors for USJF and must be sponsored by a sanctioned dojo for USJA.
2. The bid cost is $2,000 and must accompany the applicant Yudanshakai’s letter of request for bid or the sanctioned dojo.
3. Bids must be submitted by March 1st to the National Organization National Office or to the USJA office for action at the Spring Board meetings three years in advance of the scheduled event.
4. The Junior and Youth Development Sub-Committee will review all bids and recommend tournament awards to the National Organization Board of Directors for final action and approval.
5. Bids will be awarded a maximum of three years in advance.
6. In general, the tournament should not be in the same geographic location two years in a row. Widespread geographical representation among all Yudanshakais or USJA dojos should be encouraged and assistance offered prospective host Yudanshakais or USJA dojos, including co-sponsorship to assist those areas with fewer experienced personnel.
7. A written contract must be entered into between the President of the National Organization and the Hosting Organization, indicating an agreement by the Yudanshakai to follow the National Organization Junior, Youth, Team, and Kata National Championships Procedures Handbook rules and guidelines.

**MISCELLANEOUS TOURNAMENT REQUIREMENTS**

1. A final tournament preparation review will occur at the USJF April meeting 15 months in advance of the tournament date and at the ??? meeting for USJA
2. The format for all entry forms and related materials in the tournament package, exclusive of local information and state law concerns, shall be provided upon request by the Tournament Committee (hardcopy and computer medium). The entry form and related documents utilized by the tournament committee must conform to the pre-approved tournament package specimen documents.
3. A "Pre-Event Venue Evaluation Guideline" is available upon request to the National Office to assist tournament directors in the assessment of tournament venue hazards and risk prevention.
4. The Tournament Director shall be responsible for applying for and obtaining approval from the USA Judo Referee Commission to make the Grassroots Junior National a USA Judo Referee Evaluation & Examination Site. The LOC will be responsible for all of the financial and logistical requirements for the evaluation & examination.
5. It is the LOC's responsibility to provide the awards for each day's special awards. It is suggested that these special awards be different from the individual awards. The awards are:

|  |  |
| --- | --- |
| **Day 1** | **Day 2** |
| Outstanding Female Competitor  Outstanding Male Competitor  Female Fighting Spirit  Male Fighting Spirit  Female Sportsmanship  Male Sportsmanship  Female Best Technique  Male Best Technique | Outstanding Female Competitor  Outstanding Male Competitor  Female Fighting Spirit  Male Fighting Spirit  Female Sportsmanship  Male Sportsmanship  Female Best Technique  Male Best Technique |

1. It is the National Organization's Junior Development Chairperson's responsibility to identify candidates for and the winners of each day's special awards.
2. In USJF Yudanshakai Team tournament years, it is the LOC's responsibility to provide the awards for the competition. Team & individual awards for 1st, 2nd, & 3rd place teams.
3. In USJF Yudanshakai team tournament years the USJF Junior Development Chairperson is responsible for organizing and conducting the Yudanshakai Team tournament.
4. Host shall ensure following a basic opening ceremonies, which includes proper introductions and acknowledgements of all VIP's.
5. The Hosting Organization must supply, at no charge, meeting space and A/V equipment for the National Organization Special Board of Directors Meeting and various National Organization Committee Meetings which are held in conjunction with the Tournament. This shall generally include, but not be limited to:
   1. A large room with PA, podium, lectern, and A/V equipment (when requested) for the Special Board of Directors meeting
   2. A small room for National Organization Executive Committee meeting
   3. A small/medium room(s) for various committee meetings
   4. In situations where the Hosting Organization is unable to provide requested A/V equipment at no charge, approval of the A/V charges prior to them being incurred must be obtained from National Organization. Failure to do so absolves National Organization of financial responsibility for the charges.
6. The host organizing committee must supply ten (11) rooms for a minimum of four nights:
   1. 2 - USJA & USJF Presidents
   2. 2 - USJA & USJF Executive Directors
   3. 2 - USJA & USJF Referee Chairpersons
   4. 2 - USJA & USJF Kata Chairpersons
   5. 2 - USJA & USJF Junior Development Chairpersons
   6. 1 - Referee Evaluator
7. The host organizing committee must pay the airfare expense for:
   1. 1 - Chief Referee
   2. 1 - Chief Kata Referee
   3. 1 - Host National Organization Junior Development Chairperson
8. The following must be provided if requested by the National Organization Merchandise Committee for the event:
   1. Concession table/space at venue & HQ hotel - may be shared with National Organization sponsors
   2. Assistance with storage & transportation of National Organization merchandise prior to, during, and after the event
9. The Hosting Organization shall provide stipends for kata judges and shiai referees.
   1. Kata judges who judge at the kata event shall be provided a $25 stipend.
   2. Shiai referees who work the event shall receive a stipend of $25 per day with those who work both days receiving a total of $50.
   3. The maximum stipend received by an individual for the weekend is $50 total. No double-dipping if an individual judge’s kata and referees shiai matches on the same day.
   4. The Hosting Organization shall pay all stipends but be responsible for a maximum of $3,000 in stipends. Upon receipt of listing of all of the kata judges and referees who received stipends and the amounts, National Organization will reimburse the Hosting Organization for the amount exceeding $3,000.
10. National Organization (USJA & USJF) retains the right for all National Organization T-shirt and other National Organization logo merchandise sales and the tournament organizing committee has the exclusive right to sell tournament logo T-shirts.
11. National Organization (USJA & USJF) Life members are admitted to the spectator section of competition venue without cost.
12. Failure to comply with National Organization (USJA & USJF) regulations will result in 10-year ineligibility for the Yudanshakai and other possible disciplinary action as deemed appropriate.

**PLANNING GUIDES AND ASSISTORS**

**Tools & Check-Off Lists**

|  |  |
| --- | --- |
| **Event Name:** |  |
| **Event Date:** |  |
| **Event City:** |  |
| **Tournament Director:** |  |

Please let us express our appreciation to you for agreeing to host this National Tournament. It would be impossible for this Organization to conduct successful Tournaments for our members without the cooperation and support rendered by individuals such as yourself.

**Upon the completion of your event you will be evaluated in the following areas:**

* Local Organizing Committee (LOC)
* Meetings, Training Sessions and Clinics for LOC
* Tournament Staff
* Tournament Venue and Competition Area
* Check-in and Registration Procedure
* Weigh-in Setup and Procedure
* Hospitality at Tournament Headquarters Hotel
* Headquarters Hotel Accessibility to Venue
* Transportation to Venue
* Plan/Timetable for Registration and Competition

A checklist has been provided for each of the categories listed above. An attempt has been made to make it as complete as possible for your particular event. However, there may be items on the checklist that are not necessary for the above stated event and there may be items that need to be added. Therefore, the checklist is a guideline and not a list of absolute requirements.

**Local Organizing Committee Composition**

Attach a list of the Committees and Subcommittees for the LOC. Include the purpose of each Committee and the tasks that will be assigned to each group.

**Meetings, Training Sessions and Clinics**

List dates for each Meeting, Training Session and Clinic, including those that have already been conducted.

Provide a copy of the minutes for all Committee and Subcommittee meetings. Include a copy of the outline and training materials that were used at all training sessions.

|  |  |
| --- | --- |
| Technical Officials (timing/scoring)  Train on electronic scoreboards, runners for each table |  |
| Bracket Officials (Pool Sheets/Texas Match, Athlete ID) |  |
| Registration & Check-in (set-up of registration area, signs, weigh-in rooms and scales) Pre-registration and On-site Registration |  |
| Security (maintain clearing around competition mats and scoring tables, secure area for athletes, coaches and tournament officials) Crowd Control |  |
| Opening/Closing Ceremony and Awards Presentation |  |
| Venue (mat setup, venue setup of tables, chairs, scoreboards, etc.) Mat Crew during Tournament |  |
| Medical (medical aid stations at mats, Medical personnel at event, supplies) |  |

This is just a list of some of the main Committees that must conduct training sessions/clinics prior to the Tournament. All Committees/Tournament Staff should conduct meetings before the Tournament (Marketing, Announcer, Hospitality, Merchandise Sales, etc.)

**Pre-Event Preparation**

|  |  |  |
| --- | --- | --- |
| **Item** | **Requirements** | **Evaluator’s Comments** |
| Entry Form and Information Packet | GRASSROOTS JUDO™ provides the template in electronic form; the LOC adds local information. |  |
| Entry Form and Information Packet Distribution | USJA/USJF will distribute in packets to States and on the USJA/USJF webpage. Tournament Committee should distribute via E-mail and flyers. |  |
| Computer Database | USJA/USJF will provide a computer database for entering competitors information |  |
| Entry Forms Processing | LOC must enter all information into computer database and verify all required information. LOC must notify individuals of missing or incomplete items in Entry Form. |  |
| Competitor Packets | Provided by LOC. At a minimum the packet should contain a Certificate of Participation, event program booklet, schedule of events, ID Badge, shuttle schedule (if provided), and any other information deemed necessary. A map of the city, restaurant locations, special attractions and entertainment facilities should be included. Any free items obtained through the city or businesses (ink pens, coupon booklets, hats, etc) |  |
| Office Supplies, Weigh-in Slips, Printer, Copier | LOC must provide sufficient office supplies for Texas match cards, weigh-in slips (colored paper), laser printer and paper, copier, labels for Texas Match cards, pens, pencils, markers, white-out, staplers, scotch tape, paper clips, etc. |  |
| Athlete Credentials | Describe the type of Athlete credential that will provide Athlete verification at weigh-in and access into the venue and onto the competition floor |  |
| Coach Credentials | Describe the type of Coach credential that will provide Coach access into the venue and onto the competition floor. |  |
| Media Credentials | Describe the type of Media credential that will provide the Media access into the venue and the competition floor |  |
| Officials Credentials | Describe the type of Officials credential that will provide Officials access into the venue and the competition floor. Also method for Official meal. |  |
| Volunteer Credentials | Describe the type of Volunteer credential that will provide Volunteers access into the venue and to the areas they have been assigned to work. Also method for Volunteer meal. |  |

**Check-In/Registration/Weigh-In Procedures**

|  |  |  |
| --- | --- | --- |
| **Item** | **Requirement (LOC)** | **Evaluator’s Comments** |
| Room Configuration | Provide the layout of the room configuration, including walk-up, pre-registered and “problem” areas, coach/official/dignitary area. Show entrance and exit doors. |  |
| Signage | Post signs at Tournament Headquarters stating what time and where registration and weigh-ins will take place. Signs giving clear instructions should be posted outside the registration/check-in room informing what each contestant must do or is needed for registration/weigh-in. Venue location, shuttle schedule, and procedures for athletes to get inside the venue should be posted as well as coach information, procedure for obtaining necessary credentials, etc. |  |
| Registration/Check-in Procedure | Describe procedure/flow of those Athletes, Coaches, Officials and Dignitaries registering/checking-in. Verify that time periods and location listed in the Entry Form will be adhered to. Note any reasons for modification. |  |
| Availability/Location of Practice Scales | Verify that calibrated scales will be available 24 hours prior to weigh-in and location of scales. Note type of scale. |  |
| Weigh-in Procedures | Verify the type of weigh-in procedure that will be used. Post the times and locations of weigh-ins. Sufficient personnel to conduct the weigh-ins must be available. |  |
| Media Check-in Procedures | Describe the procedure for the media to obtain their credentials for access to the competition venue and floor. Include any procedure for obtaining credentials prior to the event and the procedure at the tournament venue. |  |

**Hospitality/Amenities At Hotel Headquarters**

Note plans for amenities which will be provided at the Hotel Headquarters for volunteers during Registration/Check-in:

|  |  |
| --- | --- |
| Volunteer Meals | \_\_\_\_\_YES \_\_\_\_\_NO |
| Time, Type (breakfast, lunch, etc.) | Time Period \_\_\_\_\_\_\_\_\_\_ Type\_\_\_\_\_\_\_\_\_\_  Time Period \_\_\_\_\_\_\_\_\_\_ Type\_\_\_\_\_\_\_\_\_\_  Time Period\_\_\_\_\_\_\_\_\_\_ Type\_\_\_\_\_\_\_\_\_\_ |
| Break Room Provided | \_\_\_\_\_\_YES \_\_\_\_\_\_NO  Time Period\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Type of Refreshments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Describe any other amenities that will be provided to volunteers such as t-shirts, etc. |  |

**VIP Hospitality Functions for Officials and Dignitaries:**

Secure Officials and Dignitaries travel itineraries and designate a Transportation Coordinator to make necessary out-of-town travel pickups.

|  |  |
| --- | --- |
| Provide a description of the types of receptions/activities that will be provided and the groups (Officials only, USJA/USJF Board of Directors only, etc.) that are invited to each one. | Activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_Time\_\_\_\_\_\_  Group Invited \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_Time\_\_\_\_\_\_  Group Invited \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_Time\_\_\_\_\_\_  Group Invited \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Hotel Headquarters, Location and Transportation**

|  |  |
| --- | --- |
| Name of Hotel Headquarters |  |
| Address |  |
| Hotel/Airport Transportation Available |  |
| LOC and Hotel Signed Contract? | YES\_\_\_\_\_\_ NO\_\_\_\_\_\_ |
| Distance from Competition Venue |  |
| Hotel/Competition Venue Transportation Type Available |  |
| List # of Rooms blocked per night (list only number of nights necessary for this event) | Night #1 Date:\_\_\_\_\_\_\_\_\_\_# of Rooms:\_\_\_\_\_\_\_\_\_\_  Night #2 Date:\_\_\_\_\_\_\_\_\_\_# of Rooms:\_\_\_\_\_\_\_\_\_\_  Night #3 Date:\_\_\_\_\_\_\_\_\_\_# of Rooms:\_\_\_\_\_\_\_\_\_\_  Night #4 Date:\_\_\_\_\_\_\_\_\_\_# of Rooms:\_\_\_\_\_\_\_\_\_\_  Night #5 Date:\_\_\_\_\_\_\_\_\_\_# of Rooms:\_\_\_\_\_\_\_\_\_\_ |
| List Restaurants located in Hotel Headquarters, hours of operation and relative price ranges | #1\_\_\_\_\_\_\_\_\_\_\_\_\_\_Open\_\_\_am-\_\_\_pm Price\_\_\_\_\_  #2\_\_\_\_\_\_\_\_\_\_\_\_\_\_Open\_\_\_am-\_\_\_pm Price\_\_\_\_\_  #3\_\_\_\_\_\_\_\_\_\_\_\_\_\_Open\_\_\_am-\_\_\_pm Price\_\_\_\_\_ |
| List additional Restaurants located within walking distance of the Hotel Headquarters (i.e. pizza, sandwich shop, fast food, fine dining, etc.). | Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Price:\_\_\_\_\_\_\_\_\_\_\_\_  Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Price:\_\_\_\_\_\_\_\_\_\_\_\_  Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Price:\_\_\_\_\_\_\_\_\_\_\_\_  Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Price:\_\_\_\_\_\_\_\_\_\_\_\_ |

**Rooms Required At Hotel Headquarters**

|  |  |  |
| --- | --- | --- |
| **Item** | **Requirements** | **Evaluator’s Comments** |
| Registration/Check-in Room | A large room that can accommodate tables and chairs for workers and with approximately 100-200 athletes/parents, etc. at any one time. Easy flow in and out. |  |
| Computer Room | A room located near the registration/check-in room where computer operations can be performed. Room for 2-3 tables and chairs. This room should be isolated and quiet with controlled access. |  |
| Officials/Referees Meeting | A room to conduct the officials/referees meeting. Usually takes place on the evening prior to the first day of competition. |  |
| Technical Officials Meeting | A room to conduct the technical officials meeting on the evening prior to the first day of competition. This training may occur at the competition venue if it is in close proximity to the Hotel Headquarters. |  |
| Coaches Meeting | A room to conduct a briefing on the rules of competition on the evening before the first day of competition. Usually conducted by the Chief Referee. |  |

**Hotel Rooms Provided For USJA/USFJ Staff**

|  |  |  |
| --- | --- | --- |
| **Group/Individual** | **Required** | **# Provided** |
| USJA President | 1 |  |
| USJF President | 1 |  |
| USJF Executive Director | 1 |  |
| USJA Executive Director | 1 |  |
| USJA Referee Chairperson | 1 |  |
| USJF Referee Chairperson | 1 |  |
| USJF Kata Chairperson | 1 |  |
| USJA Kata Chairperson | 1 |  |
| USJA Junior Development Chairperson | 1 |  |
| USJF Junior Development Chairperson | 1 |  |
| Referee Evaluator |  |  |
|  |  |  |

**Tournament Venue**

|  |  |
| --- | --- |
| Number of Contest Areas |  |
| Dimension of Contest Areas (8m, 9m or 10m) |  |
| Type and capacity of spectator seating |  |
| Number of Merchandise Vendors expected |  |
| Prime space reserved for USJA/USJF Merchandise Rep. | \_\_\_\_\_\_\_YES \_\_\_\_\_\_\_NO |
| Adequate access for shuttle buses | \_\_\_\_\_\_\_YES \_\_\_\_\_\_\_NO |
| Adequate parking available | \_\_\_\_\_\_\_YES \_\_\_\_\_\_\_NO |
| Describe venue entry procedure for Spectators |  |
| Separate entry for Athletes, Officials, Coaches | \_\_\_\_\_\_\_YES \_\_\_\_\_\_\_NO  Describe: |

**Competition Playing Area (and Surrounding Area)**

|  |  |
| --- | --- |
| Brand of Tatami Mat |  |
| Surface of Venue (carpet, concrete, etc.) |  |
| Type of Mat underlayment (i.e. necessary if surface of venue is concrete) |  |
| Provide a drawing (to scale) of the competition venue and identify and provide, at a minimum, the items listed to the right. | 1. Dimensions of competition floor. 2. Location and dimensions of rooms required at the competition venue (staff room, lunch room, media area, etc.). 3. Location and seating capacity of spectator seating. 4. Dimensions of each contest area and safety area. 5. Configuration of contest area (square, in-line, etc.) 6. Location of timers/scorers tables 7. Location of Head Table (Joseki). 8. Location of Officials/Referees tables. 9. Location of Medical tables (minimum of one per every two mats).   10) Location of coaches chairs.  11) Location of USJA/USJF National Coaching Staff tables.  12) Location of Referee Evaluators table (if any)  13) Location of Competitors warm-up area.  14) Location and set-up of Awards area.  15) Location and set-up of merchandise Vendor area.  16) Location for Media and Photos.  17) Location of Athlete staging area (if any). |

**Scoring/Timing/Referee Equipment**

List/Inventory of Scoring/Timing Equipment (enough for all contest areas)

|  |  |
| --- | --- |
| **Item** | **Supplied and Evaluator’s Comments** |
| Electronic Scoreboards (visible to competition area and spectators) | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Electronic Clocks (visible to competition area and spectators) | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Visible Texas Match Numbers | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Backup Timing/Scoring Devices | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Manual Backup Scoreboard | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Care System | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Bean Bag backup (to indicate end of match) | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Audible Signals | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Flags/Holders for Referees/Judges | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Flags for Timing and Injury Signals | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Mat Number Signs | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Backup Paddles for Scoring/Penalties | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Office Supplies for Timing/Scoring tables (i.e. pencils, sharpeners, tape, notepads, etc.) | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |

**Administrative Office Supplies and Equipment**

|  |  |
| --- | --- |
| **Item** | **Supplied and Evaluator’s Comments** |
| Office supplies for Administrative Staff (pens, pencils, staplers, scotch tape, notepads, etc.) | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Computer and Printer for Administration needs (extra name badges, floor passes, etc.) | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Copy Machine (copies of pool sheets, etc.) | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Office Supplies for USJA/USJF Staff/ Referees/Officials | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Adequate power for Computers and Printers and Electronic Scoreboards (power outlets, extension cords, power strips, etc.) | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |

**Tournament Venue Hospitality**

|  |  |
| --- | --- |
| **Item** | **Supplied and Evaluator’s Comments** |
| Coffee/Donuts for morning Referees meeting | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Shirts provided to Volunteers and Technical Officials with Event and/or Position specific information | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Water and hard candy on tables for Volunteers/Referees | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Refreshments in Volunteer/Officials Lounge | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Lunch provided for all Volunteers/Staff/Officials | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Access to refreshments for Media, VIP’s, etc. | \_\_\_\_\_\_YES \_\_\_\_\_\_NO |
| Describe any other Hospitality provided |  |

**Ceremonies**

|  |  |  |
| --- | --- | --- |
| **Item** | **Requirements** | **Evaluator’s Comments** |
| Pre-Event Music | Ingress and warm-up music to be played while spectators are arriving and athletes are warming-up. Please provide music list. |  |
| Opening Ceremonies | Provide description and time-line of Opening Ceremonies conducted. |  |
| National Anthem/Colors | Pre-recorded music or live singer?  Presentation of Colors |  |
| Announcer | A professional announcer should be used. If not familiar with Judo provide “fill-in” information (when Judo started, founder, introduced as an Olympic Sport, etc.). Provide script for venue announcements, acknowledge sponsors and merchandise vendors, etc. |  |
| Entertainment | Short entertainment may be provided at beginning of tournament. Please provide description. |  |

**Awards**

|  |  |  |
| --- | --- | --- |
| **Item** | **Requirements** | **Evaluator’s Comments** |
| Awards Area | The Awards Area should be far enough from the competition area that when the ceremony begins the crowd of people will not impede access to the competition area, scorers/timers tables, referees and officials. |  |
| Awards Stand | Provide description. |  |
| P/A System | The public address system for the awards should be separate and local to the Awards Area. |  |
| Medals/Trophies/Certificates | Provide description and number. |  |
| Special Awards | Provide description and number. |  |
| Time of Awards Presentation | During competition, top of each hour, conclusion of event, etc. Provide description. |  |

**Rooms Required at the Competition Venue**

|  |  |  |
| --- | --- | --- |
| **Item** | **Requirements** | **Evaluator’s Comments** |
| Changing Rooms for Athletes | Separate rooms for Male and Female | \_\_\_\_\_\_YES \_\_\_\_\_\_NO  If No, give reason: |
| Warm-up Area/Room | Should be close to the competition room/hall and be of sufficient size to accommodate 30-50 athletes without overcrowding | \_\_\_\_\_\_YES \_\_\_\_\_\_NO  If No, give reason: |
| Medical Room | A Medical Room equipped with a telephone for emergencies. Should be close to the competition floor. | \_\_\_\_\_\_YES \_\_\_\_\_\_NO  If No, give reason: |
| Referee/Officials Room | A place where referees/officials can hold their meetings and where they can relax when not on competition floor. | \_\_\_\_\_\_YES \_\_\_\_\_\_NO  If No, give reason: |
| Volunteer Room | A place where Volunteers/Tournament Staff have a place to relax. | \_\_\_\_\_\_YES \_\_\_\_\_\_NO  If No, give reason: |
| USJA/USJF Staff Room | Should be close to the competition floor and have a reliable power source for copying machine, computers, laptops and printers. | \_\_\_\_\_\_YES \_\_\_\_\_\_NO  If No, give reason: |
| Lunch Room | Should be of sufficient size to allow for Tournament Personnel (volunteers, referees, etc.) to eat. Approximately 30-40 people at one time. | \_\_\_\_\_\_YES \_\_\_\_\_\_NO  If No, give reason: |
| Media Work Room | Should be close to the competition floor with a reliable power source and telephone lines. | \_\_\_\_\_\_YES \_\_\_\_\_\_NO  If No, give reason: |

**Additional Information:** Provide any additional information that you feel is pertinent to the successful conduct of this Event.

**Plan/Timetable for Conducting Competition**

1. **Competition Floor Access.** Describe the method for Athletes and Coaches to access the competition floor.
2. **Security.** Describe the security procedures for the event. Include number of paid and/or volunteer security personnel and where they will be posted. Describe how access to various areas will be controlled (credentials, match cards, etc.)
3. **Athlete Identification and Staging.** Describe the method of athlete identification and staging (ID Badges, Texas Match cards, separate staging area for Athletes, etc.)
4. **Event Starting Procedure.** Describe the procedure for starting the Competition (i.e. athletes warm-up to venue music, music ends and Athletes clear the mats. Athletes march onto mat to music. Short welcoming speech. Colors are presented. National Anthem is played. Athletes bow in and clear mat, etc. Give times and description of each part of the procedure.
5. **Communications.** Describe the communication procedures during the Event (P/A System, wireless communication, Competitor notification, etc.
6. **Ceremonies and Awards.** Attach announcer scripts, musical play-lists and types of entertainment (if any).

**Tournament Staff**

List the names of the individuals who will be filling the following positions. Same positions may be filled by the same person and some positions may be unnecessary. Add any individual positions you fill are necessary to run a successful event.

|  |  |
| --- | --- |
| **Position** | **Name** |
| Tournament Director |  |
| Tournament Assistant Director or Tournament Coordinator |  |
| Tournament Headquarters Coordinator |  |
| Competition Facilities Coordinator |  |
| Chief Referee |  |
| Chief Kata Judge |  |
| Chief Physician |  |
| Medical Supervisor |  |
| Registration/Check-in Supervisor |  |
| Contestants |  |
| Technical Officials |  |
| Referees/Officials |  |
| Coaches |  |
| Dignitaries/VIP’s |  |
| Weigh-in Supervisor |  |
| Texas Match Draw Supervisor |  |
| Chief Scorekeeper |  |
| Technical Officials Supervisor |  |
| Mat Supervisor |  |
| Hospitality Director |  |
| Security Staff Supervisor |  |
| Announcer |  |
| Award Ceremonies Supervisor |  |
| Commemorative Program Director |  |
| Media/Public Relations Director |  |
| Sales/Marketing Director |  |
| Merchandise Vendor Supervisor |  |
| Transportation Coordinator |  |