



UNITED STATES JUDO FEDERATION

National Office

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United States Judo Federation Sanctioned Event Requirements & Procedures

Effective September 1, 2011

Please be aware an event can only be sanctioned with one (1) organization. If your event is sanctioned with your State Governing Body (SGB), USA Judo or the USJA you cannot sanction with the USJF. If your event is sanctioned by more than one organization both sanctions will be void.

I. Submit Application & Documents At Least 45-Day In Advance Of The Event

- A. USJF National Office Staff **HIGHLY RECOMMENDS** that the completed sanction application, information, event documents/paperwork, and fees be received at the National Office at least 45-days in advance of the event
- B. This allows for
 - 1. Adequate time to work out any problems or issues with the event and/or paperwork
 - 2. Adequate time to distribute approved/finalized paperwork with sanction number

II. Applicant Must Meet The Following Requirements To Apply For A USJF Sanction

- A. Application must be submitted by individual on behalf of one of the following:
 - 1. USJF Chartered Dojo/Club
 - a. Must be registered through a yudanshakai and with USJF
 - b. Must have a minimum of 10 USJF registered individual members
 - 2. USJF Yudanshakai
 - a. Must be currently registered with USJF
- B. Individual applying for the sanction must be a member of the Chartered Dojo/Club and/or Yudanshakai
- C. Applicants who do not meet these requirements (A & B) may request USJF to waive the requirements

III. The Following Items/Paperwork Must Be Sent To The National Office

- A. Completed sanction application
 - 1. The completed sanction application must be legible
 - 2. Incomplete or illegible sanction applications will be rejected/returned
 - 3. The application must be endorsed by your yudanshakai representative
 - a. Generally the President of your yudanshakai
 - b. Other individual designated by your yudanshakai
- B. Event Forms/Paperwork
 - 1. General information sheet (all events)
 - a. Date(s) & Time(s)
 - b. Location
 - c. What
 - d. Who

2. Tournament/Competition Rules (tournaments/competitions)
 - a. Rules to be used for the event
 - i. IJF Contest Rules
 - ii. Any/all modifications to the IJF Contest Rules (examples)
 - Kansetsuwaza/armbars allowed in black belt divisions only
 - Shimewaza/choking allowed for competitors 13 years of age & older
 - Pre-1994 rules will be used for the safety zone and out-of-bounds
 - Pre-2003 medical rules will be used
 - No double-knee drop seoinage allowed for competitors 12-years of age or younger
 - Etc.
3. Competition Divisions/Categories (tournaments/competitions)
 - a. Juniors
 - i. Generally by
 - gender
 - co-ed permitted for ages 10 and under (co-ed waiver)
 - age
 - weight
 - specific weight groups
 - light, medium, heavy
 - athletes will be placed into groups with other athletes of similar weight
 - ii. Additional consideration
 - rank
 - b. Seniors
 - i. Generally by
 - gender
 - rank
 - novice
 - brown belts
 - black belts
 - weight
 - IJF weight categories
 - light, medium, heavy
 - athletes will be placed into groups with other athletes of similar weight
 - c. Examples
 - Ex 1
 - M/F 6-years & under: light, medium, heavy
 - M/F 7 & 8-years: light, medium, heavy
 - M/F 9 & 10-years: light, medium, heavy
 - M/F 11 & 12-years: ex-light, light, medium, heavy
 - M/F 13 & 14-years: ex-light, light, medium, heavy
 - M/F 15 & 16-years: ex-light, light, medium, heavy
 - M/F Senior novice: light, medium, heavy
 - M/F Senior brown belts: light, medium, heavy
 - M/F Black belts: light, medium, heavy
 - Coaches, Instructors, & Parents will have an opportunity to review the categories and confirm their child's/athlete's suitability for participation

- Ex 2
 - M/F 6 years & under: groups by age, weight, rank
 - M/F 7 & 8-years: groups by age, weight, rank
 - M/F 9 & 10-years: groups by age, weight, rank
 - M/F 11 & 12-years: groups by age, weight, rank
 - M/F 13 & 14-years: groups by age, weight, rank
 - M/F 15 & 16-years: groups by age, weight, rank
 - M/F Senior novice: groups by weight & rank
 - M/F Senior brown belts: groups by weight
 - M/F Black belts: groups by weight
 - Coaches, Instructors, & Parents will have an opportunity to review the categories and confirm their child's/athlete's suitability for participation
- Ex 3
 - M/F 8-years: 21kg, 25kg, 30kg, +30kg
 - M/F 9-years: 23kg, 27kg, 31kg, 35kg, +35kg
 - M/F 11 to 12-years: 28kg, 31kg, 34kg, 38kg, 42kg, 48kg, 53kg, +53kg
 - M/F 13 to 14-years: 36kg, 40kg, 44kg, 53kg, 58kg, 64kg, +64kg
 - M 15 to 16-years: 50kg, 55kg, 60kg, 66kg, 73kg, 81kg, 90kg, +90kg
 - F 15 to 16-years: 40kg, 44kg, 48kg, 52kg, 57kg, 63kg, 70kg, +70kg
- etc.

4. Tournament/Elimination System

- a. Highly recommend that you identify/describe the tournament system that will be used
 - i. Texas match # scheduling
 - ii. Categories announced and then staged mat side
 - iii. PA (public address) system announcements
- b. Highly recommend that you identify/describe the elimination system that will be used
 - i. True double elimination system
 - ii. Modified double elimination system
 - iii. Single elimination system
 - iv. Single repechage system
 - v. Double repechage system
 - vi. Round-robin system
 - vii. Pool system
 - viii. Etc.

5. Co-ed competitions for participants age 10 and under

- a. Paperwork must clearly state that there will be co-ed competition for participants 10-years of age and younger
- b. Must use an approved co-ed warning, waiver, & release form

6. Sanction number

- a. After the sanction application is approved by the USJF National Office staff, a sanctioned event # is issued
- b. The sanction # must be included on the finalized paperwork for the event
 - i. General information sheet
 - ii. Entry form

C. Warning, Waiver, and Release Form (all events)

1. USJF National Office staff can customize a form for your event, this ensures that you have the correct form and language
 - a. Form must completely fit on one (1) page
 - b. Form must be printed with 10 point or larger type - anything smaller is considered to be "fine print" and invalidates/weakens the strength of the document in a court of law
 - c. Please provide the USJF National Office staff with a listing of the entities that should appear on the form. (e.g. your yudanshakai, your dojo, the venue owner, the venue manager, the venue, & etc.)
 - d. Form must list all three (3) national organizations: USJA, USA Judo, & USJF
 - e. Closed yudanshakai events MAY:
 - i. List all three (3) national organizations: USJA, USA Judo, & USJF
 - ii. List just USJF instead of all three
 - f. Language on the form must match the insurance approved waiver exactly, except for the list of entities, to be acceptable and valid
2. Co-ed Form
 - a. Must be used if having co-ed categories
 - b. Form must completely fit on one (1) page
 - c. Form must be printed with 10 point or larger type - anything smaller is considered to be "fine print" and invalidates/weakens the strength of the document in a court of law
 - d. USJF National Office staff can customize a co-ed form for your event
 - e. Please provide the USJF National Office staff with a listing of the entities that should appear on the form. E.g. your yudanshakai, your dojo, the venue owner, the venue manager, the venue, & etc.
 - f. Form must list all three (3) national organizations: USJA, USA Judo, & USJF
 - g. Closed yudanshakai events MAY:
 - i. List all three (3) national organizations: USJA, USA Judo, & USJF
 - ii. List just USJF instead of all three
 - h. Language on the form must match the insurance approved waiver exactly, except for the list of entities, to be acceptable and valid

D. Eligibility requirements

1. All events sanctioned by the USJF must be open to individuals who are current members in good standing with valid, current membership with insurance coverage with the USJF, USA Judo/USJI, or USJA
2. Paperwork must contain language, "Open to current members of the USJA, USA Judo/USJI, or USJF. Must present current membership card".
3. Participants must show proof of membership and insurance
4. Only exceptions to this "open event" rule is when the event is a:
 - a. Yudanshakai qualification event to determine yudanshakai funding
 - b. Yudanshakai promotional event to determine yudanshakai promotions

E. Consent & non-black belt suitability forms

1. It is **HIGHLY RECOMMENDED** that all tournaments, use consent forms and non-black belt forms, depending on the age and rank of the participants
 - a. Minors
 - b. Non-black belts

F. Entry form/sign-up sheet

1. An entry form is required for all events

a. Tournaments/competitions

i. Must include space to capture the following information

- Participant's name
- Contact info: address & phone number
- Organization - USJA, USA Judo, USJF
- Current membership number/id
- Expiration date
- Closed yudanshakai events MUST capture USJF membership number & expiration date

b. Clinics/seminars

i. Entry form is preferred over a sign-up sheet/list

ii. May use a sign-up sheet/list in lieu of an entry form

iii. Must include space to capture the following information

- Participant's name
- Contact info: address & phone number
- Organization - USJA, USA Judo, USJF
- Current membership number/id
- Expiration date

2. Must include the following for Americans with Disabilities Act compliance

a. A place for a participant to state their disability(ies) and request accommodation by the event organize - SAMPLE BELOW:

If assistance/accommodation is needed (check off appropriate box): Vision Loss/Blindness Hearing Loss/Deafness

Type of assistance/accommodation requested or name of person assisting: _____

b. Accommodations may include:

- i. Providing a signer who can communicate in sign language to be available at all ceremonies and meetings
- ii. Providing a signer to be available mat-side next to the athlete's coach
- iii. Allowing the athlete's signer access to the venue, mat side, and other appropriate areas
- iv. Referees should be instructed to accommodate the disabled participant(s), by using the appropriate referee protocols/procedures for sight/hearing-impaired athletes

3. Event sanction number should appear on the entry form or sign-up sheet/list

4. USJF National Office has generic sample entry forms and sign-up sheets/lists for your convenient usage upon request

G. Sanction fee (all events)

1. Amounts

- a. Received at the USJF National Office more than 30 days prior to the start of the event - \$10.00
- b. Received at the USJF National Office between 7-29 days prior to the start of the event - \$20.00
- c. Received at the USJF National Office less than 7 days prior to the start of the event - \$30.00

2. Method of payment

- a. Check or money order payable to "USJF"
- b. Credit card: Visa, MasterCard, or Discover

IV. Upon Receipt Of The Items Listed In Item III

- A. The paperwork will be reviewed by the National Office staff
- B. If there are edits, corrections, and/or clarifications that need to be made, a response will be sent to the applicant via:
 - 1. Response letter
 - 2. Email
 - 3. Fax
- C. Upon satisfactory completion of the edit/change requests made by the USJF National Office staff
 - 1. Sanction number will be assigned to the event
 - 2. Event will receive "conditional" approval
 - 3. Approved sanction application will be returned to the applicant
 - 4. Applicant MUST submit a "final" copy of the following documents:
 - a. General information sheet with the sanction number listed on it
 - b. Entry form with the sanction number listed on it
 - c. Approved waiver/release form
 - d. Any additional paperwork for the event
 - 5. Upon receipt of the "final" copy of the documents listed in #4 above, the event will be formally approved

V. Upon "Formal" Approval Of the Sanction Application

- A. The event will be publicized on the USJF website via the "events" page
- B. General liability coverage will be in place for the event
 - 1. Upon completion and submission of a certificate of insurance request form
 - a. a certificate of insurance will be issued by our insurers to show that liability insurance coverage is in place
 - b. additional parties may be added as additional insured parties
 - i. Property owner
 - ii. Property management
- C. Applicant MUST
 - 1. Post the approved sanction application at the event venue so that all in attendance may verify that the event is properly sanctioned
 - 2. Have blank injury reports for completion should there be any injuries at the event
 - 3. Submit a report of sanctioned event report and injury report(s) after the event is complete
 - a. Within 5-days after the completion of the event
 - b. Injury reports should also be submitted if there were any injuries at the event
 - i. Injury report should use the standard reporting form
 - ii. Should have a copy(ies) of the injured party(ies) completed entry form(s) and executed waiver, warning, and release form(s) attached to the injury report form(s)

We hope that this outline helps you in your applying for an event sanction.

If you have any questions or concerns, please do not hesitate to contact us.

Certificate Regarding Non-Black Belt Contestants

I _____ a Judo instructor,
(print name of Instructor)

who has been awarded the Judo rank of Shodan or higher, under the auspices of the USA Judo/USJI, USJF, USJA or Judo Canada, hereby certify that,

(print name of contestant)

although not having been awarded the Judo rank of Shodan or higher, is of sufficient aptitude and skill in Judo to compete safely in this competition

Judo Instructor (print) _____

Signature of Instructor _____ Date _____

Rank _____

Organization rank obtained through _____

Parent/Legal Guardian Consent for Competitors under 18 Years of Age:

I, the undersigned parent or legal guardian of the named contestant

_____, have read and

PRINT NAME OF CONTESTANT

understand the method of competition for this competition. Including contested weight categories and possible changes deemed necessary by the Tournament Director for the safety of the sport and competitors involved. I have agreed to allow my child to participate in this event.

Parent/Guardian Signature

Date