



SANCTIONING POLICY & TOURNAMENT STANDARDS

Approved by the Board of Directors

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Coming soon appendices:
Ne waza tournament regulations
Judo festival formats

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PREAMBLE:

DEFINITION OF A TOURNAMENT

Any Judo event in Canada that has an objective to determine a winner and/or to award prizes, is considered a tournament and should be organized in accordance with the standards outlined in this document. For practical reasons events are classified into the following categories:

CLASSIFICATION OF TOURNAMENT

1. **International** events organized in Canada under the jurisdiction of the International Judo Federation will be organized according to the IJF Sport Organization Rules (available at the <http://www.ijf.org/>).
2. **International-National** events organized in Canada, under jurisdiction of Judo Canada will be organized according to this “Sanctioning Policy & Tournament Standards”.
3. **International-Provincial, Regional and Club** events organized in Canada, under jurisdiction of any Provincial/Territorial judo association, will be organized according to the Judo Canada “Tournament Standard and Sanctions policy”. The standards outlined in this policy may be modified and made more but not less restrictive by specific regulations approved by a Provincial/Territorial Judo Association or imposed by local governments.

SPORT SEASON

Judo Sporting Season in Canada is from September 1 to August 31 of the next calendar year. Note that it is different from the International Season which is consistent with the calendar year of January 1 to December 31.

MISSION

- To standardize the operation of judo tournaments in Canada;
- To ensure that tournaments are delivered in a safe and developmentally appropriate fashion in consistency with the Long Term Development Model approved by Sport Canada and Judo Canada;
- To challenge tournament organizers to host top quality events that will showcase judo to the public, the media and the membership of Judo Canada.

PRINCIPLES CONSIDERED:

A) Sport Development

Participation in competition is an integral part of sport and it should offer a positive experience to the participants, coaches, parents and spectators. Safe environment, adherence to verified standards, developmental appropriateness of tournament formats and positive reinforcement for participating judoka are some of the necessary elements needed to encourage involvement in a competitive stream of judo.

B) Entertainment

One of the goals of hosting a judo tournament is to win the support of the general public and media. Attention must be placed on non-technical aspects. Analyze the competition from the spectator's point of view. Pay attention to presentation of the venue; the schedule and communication of it to the public; the quality of announcements.

C) Volunteers

Regardless of the size of the event one of the keys to hosting a successful Judo tournament is a well-structured Organizing Committee. Each individual must have a clear understanding of roles and areas of responsibility before committing to the project. At the time that volunteers are being recruited it is essential that they are presented with a detailed job description, understand the reporting structure, know how their position fits into the overall organization, and most importantly, and are able to commit to the number of hours of service required. Detailed Job descriptions with an estimated time commitment are available in **appendix D** to this policy.

D) Leadership

Depending on the size and a scope of the event, the leadership may be as small as one person: i.e. a Technical Director of the dojo for a small club tournament; to as large as an Executive Committee of an independent corporation run by a professional staff for a large scale International Event. The leadership of the organizing committee must keep the project on task and within budget. A detailed task list, with established deadlines and priorities, will ensure that the tasks are completed on time and remain coordinated between the various subcommittees. It is essential that volunteers are able to deliver on schedule. When a task is not completed as required the volunteer must be made aware of his / her responsibility to the other members of the committee and the problem must be rectified as quickly and efficiently as possible.

- Number of Volunteers and defined roles: To host a successful competition takes a large number of volunteers. Use the proposed Judo Canada job descriptions and stick to it. One volunteer – one job. Do not overload volunteers with a variety of tasks. You will lose them and their job will not be done well. See the appendix of this policy for the proposed structure of the Organizing Committee and job descriptions for volunteer personnel.
- One of the goals of hosting an event is to popularize judo, the presentation of the event must appeal to today's sporting industry consumer. Enlist the support of non-judo volunteers, parents, service clubs who may bring a different perspective and expertise.
- An opening ceremony should take no more than ten minutes. The shorter it is the better.
- Whenever logistically possible, the medal ceremony should be integrated into the final order of matches and not left to the end of the competitions when often there are no spectators left.
- The competition site cannot be disassembled until the last medal ceremonies are concluded.

SANCTIONING POLICY AND PROCEDURE

SANCTION LEVELS

It is required that judo tournaments that are held in Canada meet or exceed standards that are presented in this document. Judo Canada will issue two different levels of sanctions:

A) Sanction level A:

International tournaments sanctioned by the IJF; and **National** tournaments that are assigned by Judo Canada. Judo Canada will designate or approve the Tournament Director and a Chief official of such events.

B) Sanction level B

Tournaments that are sanctioned by a provincial judo association, Judo Canada will automatically provide sanctions at the “B” Level. The respective provincial judo associations are charged with ensuring that the event complies with their own standards and complies with the standards of this Policy. Judo Canada will not be involved in the organization or operation of “B” sanctioned competitions.

PROCEDURE:

1. SANCTION LEVEL
 - 1.1 The Organizer planning to run an “A” level event files a bid if required (new event), or signs a sanctioning agreement (existing event) with Judo Canada.
 - 1.2 The Organizer planning to run a “B” level event, must apply for sanctions to their respective P/T Tournament Commission (or equivalent).
2. THE DATE OF THE TOURNAMENT
 - 2.1 The Date of the Tournament must be approved by the Tournament Commission (or P/T equivalent), to fit into the yearly competition calendar with the goal to benefit the development of the athlete in accordance with the Long Term Athlete Development Model.
3. THE NAME OF THE EVENT
 - 3.1 The **name of the event** must not be misleading, must not compromise another organisation’s rights nor express an authority that is beyond that of the organising committee (i.e. the IJF has the expressed rights to “World” level events, Judo Canada has the expressed rights to “National” level events, etc.).
4. VERIFICATION OF MEMBERSHIP
 - 4.1 The organizers of a tournament must make available to the Judo Canada office, the full list of entries, including referees and coaches in order to verify that all participants, in any tournament taking place in Canada are **members** of Judo Canada and their respective P/T associations; or members of another National Federation recognized by the IJF.

TOURNAMENT AND VENUE REGULATIONS

All the regulations listed below are in addition to or are modifications of, the Sport Organization Rules of the IJF. Since the IJF is responsible only for the sanctioning of the World level events, a number of areas are outside of their jurisdiction and thus require modifications addressing various age groups and capacities.

1. **Membership:**

Participants in any tournament in Canada must be members of Judo Canada or members of another judo association recognized by the IJF. It is the responsibility of the Organizing Committee of any tournament taking place in Canada, to verify membership status of each entered athlete, referee. The onus of proof of a membership is on the athlete or the designated Provincial/Country representative.

2. **Code of Conduct:**

Judo Canada Code of Conduct, Discipline Procedure and Coaching Code of Ethics will be enforced in all Tournaments. <http://www.judocanada.org/code-of-conduct-2/>

3. **Dress Code:**

3.1. Competitors must wear shoes or sandals while not on the mat.

3.2. Athletes who wish to access the competition area and/or warm up area of a tournament must wear a tracksuit or a judogi.

4. **Medal winners:**

4.1. Medal winners must attend the medal ceremony in their white judogi (A level events) or a judogi OR an official sport uniform (B level events).

4.2. Medal winners that refuse to participate in the ceremony will be removed from the result list and will not place. (Carding points may be removed)

5. **Coaching:**

5.1. Dress Code

5.1.2. For events under the **IJF** jurisdiction the dress code will be as per the IJF rules;

5.1.3. For events under **Judo Canada** and **Provincial/Territorial Association** jurisdiction coaches are required adhere to the following dress code: long pants, shoes, shirt/t-shirt/golf shorts/polo, no hat.

5.1.4. For **all other events** coaches must be dressed appropriately.

5.2. Coaching Certification

5.2.1. At the National Championships the Provincial Coaches must be Certified Competition Development coach ; Assistant Coaches must be certified Instructors.

5.2.2. At other level A sanctioned events the Provincial Coaches must be at minimum trained Competition Development coach ; Assistant Coaches must be trained Instructors.

5.2.2. At **Provincial** level events, the minimum recommended level for a **head coach** is certified Instructor. **Assistant coaches** are recommended to be at minimum trained Assistants.

6. **Anti-Doping Policy:**

For tournament requiring waivers a standard acknowledgment paragraph must be added: “Although the focus of the Canadian Centre for Ethics in Sport (CCES) is on the athlete competing at the International and National levels, all judo events conducted in Canada are subject to the Canada’s Anti-doping Policy

and are therefore subject to unannounced doping control. To learn more about this policy, athletes should be advised to take the following steps:

- **Check the Global DRO (www.globaldro.com) to determine if any prescription or over-the-counter medications or treatments are banned by the WADA Prohibited List.**
- **Review medical exemptions requirements (www.cces.ca/medical) if you require the use of a banned medication for a legitimate medical reason.**
- **Do not use supplements, or take precautions prior to doing so. Supplement products cannot be verified by the CCES or in the Global DRO. A lack of industry and government regulation makes it impossible to confirm their ingredients. Read more: www.cces.ca/supplements**
- **Review the steps of the doping control sample collection procedures: <http://cces.ca/sample-collection-procedures>**

For additional resources and general information about anti-doping, please contact the CCES:

- **Email: info@cces.ca**
- **Call toll-free: 1-800-672-7775**
- **Online: www.cces.ca/athletezone**

7. **Unacceptable Behavior:**

The Tournament Director has the right to revoke the accreditation of anyone (athletes, officials, coaches, spectators) showing blatant disrespect for the rules and procedures for the competition as established by the Organizing Committee.

8. **Zero-Tolerance Alcohol Policy:**

There is a zero-tolerance alcohol policy in effect which will result in an automatic revocation of accreditation for all athletes of the age of minority who consume alcohol during the event (from the moment of arrival to the moment of departure).

9. **Combat Surface—Size:**

9.1.1. For all International (Continental Level Championships and IJF World Ranking events) level events organized in Canada, the IJF mat combat surface regulations apply.

9.1.2. The **recommended size** of the competition area is 8m x 8m with a three (3) meter outside safety zone and **four (4) meters** between adjacent combat areas.

9.1.3. At a **minimum size** of the competition area is 7m x 7m with a three meter outside safety zone and **four (4) meters** between adjacent combat areas.

9.2. For competition involving children **U16** and younger, the combat area may be reduced to 6m X 6m. The safety zone remains **three (3) meters** all around, and **three (3) meters** between adjacent combat areas.

9.3. For competition of children **U14** and younger, the minimum combat area may be reduced to 5m X 5m. The safety zone around is **three (3) meters**, and **three (3) meters** between adjacent combat areas.

9.4. The **safety zone** may be reduced to one (1) meter providing that the rules are adapted to make the event safe - for example skill competitions for children or Ne Waza competitions.

9.5. Demonstration events (judo Festivals) for children do not require adherence to a specific tournament standard and may be conducted in dojos.

10. **Tournament records:**

10.1. Tournament records including tournament regulations, entry lists of athletes and coaches and tournament draw sheets must be preserved and:

- 10.2. All records of **Nationally “A”** sanctioned events must be communicated to Judo Canada within 48 hours of the event.
- 10.3. All records of **Provincial Events** should be kept at the office of the PSO for 3 (three) years, and made available to Judo Canada upon request.

COMPETITION RULES ADDITIONS & CLARIFICATIONS

The rules below are in addition to, and are clarifications of the IJF rules. These rules fall under six broad categories: Competition, Techniques, Scoring, Competition Uniform, Medical and Legal.

COMPETITION:

1. Early Bloomer:

- 1.1 Judo Canada will grant the “early bloomer” status for the Elite Invitational Championships subject to approval on a case-by-case basis by the Judo Canada High Performance Committee. Early Bloomer status is available to athletes who place in top 3 in the Elite and Open National Championships of the earlier years OR to athletes applied for by Provincial Coaching Staff.
- 1.2 For the Open Nationals subject to approval on a case-by-case basis by the Judo Canada Sport Committee the “early bloomer” status will be granted by Judo Canada’s Designated Official. Early Bloomer status is available to all athletes who submit the required declaration of skill level/waiver.
- 1.3 For all other domestic Judo Canada ranking events the “early bloomer” status will be granted by Judo Canada’s Designated Official. Early Bloomer status is available to all athletes who submit the required declaration of skill level/waiver.
- 1.4 Local Tournament Organizing Committees may grant the “early bloomer” status at all other sanctioned events in Canada. Early bloomer status is available to all athletes who submit the required declaration of skill level/waiver.
- 1.5 Written communication on all approved cases of the Early Bloomer must be submitted to Judo Canada Sport Committee for awareness and record keeping.
- 1.6 No athlete is allowed to compete in more than two events per tournament

2. Visually Impaired:

- 2.1. The visually impaired athlete should expect to compete under the visually impaired rules, but may consent to compete under the able-bodied rules. This change would be consistent with the next clause, 2.2.
- 2.2. If the Able-bodied judoka does not wish to consent to compete against the Visually Impaired judoka according to the modified regulations, the Visually Impaired judoka wins by *fusen gachi*.

3. Transgender Athletes:

- 3.1 Athletes planning to participate in judo events in a gender different than identified on their birth certificate must declare this intention to Judo Canada at the latest at the beginning of the sport season.

- 3.2 If approved for such participation they must remain in the approved gender for at least the length of the entire season.
- 3.3 Approval will be rendered by Judo Canada Sport Committee in accordance with Judo Canada Transgender Policy available at: http://www.judocanada.org/wp-content/uploads/2017/08/Policy_On_Transgender_Athletes_August_7_2017.pdf

4. **One division per day & Exceptions:**

- 4.1. In “A” sanctioned tournaments competitors of any age group **except Veterans** are allowed to compete only in one Individual Tournament division per day, except in the following circumstances:

- 4.1.1 The **open weight division** is contested at that same Tournament on the same day;

- 4.1.2 A **team tournament** is conducted on the same day.

- 4.1.3 When the number of competitors in a division is four (4) or less and the tournament schedule allows for such solution the athlete may enter a second division at discretion of the Tournament Director. In such circumstances, the competitor may be allowed to enter a third event providing that:

- 4.1.3.1 A team event is conducted on the same day.

- 4.1.3.2 The competitor enters an Open weight division as a third entry.

If an athlete chooses to compete in 2 events in one day, that athlete will not be allowed to compete in any further events on a second or later day of the tournament.

- 4.2. In “B” sanctioned tournaments, participants in that tournament are allowed to compete in a second division taking place on the same day providing that the second division is scheduled in a separate block of the event and at discretion of the tournament director.

5. **Call to Mat:**

- 5.1. Any competitor not on the mat area after having been called three (3) times, at 1-minute intervals, will automatically lose the bout.

6. **Rest Periods:**

- 6.1. Rest between bouts will be at a minimum of double the time of the maximum length of the bout for a given age group.

7. **Hygiene:**

- 7.1. The judogi shall be clean, dry and without unpleasant odor.
- 7.2. The nails of the feet and hands shall be cut short.
- 7.3. Long hair has to be bound with an elastic band (no metal).
- 7.4. Spectacles, watches and jewelry, etc. are prohibited.
- 7.5. Make up and strong scents are not allowed.

TECHNIQUE:

8. **Kansetsu Waza and Shime Waza Restrictions:**

- 8.1. No Kansetsu Waza or Shime Waza are allowed in any competition for a novice judoka – below Green belt (all ages).
- 8.2. No Kansetsu Waza is allowed for U16 (all ranks).
- 8.3. Shime Waza is allowed for U16 Green belts and higher.

9. **Use of Sankaku gatame:**

9.1. The U14 and younger are not allowed to use Sankaku gatame for it is impossible to determine whether it is applied as a Katame or a Shime Waza.

10. **White belts:**

10.1. All white belt beginner judoka of U10 group and older are allowed to enter into competition in *Ne Waza*.

SCORING:

11. **Hansoku make:**

11.1. Any competitor disqualified by direct hansoku-make for an action dangerous to the opponent **or** an action contradictory to the spirit of judo **will not be eligible** for repechage and will lose his/her standing.

11.2. A competitor disqualified by hansoku-make for any other reason loses the match but **can continue** in the repechage round.

12. **Kiken-gachi:**

12.1. Any competitor submitting by kiken-gachi (injury) will not be allowed to resume competition without permission of the medical officer appointed by the tournament organizing committee.

COMPETITION UNIFORM AND CONSEQUENCES:

13. **White and a Blue judogi:**

13.1. White and a Blue judogi approved by the IJF are required at all **IJF** sanctioned International level events.

13.2. All **National Championships** in Canada require two colour judogi that must meet the current IJF size standards (as measured by the sokuteiki), however, they do not need to meet the IJF label or manufacturer standard.

13.3.1. At **all other events** in Canada, the choice of one- or two-colour judogi is at the discretion of the Organizing Committees of events.

13.3.2. If one-colour judogi is the preferred option, it must be white.

13.4. In case of competitors in U21 and Senior divisions, if the referee on the mat determines (sokuteiki measurements), that the judogi does not meet the size standards and the competitor is asked to change it, the coach of the competitor will be expelled from the coaching chair

14. **Judogi & T-shirts:**

14.1. All judoka entering the tournament must have an immediate access to spare judogi.

14.2. All female judoka entering the tournament must have an immediate access to a spare white T-shirt.

MEDICAL:

15. **Loss of consciousness:**

Any competitor who is of U18 age division (or younger) who loses consciousness as a result of a Shime Waza, is not allowed to continue in the tournament and will not be eligible for repechage or entry in another division taking place on the same day, due to a medical withdrawal.

16. **Concussion:**

Any competitor diagnosed during a tournament with symptoms of concussion shall be withdrawn from the competition.

17. **Medical examinations:**

17.1. Two, one-minute medical examinations/competitor/match will be allowed for **U18** and younger divisions.

17.2. A third medical examination will result in kiken-gachi for the athlete.

17.3. “Blood situations” and minor injuries will be dealt with in accordance with the current IJF rules.

18. **Asthma medications:**

18.1. Asthma medications can be used **ONLY** as prescribed by the physician. These medications are included on the list of prohibited performance enhancing substances and their use in excess or without prescription will result in an anti-doping rules violation.

19. **“Blood Free” Environment:**

19.1. Each venue must ensure a “blood free” environment. To remove any blood contamination from the combat zone chlorine solvent must be available for cleaning.

19.2. A judogi contaminated with blood must be changed.

LEGAL:

20. **Alcohol & Drugs:**

No alcoholic beverages or illicit drugs are permitted on the premises of a judo tournament.

HEAD COVERING

Whereas, from time to time Judo Canada receives questions as to what is acceptable and what is not acceptable to be worn during a judo contest and;

Whereas, Judo Canada fully realizes that an individual’s religious beliefs must be accommodated to the point of undue hardship;

Therefore, Judo Canada’s policy with respect to the wearing of a head covering for religious reasons during a judo contest is as follows:

The International Judo Federation (IJF) Contest Rules define what a judo uniform (judogi) is and by omission, answers what is not allowed. For example, head coverings, stockings and shoes are not acceptable items of a judo uniform because they are not listed in Article 3 of the Contest Rules. Personal preferences outside of the specifications allowed by Article 3 are not permitted.

In some sports, accommodation for religious beliefs is easier than in others. By its very nature, Judo is a combative sport which involves throwing, grappling and choking. The head area is aggressively attacked and must be controlled during the application of a variety of grappling techniques (ossae-waza) and choking techniques (shime-waza).

Anything that is worn on the head is therefore subject to accidental removal or may cause injuries to either contestant. Additionally, anything that is worn on the head puts the attacker at a disadvantage if he/she has to

carefully work around the item being worn for fear of dislodging it.

There is a potential injury to the hands or fingers of the attacker due to entanglement in the head covering and potential injury to the wearer if the attacker uses the head covering to choke the wearer or control the wearer's head.

Interruptions in the flow of the contest in order to adjust a head covering provide a further advantage to the wearer and conversely, a disadvantage to his/her opponent. For example, long hair is required to be tied so as to avoid causing an inconvenience to the other contestant. A penalty is assessed to a contestant if his/her long hair continually comes untied and causes delays in the match.

It must be noted that the IJF has 190 member countries, a number of which are religious or cultural societies for whom head covering is an expectation, and who all follow the IJF Contest Rules and do not allow competitors to wear such religious head coverings.

Therefore, Judo Canada, in adhering to the International Judo Federation Contest Rules as well as the reasons listed above, will not allow competitors to wear head coverings during a judo contest for either religious reasons or for personal preference.

MEDICAL COVERAGE

Subject to Provincial/Territorial Governmental Regulations

1. The medical / therapy supervision and care at competitions is a fundamental aspect of hosting any competition.
2. At events under the **IJF** jurisdiction, only Medical Doctors accredited by the IJF will have access to the competition area. At these events, the medical personnel accredited by the team will have a priority over the domestic medical staff for the care of athletes of their team.
3. At **National Championships:**
 - 3.1** Judo Canada will appoint a Chief Medical Officer (CMO) who will oversee the medical aspect of the event. The CMO will be on-site during the tournament and will work with the Local medical staff.
 - 3.2** The Local Organizing Committee must appoint a local medical liaison officer that will be in close contact with Judo Canada's Chief Medical Officer to organize the medical aspect of the event. Judo Canada strongly recommends that this person works in the medical domain.
 - 3.3** The Chief Medical Officer will be in charge of the medical staff designated by the local medical liaison officer.
 - 3.4** The medical staff hired for the event must meet the professional standards listed under 4.1. Other qualified professionals may be considered as staff for the event but must be approved by Judo Canada's chief medical officer. Judo Canada strongly recommends that a medical doctor be present at all times during the event.
4. **Medical Officer Professional Standards:**
 - 4.1. For any judo competition in Canada, a medical officer must be appointed and must meet one of the following professional standards:

- Medical Doctor (preferably experienced in service of judo events)
- Certified athletic therapist*
- Physiotherapist with a valid first responder certificate*
- Emergency Response Nurse
- Certified Paramedic

*A list of certified therapists can be found on the Canadian Athletic Therapy Association (CATA) or Sport Physiotherapy Canada (SPC) web sites: www.athletictherapy.org, www.sportphysio.ca.

5. Emergency Action Plan:

5.1. Each venue hosting judo competitions must have an Emergency Action Plan (EAP). This EAP must be posted beside the medical area.

The emergency action plan must include the following:

- i. A charge person in case of an emergency (generally the medical officer of the event);
- ii. A medical equipment person;
- iii. A call person (in charge of ambulance call);

The same person cannot assume more than one role as part of the emergency action plan.
- iv. Access route for ambulance and the evacuation plan;
- v. Address of the venue and cross street;
- vi. Name and address of the nearest emergency room;
- vii. Name and phone number of a person in charge of non-urgent transportations to the hospital. A car/van and the driver should be on standby during the event.
- viii. Contact information of one member of the organizing committee;
- ix. Contact information of all the medical staff.

6. First Aid Kit/ Medical equipment:

6.1. Each venue hosting judo competitions must be equipped with a first aid kit. Refer to the *Annex 1 Medical equipment* for a list of required and recommended equipment.

7. AED (automatic external defibrillator) and oxygen:

7.1. In addition to the above, each organizing committee hosting judo competitions for Veteran athletes, and/or Kata competitions must offer access to an AED (automatic external defibrillator). We recommend that the AED be located directly in the medical area.

7.2. In addition, Judo Canada strongly recommends to each organizing committee, hosting judo competitions for Veteran Athletes to offer access to oxygen tank and non-re-breather oxygen masks.

Annex 1: Medical equipment

Quantities vary according to the number of competitors enrolled in the event.

Required equipment

- Table(s), chairs, garbage can (close to the fighting area)
- Emergency Action Plan
- Mat cleaning solution (1 per mat)
 - 1 spray bottle that contains a diluted solution of javel (1:10 solution, javel:water) for disinfection
 - Many pairs of gloves
 - Paper towels for wiping
 - 1 garbage or 1 bucket
- Pocket mask
- Gloves
- Splinting equipment for upper and lower extremity injuries (e.g. SAM splints, multi-purpose splints, lower extremity splints, towels, triangular bandages, pillows)
- Elastic bandages (tensor)
- Blanket(s)
- Nose plugs (tampon, gauzes, etc.)
- Gauzes
- Band-aids
- Alcohol and/or antiseptic tampons and/or solutions
- Scissor(s)
- Nail clippers
- Athletic tape 1.5 inches
- Hydrogen peroxide and brushes to clean blood from judogis
- Ice and ice bags
- AED (automatic external defibrillator) for veteran and kata competitions
- Hand sanitizers or easy access to hand washing facilities

Recommended equipment (in addition to the above):

- Pen light
- Tweezers
- Vaseline
- Steri-strips
- Shrink wrap
- Tissue boxes
- Tuning fork
- Important to have in case of ringworm: bio occlusive dressing (e.g. tegaderm from 3M, opsite post-op & opsite transparent waterproof film)

Emergency equipment

- O2 tank and regulator
- Adult and child Masks for O2 (NRB preferably)
- BVM (bag-valve-mask) adult and child
- AED (automatic external defibrillator)

- Blood pressure cuff adult and child sizes
- Stethoscope
- Pulse oximeter
- Oropharyngeal airways of different sizes
- Nasopharyngeal airways of different sizes with water soluble lubricant

Taping supply

- Tuf skin`
- Ultralight tape
- Elastic tape 3``
- Leukotape P
- Hypafix
- Pro wrap (underwrap)
- Foam for padding
- Shark

Boarding equipment

- Spinal board
- Straps at least 4, 5 better
- Adjustable adult Cervical collar
- Adjustable Pediatric cervical collar (for smaller athletes!)
- Cervical stabilizers

Recommended therapist fanny pack:

- A few pairs of nitrile gloves
- Pocket masks
- OPA and NPA of different sizes
- 1 Penlight
- Nose plugs (small pieces of tampons)
- 1-2 rolls of athletic tape
- 1 roll of Leukotape P
- alcohol and antiseptic prep pads
- non-sterile & sterile gauzes
- band-aids of different sizes
- nail clipper
- 1 pair of lister scissors
- Mini-tube of Vaseline
- Triangular bandage
- 1 plastic bag

TOURNAMENT FORMATS AND DRAW SYSTEM

FORMATS

The tournament format must be announced in advance of the event; the latest being at the time of the sanctioning application.

- A) **World Ranking events** under the IJF Jurisdiction and Continental Championships, regardless of the number of participants in a weight category, the following formats may be used:

Straight elimination with a quarterfinal (last 8 competitors) repechage at the World Championships, Grand Slam, Grand Prix, Continental Cups, Veteran, Continental Championships.

- B) **Other events taking place in Canada the following formats may be used:**

1. **For Weight categories with eight (8) or more entrants:**

- 1.1. Double repechage system – international events under **IJF** jurisdiction other than the World ranking events;
- 1.2. Modified double elimination system – used at the **Senior; U21; U18; U16 and U14 National Championships**
- 1.3. True double elimination system;
- 1.4. Multiple pool elimination systems;
- 1.5. Direct elimination with quarter final repechage at National Invitational events only.

2. **Weight categories fielding seven (7) or fewer entrants:**

- 2.1. Two (2) pool system for six (6) and seven (7) entrants – used at all National Championships;
 - 2.2. One pool system (Round Robin) for five (5) and fewer entrants – used at all National Championships;
 - 2.3. Modified double elimination;
 - 2.4. True double elimination.
- 2.5. Direct elimination with quarter final repechage at National Invitational events only.

FORMAT– details

1. **Double Repechage system:**

- 1.1. Participants in each weight category are drawn into two tables, "A" and "B". Each table is subdivided into two (A1, A2, B1, B2).
- 1.2. Straight elimination until the finalists are determined for each subgroup. Repechage competition begins after winners of the A1, A2, B1 and B2 subdivisions are determined.
- 1.3. Winner A1 meets winner A2 and winner B1 meets winner B2 to determine the winners

of tables A and B, respectively.

- 1.4. Winners of table A and table B compete to determine first and second place, while the losers compete for third place against the winners of the repechage from the opposite table.
- 1.5. For the national team selection purpose the two bronze medalists will meet to determine third and fourth place ranking (unless they met in an earlier round of the tournament).

2. Modified Double Elimination system.

- 2.1. The winner of each match advances to the next round until only 1 undefeated athlete remains in championship tables A and B. These athletes will meet to determine the gold and silver medals.
- 2.2. After a first loss in the championship tables A or B, the losing athlete is moved to the corresponding repechage table according to the bout number just fought. Bout numbers in the championship table, a1, a2, a3 and so on, have a corresponding match in the repechage tables which indicates the next position for the loser of the bout.
- 2.3. A loss in the repechage table eliminates the athlete from further competition.
- 2.4. **Note that in this tournament format, some athletes may meet twice during the competition – first time in the preliminaries and again in the repechage.**

3. True Double Elimination system.

- 3.1. As above, except the competition continues until each of the athletes, with the exception of the winner, loses twice. In this system, an athlete who loses one bout can still win the competition.
- 3.2. The winners of pool A and B fight and the loser of that bout waits for the winner of the repechage.

4. Pools system

- 4.1. Preliminaries will consist of pools of three (3), four (4), or five (5) competitors as necessary.
 - 4.1.1 Two (2) competitors will be selected by addition of wins. In case of a tie in number of wins, the highest point score will determine the winner.
 - 4.1.2 In case of a tie in points, the competitor having won his/her fight in the pool will be declared the winner.

- 4.2. In weight categories fielding 2 entrants, the competitors will fight twice.
- 4.2.1. In case of a tie in victories, a third fight will be held.
- 4.2.2. For a National Championships Judo Canada will cancel a weight category if there are less than two competitors in that weight category.
- 4.3. Competition will be by direct elimination after the pools.
- 4.3.1. Winners of "A" will fight the second place of Pool B and the winner of pool B will fight a second place from pool A.
- 4.3.2. Winners of these bouts will meet for a gold medal and losers will be awarded bronze medals.
- 4.4. Determination of a winner in a pool is made on the following basis: **1 point** for a win and **Judo-specific points** as per the table below (See Item 6 below). i.e.

Win by ippon or hansoku-make	Recorded as 1/10
Win by wazari	Recorded as 1/5
Win by shido	Recorded as 1/1

- 4.4.1. The points for wins are added and the larger points win.
- 4.4.2. In case there are equal numbers of wins accomplished by number of competitors, the small points are added and the highest total wins, etc.
- 4.4.3. In case there is a tie in both points totals, the winner is determined by who beat whom.
- 4.4.4. There is no possibility of a two way tie in a pool system. There is a probability of a triple tie.

5. Tie breaking criteria for a pool system.

Note! Pending the level of an event the breaking of the tie in a pool system may not be required. I.e. – In tournaments that do not have to determine a winner, a number of athletes may receive gold medals.

- 5.1. The tied competitors compete again in a Round Robin in a pool of three. In this situation it is at the discretion of the tournament director to use the **Golden Score** timing principles from the beginning of the bout. Advantages of this solution
- The possibility of a next triple tie is extremely unlikely. However, if after this round of bouts competitors are tie in points the one with the shortest time total is placed first, the competitor with the second shortest time total is placed second.
 - The rest time between the consecutive bouts for one competitor will most likely be reduced.
- 5.2. IMPORTANT: In pool format the time of each bout must be correctly recorded).
- 5.3. NOTE: for organizers of events – if a full time of bouts is used and the minimum rest time between bouts is applied, the round robin will add 29 minutes for U16 and 36 minutes for Seniors.
- 5.4. In case the tie persists after the second round (or third if such was conducted), the total time of bouts won in the competition, by each of the participant, will be added. The judoka with the

shortest total time will place first; the judoka with the second shortest time will place second; etc.

- 5.5. In case the tie persists after the step (2), the weight of the competitors recorded during the official weigh-in will determine their placing. The lightest will place first, second lightest second; etc.
- 5.6. In case the tie persists, the Tournament Director or a designate will make a decision on further action

NOTE: In a pool tournament format, when an athlete is withdrawn (Medical or direct Hansoku-make) from the tournament, the future opponent(s) receive points for *fusen gachi*.

6. Point system

Call	Equivalent	Points	Abr.	Explanation
Ippon		10	IPO	Full point
Waza-Ari		5	WAZ	Technical win
Hansokumake direct	Ippon	10	HAD	Disqualification
Hansoku make Or 3 rd shido	Ippon	10	HAN	Disqualification
1 and more Shido difference = Yusei gachi		1	SH	One and more Shido difference
Yusei gachi		1	YUS	For age divisions without GS
Fusen gachi		10	FUS	Default
Kiken gachi		10	KIK	Injury during the bout

SEEDING

In tournaments where seeding of top athletes is used, the seeding protocol must be announced in the Technical Package of the event.

Traditional seeding protocol for four (4) seeds:

- #1 seed - position in pool A1
- #2 seed - position in pool B2
- #3 seed - position in pool B1
- #4 seed - position in pool A2

All National “A” sanctioned ranking tournaments must use this seeding format as described. The High Performance Director will provide the ranking prior to each “A” sanctioned event.

In Canada, a variable seeding format is used in which pools defined as A1; A2; B1 and B2 do not have a fixed position on the drawsheet; it also does not provide an automatic bye to the seeded athlete.

DRAW PROCEDURE

1. Draw systems:

- 1.1.1. All events under the **IJF** jurisdiction will hold the draw the day before the first day of the competitions.
- 1.1.2. These draws are final and in case athletes don't meet the weight eligibility standard, they are disqualified and their opponents will receive a *fusen gachi* win.
- 1.2.1. **At National Championships** the draws take place the night prior to the first day of the competition.
- 1.2.2. Judo Canada reserves the right to redraw the pools if the draw becomes unbalanced.

For example: A weight class with seven athletes is drawn the night before so that Pool "A" has 4 athletes and Pool "B" has 3 athletes. If an athlete in Pool "B" does not make weight then the weight class will be redrawn. If an athlete in Pool "A" does not make weight the Pools are balanced at three athletes each and there is no need to redraw.
- 1.3.1. **At All other competitions** in Canada the organizers may either perform the draw the night prior the first day of the event and apply the measures as described in the paragraph above; or
- 1.3.2. They perform the draw after the weigh-in has been concluded.
- 1.4. A use of a computerized tournament-management system that offers a randomized draw option is recommended.

2. Standard format of the Draw Meeting:

- 2.1. Welcome by Tournament Director.
- 2.2. Roll Call to record provincial/territorial team leaders.
- 2.3.1. A short explanation of the draw format that will be used. A modified double elimination system is used for National level events in Canada.
- 2.3.2. Non-seeded athletes are drawn at random into the draw sheet, either by a randomized computer program, or manually, using numbered ping pong balls.
- 2.4. Review of Athlete Registration and the Draw:
 - 2.4.1 The list of entries and seeding for each weight class will be reviewed by attending team representatives prior to the draw of that weight class.
 - 2.4.2. Team leaders are requested to verify spelling of names, weight class, rank, etc.
 - 2.4.3. Last chance for Team representatives to submit substitutions and withdrawals.
 - 2.4.4. The Result Co-ordinator / Sport Director will record changes.
 - 2.4.5. The draw is conducted and accepted.
 - 2.4.6. The draw is posted and distributed as soon as possible.
- 2.5. When a computer is not used to randomize the starting positions of the athletes a random draw is conducted as follows:

- 2.5.1. Tokens starting from number 1 up to the number of athletes in the weight class are prepared.
 - 2.5.2. The tokens for the seeded athletes are removed.
 - 2.5.3. The remaining tokens are placed in a bag to be drawn by the athletes as they weigh-in.
 - 2.5.4. Athletes are placed on the draw sheet according to the number drawn.
 - 2.5.5. In smaller regional and club events a placing of competitors may replace a draw and it should be performed by a designated, experienced official who is not in a conflict of interest.
3. During the draw/athletes placing every effort will be made to ensure athletes from the same province/territory/region/club – depending on the level of the event, do not fight in the first round(s).
 4. During the tournament, a frequent update of draws should be made available to spectators, wherever possible.
 5. National level events will allow presence of a maximum three coaches per Provincial/Territorial Association. If the Provincial/Territorial team is larger than 60 entered athletes, that Provincial/Territorial Association will have the right to be represented by additional coaches as per the following quota: 1 coach for each next additional 20 entries.
 6. The Draw will be conducted according to standards described in this policy or in published tournament flyers. The draw is not a forum to discuss or challenge this policy. Coaches or Provincial/Territorial Representatives who will interfere and disrupt the draw procedures will be removed from the draw and their accreditations will be removed.

WEIGH-IN

Weigh-in procedure will be conducted according to the IJF rules unless modification is allowed as per the regulations below or noted in the competition-specific Technical Package – to be consistent with a Provincial/Territorial policy. The Tournament Director or designate attends the weigh-in to ensure order and control.

NOTE: Official weigh-in at the National Championships will take place the night prior to the event. In all other events in Canada, the official Weigh-in may take place on the night prior to the event or on the day of the event as determined by a specific Technical Package.

For age divisions of U12 and younger and for the Veteran age divisions a remote weigh-in is accepted if such option is allowed in the Technical Package of the event.

NOTE - NEW:

- **Athletes competing in two different age divisions but in the same weight category on two consecutive days will not need to weigh-in for the second division.**
- **Athletes competing in two different age divisions but in the same weight category during the same event but not on consecutive days will need to weigh-in for the second division but will be allowed a weight tolerance of up to 1 kg.**
- **NO random weigh-in checks will be conducted the day of the competitions except when it is requested by the HP Committee during the Elite Invitational Over 18 and Open Senior Nationals divisions. When such request is made, a random weigh-in will be conducted as per the IJF regulations.**

1. **Official & Trial Scales:**
 - 1.1. A set of trial scales or access to official scales must be available to the participants of the event.
 - 1.2. For events when a headquarter hotel is selected, scales must be made available at this location at least one full day before the official weigh-in.
 - 1.3. If the trial scales are not the same as the official scales, these must be calibrated to read identically to the official scales. In case when the trial scale does not read identically as the designated official scale, the scale that reads lower has to be designated as the official scale.
 - 1.4. If electronic scales are used, the required accuracy is the first decimal digit after kilogram reading.
 - 1.5. If the display shows more digits, these must be covered by non-transparent tape.
2. **Male-Female Trial Scales:**
 - 2.1. Trial scales for male and female athletes must be placed in separate rooms.
3. **Weigh-in Room Attendants:**
 - 3.1. All weigh-in room attendants must be of the same gender as the athletes.
4. **Security & Availability:**
 - 4.1. For events where a multiple official weigh-in sessions occur, to avoid damage and/or to maintain calibration of **the official scales**, they shall remain locked in a secure room except for the weigh-ins and one hour prior to the official weigh-in.
 - 4.2. The official scales must be available to the athletes one hour prior to the start of the official weigh-in.
5. The official weigh-in must end a minimum of two hours prior to the start of competition.
6. **Shortened Time-line:**
 - 6.1. For **B sanctioned tournaments**, the weigh in may take place a day prior to the event.
 - 6.2. As well, when necessary, the minimum time between the end of the weigh-in and the beginning of the competition may be shortened, as stated in the specific Technical Package.
7. **Weight-class & Scale:**
 - 7.1. At large events, to ensure an orderly procedure, each weight class is assigned to a specific scale.
 - 7.2. Contestants must weigh on the assigned scale only and cannot change.
8. **Identification:**
 - 8.1. Each Canadian athlete is required to present a Judo Canada membership card as a proof of membership in good standing; Judo Canada passport as a proof of rank; AND a Government issued photo IDs at all A sanctioned events (drivers licence, Canadian Passport, Citizenship Card, Permanent Resident card; medical card (where allowed), Student card)
9. **Removal of clothing:**
 - 9.1. The athletes age U21 and older shall weigh-in wearing only underclothing (men/boys – underpants, women/girls – underpants and bra). Any socks, jewelry or body piercings must be removed. Athletes are allowed to remove their underclothing – without stepping off the scales

or briefly stepping of the scale if so instructed by the official - to ensure they reach the minimum or the maximum weight limit of the weight category in which they are entered.

9.2. The athletes age U18 and younger shall weigh-in wearing only underclothing (men/boys – underpants, women/girls – underpants and bra). Any socks, jewelry or body piercings must be removed. For this age category, a tolerance of 100 grams is applied to accommodate for the weight of the underclothing. Athletes of these age divisions are NOT allowed to remove their underclothing.

10. **Weight Tolerance:**

10.1. Unless noted otherwise in this document or in a tournament technical information package, no weight tolerance is accepted.

10.2. Contestant's weight must be within the lower and upper limits of the class for which he/she is registered, with the exception of the lightweight (where there is no lower limit), heavyweight (where there is no upper limit) and Open weight events (where there are no weight categories).

11. **Checking Weight:**

11.1. Each athlete is allowed to step on the scale only once for no more than 60 seconds or as instructed by the official. i.e. A brief step-down from the scale to remove clothing or to cut hair is allowed.

12. **Recording Weights:**

12.1. The exact weight of the contestants, including heavy weights, must be entered on the weigh-in sheet, together with the signatures and initials of the weigh-in official.

12.2. For events where entries are made to a specific weight division, in case the athlete does not meet the weight standards, the weight must be duly recorded and confirmed with a signature of the weigh-in official and a witness.

13. **Post Weigh-in groupings:**

13.1. In events where grouping of categories is determined only after all participants go through the weigh-in, an exact weight of each entrant must be recorded.

14. **Pre-registration, Weight Disqualification & Refunds:**

14.1. At events where athletes are pre-registered, any athlete who does not show up at the weigh-in, or who does not meet the weight requirements, may be disqualified.

14.2. No refunds will be made for not meeting the weight requirements.

15. **Veteran combined divisions:**

15.1. For Veterans age divisions, in case two weight classes are combined, the contestant must weigh within the lower limit of the lower weight class and the upper limit of the higher weight class.

AGE AND WEIGHT DIVISION STANDARDS & SPECIFIC REGULATIONS

• As per the IJF regulations, age refers to THE AGE AS OF DECEMBER 31st; however, for events taking place in Canada in the first four months of the season (September through December), the age is calculated as of December 31st, of the second calendar year of the season. For Example: for the season starting on Sept 1, 2016 and ending on Aug 31, 2017, the age will be calculated as per the age of the member on December 31, 2017.

• Tournament standards for children have been modified to reflect consistency with the philosophy promoted in the Sport Canada's approved Long Term Athlete Development Model. The traditional competition formats used by specializing athletes are deemed developmentally inappropriate for children.

U 8

In season 2017/18 children born in 2011 and later

Based on data gathered from successful judo programs in number of countries (France, Brazil, Italy, Germany), similar to Canadian socio- cultural reality, Judo Canada sanctions the following developmentally appropriate “pseudo-competition” format for children of this age group:

1. No Shiai competition is allowed for this age group.
2. A “Judo festival” format is recommended in which there is no formal judging. Such event should be conducted according to a schedule that allows parents to appreciate their children.
3. Skill demonstration should include:
 - 3.1 fundamental movement skills;
 - 3.2 breakfalls in all direction and to the left and right side;
 - 3.3 Ne waza holds and escapes in at least two directions;
4. During the demonstration of throwing techniques, the grip is allowed only at the front of the judogi, except when a hip throwing technique is demonstrated.
5. Demonstrations may include randori starting in Tachi Waza for judoka who earned at least a yellow belt. This randori is not judged, but is a part of the demonstration.
6. Demonstrations may include randori starting in Ne Waza for judoka who are white belts.
7. All participants should be awarded a prize at the end of the presentation.

NOTE: If randori is a part of the demonstration, participants must be matched by size; genders may be mixed. The randori demonstration does not require a tournament size tatami or a judge
8. The grip is allowed only at the front of the judogi, defined as: “the hand gripping the collar of the opponent’s judogi, cannot fully cross the frontal plane of motion of Uke. **HOWEVER**, a grip behind the back around the shoulder or lower back is allowed as long as it is followed by an immediate and continuous attack.
9. The following actions are not allowed:
 - 9.1 Kansetsu and Shime Waza.
 - 9.2 **Head locking with a grip over or around the neck both in Tachi and ne Waza – i.e. no neck squeezing is allowed in kesa gatame. (Proper application of Kesa gatame requires that toris one arm surrounds the neck and the other arm controls the arm of the opponent – this is not considered a neck squeezing. The squeezing happens when tori is in Kesa Gatame or another position and connects both hands in order to apply more pressure on the neck of uke)**
 - 9.3 All drop down techniques, which start on one or both knees.
 - 9.4 Tani otoshi.
 - 9.5 Makikomi waza
 - 9.6 Sutemi waza.

U10

Based on data gathered from successful judo programs in number of countries (France, Brazil, Italy, Germany), similar to Canadian socio-cultural reality, Judo Canada sanctions the following developmentally appropriate competition format for children of this age group:

Mixed Gender Events are allowed

In season 2017/18 children born in in 2009 and 2010

Rank Minimum 5th kyu (yellow)

Time Duration: 1.5 to 2 minutes max; fixed time of the bout **or** up to 3 ippons. No golden score.

up to and including 23 kg
+23 kg up to and including 26 kg
+26 kg up to and including 29 kg
+29 kg up to and including 32 kg
+32 kg up to and including 35 kg
+35 kg up to and including 38 kg
+38 kg up to and including 41 kg
+41 kg up to and including 44 kg
+44 kg up to and including 48 kg
+48kg - although this is a heavy weight division without an upper limit, if a child is more than 15% heavier (circa 55 kg) an alternate solution should be explored –i.e. move the heavier child to an older age division to match opposition by weight.
or if other arrangements are needed to accommodate participants, competition among children whose body weights does not differ more than 15% of the weight of the lightest participant in a designated event.

1. The randori demonstration does not require a tournament size tatami.
- 2.1 Skill demonstration must be a part of the competition for the more advanced judoka. For this age group skill demonstrations may be performed in a group setting under direction of the instructor.
- 2.2 **White belts of this age group** must be involved in Skill demonstration only and not in standing randori; however they can be involved in newaza randori. .
- 2.3 Grip is allowed only at the front of the judogi – gripping hand cannot fully cross the “frontal plane” of movement of Uke; **HOWEVER**, a grip behind the back around the shoulder or lower back is allowed as long as it is followed by an immediate and continuous attack.
- 3.1 A Tournament format for this age group must allow all participants to have a minimum competitive experience of a few minutes of fighting.
- 3.2 The recommended format is Round Robin in which each judoka is having three to four bouts.
- 3.3 Only in cases when one of the competitors dominates by scoring three ippon’s in a row, the judge may halt this bout – mercy rule. The bouts may be judged by one referee - which often can be an older judoka in training and such referee should be supervised from the matside by experienced instructor/sensei. There is no need for an accurate scorekeeping. The referee should use a common sense in judging when and if to apply the “mercy” rule.
- 3.4 If there is a need for a formal judging, the recommended scoring system is electronic tool that allows for a formal classification - available at: <http://www.asahiscore.com>
All participants in this format should be rewarded with same colour medals or other tournament recognition symbols. The intention of this format of event is to introduce children to a more formal event environment and expose them to competitive experience that allows for extended learning – few minutes of a bout rather than a few seconds as it often is when “adult” judo regulations are applied in competition of children.
4. **The following actions/techniques are not allowed:**
 - 4.1 Kansetsu and shime waza.
 - 4.2 **Head locking with a grip over or around the neck, both in Tachi and ne Waza – i.e. no neck squeezing is allowed in kesa gatame _see U8 rules for details; no kubi nage throw.**
 - 4.3 All drop down techniques, which start on one or both knees.
 - 4.4 Tani otoshi.
 - 4.5 Makikomi waza and sutemi waza.

U 12

Separate Male and Female events are recommended; Mixed Gender Events are allowed in circumstances when the competitive opportunity can be provided to an athlete only if the mixed gender option is adopted and in such case, the permission of a parent or a legal guardian is required.

In season 2017/18 children born in 2007 and 2008

Rank Minimum 5th kyu (yellow)

Recommended Time Duration: 2 minutes; fixed time of the bout **or** up to 3 consecutive ippon difference in which case the competitors should be asked whether they wish continue until the full 2 minutes time expires. No golden score.

kg up to and including 25 kg
+25 kg up to and including 27 kg
+27 kg up to and including 30 kg
+30 kg up to and including 33 kg
+33 kg up to and including 36 kg
+36 kg up to and including 39 kg
+39 kg up to and including 42 kg
+42 kg up to and including 45 kg
+45 kg up to and including 50 kg
+50 kg up to and including 55kg
and over 55kg

or if other arrangements are needed to accommodate participants, competition among children whose body weights does not differ more than 15% of the weight of the lightest participant in a designated event.

1. The competition must provide the participant with a minimum of three bouts in a Round Robin format.
2. The bout begins with a grip allowed only at the front of the judogi with the collar gripping hand cannot fully cross the “frontal plane” of movement of Uke; **HOWEVER**, once the bout starts any other grip behind the back around the shoulder or lower back is allowed as long as it is followed by an immediate and continuous attack.
3. **White belts of this age group** may only be involved in Skill demonstration **or newaza randori** and not in standing randori. If necessary, the white belts can be grouped in ne waza competition format with the younger age group – U10.
4. The following actions and techniques are not allowed and will **NOT BE SCORED** (The judge will explain to the judoka that such an action is not allowed). If the child again uses the same prohibited waza, the judge will again explain to the judoka and the coach that such action is not allowed and why). After a third such action, shido penalty will be given.
 - 4.1 Kansetsu and shime waza.
 - 4.2 Head locking with a grip over or around the neck. **both in Tachi and ne Waza – i.e. no neck squeezing is allowed in kesa gatame. For details see U8 and U10 rules.**
 - 4.3 All drop down techniques, which start on one or both knees.
 - 4.4 Tani otoshi or makikomi waza and sutemi waza. **NOTE TO REFEREES –ACTIONS THAT START AS MAKIKOMI OR SUTEMI SHOULD NOT BE SCORED.** Actions that start with an allowed technique and then as a result of reaction of the opponent end up as makikomi waza, should be scored.
5. Tournament organizers have the right to award gold, silver, etc. medals **OR** award same colour medals to all participants in this format of competition.
6. Weigh-in of competitors shall be conducted with underclothing only. 100 grams of weight tolerance.
7. In events where winners of each bout are declared, in an absence of a technical score or equal technical score at the end of the bout the winner is determined as follows: if there is a shido penalty the winner of the bout is the competitor with no shido or less shidos; if there is a no difference in shidos, the winner is determined by a decision of the referee(s).

U 14

<u>Male</u>		<u>Female</u>	
In season 2017/18 children born in 2005 and 2006			
Rank Minimum	5 th kyu - (Yellow)	Rank Minimum	5 th kyu - (Yellow)
For National level events	3 rd kyu (Green)	For National level events	3 rd kyu (Green)
Time Duration	3 minutes. No GS	Time Duration	3 minutes. No GS
Up to and including 31kg +31 kg up to and including 34 kg +34 kg up to and including 38 kg +38 kg up to and including 42 kg +42 kg up to and including 46 kg +46 kg up to and including 50 kg +50 kg up to and including 55 kg +55 kg up to and including 60 kg +60 kg up to and including 66 kg more than 66 kg		Up to and including 29 kg +29 kg up to and including 32 kg +32 kg up to and including 36 kg +36 kg up to and including 40 kg +40 kg up to and including 44 kg +44 kg up to and including 48 kg +48 kg up to and including 52 kg +52 kg up to and including 57 kg +57 kg up to and including 63 kg more than 63 kg	

1. Alternatively, if other arrangements are needed to accommodate participants, competition among children is allowed whose body weights do not differ more than 15% of the weight of the lightest participant in a designated event.
 2. Preferred tournament format: Round Robin; Pool system or Modified Double Elimination.
 3. There is no “Early Bloomer” clause for the U14 age group at the National level events.
 4. The following actions and techniques are not allowed and will be penalized by a shido:
 - 4.1 Kansetsu and shime waza;
 - 4.2 Head locking with a grip over or around the neck in tachi waza. A grip behind the back around the shoulder or lower back is allowed as per standard kumi-kata rules;
 - 4.3 All drop down techniques, which start on one or both knees;
 - 4.4 Sutemi Waza are not allowed below Green belt;
 - 4.5 makikomi waza are not allowed below Green belt;
- NOTE TO REFEREES –ACTIONS THAT START AS MAKIKOMI OR SUTEMI SHOULD NOT BE SCORED. Actions that start with an allowed technique and then as a result of reaction of the opponent end up as makikomi waza, should be scored.
- 4.6 Sankaku gatame or sankaku roll-over are interpreted as attempts on a Shime Waza and therefore are not allowed.
5. Weigh-in of competitors shall be conducted with underclothing only and 100 grams of weight tolerance is allowed to accommodate for the weight of the underclothing.
 6. Declaration of a winner: in an absence of a technical score or equal technical score at the end of the bout the winner is determined as follows: if there is a shido penalty the winner of the bout is the competitor with no shido or less shidos; if there is a no difference in shidos, the winner is determined by a decision of the referee(s).

Notice that this is the youngest age group where the Sutemi Waza is allowed.

NOTE: In the event of U14 inclusion at a National Championship, U16 rules will apply except for continuing the restrictions on Kansetsu and shime-waza and sankaku actions.

U 16

JUVENILE MALE

JUVENILE FEMALE

In season 2017/18 children born in in 2003 and 2004

And as per Early Bloomer clause. See Page 9

<p>Rank Minimum: For Regional level events 5th kyu (yellow) For National level events 3rd kyu (Green)</p>	<p>Rank Minimum: For Regional level events 5th kyu (yellow) For National level events 3rd kyu (Green)</p>
<p>Time Duration Maximum 3 minutes. GS no limit</p>	<p>Time Duration Maximum 3 minutes. GS no limit</p>
<p>up to 38 kg more than 38 kg and up to 42 kg more than 42 kg and up to 46 kg more than 46 kg and up to 50 kg more than 50 kg and up to 55 kg more than 55 kg and up to 60 kg more than 60 kg and up to 66 kg more than 66 kg and up to 73 kg more than 73 kg</p>	<p>up to 36 kg more than 36 kg and up to 40 kg more than 40 kg and up to 44 kg more than 44 kg and up to 48 kg more than 48 kg and up to 52 kg more than 52 kg and up to 57 kg more than 57 kg and up to 63 kg more than 63 kg and up to 70 kg more than 70 kg</p>

1. IJF regulations; NO Kansetsu are allowed.
2. Format as designated by the Tournament Organizing Committee.

U 18

CADET MALE

CADET FEMALE

In season 2017/18 children born in in 2001 and 2002 and 2003

And as per Early Bloomer clause. See Page 9

Rank Minimum:

For Regional level events 5th kyu (yellow)

For National level events 3rd kyu (Green)

Time Duration Maximum 4 minutes.
GS no limit.

up to 46 kg
more than 46 kg and up to 50 kg
more than 50 kg and up to 55 kg
more than 55 kg and up to 60 kg
more than 60 kg and up to 66 kg
more than 66 kg and up to 73 kg
more than 73 kg and up to 81 kg
more than 81 kg and up to 90 kg
more than 90 kg

Rank Minimum:

For Regional level events 5th kyu (yellow)

For National level events 3rd kyu (Green)

Time Duration Maximum 4 minutes.
GS no limit.

up to 40 kg
more than 40 kg and up to 44 kg
more than 44 kg and up to 48 kg
more than 48 kg and up to 52 kg
more than 52 kg and up to 57 kg
more than 57 kg and up to 63 kg
more than 63 kg and up to 70 kg
more than 70 kg

1. Format as designated by the Tournament Organizing Committee.

U21

JUNIOR MALE	JUNIOR FEMALE
In season 2017/18 judoka born in 1998, 1999, 2000, 2001, 2002, 2003 <i>In National Championships and the Elite Invitational as per Early Bloomer clause and respecting the restriction of a max. 2 events per event See Page 9</i>	
Rank Minimum For Regional level events 5 th kyu (yellow) For National level events 2 nd kyu (Blue)	Rank Minimum For Regional level events 5 th kyu (yellow) For National level events 2 nd kyu (Blue)
Time Duration Maximum 4 minutes GS no limit.	Time Duration Maximum 4 minutes GS no limit.
up to 55 kg (not an IJF weight division) more than 55 kg and up to 60 kg more than 60 kg and up to 66 kg more than 66 kg and up to 73 kg more than 73 kg and up to 81 kg more than 81 kg and up to 90 kg more than 90 kg and up to 100 kg more than 100 kg	up to 44 kg (not an IJF weight division) more than 44 kg and up to 48 kg more than 48 kg and up to 52 kg more than 52 kg and up to 57 kg more than 57 kg and up to 63 kg more than 63 kg and up to 70 kg more than 70 kg and up to 78 kg more than 78 kg

1. IJF regulations;
2. Format as designated by the Tournament Organizing Committee.

<u>SENIOR MALE</u>	SR	<u>SENIOR FEMALE</u>
In season 2017/18 athletes born in 2003 and earlier		
<i>In National Championships and the Elite Invitational as per Early Bloomer clause and respecting the restriction of a max. 2 events per event See Page 9</i>		
Rank Minimum For Regional level events 5 th kyu (yellow) For National level events 1 st kyu (Brown)		Rank Minimum For Regional level events 5 th kyu (yellow) For National level events 2 nd kyu (Blue)
Time Duration Maximum 4 minutes GS no limit.		Time Duration Maximum 4 minutes GS no limit.
up to 55 kg (not an IJF weight division) more than 55 kg and up to 60 kg more than 60 kg and up to 66 kg more than 66 kg and up to 73 kg more than 73 kg and up to 81 kg more than 81 kg and up to 90 kg more than 90 kg and up to 100 kg more than 100 kg OPEN weight division		up to 44 kg (not an IJF weight division) more than 44 kg and up to 48 kg more than 48 kg and up to 52 kg more than 52 kg and up to 57 kg more than 57 kg and up to 63 kg more than 63 kg and up to 70 kg more than 70 kg and up to 78 kg more than 78 kg OPEN weight division

1. IJF regulations.
2. Format as designated by the Tournament Organizing Committee.
3. 15 years old should be allowed in the SR age category only if deemed mature enough by Provincial/Territorial Coaching Staff, regardless of their Early Bloomer eligibility.

TEAM EVENTS

1. **The Team event model described below is consistent with the IJF standards for senior competitors. Parallel principles should be used when team events for younger age groups are conducted.**

2. Each team will consist of 5 (five) competitors (for Men as well as for Women).

Note: the masculine gender used in relation to any physical person shall, unless there is a specific provision to the contrary, be understood as including the feminine gender.

3. Each bout in a team event must determine a winner (Golden Score rule applies for U16 and older age groups). If for any reason each team is composed of an even number of athletes and there is an equal number of wins and an equal number of scoring points, a random draw will be made of pairings in the early rounds and one couple will refight a golden score contest where the first score of any kind or penalty decides the winning team.

4. Weight Categories

Women

- up to and including 52 Kg
- over 52 Kg up to and including 57 Kg
- over 57 Kg up to and including 63 Kg
- over 63 Kg up to and including 70 Kg
- over 70 Kg

Men

- up to and including 66Kg
- over 66 Kg up to and including 73 Kg
- over 73 Kg up to and including 81 Kg
- over 81 Kg up to and including 90 Kg
- over 90 Kg

5. The team contests will be fought in the order above. Each competitor is entitled to fight in their own weight category or in the next higher category. A reserve is allowed for each weight category. A team consists of 5 (five) competitors and has the possibility to have up to 5 (five) reserves. A team has to consist of minimum 3 (three) competitors.

6. Mixed Team Event: The competition format of the mixed team event will see teams of three male judoka (-73kg, -90kg +90kg) and three female judoka (-57kg, -70kg, +70kg).

COMPOSITION OF THE TEAMS

7. Before each round the team leader must present to the Sports Director the composition of his team.

8. At each round he has the right to replace one or several competitors by other(s) competitors of the corresponding weight category or of the next lower category.

NOTE!

Hybrid team compositions are allowed in promotional or developmental events, e.g. a club championship may use a 5 competitor format composed of 2 females and 3 males or vice versa; however, gender specificity, age and weight standard regulations as specified in this document must be applied in all sanctioned judo events.

VETERAN 2017/18 season

Divisions	Years born
F1/M1	1988-1984
F2/M2	1983-1979
F3/M3	1978-1974
F4/M4	1973-1969
F5/M5	1968-1964
F6/M6	1963-1959
F7/M7	1958-1954
F8/M8	1953-1949
F9/M9	1948-1944
F10/M10	1943-1939
F11/M11	1938 and earlier

1. NOTE: Weight Divisions:

<u>VETERAN MEN</u>	<u>VETERAN WOMEN</u>
<p>Time Duration</p> <p>3 minutes for age divisions 1 through 6</p> <p>2 minutes for age division 7 and older</p> <p style="color: red;">No limit Golden score.</p> <p style="color: red;">1 minute GS for M7 and older age divisions. This age division is not conducted at the National Championships. In case athletes of this and older age group enter the event and the bout is not concluded within 1 minute of the Golden Score, the winner will be declared as per the following IJF suggested solution: “If a tie exists at the end of the one minute Golden Score the Central Referee in consultation with the Table Jury will agree on a final decision to select the winner (without calling Hantei)”</p> <p>Minimum Rank for a national level event is a blue belt.</p>	
<p>up to 60 kg</p> <p>more than 60 kg and up to 66 kg</p> <p>more than 66 kg and up to 73 kg</p> <p>more than 73 kg and up to 81 kg</p> <p>more than 81 kg and up to 90 kg</p> <p>more than 90 kg and up to 100 kg</p> <p>more than 100 kg</p> <p>OPEN weight division</p>	<p>up to 48 kg</p> <p>more than 48 kg and up to 52 kg</p> <p>more than 52 kg and up to 57 kg</p> <p>more than 57 kg and up to 63 kg</p> <p>more than 63 kg and up to 70 kg</p> <p>more than 70 kg and up to 78 kg</p> <p>more than 78 kg</p> <p>OPEN weight division</p>

2. For a level “**B**” sanctioned events, tournament directors may decide to include veteran events for intermediate judoka defined as a maximum green belt.
- 3.1 A major difference between Veteran judo and senior judo is the potential variance with respect to numbers of competitors per category.
- 3.2 In Veteran Judo, there are eleven (11) age categories and 7 weight categories per gender.

- 3.3 It may often be the case that, due to lack of participants, categories and/or age groupings be combined in certain Veteran events. Therefore, there may be some variance with respect to categories contested from tournament to tournament.
4. Category combining – procedures (consistent with the IJF)
- 4.1 The Tournament Director will combine categories as required.
5. **Category Combining**
- 5.1 A Technical Official will supervise the Category Combining. This policy applies only to individual competitors.
- 5.2 Only weight categories with three or less entries may be subject to Category Combining.
- 5.3 However in the case of only three entries if it is not possible to achieve Category Combining safely and according to the Guidelines then a pool of three elimination system will be considered.
- A) Combining within the same age division;
Players should remain within their age division if possible.
- B) Combining using weight categories.
6. **Weight category:**
- 6.1 Competitors may only be combined with other competitors who are no more than one weight category lighter or one weight category heavier.
- 6.2 Special consideration should be given to the actual weight differences when dealing with the lightest and the heaviest female and male categories (as a guideline a maximum of 10kg actual difference when combining the lightest weight category and a maximum of 20kg actual difference when combining the heaviest weight category should be considered as a limit unless there are other compensatory factors such as experience etc.).
- 6.3 Weight should be the primary consideration when moving players about within their own age division or combining them with other age divisions in accordance with the age division guidelines below.

Age divisions:

- 7.1 Competitors in age divisions M7 or F7 and above (for example M8/F8. M9/F9 etc.) may only be combined with other competitors who are no more than one age division higher or more than one age division lower, i.e. Competitors in M7/F7 may only be combined with competitors from M6/F6 or M8/F8.
- 7.2 Competitors in divisions M6 or F6 may be combined with competitors no more than one age division higher or two age divisions lower. i.e. M7/F7, and M5/F5, M4/F4
- 7.3 Competitors in divisions M5 or F5 may be combined with competitors no more than one age division above or two age divisions below i.e. M6/F6, and M4/F4, M3/F3.
- 7.4 Competitors in divisions M4 or F4 may be combined with competitors no more than two age divisions above or two age divisions below i.e. M6/F6, M5/F5, and M3/F3, M2/F2.
- 7.5 Competitors in divisions M3 or F3 may be combined with competitors no more than two age divisions above or two age divisions below i.e. M5/F5, M4/F4, and M2/F2 M1/F1.

- 7.6 Competitors in age divisions M2 or F2 may only be combined with competitors two age divisions above and one age division below i.e. M4/F4, M3/F3 and M1/F1.
- 7.7 Competitors in age divisions M1 or F1 may only be combined with competitors in two age divisions above i.e. M2/F2 and M3/F3

Medals

1. At “**A**” sanctioned events and Canada Games medals are only awarded if contests have been fought and the contestant won a minimum one bout. The allocation is determined by the number of competitors competing in a category as follows:
 - 1.1 One competitor – no medal
 - 1.2 Two competitors – 2 medals – providing that both won a bout
 - 1.3 Three competitors – 3 medals – providing that three won at least one bout
 - 1.4 Four competitors – 3 medals
 - 1.5 Five competitors – 3 medals
 - 1.6 Six and more competitors – 4 medals
2. At “**B**” sanctioned events the distribution of medals is at the discretion of the Tournament Director.
3. If a competitor competes in a combined category only one set of medals will be allocated amongst competitors in that category and not at the same time for the uncontested category.

KATA

1. Kata competition in Canada will not have gender specific divisions. All female, all male or mixed pairs are accepted.
2. There are two age groups in which kata competitions are conducted:
 - 2.1 NO AGE limit in Kata competition
 - 2.2 U21 kata competition
- 3.1 For the NO Age Limit Kata competition at “A” sanctioned events, the minimum rank is Ikkyu.
- 3.2 For the U21 kata competition at “A” sanctioned events, the minimum rank is Sankyu.
- 3.3 Or other events the minimum rank(s) is (are) at the discretion of the Tournament Director.
4. Competitions must be judged by designated and certified Judo Canada/Province/Territory Kata judges.
5. For the NO AGE LIMIT, the following kata are demonstrated in a contest format in Canada at the National Championships:
 - 5.1 Nage-No-Kata
 - 5.2 Katame-No-Kata
 - 5.3 Ju-No-Kata
 - 5.4 Kime-No-Kata
 - 5.5 Kodokan Goshin-Jutsu
6. For the U21 Kata the competition may include only the three first groups of the Nage No Kata and such specific information must be published in the technical package of competition offering such event.
7. A competitor may only participate once in a Kata either as Tori or Uke.
8. There will be no musical Katas.
9. All competitors must wear a “WHITE” judogi.
10. Female competitors must wear under the judo jacket a white t-shirt with short sleeves, neck-line, and long enough to be worn inside the trousers.

Definitions:

- Grip at the Front of the judogi: Tori while facing uke and applying a traditional Kumi-kata, the hand cannot fully pass beyond the Frontal Plane of motion of Uke.

1. Examples of allowed grips for U12 and younger children



Left: Classical lapel grip

Right: High lapel grip – the hand and wrist doesn't fully cross the frontal plane of partner's body.



2. Allowed grips if followed by immediate and continuous attack.



Left: around the shoulder



Right: belt or close to the belt

3. Grips not allowed for children U12 and younger



Left: hand of tori fully Crossed the Frontal Plane Of uke's body



Right: headlock

NOTE!

1. *Since many throws cannot be stopped in mid-action we consider a "headlock" as any time tori's hand passes uke's far shoulder.*
- 2.1 *Referees are to call, "Matte," as soon as tori's hand does so.*
- 2.2 *The judoka is given a warning on the first infraction and is penalized on subsequent infractions.*

APPENDICES
“A” - PRE-TOURNAMENT CHECK-LIST

Responsible Official for the day: _____(print legibly)

Event: _____

Location: _____

Date: _____

		Inspected
1.	Number of fighting surfaces conforms with sanctioning document:	
2.	Fighting surfaces	No open cracks between mats
3.	Safety area	a. .5 m open space beyond the mats all around
		b. Outside safety area (min. 3m)
		c. Between fighting surfaces (for 7m x 7m, a 3m separation) (for 8m x 8m, a 3m separation)
		d. No open cracks between mats
4.	Mat tables	Clear separation from the mat for safety (.5m)
	Medical staff	Adequate for the size of the Tournament
		Prepared to record type & number of injuries
5.	Emergency action plan	In place
6.	Change rooms & Weigh-in area	Adequate for the size of the Tournament Adequate for the size of the Tournament
7.	Wash rooms	Adequate for the size of the Tournament
8.	Officials' room	Adequate for the size of the Tournament
9.	Seating capacity	Adequate
10.	Schedule of the event	
11.	Additional age groups	
12.	Collection of entries	As per Judo Canada's requirements
13.	Entries on line	As per JC requirements
14.	Spectator area	Clear separation from mats
15.	Warm-up area	Adequate for the size of the Tournament
		Safety zone exists on all sides.

Signed by: _____

Date: _____

Time: _____

This document will be returned to the office of the sanctioning jurisdiction (National or Provincial/Territorial) within 4 weeks of the event taking place.

“C”: MEDICAL SUMMARY SHEET

This sheet is to be completed by the chief medical person and send to the responsible jurisdiction as a part of the event report.

TOURNAMENT	
DATE	
LOCATION	

NAME & J. C. #	CLUB	INJURY	TREATMENT	RECOMMENDED FOLLOW-UP	MAT #	TIME OF TREATMENT	ENTERED IN

SIGNATURE OF MEDICAL OFFICER

“D”: DETAILED JOB DESCRIPTIONS

INTRODUCTION

This appendix contains detail job descriptions for members of the organizing committee. The composition of the committee may vary slightly from event to event, however, most of the positions should match these recommended specifications. For National Level events, we recommend that the Local Organizing Committee includes at the minimum all the positions listed in this document.

Pending the scope and size of the event organized, in addition to specified positions, members of the organizing committee may need to recruit additional volunteers in order to assist them in carrying out their areas of responsibility. Be creative in looking for volunteers. Consider University and College students who may be looking for job experience.

The following job descriptions with specific responsibilities may seem overwhelming at first. However, if the tasks are divided and delegated accordingly, hosting a judo championship will be a worthwhile and enjoyable experience.

Remember - People are the Key:

The key to hosting any successful Judo competition is a well-disciplined committee in which each individual is committed to the project and has a clear understanding of his or her role and areas of responsibility. When recruiting volunteers it is essential that they are presented with a detailed job description, understand the reporting structure and how their position fits into the overall organization and most importantly, are able to commit to the number of hours required.

Lines of Authority and Decision Making:

Each member of the organizing committee should become familiar with the committee structure and areas of responsibility within each job description. Committee members are requested to respect the authority and responsibilities of other members by directing concerns or questions that do not fall within their mandate to the appropriate member in charge.

Customize:

The following job descriptions are available in electronic format, and therefore, easy to customize to the needs of the organizing committee. Personalize each job description! The title at the top of the page contains a field to type in the individual names.

Position: CHIEF OFFICIAL

NOTE! Chief Official is not part of the Local Organizing Committee of any event.

APPOINTMENT: The Chief Official for each Tournament will be appointed by the appropriate institution of the provincial association. For “A” sanctioned event, the Chief Official will be appointed by Judo Canada.

The Chief Official whenever possible should not be a member of the hosting club, nor have any interest in the host club.

Accountability: The Chief Official for each event is accountable to the designating organization.

Responsibilities:

- The Chief Official shall provide a site inspection to ensure that it is safe and that it complies with the sanctioning document. The Tournament Director shall correct any deficiencies prior to the start of the Tournament.
- To ensure continuous improvement of events delivered in Canada, a check list will be completed and signed by the Chief Official prior to the event.
- Will continue to monitor the Tournament for safety issues.
- Will see that the Tournament is conducted according to the NSO and PSO rules.
- Authority:
 - The Chief Official has the authority to shut down an event that does not comply with the safety standards as laid down in the NSO/PSO rules.
 - The Chief Official has the authority to shut down an event at any time during the event if the safety of the athletes is in question.
- The event will only be allowed to continue once the deficiencies have been addressed to the Chief Official’s satisfaction.
- The Chief Official may examine the draw sheets at any time.

Position: CHIEF REFEREE:

NOTE! Chief Referee is not part of the Local Organizing Committee of any event.

APPOINTMENT: The Chief Referee for a Tournament will be appointed by the Chief Referee of the national/provincial/regional organization. Responsibility, authority and accountability are as defined by Refereeing Regulations.

POSITION: PRESIDENT OF ORGANIZING COMMITTEE

REPORTING TO: Host Provincial/Territorial Judo Association
SUPERVISING: Organizing Committee
OUTSIDE LIAISON: Judo Canada

Accountability:

The president is responsible for the overall organization of the judo competition. The primary function of the president is to develop / recruit a highly competent volunteer team capable of successfully hosting the championship. The president must be technically knowledgeable and possess excellent communication, leadership and motivational skills.

The president reports to and provides progress reports to the Host Provincial Judo Association which is ultimately accountable for the championship.

Responsibilities:

- Form a bid committee which includes the positions of Service Director, Administration Director and Tournament Directors (refer to diagram 3)
- Coordinate preparation of the bid.
- Recruit, build and maintain an enthusiastic and competent volunteer committee dedicated to the successful staging of the event.
- Ensure the volunteers receive the necessary training and continue to be committed to the task.
- Ensure volunteers are aware of the proper procedures for conducting business, expense claims, levels of authority.
- Conduct executive and organizational meetings.
- During the week of the event hold a daily executive meeting to review the current day's events and make adjustments as necessary.
- Liaise with the host provincial and national judo associations.
- Ensure volunteers are recognized in an appropriate fashion.

POSITION: SERVICE DIRECTOR

REPORTING TO: President Organizing Committee
SUPERVISING: Transportation manager, Lodging Coordinator,
Protocol Officer, Security Officer
OUTSIDE LIAISON: Hotel Management, Bus Company

Accountability: The service director has the overall responsibility to deliver and coordinate non-technical services to the participants. These services, such as transportation and accommodations should be transparent to the athletes, coaches and officials, freeing them to concentrate on the competition itself.

The position is a supervisory position that requires attention to detail, excellent planning, negotiating and inter-personal skills. A specific knowledge of judo is not required.

The Service Director is involved in the initial stages as a member of the bid committee to negotiate and secure a headquarters hotel before the application is submitted to Judo Canada.

Responsibilities:

- Secure host hotel, negotiate group rates, secure meeting room as required, negotiate banquet rate and hospitality needs prior to bid application.
- Secure transportation vehicles / buses, negotiate contracts and rates.
- Ensure VIPs are invited to attend opening ceremonies, medal presentations.
- Work with the security officer to design a safety plan which covers security and safety at the hotel, during transportation, at competition venue and at the banquet
- Arrange for additional services that will make the championship a first class event that is memorable for participants.
- During the finals, work with the Protocol Officer, Organizing Committee President and Judo Canada President to select individuals / VIPs / government officials for medal presentations.

POSITION: TRANSPORTATION MANAGER

REPORTING TO: Service Director

SUPERVISING: Drivers, Work Crew

OUTSIDE LIAISON: Bus Company, Airport Authority, Car Rental Company

Accountability: The transportation officer is responsible for the safe movement of equipment and participants. The position requires the ability to prepare bus schedules, coordinate equipment delivery and to recruit responsible drivers and crew.

No knowledge of Judo is required.

Responsibilities:

- Recruit drivers and work crews.
- Arrange safe pickup and drop off locations at the airport with the airport authorities.
- If a transportation service is offered, prepare a master airport arrival and departure schedule based on the information from the team (request this information minimum 30 days in advance of the event).
- If a transportation service is offered, design an airport pickup and return schedule.
- Schedule drivers or liaison with bus company for airport "shuttle" service.
- Arrange for pick up, delivery and return of equipment.
- Schedule drivers and work crew for loading and unloading of equipment.
- Communicate equipment delivery schedule to Venue Manager.
- Based on competition schedule, design a transportation schedule that will transport approximately 300 participants to the venue starting no less than 75 minutes before the first match and the last bus returning 30 minutes after last match. The starting transportation time must be adjusted base on the distance between the headquarters and the venue.
- Ensure the transportation schedule is printed, duplicated, posted and available at Headquarters Hotel.
- Arrange for special transport of athletes that must remain after competition for doping control, sometimes 2 to 3 hours.
- Schedule drivers or liaison with bus company for competition "shuttle" service.
- Arrange special transport of Referee Director, Judo Canada President, VIPs.
- If referees are at a separate hotel make arrangements for pickup and return.

POSITION: LODGING COORDINATOR

REPORTING TO: Service Director

SUPERVISING: Information Desk, Hospitality Suite & Banquet,
Accreditation

OUTSIDE LIAISON: Hotel Management, Team Leaders

Accountability: The position has two main areas of responsibility. First to act as a liaison between the organizing committee / teams and the hotel management and secondly to serve as a communication link between the organizing committee to the team leaders.

No knowledge of Judo is required.

Responsibilities:

- Determine which members of the organizing committee, volunteers will require a room during the event and communicate needs to the Director of Finance for budgeting.
- Reserve organizing committee hotel rooms and make room assignments.
- Ensure provincial teams reserve rooms within the deadlines specified by the hotel.
- Ensure all meeting rooms, weigh-in rooms, weight check rooms, etc. are reserved, set-up requirements specified and access will be available at the times needed.
- The holding of a banquet is optional; if a banquet is planned, make all arrangements, approve menu, costs, table arrangements, sell banquet tickets (cost should be reasonable and service fast), communicate number of meals required to hotel catering staff.
- The holding of a dance after the banquet is optional but always appreciated; arrange for dance hall; music.
- Arrange with Security Officer to have security volunteers control admission to the banquet.
- If a hospitality room is planned, organize the hours of operation, beverages, snacks, etc. and schedule host / hostesses.
- An athletes lounge is a nice touch, especially if a movie can be arranged; the more activities planned, the less opportunity for mischief.
- Maintain a list of room numbers for all managers and coaches in case emergency contact is needed, to be provided by team leaders at registration.
- Liaison with hotel security should complaints be received about noise, damages, etc..
- Set up an office/desk area in the hotel for registration and to provide tournament information to the participants (welcome package, see Communication Director) on transportation schedules, competition schedule, weigh-in procedures, banquet cost and tickets, accreditation/access cards.
- Ensure that all schedules are posted as necessary.
- Recruit volunteers to work at the information / registration desk according to the arrival schedule (Transportation manager).
- Coordinate access to training by maintaining a master booking schedule that allow teams to reserve practice times for training.

- Arrange for a large information board to be located in the hotel lobby, post the tournament schedule, transportation schedule, practice times and general information as needed.
- Liaison with all nearby restaurant management to advise of "weigh-in rush" and the need to have sufficient staff early in the morning (otherwise athletes will be waiting a long time for service).
- Identify all rooms that will be used by posting signs.
- Championship Secretariat / Secrétariat du Championnat
- Accreditation/ Inscriptions
- Meeting and Draw Room/ Salle de Réunion et du Tirage au sort
- Trial Scale Room Men/ Pesée non-officielle - Hommes
- Trial Scale Room Women/ Pesée non-officielle - Femmes
- Weigh in room Men/ Salle de pesée - Hommes
- Weigh in room Women/ Salle de pesée - Femmes
- Hospitality room/ Salon d'accueil
- Transportation Pick Up Point/ Départ des Transports

Accreditation

Upon arrival, all participants should be accredited for the tournament. The simplest and easiest way to ensure accreditation is conducted immediately after arrival. All participants must be alphabetically listed per team (i.e. Province), and the Team Leader should pick up the accreditation cards. Accreditation has two objectives: identification for all and easier control of access to certain sections of the venue; and, to determine which group of persons may access or must access a given section.

Following is an example of an accreditation plan:

CARD COLOUR	HOLDERS	AUTHORIZED ACCESS
Red	Athletes, Coaches	Warm up Room, Contest Area, Reserved Seats
White	VIPs, Organizing Committee	No restriction
Green	Technical Staff Medical Group	Specific Seats, Meeting Area, Warm-up Room, Room Contest Area
Blue	Referees	Reserved Seats, Contest Area, Meeting Room
Yellow	Media	Media room, media lounge, limited access to the contest and warm-up

POSITION: PROTOCOL OFFICER

REPORTING TO: Service Director

SUPERVISING: Opening Ceremony & Medal Presentations

OUTSIDE LIAISON: VIPs, Judo Canada President

Accountability:

The Protocol Officer has direct organizational responsibility for the "Opening Ceremonies" and the "Medal Presentations". The Officer must liaison with VIPs for inclusion in the medal presentations and as such should possess good inter-personal skills, a pleasant personality and patience.

Previous experience in dealing with opening ceremonies and medal presentations is recommended. Knowledge of Judo would be an asset.

Responsibilities:

- Establish a list of potential VIP's.
- Work with the Service Director to ensure that government and city dignitaries are sent invitations well in advance of the event.
- Confirm attendance of all VIPs, arrange for admission tickets, seating at the venue.
- Request, in advance, certain dignitaries to speak at the opening according to accepted protocols while keeping the speakers list to a minimum.
- If a banquet is planned arrange head table for banquet and speakers list, master of ceremonies.
- Recruit a "head of opening ceremonies" and work with this individual to plan the pomp and circumstances for the opening, script all activities including announcer scripts, music scripts, speaking list, national anthem, special performances or demonstrations.
- Ensure "head of opening ceremonies" has the volunteers necessary to marshal teams and lead march-in.
- Secure flags (Provincial, National), National anthems (if necessary), and facility decorations.
- Arrange for and supervise a dress rehearsal of opening ceremonies with marshals, announcer, music coordinator, performers.
- Recruit a "head of medal ceremonies" and work with this individual to plan the medal presentation team, script all activities including announcer scripts, music, marching order of individuals.
- Recruit a photographer to take photos of winners.
- Secure award's podium (in the case of an international event, country flags and a flag raising mechanism).
- Arrange for and supervise a dress rehearsal of the medal presentation with presentation, team, announcer, music coordinator
- Receive medals from a provider, store in a safe location, display for finals.
- During the finals, based on VIPs in attendance, prepare a presenter's list with the assistance of the Service Director according to accepted protocol. It is generally a good idea to select an experienced presenter for the first medal ceremony. Other less experienced presenters can watch the route and protocol.

- Provide the announcers with the presenter's list.
- "Head of medal ceremonies" should arrange for marshalling of athletes for award presentation to ensure all athletes are present and in uniform.

Equipment Check List:

- provincial flags / Canadian flag / International flags;
- flag poles / standards;
- medals;
- flowers;
- medal presentation tray;
- flag raising mechanism (international only);
- march in music, fanfare, national anthem;
- table with table cloth to display medals;
- carpet;
- podium - solid, light and clean, with black numbers on a white background.

Dimensions: .5m depth with platforms at .25m for 3rd; .5m for 2nd; .75m for 1st
 In most judo competitions, two third places are awarded, so that the third step should be wider.

If medals are to be presented in the competition area, make sure the base of the podium is flat and even in order to avoid damage to the mats.

- Volunteer check list;
- "head of opening ceremonies";
- "head of medal ceremonies" (can be same person);
- marshals for march-in and rounding up athletes;
- flag bearers;
- escorts for athletes, VIPs.

POSITION: SECURITY OFFICER

REPORTING TO: Service Director

SUPERVISING: Security Volunteers

OUTSIDE LIAISON: Spectators, Participants, Medical Supervisor,
Venue Owner

Accountability:

The Security Officer is responsible for the safety of participants, spectators and equipment. The position has the additional requirement of spectator services such as ticket sales, admission to the seating area and crowd control.

This individual should have excellent people skills, patience and have the ability to command in an emergency situation.

No judo experience is required.

Responsibilities:

- Recruit the necessary number of people to sell tickets, control admission to the facility, crowd control on the competition floor.
- Devise ticket system.
- Schedule security personnel to ensure that all spectators or non-competing athletes and coaches are kept a minimum of two (2) meters from the competition surfaces.
- Ensure that no one except competing athletes, coaches and technical officials be allowed in the competitive area.
- Liaison with the owner of the venue to understand emergency procedures, exit routes, fire doors that must remain closed, etc.
- Liaison with the Transport Captain to ensure safe athlete pickup and drop off zones at the venue.
- Schedule security volunteers to control admission at the banquet.
- Meet with the hotel management and Lodging Coordinator to determine a plan of action should a problem or damage occur in the hotel.
(in many cases it is well worth the expense for the hotel to schedule extra night security on the final night. This can prevent innocent situations from escalating into embarrassing problems for the organizing committee and the sport of judo.)
- Train security volunteers in emergency evacuation procedures.
- In the case of emergency give directions to the announcer.

POSITION: ADMINISTRATIVE DIRECTOR

REPORTING TO: President Organizing Committee

SUPERVISING: Finance/Legal Director, Communication Director,

Promotion/Media Director

Task List & Completion Dates

OUTSIDE LIAISON: Host Provincial Judo Association

Accountability:

The Administrative Director serves as the Vice-president and as such has a role in recruiting and motivating volunteers.

The key day to day responsibility is to keep the project (task list) on schedule and within budget.

This position requires familiarity with judo, excellent communication, leadership and motivational skills.

The Administration Director should be involved in the initial stages as a member of the bid committee to determine the level of financial support from various sources before the application is submitted to Judo Canada.

Responsibilities:

- As a member of the bid committee work with the host provincial judo association and finance director to apply for hosting grants from the provincial and local governments.
- Ensure all the administrative aspects of the championships.
- Ensure all the resources are secured as needed by the committee members.
- Develop, with the executive committee, a detailed task list with completion dates, in order to ensure the project remains on schedule and within budget.
- Act as a human resource officer keeping people on task and working as a team; replace people on the team if it becomes necessary.
- In a large event such as a world championships this may be a paid position with expanded responsibilities.

POSITION: FINANCE / LEGAL DIRECTOR

REPORTING TO: Administration Director
SUPERVISING: Concession Sales, Budget
OUTSIDE LIAISON: Local & Regional Governments,
Host Provincial Judo Association
Judo Canada Executive Director

Accountability:

The finance / legal director is critical to the success of the event. Early applications to solicit support from various levels of government before making the bid can determine whether the project is financially sound.

This position requires an energetic individual with good connections within business and the community.

The ability to control and account for all funds is essential.

No judo experience is required.

Responsibilities:

- Consult with the Judo Canada executive director on current sponsorship policies of Judo Canada.
- Apply and follow through on all grant applications with the assistance of the Host Provincial Judo Association.
- Consider other possible sources of money, bingo's, service clubs, employment grants, concession booths, etc.
- Obtain confirmation of grants, etc. in writing.
- Prepare a detailed budget and cash flow needs.
- Arrange for banking, disbursement of funds for approved expenses using cheques which require two signatures.
- Prepare financial reports and final statement.
- Oversee signing of contracts with the venue owner, hotel and sponsors.
- Arrange for adequate participant and director's insurance (may be covered under host provincial judo association insurance).
- Solicit sponsors, program advertisements, fund raising.
- Arrange for floats for banquet, concession and ticket sales.

POSITION: COMMUNICATION & MARKETING DIRECTOR

REPORTING TO: Administration Director

SUPERVISING: Printing & Communications

OUTSIDE LIAISON: Promotion / Media

Accountability: The communication director is responsible for all printed communications.

The key to effective printing of information is to avoid last minute deadlines. Material should be collected early, put in draft form and then reviewed by a multiple of committee members. (proof read, proof read, proof read)

The official program guide and poster (optional) must be printed in both of Canada's official languages.

Knowledge of Judo is helpful and word processing experience is required.

Responsibilities:

- Collect the information to complete the bid questionnaire; a thorough job on the bid application will make the bid more competitive (a PC computer disk with the application form is available from Judo Canada in Word perfect 6.0 format).
- Once the committee is awarded the championship prepare the technical package according to the sample in Appendix C; forward the technical package to Judo Canada for approval six months in advance of the championship.
- Act as the secretary of the committee, receiving all correspondence, recording the minutes of meeting, filing, mailing lists, etc.
- Design a souvenir program for the championship, many examples exist and much of the work can be done in advance, French / English translation is a must.
- Work with the Finance/Legal Director to solicit advertisement for the program.
- Judo Canada may have National Sponsors that require advertising space; if this is the case the space is given free of charge.
- Contents should include... history of judo; brief description of the rules and scoring; past National Champions; National team members, returning champions.
- With the lodging coordinator, design a welcome package to be given to participants on arrival, includes... transportation schedule, tournament schedule as approved by the Judo Canada Sport Director, venue information, leisure activities (movie theatres), restaurants.
- Assist the Results Manager in duplicating the correct number of tournament forms.
- Prepare final report.

POSITION: PROMOTION / MEDIA DIRECTOR

REPORTING TO: Administration Director

SUPERVISING: Press conference, Interviews

OUTSIDE LIAISON: Media / Press, Athletes

Accountability: One of the reasons a local community or province decides to host a major event is to raise the profile of judo within the community. An individual dedicated to promotion and media aspects can ensure that this goal is achieved.

Consider looking for communications students at a university or college that are interested in this field or an individual with good contacts with the local media.

Responsibilities:

- Design a media plan that will raise the profile of the event (brochures, posters, radio community service announcements, judo demonstrations, news releases, press conference, etc.).
- Design a promotional plan to sell tickets, but most importantly get people to come and watch (fill the seats to create the atmosphere).
- Make personal contact with the local media and get a personal commitment from local media to cover the event.
- For junior and senior events, request from Judo Canada, the profiles of the national team members.
- If a press conference is planned make arrangements; make personal contact with press to get them to commit to attend (be creative); press kit with history of judo, rules, national team members, contact name and phone numbers, etc..
- Collect biographical information on the finalist from provincial team coaches and team leaders and deliver to the announcers, media.
- Feed draw information and results to the media that are in attendance.
- Assist local media to set up interviews with the Judo Canada President, athletes at times that do not interfere with competition; interview athletes after their gold medal match, not before.
- A translator is recommended to assist in lining up interviews.
- Send the final results by fax to local media contacts that are not in attendance.
- Fax the result summary to each provincial judo office on each night of the finals.
- Collect the local press clipping and send a copy to Judo Canada.

POSITION:	TOURNAMENT DIRECTOR
REPORTING TO:	President Organizing Committee and Chief Official during the event.
SUPERVISING:	Venue Manager, Medical Supervisor, Result manager, Tournament Assistant Director
OUTSIDE LIAISON:	Venue Owner, Judo Canada Sport Director

NOTE! The Tournament Director CANNOT act in the roles of: Chief Referee or Chief Official in events beyond club level. At club level events this restriction should be respected whenever possible.

Accountability: The Tournament Director ensures that the venue and competition meet or exceeds Judo Canada and IJF standards. The Tournament Director shall have a copy of National Sports Organization document, Judo Canada: Tournament Policy—Standards and Sanctions as well as PSO’s documents regarding sanctions. These documents must be made available to the Chief Official. The competition should be run in a manner that creates a positive atmosphere and allows each athlete to achieve his or her personal best.

The position requires Judo technical knowledge, previous experience in running tournaments and the ability to recruit, train and co-ordinate a large number of volunteers.

The Tournament Director is involved in the initial stages as a member of the bid committee to negotiate and secure a venue before the application is submitted to Judo Canada.

Responsibilities:

- Involved in the initial selection of the venue to ensure that IJF and Judo Canada technical standards can be achieved.
- The preparation of the technical package.
- Obtaining and paying for the sanction.
- In cooperation with the Result Manager, the registration of athletes into the tournament management system.
- Checking the athlete’s for membership status.
- Design a detailed floor plan showing the exact layout of the main competition hall, tatami, score clocks, Joseki, Announcer, etc. and auxiliary rooms such as change rooms, draw room, warm-up area, doping control room.
- Works with the Result Manager to prepare a tournament schedule, order of weight divisions, mats, finals, awards (the final version of the tournament schedule must be approved by the Judo Canada Sport Director prior to its distribution)
- Assist in completing bid questionnaire.
- Works closely with the Venue Manager to negotiate use of tatami, score clocks, score boards from various clubs.
- Recruits and trains volunteers.
- With the Sport Director conducts the coaches and draw meeting the night before the competition.

- Each morning of competition, two hours prior to the first match, chairs a brief. Meeting of the technical volunteers to ensure everything is in place and ready to begin on time.
- During the competition, all tasks to run the competition should be assigned, with the tournament director free to supervise, provide guidance and problem solve.
- Filing a post event report.

POSITION: VENUE MANAGER

REPORTING TO: Tournament Director

SUPERVISING: Set-up and Take down of Venue

OUTSIDE LIAISON: Venue Owner & Staff, Transport Officer

Accountability: The Venue Manager is responsible for forming a close working relationship with the owner of the venue to ensure all regulations within the facility are respected.

Prior to and after the competition the Venue Manager has the responsibility for the complete set-up and dismantling of equipment. This includes working closely with the Transport Officer to have equipment delivered and returned.

During the competition the Venue Manager keeps the equipment in good working order, monitors the p.a. system levels, ensures the facility and mats are kept clean, safe and acts as a liaison between the committee and the venue owner and staff.

Responsibilities:

- Meet with the owner of the venue to discuss union rules, hours of operation, number of union workers on site, access to photocopy machine, set-up day and hours required, cleaning and janitorial, washroom products, p.a. system, keys and access, temperature control, light switches, etc..
- Works with the tournament director to establish a list of equipment needs, source all equipment, arrange pickup and delivery.
- Recruit volunteers to commit to Venue set-up.
- On set-up day test all equipment, score clocks, p.a. system, etc..
- Ensure tatami are fixed in such a way that they will not shift or move.
- Establish volunteer schedule for mat cleaning, general clean up at the end of each day.
- Ensure facility is open at least 2 hours prior to the start of matches and/or in accordance with the transportation schedule.
- Turns on p.a. system, tests and monitors levels throughout the day.
- Recruit an English and French speaking announcer (or other languages as required).
- Rehearse with the announcers, opening ceremony, awards, scripts.
- Cues up music for announcer.
- Keeps track of all "portable" equipment (stopwatches, microphones, etc.) and collects at the end of each session for safe storage.
- Schedules a volunteer crew to dismantle the Venue immediately upon completion of the awards.
- Arrange for return transport of equipment or at least loading of trucks immediately.
- After competition and take down, meet with the owner to inspect the venue.
- Process and approve final billing.
- Ensure the following signs made in advance to give directions at the venue:
Venue Signs. Use pictogram to ensure international understanding:

- Changing Room – Men/ Vestiaire - Hommes
- Changing Room – Women/ Vestiaire - Femmes
- Washrooms – Men/ Toilette - Hommes
- Washrooms – Women/ Toilette – Femmes
- Warm up Area/ Aire d'échauffement
- Draw Room/ Salle des données
- Medical Room/ Salle Médicale
- Doping Control Station/ Salle de controle anti-dopage
- Officials Room/ Salle des officiels
- Lounge/ Lounge
- Press Room/ Salle de presse
- Authorized Personnel Only/ Personel Autorisé seulement

Competition Floor Signs:

- Joseki Table/ Joseki
- VIP Table or Seating/ VIP – Table ou chaises
- Announcer/ Annonceur
- Tournament Director/ Directeur du Tournoi
- Medical Table/ Table médicale
- Referee Director's Table/ Table du directeur de l'arbitrage
- Press Table/ Table de presse
- Photographer Area/ Aire pour photographes
- Interview Area/ Zone d'entrevues
- Athlete's Seating/ Sièges pour athlètes
- Three each, Mat "1", Mat "2", Mat "3" to be posted on the mat side scorer's table, taped directly to the mat and suspended from the ceiling when possible.
- Coaches' seats (2/mat)/ Siège de l'entraîneur

POSITION: ANNOUNCERS

REPORTING TO: Venue Manager

Accountability: The role of the announcers should not be underestimated. They can make or break the event.

Experienced announcers are critical in directing the opening ceremonies and medal presentations.

The announcers are the key communication link between the Tournament Director and participants and audience.

All announcements are to be made in both of Canada's official languages.

Responsibilities:

- Rehearse the announcer scripts and revise as necessary.
- Become familiar with the p.a. system / cassette player.
- Attend the rehearsal for opening ceremonies and medal presentations.
- Each session should have an open and close.
- Keep the contestants informed on the progress of the tournament.
- Keep announcements to essential information.
- In the case of emergency (fire bells ringing) remain at the microphone and help direct evacuation.
- Standard announcer scripts are available from Judo Canada.
- The announcer should obtain team list and meet with the team leader to practice the correct pronunciation of names.

POSITION: RESULT MANAGER

REPORTING TO: Tournament Director

SUPERVISING: Draw & Result Personnel

OUTSIDE LIAISON: Judo Canada Sport Director

Accountability: The nerve centre of the competition is the draw and result personnel. To keep things moving efficiently an experienced veteran of many competitions is required.

This position requires the ability to work under pressure, communicate effectively with other volunteers, to explain expectations and systems clearly.

The use of the Judo Canada recommended computerized tournament management system is mandatory for all National Championships. Judo Canada trained personnel will provide on-site assistance and training.

Responsibilities:

- For national level events contact the Judo Canada Sport Director to establish computer equipment model, needs, forms, paper requirements.
- Ensure adequate supply of all forms, draw sheets, weigh-in forms, paper, computer supplies, printer toners / cartridge, typewriter, pens, stapler, etc..
- Do not forget the user manual for the computer, printer and copy machines.
- Develop with the tournament director and assistant, the competition schedule.
- Recruit a qualified staff of volunteers that have draw experience.
- Hold at least one training, simulation session with the result/draw people.
- Visit the venue and determine a layout for the draw room.
- Source a reliable, fast photocopy machine, capable of collating.
- Have a backup plan in place in case the photocopy machine stops working.
- Receive the final verification of entries, passport control, proof of citizenship or permanent residency status if needed, at the headquarter hotel.
- Attend the coaches meeting at which the draw takes place, ensure materials are available for the manual draw (ping pong balls, etc.) and record numbers if needed
1 blackboard or flip chart and person to record numbers;
1 photocopier (fully equipped) and operator;
Pens, markers, stapler, paper clips, colour felt, scissors, etc.;
- 4 containers for the draw with numbered ping pong balls;
1 Computer (IBM / PC compatible), power source, printer, paper & operator.
- Prepare all draw sheets and bout sheets.
- Attend weigh-in to record all competitors that did not weigh-in.
- Ensures up to date results are available and distributed to the media.
- Complete participation certificates and distribute to team leader of each province.
- Produce a quality final result package, post it on line when applicable; print copies if required.
- Produce appropriate statistics that will be available immediately after the final matches, and upon requests distribute to team leaders.

POSITION: SCORE SHEET RECORDERS (3 per mat)

REPORTING TO: Result Manager

SUPERVISING: Score sheets

OUTSIDE LIAISON: Referees

Accountability: Score sheet recorders are an integral part of the team of technical officials and their duties are indispensable for a tournament. They must be conscientiousness and alert at all times to record all decisions of the referee.

Note! When an Electronic Tournament Management System is used to draw and trace progress of the tournament and the scoreboards are operated by the system, most of the time the scores are automatically reflected. In such case there is no need for score sheet recorders. However, backup copies of draw sheet progress must always be maintained at the mat management table.

Score sheet recorders must remain neutral, stay out of discussions and be oblivious to outside influences.

Clear, legible handwriting is required.

Responsibilities:

- Checking the draw sheet.
- Draw sheets must include contestant's surname followed by full given names.
- Verify that the contestant's name is spelled accurately and consistently. Have changes initialed by the Result Manager.
- Indicate the contestant's club (dojo) and/or province and/or country. If more than one dojo has the same name, add the name of the city.
- Check to ensure that a contestant has not been entered twice in the same weight class. If this happens, notify the Result Manager.
- Do not enter results until the Referee's decision has been made (according to the majority rule).
- If changes have to be made to the results on the score sheet have changes initialled by the Result Manager.
- Before the start of a tournament, recorders must be trained on the point system and elimination method used for the tournament.

POSITION: TOURNAMENT ASSISTANT DIRECTOR

REPORTING TO: Tournament Director

SUPERVISING: Weigh-in Attendants, Technical Officials

OUTSIDE LIAISON: Chief referee

Accountability: The tournament assistant works in close liaison with the Tournament Director, and ensures accuracy of the training/practice schedule, weigh-in and oversees the technical officials during the competition.

Assistant(s) is(are) responsible for recruiting and training all technical officials. Technical officials are required at the weigh-in for crowd control and at the competition site to keep time and score.

Responsibilities:

- Arrange for a practice facility, hours of operation and works with Lodging Coordinator to schedule/coordinate provincial practice times.
- Select suitable weigh-in rooms, judogi control rooms, at the headquarter hotel and design room layout.
- Prepare an information sheet that can be distributed to teams on arrival that indicates weigh-in location, unofficial scale room for checking weight, actual weigh-in times for each weight class (the same order of weight classes that is to be used for competition must also be used at weigh in).
- Source digital scales for weigh-in rooms (2), and unofficial rooms (2).
- With Transport Manager, ensure scales are delivered on time and calibrated.
- Recruit weigh-in attendants, 2 male, 2 female to assist.
- Obtain weigh-in list from Result Manager following the registration.
- After weigh-in, ensure weigh-in list is returned immediately to the Result Manager.
- Train technical officials on the operation of the score clock, score board procedures, contest rules & terminology.
- Inspects Venue each morning to ensure everything is ready to go, troubleshoots problems that may occur.
- During the competition work with security to keep the floor clear of spectators, coaches and athletes.
- Ensure match order and information is reaching the warm up room.
- Ensure referees, officials, technical officials are provided with refreshments or tickets to acquire refreshments from the concession stand.

POSITION: WEIGH-IN ATTENDANTS (2 male, 2 female)

REPORTING TO: Tournament Assistant Director

SUPERVISING: Weigh-in Rooms and Scales

OUTSIDE LIAISON: Athletes, Coaches and referees

Accountability: The weigh in attendants must have good organizational skills and use diplomacy to impose discipline for prompt and orderly proceedings. A working knowledge of both official languages would be an asset.

The weigh-in attendants work in close collaboration with the tournament assistant to ensure that the weigh-in is conducted in an orderly fashion according to the rules.

Responsibilities:

- Unofficial weigh in rooms-separate from the official weigh-in rooms- must be setup with trial scales before athletes arrive, available each training day and at least one hour prior to weigh-in.
- Unofficial scales must be calibrated to read identical to the official scales.
- Weigh-in room must be set-up according to plans developed with the tournament assistant.
- Ensure the keys to the weigh-in room are obtained the night before.
- The official scales must be available one hour prior to the start of weigh-in and supervised by the weigh-in attendants.
- The weigh-in procedure itself is supervised by the designated personnel.
- The weigh-in attendants must be of the same sex as the contestants as senior athletes are weighed in the nude.
- In order to ensure privacy for the athletes, dividers should be used.
- Important: Each weight class is assigned to a specific scale. Contestants must weigh on the assigned scale only and cannot change.
- The athlete is required to present a Judo Canada passport (or equivalent passport of an IJF member association) at the official weigh in.
- The scales must read only the first decimal number. If the digital display is more precise the numbers following the first decimal digit must be covered with non-transparent tape.
- No weight tolerance is accepted. Contestant's weight must be within the lower and upper limits of the class for which he/she is registered, with the exception of the lightweight and heavyweight classes.
- Each athlete is allowed to attempt the official weigh-in only once.
- The exact weight of the contestants must be entered on the Judo Canada weigh in sheet, together with the signatures and initials of the referees.
- Under the Remarks section the names and exact weight of any contestant who does not make weight must be recorded and signed by the referee and athlete.
- For statistical purposes, contestants registered in the "Open Weight" contests must weigh-in.

Material Required

- Metric scales on a hard surface
- Stands for clothes, etc.
- Tables and chairs
- Traffic barriers
- Notice board
- Divider screens (2-3)
- Paper and pens
- "Weigh-in" & "Weigh-in" signs

Weigh-In Procedure – as per the Tournaments Standards and Sanctioning Policy

POSITION: MATCH CONTROLLERS (2 per mat)

REPORTING TO: Tournament Assistant Director

SUPERVISING: Arrival of Contestants and coaches to the mat

OUTSIDE LIAISON: Referees

Accountability: The Match Controllers ensure that the contestants meet uniform and hygiene regulations, and are on the mat and ready to go as soon as the previous match has ended.

Responsibilities:

- Check the identity of contestants in preparation for the next match by checking competitor numbers or accreditation cards.
- Ensure that the contestants wear the correct colour judogi, or in events where sashes are used, the first contestant has a white sash and the second has the blue sash. Draw sheets are always read from top to bottom, so that the first (top) contestant wears the white sash.
- Check uniform requirements for both contestants as per IJF rules and regulations:
- PERSONAL HYGIENE (as per the IJF rules and regulations.) Contestant's personal hygiene must be acceptable. No one must walk bare footed outside the competition area. Fingernails and toenails must be cut short. The judogi must be clean and dry and without unpleasant smell. If hair is long enough to be a hindrance to the other contestant, it must be knotted solidly behind the head.
- RESTRICTION: No metal or other hard objects are allowed, as per IJF rules and regulation. (knee braces).
- NOTE: At the end of the contest, recover the sash (when applicable) and return ID cards to each contestant.
- As one contest starts, the next two contestants are called to make sure that they are ready.
- When a notice board is used the match controller should keep the information updated. A notice board helps the contestants know when to report and simplifies the organization of the contests.

POSITION: SCOREBOARD ATTENDANTS (2 per mat)

REPORTING TO: Tournament Assistant Director

SUPERVISING: Timing and Scoring or Matches

OUTSIDE LIAISON: Referees

Note! When an Electronic Tournament Management System is used to draw and trace progress of the tournament and the scoreboards are operated by the system, most of the time the scores are automatically reflected. In such case the role of scoreboard attendants are modified to operate the computer keyboard controlling the scoreboards and to keep track of the backup timer.

Accountability: The Scoreboard Attendants must have a good knowledge of refereeing signals, contest rules and the Japanese terminology that is used. Points and penalties are recorded immediately as indicated by the Referee on a manual or electronic scoreboard. When electronic scoreboards are used, manual scoreboards must be available in case of power failure.

SCOREBOARD

For each mat there shall be two (2) scoreboard, not exceeding 90 cm in height and 2 meters in width. They have to be place outside of the competition area where they can be easily seen by the referee, officials and spectators without interfering with the matches.

Responsibilities:

- Prior to the match clear the scoreboard'
- Display points or penalties as soon as signaled by the referee, paying close attention to the colour of the offensive athlete (blue or white); the referee may indicate the colour by pointing to the red/blue or white tape;
- The following list shows the penalties with their technical equivalent:

Penalty	Equivalent
HANSOKU MAKE	IPPON
3 SHIDO = hansokumake	IPPON
2 SHIDO	
1 SHIDO	

- A warning for non-combativeness is recorded on the scoreboard as Shido.
- Intervention by the physician as signaled by the referee (according to majority rule) must be recorded on the board by the medical indicators. (see Medical Staff)
- Never remove the results (whether technical or penalties) before the contestants have left the competition area.
- When in doubt, stand up to signal to the referee that you need clarification.

POSITION: TIMEKEEPERS (2-3 per mat)

REPORTING TO: Tournament Assistant Director

SUPERVISING: Timing of Match & Hold down

OUTSIDE LIAISON: Referees

Note: Needed only if manual scoreboards are used.

When time is controlled manually, there are four timing clocks/timers per mat:

- duration of match
- osaekomi (2)
- reserve clock/timers

When electronic scoreboards or LCD screens are used, the time is controlled from one designated control panel or a computer. Timekeepers must be trained on use of this equipment.

Timekeepers are part of the technical officials' team and work closely with the referee and judges. They must be conscientious and alert at all times to start and stop the clock according to the instructions of the referee. As such they must be trained to understand Judo terminology and corresponding hand signals, and have a basic knowledge of the contest rules.

Timekeepers must remain neutral, stay out of discussions and be oblivious to outside influences.

Responsibilities (will be different when electronic equipment (scoreboards or computerized scorekeeping software) are used):

- One timekeeper controls the match duration; one controls the osaekomi;
- Before the start of a competition, timekeepers must ensure that:
- The four stopwatches (duration of match, osaekomi (2) and backup) are in good order (and rewind if necessary).
- The bell system, one per mat, is operative.
- A green flag (osaekomi) and a yellow flag (match duration) per match are available. (Not used if the timing is displayed electronically)
- Waza ari indicators for osaekomi are available to indicate hold down time.
- Contest duration varies with the age category. Timekeepers must be aware of the time duration before the match starts. Refer to the Judo Canada Tournament Standards and Sanctions manual.
- The contest duration clock/timer should never be reset until after the contestants leave the mat area (in case the judges over-rule the referee and the match must be continued).
- When a hold down cannot be held long enough for Ippon the stopwatch is read as soon as toketa is announced. The proper point for the hold down duration is then selected and shown to the Referee and Judges.

- A bell is used to indicate the end of the time set for the contest, end of hold-down time, or to announce the end of the rest time granted by the Referee in special circumstances (injury, finals, etc.).
- If the “Golden Score” rule is used, when the time of the bout expires and the competitors are tie, the clock is reset and starts the golden score overtime which has no time limit.
- When an "osaekomi" is called, the duration time of the fight should continue even if regulation time has expired and only be stopped by the referee's command "Ippon" or "toketa".

Appendix “E” EVENT SANCTION APPLICATION AND AGREEMENT

2017 – 2018

1. GENERAL INFORMATION :

Contact person: _____ Telephone: _____
Club: _____
Address: _____
City: _____
Province: _____
Postal Code: _____

2. VENUE :

Facility: _____
Address: _____

3. SANCTION AGREEMENT - applicable to all levels of tournaments:

By Signing this document the undersigned organizer agrees to:

- 1) Abide by the terms of this agreement.
- 2) Organize the event in a manner compliant with the standards of Judo Canada Tournament Standards and Sanction Policy.
- 3) Take the complete responsibility for the organization of the event(s), and for all costs, debts, expenses, losses, damages or injuries to property or persons that should arise as a result of the organization or execution of the event or by participating in it in any capacity. In doing so, the organizer shall work to minimize the possibility of such losses. Judo Canada will not provide liability insurance for the organizer.
- 4) To display on front page the text “Sanctioned by Judo Canada” as well as Judo Canada official logo.
- 5) To address any complaint concerning Judo Canada, its staff, volunteers or services, directly to Judo Canada and not in the forum of public opinion. If any such complaint is not resolved to the organizer’s

satisfaction, then the organizer has the right to lodge an appeal using Judo Canada appeals policy.

- 6) To always communicate about the sport of judo in a responsible and positive manner.
- 7) To keep Judo Canada office informed of any issues that could affect its ability to organize its event.
- 8) To accept the Chief official appointed by Judo Canada and facilitate their capacity to perform their duties as defined in Judo Canada's Tournament Standards and Sanction Policy.
- 9) Forward the results of events to Judo Canada within 24 hours of the last day of the event, in PDF format. .

4. **LEVEL OF TOURNAMENT :**

What level sanctions are you requesting:

- a. "A" Sanction will result in Judo Canada providing the following support to the Local Organizing Committee:
 - Designate the event as National Team Ranking Points event in which participants in eligible Age and Weight Divisions will earn points.
 - Judo Canada will designate a Chief Official for this tournament
 - If requested, Judo Canada will designate personnel to operate the required tournament management system, providing that the expenses are covered by the Local Organizing Committee

If requesting an "A" level sanction, please check (√) all of the boxes below and attach to this form the Technical Package (draft Technical Package):

- Agree to use an online registration system supplied by Judo Canada; and display entries on-line one week in advance of the event.
- Agree to pay Judo Canada levy (in 2017/18 season \$7) charged per entry per competitor of the; U16; U18; U21; Sr; Veterans and Kata. (Both Canadian and foreigners)
- The organizer must provide a proof of liability insurance to Judo Canada.

- The organizer must provide a 10 x 20 promo booth space on site to Judo Canada and or his sponsors.
- The tournament will run Judo Canada approved electronic tournament management system.
- In case you have a live stream service, the advertising boards must face the cameras and can be livestreamed on JudoCanada.tv free of charge
- A clear barrier between the spectators and the combat areas must be in place.
- The organizers will provide volunteer personnel (minimum one per mat) to operate Video cameras for the CARE system.
- The tournament management area is clearly separated from the athlete spectator area.
- Forward the results of events to Judo Canada, within 24 hours of the last day of the event, in the format that Judo Canada specifies.

In the case that any of these conditions are not met or that are not agreed on, the tournament is not eligible for a level “A” sanction.

NOTE: Application for a level “A” sanctioned tournament must be sent directly to the Judo Canada office with a CC to the respective Provincial/Territorial offices. The deadline for submission for the coming season is the end of current season – August 31st.

NAME: _____ DATE: _____

Signature: _____

