



## **USJA National Tournament Preparation Planning Guide**

<b>Event Name:</b>	
<b>Event Date:</b>	
<b>Event City:</b>	
<b>Tournament Director:</b>	

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

### **USJA Tournament Subcommittee Chairman: Lowell F. Slaven**

Your TSC Chairman is there to assist you in planning and moving your event forward. Tournament Directors will be asked to meet specific steps in their planning and to report their progress to the TSC Chairman. The TSC Chairman will keep the TSC and the USJA Board of Directors briefed on your progress.

Again, we appreciate your hosting this event and if you have any questions or if I can help you in any way, please contact me at [lslaven1512@comcast.net](mailto:lslaven1512@comcast.net) or (765) 891-0130.

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

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

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

The *USJA National Tournament Preparation and Planning Manual* is intended to assist you and your Tournament Staff and Personnel in conducting a successful Tournament. This Manual will help you and the TSC insure that the Event is progressing in a satisfactory manner and should any problem areas arise that they can be remedied as quickly as possible. We wish you and your Tournament Staff a most successful event.

## LOCAL ORGANIZING COMMITTEE COMPOSITION

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

## MEETINGS, TRAINING SESSIONS AND CLINICS

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

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

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

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

## PRE-EVENT PREPARATION

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

## CHECK-IN/REGISTRATION/WEIGH-IN PROCEDURES

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

## HOSPITALITY/AMENITIES AT HOTEL HEADQUARTERS

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

Volunteer Meals	_____ YES    _____ NO
Time, Type (breakfast, lunch, etc.)	Time Period _____ Type _____ Time Period _____ Type _____ Time Period _____ Type _____
Break Room Provided	_____ YES    _____ NO  Time Period _____  Type of Refreshments _____
Describe any other amenities that will be provided to volunteers such as t-shirts, etc.	

### VIP Hospitality functions for Officials and Dignitaries:

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

Provide a description of the types of receptions/activities that will be provided and the groups (Officials only, USJA Board of Directors only, etc.) that are invited to each one.	Activity _____ Date _____ Time _____ Group Invited _____  Activity _____ Date _____ Time _____ Group Invited _____  Activity _____ Date _____ Time _____ Group Invited _____
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## HOTEL HEADQUARTERS, LOCATION AND TRANSPORTATION

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

## ROOMS REQUIRED AT HOTEL HEADQUARTERS

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

## HOTEL ROOMS PROVIDED FOR USJA STAFF

<b>Group/Individual</b>	<b>Required</b>	<b># Provided</b>
Tournament Subcommittee	2	
Chief Referee	1	
Executive Committee (USJA President)	1	
Other Rooms Provided		

## TOURNAMENT VENUE

Number of Contest Areas	
Dimension of Contest Areas (8m, 9m or 10m)	
Type and capacity of spectator seating	
Number of Merchandise Vendors expected	
Prime space reserved for USJA Merchandise Rep.	_____ YES _____ NO
Adequate access for shuttle buses	_____ YES _____ NO
Adequate parking available	_____ YES _____ NO
Describe venue entry procedure for Spectators	
Separate entry for Athletes, Officials, Coaches	_____ YES _____ NO  Describe:

## COMPETITION PLAYING AREA (and surrounding area)

Brand of Tatami Mat	
Surface of Venue (carpet, concrete, etc.)	
Type of Mat underlayment (i.e. necessary if surface of venue is concrete)	
Provide a drawing (to scale) of the competition venue and identify and provide, at a minimum, the items listed to the right.	<ol style="list-style-type: none"> <li>1) Dimensions of competition floor.</li> <li>2) Location and dimensions of rooms required at the competition venue (staff room, lunch room, media area, etc.).</li> <li>3) Location and seating capacity of spectator seating.</li> <li>4) Dimensions of each contest area and safety area.</li> <li>5) Configuration of contest area (square, in-line, etc.)</li> <li>6) Location of timers/scorers tables</li> <li>7) Location of Head Table (Joseki).</li> <li>8) Location of Officials/Referees tables.</li> <li>9) Location of Medical tables (minimum of one per every two mats).</li> <li>10) Location of coaches chairs.</li> <li>11) Location of USJA National Coaching Staff tables.</li> <li>12) Location of Referee Evaluators table (if any)</li> <li>13) Location of Competitors warm-up area.</li> <li>14) Location and set-up of Awards area.</li> <li>15) Location and set-up of merchandise Vendor area.</li> <li>16) Location for Media and Photos.</li> <li>17) Location of Athlete staging area (if any).</li> </ol>



## SCORING/TIMING EQUIPMENT

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

<b>Item</b>	<b>Supplied and Evaluator's Comments</b>
Electronic Scoreboards (visible to competition area and spectators)	_____ YES _____ NO
Electronic Clocks (visible to competition area and spectators)	_____ YES _____ NO
Visible Texas Match Numbers	_____ YES _____ NO
Backup Timing/Scoring Devices	_____ YES _____ NO
Manual Backup Scoreboard	_____ YES _____ NO
Bean Bag backup (to indicate end of match)	_____ YES _____ NO
Audible Signals	_____ YES _____ NO
Flags/ HOLDERS for Referees/Judges	_____ YES _____ NO
Flags for Timing and Injury Signals	_____ YES _____ NO
Mat Number Signs	_____ YES _____ NO
Backup Paddles for Scoring/Penalties	_____ YES _____ NO
Office Supplies for Timing/Scoring tables (i.e. pencils, sharpeners, tape, notepads, etc.)	_____ YES _____ NO

## ADMINISTRATIVE OFFICE SUPPLIES AND EQUIPMENT

<b>Item</b>	<b>Supplied and Evaluator's Comments</b>
Office supplies for Administrative Staff (pens, pencils, staplers, scotch tape, notepads, etc.)	_____ YES _____ NO
Computer and Printer for Administration needs (extra name badges, floor passes, etc.)	_____ YES _____ NO
Copy Machine (copies of pool sheets, etc.)	_____ YES _____ NO
Office Supplies for USJA Staff/ Referees/Officials	_____ YES _____ NO
Adequate power for Computers and Printers and Electronic Scoreboards (power outlets, extension cords, power strips, etc.)	_____ YES _____ NO

## TOURNAMENT VENUE HOSPITALITY

<u>Item</u>	<u>Supplied and Evaluator's Comments</u>
Coffee/Donuts for morning Referees meeting	_____ YES    _____ NO
Shirts provided to Volunteers and Technical Officials with Event and/or Position specific information	_____ YES    _____ NO
Water and hard candy on tables for Volunteers/Referees	_____ YES    _____ NO
Refreshments in Volunteer/Officials Lounge	_____ YES    _____ NO
Lunch provided for all Volunteers/Staff/Officials	_____ YES    _____ NO
Access to refreshments for Media, VIP's, etc.	_____ YES    _____ NO
Describe any other Hospitality provided	

## CEREMONIES

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

## AWARDS

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

## ROOMS REQUIRED AT THE COMPETITION VENUE

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

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

## PLAN/TIMETABLE FOR CONDUCTING COMPETITION

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

## TOURNAMENT STAFF

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

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