



**WORLD MASTERS JUDO ASSOCIATION**

**World Masters Judo Championship**

**Tournament Handbook**

V4 WMJC Tournament Handbook 120808

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## World Masters Judo Association

### Issue History

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03	10-08-08	Incorporation of changes	RB

**The World Masters Judo Association (WMJA) reserves the right to alter the contents of this document without prior notification. However the existing contents were accurate at the time of initial printing and every effort has been made to produce Guidelines that will be as useful as possible to prospective Host Organisations.**

**Any reference to the single gender i.e. he or she will implicitly apply to both equally throughout this document.**

## **WORLD MASTERS JUDO CHAMPIONSHIPS**

### **1. EXECUTIVE SUMMARY**

This handbook is designed to assist the organisers of the World Masters Judo Championships (WMJC) to prepare, plan, organise and run the prestigious WMJC event to the necessary standards as required by the World Masters Judo Association (WMJA) and in accordance with the requirements of the WMJC Bid Document.

The content of this handbook set down the technical requirements that are to be achieved and maintained throughout the WMJC, and form part of the prerequisite of the original Bid Document and defines the necessary technical and quality standards expected by the WMJA for a successful event.

Where applicable the requirements will conform to the current IJF standards.

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## 2. USEFUL INFORMATION

**APPLICATION** – All bids must be submitted on the questionnaire that is contained within this Bid Document. The fully completed application must be delivered to the WMJA by the deadline of 1st April of the year previous to intended date of holding the WMJC for which an application is being submitted, this will allow adequate preparation time for the successful Host Organisation.

The completed bid must be accompanied by a letter from the appropriate National Judo Body that clearly authorises the organisation to make such a bid.

**CAPABILITY** – The ability to organise a major event and provide the proper infrastructure are essential requirements and applicants must have had previous experience in successfully organising top level judo events.

With regards to the necessary infrastructure consideration must be given to; international, national and local transport links to the venue, suitable and sufficient accommodation to meet the requirements of a range of economical and quality standards, and an excellent facility of the necessary size and quality to stage a major championship.

**CONTRACT** – The successful Host Organisation will be required to sign a legal contract with the WMJA.

**DATES** – The confirmation of the exact start and finish dates for the Championship will require prior approval by the WMJA Board of Directors and general guidance may be offered by the WMJA in advance of the submission of a bid. The event dates will be within the last two weeks of June of the bid year.

**DRAW MASTER** – The Host Organisation must appoint a competent and experienced Draw Master to administer the draw, the elimination process, daily timetable, mat allocation and rapid results service.

It is vital that the Draw Master has a good standard of English or has an assistant who can translate as necessary. The WMJA Technical Director will provide support the Hosts Draw Master.

**ELIGIBILITY**- Bids may only be made by a National Judo Body which is affiliated to the International Judo Federation or is part of an organisation that itself is part of the National Judo Federation e.g. a regional group.

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You will need the approval and support from your National Judo Body to make a bid and their continuing support to enable you to successfully stage such a large championship. It will be necessary to have a history of players or competition officials from your country having already participated at the annual WMJC.

**ENTRIES** – All individual entries for the Kata and Shiai must be submitted to the WMJA Headquarters in Ontario, Canada

**WMJA OFFICIALS** – The Host Organisation must ensure that no less than 25% of all Referees are nominated by the WMJA Referee Coordinator.

The WMJA will also provide a number of other Competition Official and Kata Judges from countries other than that of the Host Organisation. The officials must be paid no less than the minimum daily fee as set down by the WMJA Treasurer.

The WMJA Referee Coordinator will liaise with the Chief Referee of the Host Country at least 6 months prior to the event to establish the number of WMJA Officials required. It will be the responsibility of the WMJA Referee Coordinator to identify, nominate and invite referees from the WMJA list of officials.

**EVENT FORMAT** – The successful Host Organisation will be required to follow the Event Format as set down by the WMJA This format prescribes items such as daily timetable, medical cover, weigh-in protocol, age divisions, weight categories, Kata competition, Annual General Meeting, 2 Board of Directors Meetings, Executive Committee Meeting, Opening Ceremony, Closing Ceremony, Social event , Kata and competition officials seminars etc.

**FINANCE** – A Sanction Fee currently of 10,000 U.S. \$ is applicable to the successful Host Organisation for the rights to stage the WMJC.

This fee is only payable by a Host Organisation that has been awarded the WMJC and this amount will be automatically deducted by the WMJA from the total contribution payable to the Host Organisation.

Currently the contribution payable is 55 U.S. \$ per actual participant and payable after the successful completion of the event e.g. 1000 actual participants = 55,000 U.S. \$. (Less the Sanction fee 10,000 U.S. \$), total contribution payable to host = 45,000 U.S. \$

**INSURANCE** – The Host Organisation is required to provide adequate insurance of £5 million US \$ as a minimum, against all risks concerning the staging of the event and to also indemnify the WMJA from these risks. It is therefore important the insurance document and policy clearly identifies the following WMJA personnel

- a) WMJA Executive Officer
- b) WMJA Directors
- c) WMJA Volunteer Helpers

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The Host Organisation must provide the WMJA Head Office with a copy of the insurance certificate which must contain the names of the Host Organisation, Directors and Officers.

A letter of intent from the insurance company must be sent to the WMJA Head Quarters at least 3 months prior to the agreed start date of the Tournament and the insurance certificate must be supplied to the WMJA Head Office no later than 1 month before the Tournament.

**KATA** –The Host Organisation will be required to appoint a Chief Kata Organiser to liaise with the WMJA Director of Kata in regards to the administration of the Judges Clinic (which is mandatory for ALL Kata Judges and Recorders) and Kata competition.

Currently players are allowed to compete in three separate Kata out of a total choice of seven. The Kata event takes one full day and there will be a Kata Clinic for the Judges and Recorders on the day prior the Kata competition.

The Host will supply sufficient Kata recorders and runners for the competition.

**MATS** – It is anticipated that a six mat arena will be the minimum requirement to stage this Championship. The current mat type and colours suitable for the event will be as determined by the current I.J.F. Competition Rules and the minimum requirement will be 8x8 contest areas with 3 metre safety areas.

The number of mats cannot be altered without prior expression permission from the WMJA Technical Director.

**MEDALS** – The design for the Championship medals must be approved by the WMJA no later than the 6 months prior to the commencement of the WMJC.

The purchase of all medals will be the responsibility of the Host Organisation and should be completed no later than 1 (one) month prior to the event.

**MEDICAL** – The Host Organisation must appoint a person to be responsible for all medical facilities – carry out the initial risk assessment, staffing, equipment, ensure proper signage, ensure accident forms are completed, pre-notify the local hospital etc.

This person must be a qualified doctor preferably with judo competition experience.

At the end of each day the doctor must provide the Technical Director with a record of all medical occurrence during that day.

**MONITOR** – The WMJA Technical Director will monitor the WMJC on a daily basis throughout the event and who will be available to advise Host Organisations on any quality or procedural issues that arise.

**REFEREE** – The Host Organisation must appoint a Chief Referee responsible for all aspects of refereeing – mat allocation of referees, general standards, general discipline, judogi control, handling any protests or complaints, referee meetings etc.

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All referees will be subject to the authority of the Chief Referee throughout the Championship.

The Chief Referee must not participate in the actual refereeing on the mat. The Chief Referee must be available to monitor standards, investigate accidents/incidents and make decisions in the case of any disputes.

He will also be responsible for ensuring that there are sufficient referees each day of the Shiai to allow for adequate rest periods on those days.

The Chief Referee will liaise with the WMJA Technical Director in regard to the organising and running of the referee and competition officials' seminar and clinic prior to the commencement of the Tournament.

**REGISTRATION** – The WMJA staff will be responsible for the administration of all the Kata and Shiai entries through their Headquarters Office in Ontario, Canada.

The WMJA staff at the venue will also carry out competitor registration and final verification details (date of birth, current licences etc) at the event itself.

**RESULTS** – At the end of each day's competition the Draw Master must ensure that all results are provided to the Technical Director along with the original draw sheets before 2200 hrs (10pm).

**SPONSORS** – The Host Organisation may engage any sponsors to fund or part fund the Championship other than tobacco or tobacco related products.

**SAFETY OFFICER-** The Host Organisation needs to consider employing a competent person or a suitably qualified and experienced Health & Safety professional to carry out the necessary Health & Safety function required to meet the necessary legal requirements in holding a major sporting championship.

**HEALTH & SAFETY** – It is required that the Host Organisation recognise that it is essential for the nominated Safety Officer to fully and closely liaise with the venues own facilities management and staff in advance of the and throughout the Championship in regards to the Health & Safety aspects of the venue and the impact on the organisers staff and officials, the competitors, the WMJA staff and officials and the spectators.

**RISK ASSESSMENTS** – It will be the overall responsibility of the Host Organisation to ensure that suitable and sufficient risk assessments are carried out by qualified and experienced competent person in all areas of the venue this should include access and egress points, competition areas, food halls, toilets, stairs, seating areas changing facilities etc.

The Chief Medical Officer, Chief Referee and Chief Kata Organiser must carry out their own risk assessments of the areas they are responsible for and provide written reports to show they have been carried out and that any non-conformity has been duly addressed and rectified.

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These reports will be delivered to the Technical Director on prior to the start of the

Tournament and will inform the WMJA Technical Director should there be any changes to the original risk assessment. The WMJA Technical Director will ensure that he meets with the Chief Medical Officer, Chief Referee and Chief Kata Organiser each day of their events to review any issues that may have arisen.

**STANDARDS** – The Host Organisation will be expected to reach for the highest standards in critical issues such as venue cleanliness, food hygiene, catering operation, suitability of mats, daily competition punctuality, continuity of event, information to participants i.e. when they are competing, where they are competing, and the identity of other competitors in their category etc, medical cover, general health and safety matters, mat security, medal ceremonies, respect for participants, referees, kata judges, table officials, volunteers, friends and spectators generally.

Note: Once each day's group mat allocation has been published it must not be changed with first informing the WMJA Technical Director. Having informed the WMJA Technical Director the Draw Master must then ensure that all players in the affected groups are called to a suitable area and informed of the changes. Any agreed changes must be made in sufficient time prior to the start of the affected groups original start time to allow those competitors to prepare themselves.

**OPENING & CLOSING CEROMONY** – The Host Organising Committee will be required to consult with the Technical Director on their arrangements for the Opening and Closing Ceremonies. These events must be well publicised and not interfere with the running of the tournament as to delay it start of finishing times.

The Opening Ceremony, which is normally held during the first day of Shiai should be entertaining and with a local theme and involve among other items the reading of the WMJC Oath and a short welcome speech from the current WMJA president in English and the local language.

The Closing Ceremony will involve the handing over of the Championship flag to the following year's Host Organisation along with a short address from the Host Organisation to confirm the next year's venue and to encourage participation.

**TOURNAMENT DIRECTOR** – The Host Organisation must appoint a Tournament Director with the overall authority to organise the WMJC and take responsibility for all decisions in relation to the event. The Chief Kata Organiser, Chief Referee and Chief Medical Officer should liaise closely with this person.

The WMJA Technical Director will monitor and provide technical support to the Tournament Director from the Host Organisation.

**VENUE** - The venue and the exact location of the venue are critical to the success of this event. Whilst the capacity of the Sports Hall to hold six mats with the appropriate safety area is vital there will also be considerations of changing accommodation, spectator seating, catering facilities, effective air conditioning, car parking spaces etc.

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Reference should be made to the WMJA Tournament Handbook to provide further information in regard to the suitability of the venue

**SITE VISIT** – All successful organisation will have an official WMJA visit in order to assess the WMJC venue, the facilities offered and the general infrastructure in the area including, safety, transportation links, accommodation etc and must cooperate fully with the WMJA Technical Director and his team to ensure that the requirements of the original bid document and this Hand Book are fully realised.

**WEBSITE** – The official WMJA website will provide all the essential event information on how and when to enter and the overall event timetable. This information will guide the potential participants as to cost, travel and accommodation arrangements.

Information concerning the event provided by the Host Organisation should be available for web publication no later than 10 months prior to the event dates.

It is important the daily results are provide to the Technical Director by 2200 hrs (10pm) each day so that he can ensure the results are published on the web site within 24 hours.

**QUALITY CONTROL** – The WMJA will insist that all Host Organisations conform as a minimum to the quality control standards of all the items that are clearly set down in the Bid Guidelines Document and Tournament Handbook.

The items involved will include such aspects that have been found to be a cause for criticism from our membership e.g. proper labelling of all mats on both sides of the sports hall, calling of all participants in a particular age division/weight category together to the selected mat before starting that specific competition, trial weighing scales being available from the first day of registration etc.

The Quality Control over the event will be closely monitored by the WMJA to help ensure a successful and smooth running WMJC. The WMJA Technical Director or his deputy will liaise with the Tournament Director and other officials throughout the event to ensure that the expected WMJA standards are achieved.

**GESTURE OF APPRECIATION** - In the spirit of the WMJC the WMJA would appreciate and consider it appropriate if the Host Organisation would plan to provide all guest officials with a memento of their participation in the Host's tournament.

This consideration might consist of a shirt, association tie, polo shirt etc.

Alternative suggestions should be made to the WMJA Technical Director.

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### **3. INTRODUCTION**

#### **WMJA Philosophy**

To be an organisation that cares for its individual members by promoting life long participation throughout the world for judo players aged 30 years and over.

The contest duration will be 3 minutes for age divisions 30 to 59 years and 2½ minutes for age divisions involving players aged 60 and over, to allow for the general reduction in physical endurance due to increasing age.

To create opportunities for grass root players and national level officials to participate at world level Kata and Shiai competition.

To create an “even playing field” through the organisation of competition in five year age divisions.

To rotate the venue of the annual WMJC around the world as far as is fair and practical in order to support the development of masters’ judo.

Only individual who are current members of a National Judo Federation belonging to the International Judo Federation may participate in the activities of the WMJA.

Safety is a vital element in the planning and in the actual staging of masters’ events. Safety must always be the most important and paramount consideration.

To achieve and maintain this philosophy it is essential that the selected venue offers the highest levels of comfort facilities and amenities not only to the players but also the officials and spectators.

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### 4. RESPONSIBILITY OF WMJA

- 1) To encourage bids from judo organisations around the world to stage the annual WMJC
- 2) To receive and assess legitimate bids to stage the WMJC
- 3) To give formal written notification to a Host Organisation that has made a successful bid.
- 4) To notify the IJF and Continental Union of the intended venue and dates for the WMJC.
- 5) To display the WMJC entry details such as eligibility, closing dates for entries etc on the WMJA website [www.worldmastersjudo.com](http://www.worldmastersjudo.com)
- 6) To ensure that the WMJC results for both Kata and Shiai appear on the official WMJA website within three weeks of the closing date of the completion of each championship.
- 7) To set the participation costs for individual which are currently 30\$ U.S. for annual membership fee and 100\$ U.S. competitor entry fee and from this entry fee the WMJA will give 55 U.S. \$ for every actual participant at the WMJC to the Host Organisation in order to assist them in the financing of the annual event. This money will be given after the event and subject to the completion of a successful Championship.
- 8) The WMJA Treasurer will determine the minimum fee to be paid to WMJA Officials in U.S. \$ per day, and notify the Host Organisation no later than 1st December of the year prior to the holding of the WMJC. This fee must be strictly adhered to and is part of the undertaking for holding the WMJC.
- 9) To ensure, through the entry and registration process, that only players who are current members of a National Judo Federation belonging to the I.J.F are allowed to participate in the WMJC.
- 10) To authorise access for coaches at the mat side throughout the WMJC.
- 11) Provide the necessary team registration forms for the team event on the final day of the WMJC.
- 12) To liaise with the Chief Referee for the inclusion of WMJA competition officials to attend the WMJC at least 6 months prior to the event to allow time to invite the necessary officials.
- 13) To control the proper use of the WMJA logo in all promotion and merchandising.
- 14) To complete the registration of all participants before competing thereby allowing for WMJA membership, National Judo Federation membership and final event payment to be thoroughly checked.

The WMJA Director of Kata and the Draw Master will be provided with the complete lists of names for the Kata event and the Shiai event respectively to allow for weigh-in and the draw once the registration process is complete each day.

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- 15) The WMJA Director of Kata will provide the score boards and electronic calculators for the competition.
- 16) To provide the event flag for the following year's annual championship this will be provided by WMJA.

This flag must be formally presented to the Host Organisation of the next Championship at the Closing Ceremony each year.

- 17) To provide a CD for use at the Medal Ceremonies of all the national anthems of the participating countries
- 18) To notify the Host Organisation of the names of all accredited judo media and coaches. (Note – the Host Organisation will handle the local media access arrangements).
- 19) The WMJA reserves the right to operate an agreement with its own travel operator – currently Year Round Travel.

The WMJA also reserves the right to operate a sponsorship agreement with a judo equipment supplier currently this arrangement applies to Toraki.

- 20) The WMJA will ensure that the name of the event - 'WMJC' is used on all promotional material. The inclusion of a sponsor's name must receive prior permission from the WMJA.
- 21) To ensure that each year the World Masters Judo Championship is organised in the proper format as outlined in the Host Organisation's original and official bid document. Any variations from this format must require prior authorisation from the Technical Director.
- 22) To set up regular and frequent communication links with the Host Organisation to monitor the organisation and progress of the event programme.
- 23) The WMJA will notify the Host Organisation of the any changes to it's' structure.

At timely intervals prior to the event; 6 months, 3 months and 1 month, the WMJA will update the Host Organisation with the names of the President, General Secretary, Treasurer, Executive Officer and Technical Director should they change.

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### 5. RESPONSIBILITY OF HOST ORGANISATION

#### 5.1 CHAMPIONSHIP REQUIREMENTS

- 1) To ensure that a letter of support/endorsement is provided from the appropriate Governing National Judo Federation to allow the Host Organisation to make a bid to stage the WMJC.
- 2) To make a formal and valid bid to the WMJA for the right to stage the WMJC.
- 3) To facilitate and co-operate with an official inspection visit of the selected venue and discussion on the overall event plans at a time prior to the event itself.
- 4) Sign a formal event contract with WMJA in relation to the staging of the annual WMJC.
- 5) To engage with the WMJA throughout the preceding year of the event through regular and frequent communication the progress of the organisation in all areas of the event and report any problems, issues, non-conformance to the WMJA.
- 6) To respond to the requirements of the WMJA in a timely manner (within 15 working days) where there have been identified non-conformities to the submitted bid document or this Tournament Handbook.
- 7) To provide a copy of the records of every accident that occurs at the WMJC from the person in charge of medical facilities. The WMJA and the Host Organisation should retain these records for a minimum of three years.
- 8) To appoint a Tournament Director (in charge of the overall event), a Chief Kata Organiser (the senior organiser representing the Host Organisation in Kata), a Referee in Charge to be known at the event as the Chief Referee, a Draw Master, a Medal Ceremony organiser and a Chief Medical Officer in charge of medical facilities.
- 9) To offer every facility and assistance to the nominated WMJA officer for the official female weigh-in and pools combination.
- 10) To fully understand and adhere to all the terms and conditions involved in staging a World Masters Judo Championship as contained in the WMJA Official Championship Handbook.
- 11) To attend and observe throughout the entire Championship previous to the event for which they have made a successful bid in order to study the manner of general organisation, promoting the event and to receive the official WMJA flag at the Closing Ceremony.
- 12) To provide useful and informative signage in as many languages as appropriate (in addition to English and the language of the host country) for all the necessary situations e.g. location of toilets, weigh-in, information, catering etc.
- 13) To make every effort to promote the event within their own country and throughout their Continental area.

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- 14) To arrange for adequate event insurance to be in place no later than 1 month before the WMJC in order to cover the event itself and indemnify the WMJA, its Directors, officers, employees and volunteers from any claims arising, and to send a copy of the insurance certificate to WMJA headquarters no later than 1 month before the opening date of the event.

This insurance document and certificate must clearly identify the WMJA Executive Officer, Directors and volunteer helpers.

The WMJA will require a letter of intent from the Host Organisations insurers in respect of the required insurance cover no later than 3 months prior to the first day of the WMJC starting.

- 15) To arrange suitable venues throughout the time of the Championship for the following;

- a) Daily referees meetings
- b) Pre-event WMJA Kata seminar/clinic
- c) Pre-event referees and competition officials seminar
- d) First WMJA Board of Directors meeting
- e) Second WMJA Board of Directors meeting (post championship).
- f) WMJA Executive Committee meeting
- g) Annual General Meeting (WMJA General Secretary will determine date and time)
- h) Kata registration
- i) Shiai registration (several days)
- j) Official shiai male and female separate weigh – in facilities.
- k) WMJA information desk
- l) Unofficial male and female separate weigh-in facilities
- m) A suitable and prominent location for the WMJA sponsors Toraki and Year Round Travel.
- n) Suitable location for invited vendors and sponsors of the Host Organisation.

- 16) To obtain approval from the WMJA for the design of the WMJC medals prior to their production and no later than 6 months before the WMJC

- 17) To purchase a sufficient quantity of medals to ensure that all kata and shiai medal winners receive the appropriate medal of the correct colour.

- 18) Door control throughout the Kata and Shiai competition.

- 19) Mat edge control throughout the entire Kata and Shiai competition

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- 20) Ensuring the event starts punctually each day, as advertised and timetabled, and runs as smoothly and continuously as possible throughout.
- 21) To invite the current WMJA President to be involved in some of the medal presentation ceremonies.
  
- 22) To allow for a short speech from the current WMJA President at the Opening Ceremony and Closing Ceremony.
- 23) To arrange for the attendance of a sufficient number of suitably qualified male and female referees and table officials, including a minimum 25% WMJA Referees other than the National Judo Federation of the Host Organisation and to provide adequate cover of referees and table officials throughout the entire Shiai part of the event.  
  
The number of participants and the competition system employed will determine the number of referees required on each day. Allowance must be made to rotate referees and table officials at sufficient intervals to enable them to rest and retain their levels of concentration.
- 24) Where possible the Host Organisation should seek to attract referees of a minimum IJF 'A' or IJF 'B' standard and must invite their highest nationally recognised referees and table officials to participate.
- 25) The Chief Referee must liaise with the WMJA Technical Director of the number of referees and other officials required (based on WMJA Tournament Handbook requirements) no later than 6 months prior to the event to enable him to call the WMJA Officials.
- 26) To arrange for sufficient and suitably qualified male and female Kata Judges, recorders and runners, including a minimum 25% WMJA Kata Judges and recorders other than the National Judo Federation of the Host Organisation and to provide adequate cover of judge's recorders and runners for the event.
- 27) To ensure as far as is practical that all the Host Organisations officials wear the official uniform applicable for their Country's National Judo Organisation.
- 28) To pay all Guest Referees, Table Officials and Kata Judges, after they have fulfilled their duties and before the end of the event itself, with at least the minimum recommended amount of expenses as determined by the current WMJA Treasurer.
- 29) To co-operate fully and co-ordinate with the WMJA Director of Kata in relation to both the pre-event seminar and the general structure and systems for a Kata event.
- 30) To co-operate fully and co-ordinate with the WMJA Technical Director in relation to the Referees and Table Officials pre-event seminar and the general structure and systems for a Shiai event.
- 31) To provide an adequate number of suitably qualified, competent and committed support staff to carry out the following duties – weigh in, security, medical, catering, transport, media support etc.
- 32) Issue all ancillary staff with a recognisable uniform that is appropriate for the WMJC.

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- 33) Based on the total number of shiai competitors provide a sufficient number of competition areas, that fulfil the current requirements of the WMJA Tournament Handbook of appropriate size and colour, that will enable the Shiai element of the event to run smoothly and without delay for the designated competition period.
- 34) To organise the draw for individual, open and team Shiai events.
- 35) The draw sheets must conform to the recognised IJF standard elimination sheets for individual and team shiai. The Host Organisation must supply a copy of their intended elimination sheets at least 3 months prior to the WMJC for scrutiny by the WMJA Technical Director. If the Technical Director is not satisfied then an example will be supplied by the WMJA prior to the event and must be used throughout the event.
- 36) The Draw Master must produce and display a time line graph of mat allocations for each age and weight group so that a single group will compete on one mat.

An example of this graph must be supplied to the WMJA Technical Director at least 3 months prior to the Championship for scrutiny and if not suitable the Technical Director will supply an example which must be utilised throughout the event.

- 37) Establish a Control Centre within the competition hall for use by the Tournament Director, Chief Kata Judge, WMJA Director of Kata and Chief Referee and other designated WMJA Tournament Officials.
- 38) Provide adequate seating areas for the off mat teams of official to prepare themselves to take over from the on mat teams at the allocated time.
- 39) To ensure that all weigh-in scales made available to participants are calibrated prior to the event (calibration certificate to be available for inspection by the WMJA appointed official).
- 40) To make at least two 'unofficial practice' scales readily accessible (one for male and one for female) at the championship venue for participants from the first day of registration and until the end of the last day of official weigh-ins.

These scales must be reasonably accurate and if there is a discrepancy there must be a notice displayed on the scales informing the player of the actual weight difference, e.g. scales weigh 2 kilos heavy or light.

- 41) To organise and adequately staff the male and female weigh-in for Shiai. Weigh-in staff must check individual Photographic I.D. on passports before accepting the identity of a player.
- 42) Assist the WMJA designated officials monitor the weigh-in process to ensure no errors occur.
- 43) The Championship must be organised as laid down by the WMJA Tournament Handbook in terms of; age divisions and seven IJF male and female weight categories in each division, team format, selected Kata (see Kata section for details), Open individual events etc.
- 44) Provide an appropriate calling/holding area for the players competing to prepare for their contest and to allow sufficient space for all those competitors to be held and

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allow them to report to their designated mats at the appropriate time.

- 45) To ensure that a rostrum (raised platform) is available and used for the medal ceremony and is of sufficient size to allow for the numbers involved in the team and Kata medal ceremonies.
- 46) Ensure that all competitors and officials involved in the medal ceremony are correctly attired, i.e. judogi for medal winners and uniform for officials.
- a) To organise and supply a sufficient quantity of judogi back patches for competitors. These back patches should be the IJF official three letter country code i.e. JPN, USA, FRA, etc and conform to the following criteria:  
Material - cloth
  - b) Colour of material - white
  - c) Size - 30cm x 30cm
  - d) Letter colour – dark i.e. black or dark blue
  - e) Contents to include: the year e.g. 2008, the venue e.g. Brussels, the name of the event i.e. WMJC and if desired a logo connected to the Host Organisation and if applicable the logo and name of any sponsor.

Any variation to the above requirements, permission must be sought via the Executive Officer at headquarters P.O. Box 185, Richmond Hill, Ontario, L4B 4R5, Canada.

- 47) It will be absolutely essential to have these back patches delivered to WMJA headquarters in Canada no later than May 1<sup>st</sup> of the year in which the Championship is taking place.

This will allow headquarters to distribute them around the world as entries are accepted and give participants sufficient time to receive them and to sew them onto their judogi.

- 48) No back patch other than that of the Championship itself may be displayed on a judogi and this must be enforced at the time of judogi control.
- 49) If the Host Organisation has the facilities to sew the back patches at the venue then they should inform the WMJA headquarters prior to April 1<sup>st</sup> of the Championship year.
- 50) To provide WMJA Executive Officer with the original draw sheets and all the completed draw sheets no later than 10:00pm on a daily basis via the WMJA Technical Director
- 51) Seek to organise an event that is marked by friendliness, sensitivity to the needs of WMJA members, ensuring the highest levels of quality, efficiency and in giving special attention to the fact that the participants represent the 'older judo competitors' from all over the world.
- 52) To arrange for accreditation and reasonable access for local media representatives (without media representatives obstructing the audience or distracting the competitors).

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- 53) To pay the 10,000 U.S. \$ sanction fee to the WMJA for the right to stage the annual World Masters Judo Championship.
- 54) To use English as the 'official language' of the WMJA but to also use the official language of the Host Country. Other languages may also be employed especially on information sheets and signs.
- 55) To ensure that there is an adequate catering service throughout the entire championship – accessible from the starting time of the championship right until the closing time of the championship and at a reasonable price.
- 56) To ensure that appropriate catering is available for officials and volunteers throughout the entire championships and that there is a separate area for the officials to take their refreshments and rest.

The Host Organisation should ensure that there is a supervision process in place to ensure that only designated officials have access to the catering facility that has been set aside for officials only throughout the event.

This supervision may include issuing tickets to the officials and a door person to control the access to the designated Officials Only Area.

- 57) The catering must make provision for the continuous supply of fresh drinking water to the competition officials throughout the event.
- 58) It is important that once the Host Organisation has secured the event that they properly notify their Continental Union, their National Judo Federation and any other relevant bodies such as national and local tourist organisations in order that the Championship is added to the calendar of events.
- 59) Any disputes at the Championship must be resolved by the Tournament Director or if appropriate either the Director of Kata (Kata issues) or the Chief Referee (on Shiai issues) the WMJA Technical Director should be involved at all times and if necessary the WMJA Technical Director will have the ultimate responsibility in the resolution of any dispute if the Host Organisation cannot satisfactorily resolve the issue themselves.
- 60) The WMJA will expect the following minimum medical standards to apply:
- a) Proper contact and notification to the local hospital(s) regarding the extent, nature, timing and duration of the event.
  - b) Full cover by a fully qualified first aid team lead by a qualified and experienced (in sports injuries) doctor with the necessary equipment which **must** include a defibrillator and a qualified practitioner.
  - c) Sufficient cover by a doctor or doctors inside the championship venue throughout the entire Shiai element of the event
  - d) Availability of water and ice or ice packs throughout the entire event
  - e) An area which must be clearly signed, near but not too close to the mats, screened off from public view and containing chairs and a minimum of two 'beds' or benches to permit an injured person to be able to sit down or lie down for treatment if required. The staff manning this medical station must have

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immediate access to the phone and know the exact telephone number to ring should they need to call for an ambulance

- f) A representative from the Host Organisation in charge of liaising with all the medical staff
  - g) An administrative system that will provide written records of all accidents and provides copies to both the WMJA and the Host Organisation
  - h) The route that an ambulance might take to the venue, to specifically enter the competition hall and to reach the actual medical station must be kept clear or at the least very easy to clear quickly in an emergency and
  - i) At least one ambulance available at the venue throughout each Shiai day of the Championship.
- 61) Provide a medical disclaimer/waiver which will be issued during registration, copies will be held by the WMJA for all shiai or kata competitors.

The Host Organisation must supply a copy of their intended medical disclaimer form at least 3 months prior to the WMJC for scrutiny by the WMJA Technical Director.

If the Technical Director is not satisfied then an example will be supplied by the WMJA prior to the event and must be used throughout the event.

- 62) To provide a safe, well ventilated and convenient warm up area for shiai preparation this should be available from at least 8:00 am daily.
- 63) To provide a safe and well ventilated and convenient warm up area for Kata (the day before the Kata competition).
- 64) To provide a safe and well ventilated and convenient warm up area for Kata (on the day of the event).
- 65) To use the WMJA logo properly and not to permit it to be used by any third party
- 66) The mat area, catering area, toilets and changing rooms in the WMJC venue must be a 'No Smoking' zone. This prohibition must be clearly signed and strictly enforced.
- 67) To organise the following; - Opening Ceremony including the reading of the official oath (see below), Closing Ceremony.

The details of these arrangements must be submitted to the WMJA Technical Director for approval at least 4 months before the date of the Championships.

- 68) Organise a social event e.g. a banquet, at the end of the WMJC for all participants, officials and volunteers.

The WMJA will expect the Host Organisation to arrange for free access to the social event for the following individuals in categories A to C but excluding those in categories D to H:

In addition to the requirement to pay the minimum recommended amount to categories a, b and c below (currently 60 U.S.\$ ) the Host Organisation will arrange for free access to the Social Event for the following individuals in groups a, b, and c but excluding those in d, e, f, g and h;

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- a) Non-Host referees
- b) Non-Host Kata Judges
- c) Non-Host Table Officials
- d) WMJA Kata Director of Kata (Eiko Shepherd)
- e) WMJA Technical Director (Roger Brown)
- f) WMJA Executive Officer (Liz Roach)
- g) WMJA Registration Team (maximum 6 persons)
- h) WMJA Directors (maximum nine persons)

Note - not all Directors, referees, Kata Judges etc will be available to attend the Social Event, the Technical Director will confirm the actual numbers with the Host Organisation..

### **WMJA Oath**

The WMJA athlete's Oath must be read out to the competitors and audience as part of the Opening Ceremony both in English and the language of the Host Country. The Oath reads as follows:-

**“I make this oath on behalf of all competitors and officials at this World Masters Judo Championships. I promise that we will abide by the International Judo Federation rules, which govern this competition, and act in the true spirit of sportsmanship for the improvement of relations between peoples throughout the world”.**

## 5.2 HEALTH & SAFETY

### Health & Safety

Safety of all those attending or involved with a WMJC is the most important factor of any Championship.

The Host Organisation will be responsible for ensuring that all the necessary Health & Safety arrangements are in place and maintained throughout the entire Championship.

As part of the Host Organisation responsibility they will need to establish during their planning stage and then through out the length of the WMJC a stringent health & safety culture amongst their officials and volunteers.

It may be necessary to

- a) employ a competent Health & Safety professional or
- b) as an alternative set up a Health & safety Committee

who will have the overall responsibility to ensure that the selected venue meets the requirements of the WMJA Tournament Handbook as well as any local and national legal and statutory requirements .

Which ever option is chosen there **must** be **one individual**, to be known as the Safety Officer and should be readily identified and given overall authority to implement all the relevant Health & Safety measures throughout the entire WMJC.

It will be necessary to consider the number of expected competitors and accompanying spectators may well exceed the original planning figures and as such their impact needs to be carefully considered on various aspects of the venue.

The following list provides a starting point for carefully risk analysis of the suitability of the selected venue; and the Safety Officer or a competent person must carry out and provide a **written** Risk Assessment on the following aspects, the list is not exhaustive;:

- a) Sufficient public access and egress points for staff, competitors, officials and spectators
- b) Suitable and sufficient access and egress points for persons with disabilities including wheelchairs
- c) Suitable Emergency Evacuation Procedures for able bodied and disabled persons

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- d) Alternative access and egress points should one become unavailable
- e) Suitable and sufficient fire risk assessments
- f) Sufficient fire and emergency access and egress points
- g) Sufficient space and seating capacity for at least 250 spectators where traffic flow is not impeded
- h) There is sufficient seating capacity to allow for the segregation of different national supporters.
- i) Ambulance and medical crews have easy access and egress to remove any emergency cases.
- j) The venue has air conditioning (that must have the capacity to cope with over 450 competitors, officials and spectators on a daily basis).
- k) Alternative methods of ventilation (for the main arena in the case of break down)
- l) Toilet facilities for public use including disabled and for competitors use only
- m) Traffic routes (human) inside and out side the venue and its facilities

The highest possible standards of Health & Safety will be objective for the Safety Officer and the current U.K. Legislation should act as a guideline in all matters.

As a baseline the WMJA will consider the current Health & Safety Legislation that exists in Canada and the U.K. as the expected standards that all Host Organisation are required to meet.

#### **NOTE:**

**It will be desirable that the nominated Safety Officer be present when the WMJA Directors make an official visit to the Championship venue.**

During the obligatory venue visit by the WMJA the will compare the standards achieved by the Host against the required standards required as if the event were being held in Canada or the U.K.

The Host Organisation should consider the following topic headings as a guide for them to establish a dedicated officer to undertake the management of the health & safety aspects of the WMJC.

Where any area does not conform to the expected standards of the WMJA the Host will be expected to address those issues with urgency and ensure compliance within any specified time.

Any further venue visits may be subject to the Host Organisation funding WMJA officers to carryout a follow up visit to confirm compliance with the issued non-compliant areas.

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The following heading and sub-headings are a suggested method of establishing a Health & Safety Committee to undertake the overall responsibility for managing this critical aspect of the WMJC.

However it may well be more beneficial to employ a Health & Safety Practitioner to undertake the lead role as Safety Officer and employ members of the organising committee to assist. and this is the preferred method approved by the WMJA.

### **1. Establishing a Health and Safety Committee**

1. Host Organising Committee to delegate the responsible for establishing a committee to a responsible member.
2. Delegated officer to form a Health and Safety Committee

### **2. Making the Committee Effective and Efficient**

1. The selected committee must demonstrating a Health & Safety management commitment
2. Define roles, responsibilities and all necessary procedures
3. Establish procedures and guidelines for any necessary committee meetings
4. Employ the necessary expertise to measuring the effectiveness and efficiency of a committee

### **3. Recognizing Venue Hazards**

1. The committee is responsible for undertaking the appropriate risk assessments
2. Identify principle types of hazards as suggested above
3. Employ a standard method of hazard recognition
4. Implement hazard reporting systems
5. Carry out and complete regular and frequent venue inspections and file reports for validation by the Technical Director of the WMJA

### **4. Accident and Incident Investigation**

1. Determine what types of accidents and incidents are to be Investigated
2. Define any accident Investigation processes in writing
3. Nominate a senior officer to carry out any investigations
4. Carry out relevant investigation as required
5. Determine the root cause
6. Record any recommendations and inform the WMJA Technical Director
7. Write the report and pass onto the WMJA Technical Director

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### **5. Controlling Venue Hazards**

1. Set priorities to tackle the major hazards
2. Agree and implement venue hazard control strategies
3. Ensure all staff at all levels are trained in hazard control practices
4. Implement the necessary fire prevention
5. Establish suitable first aid facilities
6. Organising and support team training

### **6. Health and Safety Legislation**

1. Canadian and U.K. Health & Safety Legislation
2. Local and National .Health & Safety Legislation

### **7. Information Sources**

1. Canadian Government Departments with Responsibility for Health and Safety
2. U.K. Health & Safety agencies
3. State Health & Safety plans
4. Internet resources

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## 6. INITIAL PREPARATION

### Number of competitors

Consideration must be given to the number of competitors that will participate in the WMJC, as this will decide on the level of amenities and facilities to be provided.

It has been established from previous WMJC that the expected number of competitors to be at least 1000 from essentially up to 45 countries.

This is an only estimate, the Host will be provided with regular entry number updates throughout the preceding months prior to the Championships to enable them to make the necessary changes to accommodate entry levels that may well exceed 1,0000. It is therefore vitally important that the venue chosen can accommodate in excess of 1,250 competitors over the total Championship period.

The breakdown of the total number of competitors will be 87% male and 13% female based on the current records.

### Venue

The venue must be able to accommodate the necessary competition area which will be a minimum of 6 contest areas. It should also be considered that in the likely event of exceeding 1,000 competitors that the venue and its facilities can accommodate such large numbers.

There should be sufficient seating to accommodate a minimum of 500 people which includes competitors and spectators.

Where seating is not part of the building structure i.e. tiered or fixed then any free seating must be a minimum of 3 metres away from the competition area which includes a 4 metre area to allow for the timekeepers and scoreboards with appropriate barriers in place and floor stewards available. The free seating must also conform to any local health & safety

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and fire regulations that are applicable to the Host Organisations Country or Local Authority.

There should also be sufficient car parking to allow for local spectators, press and support staff.

Before selecting the venue the following criteria must be met and the appropriate risk assessments carried out to ensure suitability of the venue as not to expose competitors, officials and general public to risks or endangerment. All findings from the risk assessments must be recorded and supplied to the Technical Director of the WMJA

### Facilities

There should be sufficient and adequate changing, shower and toilet facilities available for the male and female competitors which should not be accessible to the public or non competing players. These facilities must be able to accommodate up to 400 competitors per day.

There should be sufficient and adequate male and female including disabled public toilet facilities available to the spectators and non competing players.

These facilities must be regularly and frequently inspected and cleaned and janitorial products replaced throughout the WMJC to maintain the highest hygiene standards.

### Catering

Catering facilities should be made available from the commencement of the WMJC each day, providing a variety of hot and cold refreshments, hot and cold snacks and where possible hot and cold meals. There should be sufficient seating and tables available to accommodate up to 400 people daily.

Separate provision should be made for officials particularly a room where the public and competitors do not have access and is away from the competition arena. This will need to accommodate the officials during their rest periods and for eating their lunches.

### Ventilation

The main competition arena area and catering facilities should be air-conditioned and non smoking.

Where air conditioning is not available then the facilities must have a good natural air flow throughout to provide a comfortable environment for the players, officials and spectators.

### Weigh In

Two suitable areas preferably rooms, one for males and one for females which is away from the competition area and easily accessible will be required for the weigh ins. The areas will need to be able to cope with a high volume of traffic in and out.

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Ideally there should be access to electrical output sockets for the electronic scales and laptop computers.

The area should be large enough to allow those players not being weighed to remain at least 2 meters back from the scales and to queue in an orderly fashion.

The rooms need to be large enough for a table (150cm x 75cm) and 3 chairs.

Adequate stewarding – no one other than the competitor being weighed and the weigh-in officer, should be within 2 METRES of the scales.

The official weigh-in area should not be located in the practice dojo.

### Back Patch Sewing Area

If this service is being provided an area to hold a minimum of 4 sewing machines and easy access and egress for players to bring in their jackets must be available.

### Registration Area

The WMJA will provide all the staff necessary to carry out all individual and team registrations throughout the WMJC.

An area in the main foyer or reception lobby of the venue should be made available. It will need to be large enough to accommodate 6 tables (150cm x 75cm) and 7 chairs and have the capacity to handle large volumes of players at any one time.

Access to electrical power outlet sockets will also be required.

### Medical Area

There should be a room available close to the competition area where medical examinations can take place and injured players can rest.

Medical tables must be set suitable locations around the competition area to allow for immediate response to injuries. Ideally 1 table per two mats with 2 chairs

Medical Cover **must** be in place before the first Championships begins each day.

**It is a legal requirement that you provide sufficient medical cover for public events.**

**It is a legal requirement by Canadian Law that any public sporting event, there must be a defibrillator available with a qualified operator i.e. doctor or para-medic.**

### Mat area

The minimum requirement for the WMJC is a 6 mat area. Ideally they will be located in one hall.

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The competition area should meet the minimum requirements of the current IJF Refereeing Rules Article 1 Competition area.

A 6 mat competition area is 1,000 square metres with a 3 metre common safety area between all the contest areas.

There should be included a 4 metre to accommodate the necessary tables and seating for the timekeepers and scoreboards and for the second team of referees this will necessitate a total floor area of 1,500 square metres as a minimum.

Including the 3 metre area required between the competition area and spectators will necessitate a total floor area of 2,500 square metres as a minimum.

The use of green and red tatami will be acceptable.

Each individual contest area's recorders table should be located on the outside of the competition area and ideally a minimum of 2 metres from the edge this will be located within the necessary 4 metre area around the competition area.

Each mat should be identified with a number on the safety area and each table.

Floor Space Requirements for the Contest Areas and Mat side areas ONLY				Including additional Areas for Medals and Dignitaries of 450 Square Metres
Number of contest areas	Competition Area	Assuming 4 m Free area on all sides	Total Square Metres	
3 (in line)	36 x 14 m	44 x 22 m	968	1,418
4 (in line)	47 x 14 m	55 x 22m	1,210	1,660
4 (2 x 2)	25 x 25 m	33 x 33 m	1,089	1,539
5 (in line)	58 x 14 m	66 x 22 m	1,452	1,902
6 (in line)	69 x 14 m	77 x 22 m	1,694	2,144
6 (3 x 2)	36 x 25 m	44 x 33 m	1,452	1,902

Size of the contest areas:

The World Masters Judo Championships are conducted in accordance with the rules of the International Judo Federation (IJF). The preferred contest area is 8 x 8 meters, and this size is currently used for all International Championships. In addition, current IJF rules require the safety area of 3 meters around the outside of the contest areas and a safety area between adjoining contest areas of a minimum 3 meters.

The contest areas and the safety areas are collectively referred to as the Competition Area.

Mat-side Area:

In addition to the contest area, there must be space available for the tables and scoreboards, competitor waiting area, referees, coaching staff, and medical personnel.

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Therefore it is necessary to have an additional minimum of 4 meters (on all sides of the competition area).

There needs to be sufficient area and space between the edge of the competition area and the timekeepers table and score board such that it does not endanger the players.

Additional officials seating and awards area:

Approximately 450 square metres should be reserved for the following:

A raised podium for dignitaries, announcer, tournament director and chief scorekeeper, floor space for the awards stand area, and seating for officials who are currently not working at mat side.

Spectator Seating:

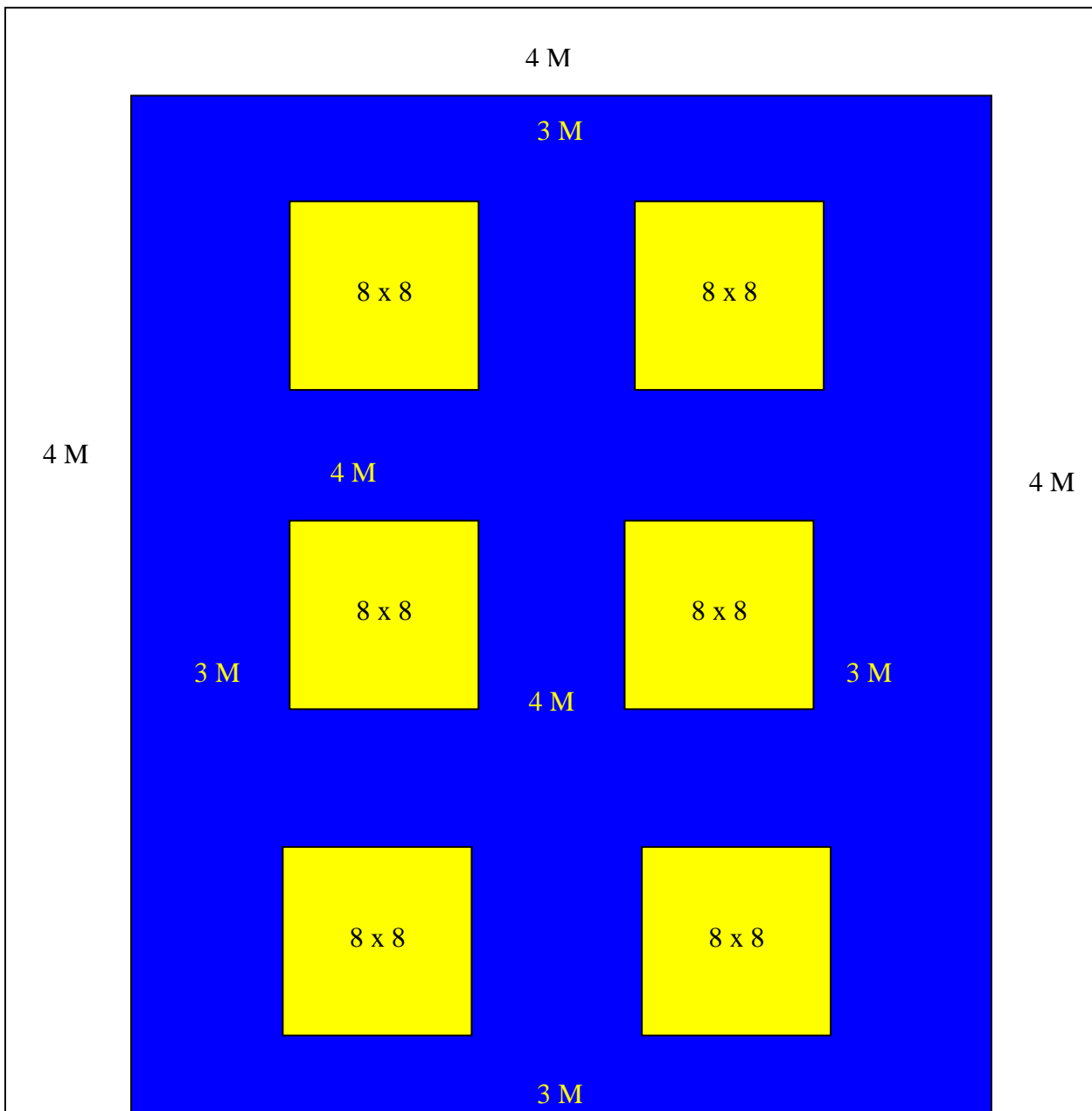
In a venue without fixed seating, bleacher-type seating must be provided for spectators. The amount of floor space needed will vary depending on the design of the bleachers, an approximate space needed by taking the long edge of the contest area multiplied by 18 metres this will allow for a 3 metre walkway and 15 metre deep for seating. This additional area will be required to be added to the suggested competition area.

### Warm Up Area

A warm up mat area should be made available to the players throughout the WMJC with access times starting at 0800 until 1800.

The mat area within the warm up area should meet the minimum standards as defined above.

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### Officials

To run the WMJC efficiently the **daily** level of officials should be maintained as indicated on the table below.

Control Table	Tournament Director	1
	Assistant Tournament Director	1
	Floor Manager	1
Referees	Chief Referee	1
	Referees	36
Table Officials	Competition Recorder	16
	Time Keeper / Scorer	24
Kata	Chief Kata Organiser	1
	Judges	36
	Recorders	36
	Runners	6
Medical	Medical Officer	1

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	Medical Staff	12
Ancillary Officials	Stewards	10
	Medal Organiser	1
	Medal Carriers	2
	Medal Announcer	1
	Anthem Audio Operator	1
	Photographer	2
	Judogi Control	4

### Tournament Director

The Tournament Director (TD) will be responsible to the Host Organisation and WMJA Technical Director for the successful administration of the WMJC. They will ensure that the required standards of the WMJC handbook and those declared in the submitted bid document are achieved and maintained throughout the event.

All staff and officials are answerable to the Tournament Director who will make the ultimate decision on all matters pertaining to the running of the WMJC, other than all technical issues related to refereeing, in which case any decisions will be the responsibility of the Chief Referee or in the case of Kata the Chief Kata Organiser

The nominated person holding this position must have experience of running and organising similar sized event within the last 2 years prior to the WMJC.

If the Host Organisation has formal qualifications or accreditation for competition officials e.g. Competition Controller /Tournament Director Award then they should hold the highest award possible.

The WMJA Technical Director will be available to support the TD throughout the whole of the WMJC.

### Assistant Tournament Director (Tournament Supervisor)

The Assistant Tournament Director (ATD) will act as the deputy to the Tournament Director and will assist them at the competition control table. They should also hold the highest National accreditation for competition officials possible or the next grade to it.

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They will be expected to complete competition sheets and supply mats with the necessary work to maintain the mats at full capacity throughout the competition via the floor manager.

The Assistant Tournament Director will deputise for the Tournament Director as required throughout the whole of the WMJC.

### Referee in Charge (Chief Referee)

The Referee in Charge (RIC) will be wholly responsible for all aspects of the WMJC refereeing and the referees, including those of the WMJA.

He will liaise with the WMJA Referee Coordinator prior to the WMJC and agree the number of WMJA referees to attend the WMJC.

He will ensure that the selected Host Country's referees are of the required grade for this level of tournament:

1. IJF A
2. IJF B
3. Highest National Grade for local referees

The WMJA suggest that the Host Organisation give their local National referees an opportunity to participate in the WMJC.

He will ensure that there are sufficient referees available each day and that all their selected WMJA referees are used each day of the Shiai.

The RIC will not participate as a referee during the whole of the WMJC and will be readily available to resolve any issues concerning the outcome of any refereeing decisions made.

The WMJA Technical Director will be available to support the RIC throughout the whole of the WMJC.

### Draw Master

The Draw Master (DM) will be responsible to the TD and will conduct the official weigh in. There will be a male and female weigh in officer for their respective players.

The DM will ensure that the official weigh in scales are calibrated and that a certificate is available throughout the WMJC for inspection and a copy must be sent to the WMJA HQ prior to the event.

The DM is responsible for accurately entering the weighed in competitors onto the score sheets the original of which will be supplied to the WMJA Technical Director by 2200 hrs (10pm) each day of the Championships and copies provided to the ATD and displayed around the arena at the end of the weigh in daily.

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The DM will also be responsible for combining weight groups if insufficient numbers of competitors are available. He must ensure before this is implemented that all affected competitors are notified and agree to the amalgamation of the groups. The same will apply to any Age Group being combined.

The DM will liaise with the WMJA Technical Director on the amalgamation of the female groups' which will be carried out by officers of the WMJA.

It is the responsibility of the DM to ensure that all registration cards are returned to the RT daily.

### Weigh-in Officer

The Weigh-in Officers (WO) to include male and female will be responsible to the DM, who will supervise the official daily weigh-in.

It will be the responsibility of the WO that each player has unquestionably achieved their weight for their selected weight category. To ensure any impropriety does not occur the Host Organisation will supply a minimum of 2 Competition Officials to oversee the weigh-ins at all times.

All competitors will provide photographic ID before being weighed; the WO must confirm the identity of the player against their registration card and WMJA ID card.

The WO will keep the competitors registration card and return it to the WMJA registration team at the end of the days weigh in or as soon as all the registered players have been weighed, which ever is the sooner.

### Floor Manager

The Floor Manager (FM) will be responsible to the ATD for the competition recorders on each of the mats tables

They should hold a recognised competition officials award e.g. Senior Recorder or hold a National accreditation for competition officials.

They will ensure that all tables are supplied with a continuous flow of work throughout the Shiai and that any delays are kept to a minimum.

The FM will ensure that the required Blue and White marker tapes are positioned on each contest area prior to the start of the days Shiai; each strip should be 10 x 50cm and placed 4 metres apart and that the mats are kept clean throughout the Championship as well as ensuring that there are no gaps between the individual mats on each contest area.

The FM will be responsible for the management of the stewards and will ensure that unauthorised people do not gain access to the competition area and players are called to the correct mats at the correct time.

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The FM will ensure that the medal rostrum is assembled and located in such a manner as to allow the majority of spectators to view the medal ceremony and have sufficient access to take pictures during the ceremony.

The FM will be responsible for smooth running of the finals if this is to be a separate part of the Shiai and will report to the TD and will organise the competitors for the medal presentation, whilst ensuring official photographers have sufficient access whilst not obstructing the spectators and other competitors from taking pictures.

### Referees

The total number of referees will be decided by the number of contest areas usually a minimum of 6 therefore requiring 36 referees per day. The referees will be made up of a minimum of 25% WMJA referees.

The Host Organisation must ensure that they include in their selection of referees from their own country their highest National graded referees as well as their own IJF referees.

The WMJA Referee Coordinator will be responsible for the selection of the WMJA referees who will attend the WMJC.

Normal dress for Officials should comply with their own National dress code and ideally that of the IJF Refereeing Rules Article 5 and consists of Grey Trousers with White Shirt/Blouse and a Navy Blue Blazer with their National Refereeing Grade Badge.

All referees will be under assessment throughout the Championship by the WMJA Technical Director and Referee Coordinator who will ensure that the required standard of refereeing is maintained.

### Recorders (Competition Recorder)

The Competition Recorder CR will be responsible to the floor manager and they should hold a recognised competition officials award e.g. Competition Recorder or hold a National accreditation for competition officials.

They will be responsible for:

- a) Calling players to the mat for their pool
- b) Checking players names against those on the pool sheets
- c) Accurately recording the results and times of each individual or team contest
- d) Ensuring that all score sheets are correctly and accurately completed
- e) Ensuring that that the next competing players are suitably belted up if wearing white judogi and ready to go on.

They must be adequately trained on the current timekeeping and scoreboard equipment that is intended to be used at the WMJC and be familiar with the latest scores and gestures of the latest issues of the IJF Competition Rule Book

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There should be sufficient CR for each mat to allow for adequate rest periods through out the WMJC i.e. minimum of 12

### Time Keepers

The Time Keepers TK will be responsible to the CR and they should hold a recognised competition officials award e.g. Timekeeper/scorer or hold a National accreditation for competition officials.

There should be a minimum of 2 per mat, 1 operating the clocks and 1 to operate the score board if the controls are separate units. Where the control for the clocks and scoreboard are contained within a single unit then it will be sufficient to have 1 time keeper on the table any one time.

They will accurately record all scores, hold downs and penalty's awarded by the referees.

They must be adequately trained on the current timekeeping and score board equipment that is intended to be used at the WMJC and be familiar with the latest scores and gestures of the latest issues of the IJF Competition Rule Book.

There should be sufficient TK for each mat to allow for adequate rest periods through out the WMJC i.e. minimum of 12 or 24 depending on the equipment used.

Where practical and there are sufficiently trained TK or CR available then a spare person should be part of the table team to act as an overseer to avoid errors due to mistakes or forgetfulness.

Normal dress for Officials should comply with their own National dress code and ideally that of the IJF Refereeing Rules Article 5 and consists of Grey Trousers with White Shirt/Blouse and a Navy Blue Blazer with their National Officials Grade Badge.

### Stewards (Floor Stewards)

The stewards will be responsible to the FM and will be suitably trained to:

- a) Control crowds and spectators
- b) Control access to the competition area
- c) Escort called players to their nominated mats
- d) Ensure that only players competing are at their allocated mats
- e) Ensure only WMJC registered coaches are at mat side

They will provide assistance to the Draw Master DM during official weigh in periods.

All stewards should be identifiable by wearing an appropriate coloured shirt, polo shirt or tee-shirt.

### Registration Staff

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The Registration Staff (RS) will be WMJA Officials and they will complete all competitors individual and team registrations on a daily basis. They will issue all registration cards needed for weigh-in and will receive all registration cards back post weigh-in.

The RS will issue all back bibs necessary as well as team sheets.

It is the responsibility of the DM to ensure that all registration cards are returned to the RT daily.

### Medical Officer

The Medical Officer (MO) will be a qualified doctor who is familiar with sports injuries and probably with experience of judo related injuries.

He will be responsible to the TD in the first instance and to the RIC in the event of injuries sustained during a contest in as much that if the referees are unsatisfied with the condition of a contestant or an injury sustained during the contest.

The MO will provide the WMJA TD with a report of all the recorded medical occurrences at the end of each day.

The MO will be responsible for the medical team and must ensure that all medical staff is fully trained and competent to deal with sports injury and specifically judo injuries.

They will be responsible for the setting up of the medical area and ensuring that there is sufficient access and egress throughout the WMJC. He will arrange for ambulatory transport to the nearest hospital and advise the WMJA Technical Director of the details.

The MO must ensure that there a sufficient medical staff available every day of the Shiai and Kata competition.

It is the TD responsibility to brief the MO and his team on the necessary protocols when dealing with judo injuries as per Article 29 of the IJF Contest Rules.

Ideally there should be 2 medical staff to each medical station located around the competition area, with 1 medical station per 2 mats. Each station should be suitable equipped to cope with the usual judo injuries, i.e. minor injuries including cuts and abrasions..

### Medical Staff

All Medical Staff (MS) will be responsible to the MO and must be suitably trained and competent in dealing with sports related injuries.

Medical staff should where easily identifiable uniforms so that they are easily recognised.

There should be sufficient staff to allow for regular rest periods ideally 12 throughout the WMJC on a daily basis.

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### Control Centre

The control centre should be located in a prominent position within the competition hall with a view of all the mat areas so as to ensure there in continuity in the programme throughout the WMJC.

The TD and ATD will operate from the control centre and produce the mat allocation time line graph, all relevant score sheets, correlate incoming information and ensure all draw sheets and mat allocations are posted. They will monitor the progress of the WMJC and deal with any delays, problems or technical queries arising from the competition other than refereeing decisions.

### Medal Presentation Team

The Medal Presentation Team (MPT) is responsible to the FM who will direct them prior to and during the medal presentation.

Staff selected to be members of the MPT will be required to be of smart appearance and dressed accordingly as they will be in full public view.

The team will consist of:

- a) A Medal organiser
- b) The medal carriers 2 people
- c) Medal announcer
- d) Medal presenter

The Host Organisation should also ask notable guest presenters to make presentations and include the President of the WMJA to participate.

### Audio & Music Staff

The Audio & Music Staff (AMS) will be responsible to the FM for all aspect of audio and musical presentations.

They will be responsible for arranging microphones for each table, the medal presenter, control table etc.

They will be responsible for ensuring the correct National Anthem is played for each medallist and played at the correct time.

### Official Photographer

The Official Photographer (OP) will be responsible to the FM and will be granted full access to the competition area along with any assistants.

It will be the responsibility of the FM to brief the OP and his team of the necessary protocols associated with the WMJC.

## **World Masters Judo Association**

Throughout the WMJC the OP and his team must not interfere with the flow of the Shiai or Kata competition and must not have access to the safety zones between mat areas at any time during a contest on any mat.

During medal presentations the OP should be aware of the spectators and other competitors attempting to take pictures.

The OP will coordinate with the FM and MPT during the medal presentations to ensure that all medallists are include with their medal presenter.

### Press Officer

The Press Officer is responsible to the TD and will correlate the day's event and results with the TD or the ATD to arrange a press release.

The PO will have access to the competitors away from the competition area so as not to interfere with their pre contest preparations.

Where possible the PO should display the previous days release around the venue and provide copies to the WMJA Technical Director.

Press work for any Judo event can be as little, or as much as you care to make of it, but there are several useful guidelines.

### Plan Ahead

There will not be time at an event to collect information about all the Medallists – so duplicate a form asking for Name, Country, Age, Grade, any previous judo titles and especially World Masters titles. Get your Staff to hand these to the 2 Finalists and the 2 Repechage Winners, with instructions where and when to take all of the completed forms, bearing in mind any language problems that might exist..

Making sure that your PO knows how to read a pool, Knockout and Team Sheets, means they can get quite a lot of details from correctly filled in sheets.

Circulate a WMJC preview plus an open invitation to: local TV, radio and papers at least one month before the event. The preview can be for information only, but if you want it used, keep it to a maximum of 300 words – they will ring if they want more.

Make sure the first paragraph is attention grabbing, after all this is a World event!

Local Television Stations are likely to attend, so ensure that the access they need can be provided, and that it will not impede the spectators or other competitors from watching the competition. Bear in mind any health and safety implications too, trailing leads etc

Local Radio Stations will advertise the event and are fond of previews – they have more air time to fill than Television, arranging interviews with local champions will always raise interest.

## **World Masters Judo Association**

Evening Papers are your best field (include provincial morning papers in this category and have plenty of sports page to play with. Your library may have Advertisers Review” or “Press Guide” which contain the addresses of all papers.

Weekly Papers by and large the only weeklies interested in a preview will be those in the town where the event is to be staged, but they may be interested in Medal winners from their town. If a journalist does attend your event, detail someone to look after them.

On the Day a 200 word story and results (with home towns Medal winners) can be telephoned to the Press Don't waste their time with masses of results and minor places. On the other hand, our competitors' ages range from 30 to 90 plus so there will always be a story somewhere. Phone “personalised” stories to the regional evening papers, local radio and TV on Monday about players from their own area. Post stories to reach them as soon as possible. Again stick to a 200 to 300-word report.

### Writing the story

Make the opening paragraph concise and attention grabbing, make sure to include the venue, it is another opportunity to advertise the event.

Remember a lot of readers will not be judoka so try to avoid using Judo terminology: instead use words like Black Belt – rather than 3<sup>rd</sup> Dan; 10 points win – rather than Ippon; 7 point win – rather than Waza-ari; Shoulder Throw – rather than Seoinage; Penalty – rather than Shido; Middleweight – rather than Under 78 Kilos.

Newspaper paragraphs are usually up to 60 words long. Typing reports with double space lines so that the sub-editors can easily make alterations are the preferred options. If providing photographs most papers prefer black and white prints with good contrast but most can now accept electronic photos via email.

There are many “House Magazines” produced by firms, trades and professions. And if these have sponsored the event then what better way to promote their good will than through their own trade or professional media.

These will take longer- feature type- pieces and pictures of people who work in their industry they are not particularly interested in being up-to-date – so take your time and make it good. Mention the World Masters Judo Association and your own Organisation and make sure that your name, address and telephone number are on every report.

Do not underestimate the time involved. To extract all the publicity possible from any major event would take a full-time press officer around 2 weeks. It's up to you how much, or how little you can do to tell the public about our sport.

### Tournament Sponsorship

The WMJA is happy for the Host Organisation to establish its own sponsorship to support them in promoting and additionally funding the organisation and running of the World Masters Judo Championships.

## **World Masters Judo Association**

Trying to ensure that any judo event obtains sponsorship is difficult. Staging a major event like the WMJC, you will need start about 12 to 15 months in advance of the event and list the sources from which you will obtain money and compare them with your estimated expenditure. If this does not show a reasonable return, in the region of 25% of income over expenditure then you could be in a loss-making situation.

### **How to obtain it**

#### **Publicity**

You should invest as much as possible in publicity. This should include distributing good quality posters, regular press releases to local for two months before the event and to local radio and T.V. and just prior to the event a good quality programme.

Having worked out your expenditure budget, print a circular letter explaining how you are trying to bring a major event that attract players from, all around the globe to your area and send it to as many local companies as possible. Ask for sponsorship help or donations of any amount to assist in funding the supply of medals, catering, etc. Try to send out a minimum of 250 letters to prospective sponsors.

Send one to your local Sports Council and the Chairman of the Local Council where the event will take place, with a covering letter asking if the Council can help you in your efforts by reducing the Sports Centre charges.

Your success rate may be about 15 to 20%., but make sure that every donation is answered by a personal letter and it may have the added bonus of a possible sponsor for future events.

#### **Sponsors Return**

Offer the prospective sponsors a number of options including:

All literature to display the Sponsors name: Tickets, Programmes, Poster's etc.

On-site sales and display stand.

Providing continuous publicity by all available media possible for one month before and one week after the event

Offer them V.I.P. status and an escort to explain the Judo and introduce them to everyone of importance.

Take lots of photographs especially with local dignitaries next to whom he should be seated.

Ask them to present the Medals or Trophies, and again allow as many people as possible to photograph them presenting the Medals or Trophies

#### **Programme**

The programme is an ideal vehicle for sponsorship; there are two ways of supplying programmes and selling space.

### **World Masters Judo Association**

Negotiate with your local Printing and Advertising Contractor and ask them to print a programme for you free of charge with a donation to the Championship of \$50 and give him the rights to sell advertising space for as many pages and as much as they can get. You will normally require at least 10 pages of copy for your editorial content. It has been known for contractors to sell as much as \$500 worth of advertising space in one programme.

Alternatively, print your own programme, and sell your own advertising space. This is much harder work but you could make some money from it.

Sell the programme as the admission tickets, which will save you the cost of the tickets and ensure a guaranteed distribution of you advertising; but don't put yourself in the position where you have to sell several hundred programmes to get your money back.

Give one to each Competitor but make sure they are over-stamped with the word "COMPETITOR" so that they cannot be passed on to friends to obtain free admission.

Don't forget the Judo trade commercial enterprises for a contribution they can have a free stand to sell their wears. Go for your local companies and make them feel they are responsible for staging the event, which without their help would fail.

### Speculation

An outlay of \$100 spent in meals and drinks for sponsors and their wives may obtain sponsorship of say \$500. Don't be afraid to speculate or you may get very little. The personal approach is the most successful.

**FINALLY, IF YOU CAN GET A PROFESSIONAL ADVERTISING CONSULTANT TO CHASE SPONSORSHIP FOR YOU ON A PERCENTAGE COMMISSION BASIS – DO SO, WHATEVER THE COST. THEY HAVE THE CONTACTS.**

# World Masters Judo Association

## **Equipment**

### Registration Area

6 Tables approximately 150cm x 75cm

7 chairs

Pens, Competitors Weigh-In Cards, Containers for Booking-In Cards

Access to electrical power

### Weigh In Area

Access to electrical power for computers and scales

Scales – Electronic Digital are ideal or Balance Type or equivalent,

Screens may also be provided for weighing-in privacy.

Pen or Stamp - for marking competitor's cards and containers- for completed Weigh-In Cards

1 table minimum 150x75cm

4 Chairs

### Audio Panel

Suitable audio equipment to provide:

Multiple microphone broadcasts

Incidental music (tape or cd)

## **World Masters Judo Association**

Medal ceremony national anthems (cd)

### Control Centre

2 tables minimum 150x75cm  
4 chairs  
Computers  
Printers  
All relevant Knockout, Pool and Team sheets  
Medallist sheets  
Microphone  
Telephone (optional)  
Copier (optional)  
Accident report forms

### Score sheets

#### Compound (Double) Knockout with Repechage

Pool Sheets (For categories with less than 8 entries)	Knockout Sheets
Compound Repechage Sheets	Results Table
Finals Tables	Medallist Information Sheets

#### Knockout with Double Repechage

Pool Sheets (For categories with less than 8 competitors)	
Repechage Sheets (If required)	
Knockout Sheets	Results Tables
Finals Tables	Medallist Information Sheets

#### Pools First Round Plus Knockout and Simple Repechage

Master Pool Sheets	Repechage Sheets
Pool Sheets	Finals Tables
Knockout Sheets	Results Table
Medallist Information Sheets	

#### Pools Throughout

Pool Sheets	Medallist Information Sheets
Results Tables	Master Pool Sheets

### Competition Area

#### Contest Tables (Per Mat)

2 tables minimum 150x75cm  
11 chairs 4 x table officials 2 x coaches 2 x corner judges 3 x 2<sup>nd</sup> referees team  
Ball point pens 2 x Red 2 x Black  
Telephone (optional)  
Microphone  
2 sets of 2 flags 2 x Blue and 2 x White  
6 Belts 5 Blue & 5 White (Blue belts only required if white suits are worn)

## **World Masters Judo Association**

### Manual scoring System

2 scoreboards

3 manual clocks; 1 x contest time 1 x Osaekomi time 1 x spare

2 flags 1 x Yellow - Matte 1 x Green - Osaekomi

Audio signal Bell, horn, klaxon or gong

### Computerised Scoring System

Dual score board maximum size – 0.9metres high by 2 metres wide

Control unit

Power source (Ensure all cables associated with supplying power to the scoreboards is secured to the floor and covered with appropriate tape or other means.

Plus all the components of the Manual System as a back up in case of electrical power failure.

### Medical Area

1 Table 90cm x 60cm)

1 Medical Inspection Bed (a 180cm x 90cm table with padding may act as an alternative).

Chairs and Screens for privacy

1 Defibrillator

1 Stretcher

Water and Ice available throughout the day

Blankets

External phone nearby

Ambulance or someone with a vehicle detailed as Ambulance car.

### Kata

50 AA batteries

Ball point pens 18 x black

6 paper staplers

200 paper clips

Wooden Weapons

Goshin Jitsu

a) 4 x Jo – sticks

b) 4 x Tantou – short knife

c) 4 x Kenju – gun

Kime-no-kata

a) 4 x Tantou – short knife

b) 4 x Chiyo-to – long sword

## **World Masters Judo Association**

### **Check List**

The following check list is provided to assist in the Host Organisation in ensuring that they complete the necessary stages and tasks in a timely and orderly manner.

## World Masters Judo Association

<b>TOURNAMENT CHECK LIST</b>	Initial Arrangement	Check 1 8 weeks to go	Check 2 4 weeks to go	Check 3 7 days to go	Day of the event	Immediately after the event
Arrange Sponsorship						
Notify National Committee						
Apply for a Tournament Licence						
Book Venue						
Complete appropriate risk assessments and record all findings						
Arrange Printing						
Publicity-TV/Radio/Posters/Magazines etc						
Publish details- to Clubs and National Association website						
Referees- from local referees commission						
Table Officials- form local Competitions Commission						
Mats- Quantity and Quality						
Arrange local labour and event stewards						
Car Parking details						
Catering						
Insurance - Confirm with copy to WMJA						
Accommodation - if required						
Review venue and its amenities and facilities						
Changing Rooms						
Toilets						
Medical team arranged						
Pens and Paper						
Score Sheets- available from WMJA						
Scales x 2- Ensure Calibrated (1 official 1 x unofficial)						
Audible Signal x 6 - Bells/Whistles/Horn/Gong (1 x each Mat)						
Bats 6 x Yellow & 6 x Green (1 Yellow, 1 Green) on each mat						
Flags- 3 Blue, 3 White on each mat						
Belts – 30 x Blue & 30 x White (5 Blue, 5 White on each mat)						
Electronic score board x 6						
Scoreboard- x 6 (sets)						
Clocks- 18 (3 for each mat)						
Tables x 12 (2 x each mat)						
Chairs x 66 (11 x each mat)						
Medals/Trophies, including retrieving last years trophies						
Control Table ( Tables x 2 + 4 x Chairs)						
Seating						
Time Graph						
Microphones						
Music						
Protocol for finals (WMJA to provide)						
Commentator issued with protocol booklets						
Directional Signs						
Guests of Honour						
"Returns Forms" to WMJA Head Office with Results						
Rostrum						
Flags of Nations						
Thank you letters to guests and sponsors						

## World Masters Judo Association

### 7. MANAGING THE WORLD MASTERS JUDO CHAMPIONSHIPS

To run the WMJC well it is important that the competitors and spectators are kept fully informed of all contest and event schedules.

Signs should be clearly visible indicating the following:

- The Registration
- Weigh-in Areas
- Practice Dojo
- The First Aid Station
- The Control Table
- The Fire Exits
- Toilets
- Food Areas
- Seating Areas
- Vendors Areas

The WMJC Time Line Mat Allocation chart should be made available and accessible to all competitors and spectators and must be updated as necessary should the event timings change

Each mat should be clearly numbered.

No-Smoking signs should be posted in all Areas.

Copies of the Contest Sheets should be displayed in an accessible place for both Competitors and Spectators to see. It is essential that as the day progresses, this information should be constantly up-dated.

It will be necessary to provide supplementary information indicating, for example, where refreshments may be obtained, the direction to the toilets, etc.

#### Booking In and Registration

All booking in and registration will be completed by the WMJA officials, they will supply all necessary control cards, documents and I.D.

All competitors wishing to participate in the WMJC will already have applied through the official WMJA web site and as such the WMJA will hold all their details necessary to book in and register those players.

The WMJA will accept late entries on the day wherever possible.

The area to be used by the WMJA staff must be large enough to accommodate the necessary tables and chairs as indicated in the Equipment List in the preceding section. And have sufficient space to allow the competitors to queue in an orderly fashion and

## World Masters Judo Association

without overcrowding the registrations tables and still allow access to the venue for none competitors. Ideally separate entry points for competitors and spectators should be provided.

Once players are registered they will be issued with weigh-in cards, these cards will be colour coded as will players Division ID cards.

<b>DIVISION</b>	<b>COLOUR</b>	<b>WEIGH-IN CARDS</b>
M1	Cosmic Orange	Cosmic Orange
M2	Golden Rod	Golden Rod
M3	Green	Green
M4	Ivory	Ivory
M5	Blue	Blue
M6	Purple	Purple
M7	Tan	Tan
M8	Lunar Blue	Lunar Blue
M9	Lunar Blue	Lunar Blue
M10/M11	Lunar Blue	Lunar Blue
FEMALES	Pink	Pink
KATA	White	no weigh-in cards needed
COACHES	Martian Green	no weigh-in cards needed

## World Masters Judo Association

### Weighing-In

It is important to note that **NO** new weigh-in cards can be issued in the weigh-in room. All documentation will be issued from the registration tables.

The nominated officials or the Draw Master must ensure that the correct weight and initial each competitors card as their weight is confirmed.

All competitors must produce photo ID before they are weighed and this must be checked, any discrepancy must be reported to the Tournament Director and the WMJC Technical Director immediately.

ALL weigh-in cards after the weight has been filled in, confirmed and initialled are to be returned to the registration desk and handed to a recognised WMJA Registration Official The Weigh-In Area

The weigh-in area must be large enough to accommodate the necessary table and chairs as defined in the Equipment List section of this document. There should also be access to electrical power outlet sockets.

The area must be large enough to allow a minimum of 2 metres between the person being weighed and the next in line.

There must be two separate areas one for male and one for female and there must be a minimum of two officials of the appropriate sex in each area. The WMJA will nominate two officials to oversee the weigh-ins.

All weigh-in equipment must be calibrated and a certificate of calibration provided to the WMJC Technical Liaison Officer prior to the weigh-in commencing as per the requirements of the Bid Document.

A second set of scales should be made available throughout the event for players to check their weight prior to the official weigh-in.

Any player not making their weight group will be allowed to leave the weigh-in area and return within the time limits allocated to that division's weigh-in period to re-weigh-in.

Should they fail to make their weight before the end of the allocated period they will be put into the next weight group unless they choose to withdraw, should they not return within the allocated time, they will be excluded from the draw or at the discretion of the Tournament Director and WMJC Technical Liaison Officer allowed to be entered into the next weight group.

The use of computerised weigh-in and draw listing may be used at the discretion of the WMJA prior to the event, however it does not negate the requirements of filling out and returning the weigh-in cards as described in the previous paragraphs.

## **World Masters Judo Association**

Individual Weigh-in Cards will have the following information on them.

NAME

COUNTRY

DIVISION

WEIGHT

MEMBERSHIP NUMBER

All completed weigh-in cards are to be returned to the WMJA Registration Officials

### **Open & Team Competition**

ALL open competitors are able register between 09:00 – 16:00 each day up to and including the Saturday of the tournament.

All teams must be registered by 10:00 on the Sunday of the tournament (it will be first come, first served).

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# World Masters Judo Association

## CHAMPIONSHIP FORMAT

The following information **must** be displayed on the Host Organisations web site as soon as it goes live prior to the WMJC

Example Programme Timetable (Venues to be added to meetings, weigh-ins etc)

### Day 1

0900 – 1400 All Kata registration and general registration

1000 – 1800 Kata warm-up facilities available

1230 – 1600 Kata judges and recorders seminar

### Day 2

0800 – 1800 Kata competition

Goshin-Jitsu

Itsutsu-no-kata

Ju-no-kata

Katame-no-kata

Kime-no-kata

Koshiki-no-kata

Nage-no-kata

0900 – 1600 Shiai registration (Including Open & Teams)

1000 – 1400 Weigh-in M5, M6, M7, M8, M9, M10, M11, F4, F5, F6, F7 and F8

1000 – 1700 Referees seminar

1800 Medal ceremonies for all Kata

### Day 3

0800 – 0845 Referees meeting

0900 - 1600 Shiai registration (Including Open & Teams)

## **World Masters Judo Association**

1000 – 1400	Weigh-in for M3, M4, F1, F2 and F3
0930	M5 competition commences
1100	M6 competition commences
1300	M7, M8 competition commences
1500	M9, M10, M11, F4, F5, F6 and F7
1800	Medal ceremonies
1900 – 2100	Opening ceremony

### **Day 4**

0800 – 0845	Referee meetings
0900 – 1600	Shiai registration (Including Open & Teams)
0930	M3 competition commences
1000 – 1400	Weigh-in for M1 and M2
1300	M4 competition commences
1500	F1, F2, F3 competition commences
1800	Medal ceremonies
1845	Annual General Meeting of the WMJA

### **Day 5**

0800 – 0845	Referee meeting
0930	M1 competition commences
1300	M2 competition commences
0900 – 1400	Final registration for Open and Teams
1800	Medal ceremonies
1930	Social event

### **Day 6**

### **World Masters Judo Association**

0930	Open individual by age divisions commences
1300	Open - Medal ceremonies
1400	Team competition
1700	Team - Medal ceremonies
1745	Closing ceremony

Note – All medallists must wear full judogi when taking part in a medal ceremony.

Note – Above times are not precise and subject to change. Please check this webpage nearer the actual time of the event.

All participants should be available to compete at least 30 minutes before the programmed start times above.

# World Masters Judo Association

## SHIAI

### Individual weight categories and age divisions

AGE DIVISION	CONTEST DURATION	MALE	FEMALE
30 – 34 years	3'	M1	F1
35 - 39 years	3'	M2	F2
40 – 44 years	3'	M3	F3
45 – 49 years	3'	M4	F4
50 – 54 years	3'	M5	F5
55 – 59 years	3'	M6	F6
60 – 64 years	2'30"	M7	F7
65 – 69 years	2'30"	M8	F8
70 – 74 years	2'30"	M9	F9
75 – 79 years	2'30"	M10	F10
80 and above	2'30"	M11	F11

### Open Individual Event

#### Weight Categories

##### Women

-48kg; -52kg; -57kg; -63kg; -70kg; -78kg; +78kg

##### Men

-60kg; -66kg; -73kg; -81kg; -90kg; -100kg; +100kg

All players from the M1 age division irrespective of weight category compete together. Then the next separate category will be all players from the M2 age division irrespective of weight competing together etc

All players from the F1 age division irrespective of weight category compete together. Then all players from the F2 age division irrespective of weight competing together etc

#### Contest Times:

All contests within any one category (or age band) will be of the same duration. The recommended times are as follows:

### World Masters Judo Association

30 – 34 years	3'	M1	F1
35 - 39 years	3'	M2	F2
40 – 44 years	3'	M3	F3
45 – 49 years	3'	M4	F4
50 – 54 years	3'	M5	F5
55 – 59 years	3'	M6	F6
60 – 64 years	2'30"	M7	F7
65 – 69 years	2'30"	M8	F8
70 – 74 years	2'30"	M9	F9
75 – 79 years	2'30"	M10	F10
80 and above	2'30"	M11	F11

### Contest Rules:

Obligatory decisions will apply throughout the competition

1. All contests will comply with the latest issue of the IJF Contest Refereeing Rules as published on their official website.
2. The WMJA will permit minor exceptions to the rules in relation to blue and white gi and the wearing of grade belts.
3. Each competitor may wear blue suit or white suit for each contest – the first name called to wear the blue suit or blue belt.
4. All judogi must comply with Articles 3 and 4 of the Contest Refereeing Rules and player whose suit does not meet these requirements must change his suit to one that does or be disqualified by Fusen Gachi if the contest has not started or by Kiken Gachi if it has started.
5. Female competitors shall wear either a plain white short sleeved T-Shirt or leotard in addition to their Judo Suit.
6. The contest times allocated to the defined age groups will generally fall into the same categories as used by the EJU in their Veterans Championships with minor variations.
7. All refereeing decisions will be made in accordance the latest interpretation of the IJF Referee Rules as applicable at the time of the WMJC.
8. The Host Referee in Charge and the WMJA Technical Director will make up the refereeing commission for the Championship and will assist the referees in case of difficulty.
9. Any player that receives a direct Hansoku-make will be eliminated from the individual competition and also the team event if he has been or will be entered as either a team member or as a reserve.
10. Any player receiving direct Hansoku-make must have their name and nationality notified to the RIC and WMJA Technical Director immediately so that the WMJA registration members can be notified to aid the player being disqualified from the team event registration.
11. Where a contest end in a draw, then Golden Score will apply as per Article 19 of the Contest Refereeing Rules.

## **World Masters Judo Association**

12. Any individual or group of individual that bring the WMJA or the WMJC into disrepute will be disqualified from the competition and may have disciplinary action taken against them, leading to a ban from future WMJC.
13. It is a requirement that ALL players display the current WMJC back bib issued to them or no back bib at all. Failure to comply to lead to disqualification from the event.
14. Judogi control will take place prior to players being allowed in to the competition arena, any one refusing to comply with the control officials will be disqualified.

### **GOLDEN SCORE CONTEST**

If at the end of the normal contest time for the category and both players being equal in scores/penalties, the clocks will be re-set and the score-board(s) cleared.

The Golden Score Contest will then commence (duration of the Golden Score Contest will be the same as the contest time for the category).

If after the contest time has elapsed and no score/penalty having been awarded then the contest will be decided by Hantei.

Where a penalty is to be awarded then ALL 3 referees must unanimously agree on the awarding of the penalty otherwise no penalty should be awarded.

### **Disputes:**

In the event of any disputes arising, which are not covered by these Tournament Rules, the decision of the Tournament Director and the WMJA Technical Director shall be final.

Disputes on the mat involving Contest Rules shall be decided by the Referee in charge, who may consult the Tournament Director and WMJA Technical Director

### **Team Event**

#### **Male Teams**

- MA. Male Open (5 players) Any age division.**  
U66, U73, U81, U90 and open weight
- MB. Male Intermediate Teams (5 players) - M3 and M4 only**  
U66, U73, U81, U90 and open weight
- MC. Male Senior Teams (3 players) – M5 and over**  
U73, U90, and open weight

#### **Female Teams**

- FA. Female Open (3 players) Any age division**  
U57, U70 and open weight
- FB. Female Senior Teams (3 players) – F3 and above**

## **World Masters Judo Association**

U57, U70 and open weight

1. All teams may nominate one reserve per team position and this reserve may only be used to replace an injured or sick player in the weight category of that injured player position. Players with dual nationality will only be allowed to compete under the country they registered as with the WMJA
2. All teams are allowed only one 'guest' player as defined by any player from a country other than the actual country that the team represents. The guest player may be in the team or as a reserve.
3. Players may only compete on one team in any given WMJC.
4. Contest duration will be 3 minutes with golden score if appropriate.
5. Where the team result indicates a draw then any drawn contests will be drawn from a hat to decide who will re-fight. The re-fight will be a golden score contest i.e. first difference in score decides the winner.
6. All teams must start with the heaviest or open weight player fighting first in the team order and line up in accordance with the WMJA team format rules.
7. Once a team is officially submitted to the Draw Master no changes to or additional players will be permitted to the team line up
8. All contests will be fought irrespective of whether one team has already won the match at an earlier stage of the same team match.
9. Each country may enter a maximum of two teams per team category to be labelled 'A' and 'B' and in every case when two teams from the same country are in a team category together they will be separated in the draw so that if possible they will not be in the same pool or same side of any knockout elimination system.
10. Each team will have a Team Manager or Coach (who may be a team member) responsible for the accurate completion of the team sheet, submitting the team sheet, getting their players ready to fight, protocol for bowing and general team/individual discipline. The Team Manager or Coach will not be entitled to a medal unless he or she is also a team member or the named reserve on the team sheet.
11. Proper I.J.F. team protocol must be observed for lining up the players, formal bow etc.
12. All players must have proper photographic identification available at the team event i.e. passports and be prepared to weigh-in should this be deemed necessary in the circumstances were a player competing in a team event has not previously fought in any individual weight category earlier in the tournament.
13. All male teams must have a minimum of 3 players, up to a maximum of 5 players, apart from M5 and over which is a minimum of 2 players up to a maximum of 3 players when they compete for their first match. If on the second occasion that a team lines up to compete they are one player short then their reserve can only fill this place if he is within the appropriate weight requirement and if not then an empty place must be left in the team line up.

### **World Masters Judo Association**

Any player injured in an earlier team match will be allowed to rejoin his team subject to the agreement of a competent medical person.

14. All female teams must have a minimum of 2 players up to a maximum of 3 players when they compete for their first match. If on the second occasion that a team lines up to compete they are one player short then their reserve can only fill this place if she is within the appropriate weight requirement and if not then an empty place must be left in the team line up

Any player injured in an earlier team match will be allowed to rejoin her team subject to the agreement of a competent medical person

15. Where a team is a player short for their first contest then they will not be able to fill that position on the second or subsequent contests
16. The number of teams entered will determine the competition system appropriate to each team category. For example if only three teams entered in the Male Senior Team of M5 and above category players then a pool of three type of elimination system will be used
17. Where a team player has received a direct Hansoku-make in the individual shiai they **will not be able to compete in the team event even as a reserve.**
18. Any team fielding such a disqualified player even as a reserve will be disqualified from the competition, even if they have fought and have got through to a medal position before being identified by the Tournament Director.

### **Competitors Judogi**

All competitors must comply with the current IJF Refereeing Rules Articles 3 Judo Uniform (Judogi) and 4 Hygiene at all times.

In the WMJC the first player called may wear a Blue Suit and the second player the White Suit. BOTH Players must wear their Grade Belt.

Where both players wear a white suit then they will wear their grade belt and either a blue belt or white belt as well.

NOTE: It is will be acceptable for both player to just wear either a blue or white without their grade belt.

All female competitors must wear a "Long" plain short-sleeved T-Shirt or leotard under the jacket which is long enough to be tucked into the trousers.

Badges: Only those badges and embroidery as allowed under current IJF Refereeing Rules may be permitted.

Plus no more than 4 (Four) badges may be worn on the skirt of the jacket

## **World Masters Judo Association**

The only acceptable back patch will be the one currently issued by the WMJA for that particular Championship all other back patches must be removed. Players failing to comply or disregarding the official judogi control officials will be disqualified from the event.

Footwear:

In the interests of hygiene, Tournament Officials should ensure that all competitors comply with the following requirements.

Footwear must be replaced immediately when a competitor leaves the mat. This means that footwear must be left at the mat edge. Footwear should not be worn on the Mat.

Failure to comply with this may result in disqualification.

## **8. COMPETITION ELIMINATION SYSTEM**

The items below have been specifically included based on experience of the previous tournaments. Obviously there are many other aspects also that must be considered to ensure that a World Masters Judo Championship is a successful, enjoyable and a quality event.

### **Competition system**

The competition systems used throughout the Shiai shall be that as determined by the WMJA Technical Committee and based on the IJF approved competition structure.

### **Elimination records**

In order to avoid recording errors on the elimination sheets the type of sheets to be used will conform to the IJF approved competition sheets any change to this format will require prior approval from the WMJA.

### **Duration**

Host Organisations are required to run the Shiai event as efficiently as possible in terms of keeping the mats fully occupied. This means avoiding and eliminating all unnecessary delays. It will be important to start the event at the declared starting time each morning and to achieve this all referees and table officials will need to be ready and in position. There must be no changes to the number of contest areas or elimination format without prior approval from the WMJA Technical Director.

### **The Draw**

There should be at least two independent witnesses invited to each draw with representatives from both the Host Organisation and the WMJA being present. There should be no seeding using previous year results.

In theory within a five year age division 20% of the entries will be 'new' and another 20% will be departing into the next higher age division. In addition as this Championship

develops and moves from continent to continent there will always be new players entering for the very first time.

The Draw Master should ensure where ever possible and with some discretion that players from the same country are separated in order that they do not meet each other initially by using 'the opposite end of the knockout or other pool' rule.

The draws should take place at the championship venue in the late afternoons as soon as the weigh-in is completed.

The Draw will be conducted with the official cards from the completed weigh-ins as evidence that players have (a) registered for their correct age division and (b) weighed in correctly within their declared weight category.

After the Draw is completed **all registration and weigh-in cards must be returned to the WMJA Executive Officer at the registration table** as these cards are used again in relation to eligibility for both the open and team events that are traditionally held on the last day of the championship.

### **Timetable**

The draw sheets for the categories in the Shiai competition must be displayed in the event venue as early as possible i.e. the day before where possible and certainly no later than 30 minutes before the start of the first fight. Two complete sets of sheets should be displayed in an appropriate place so that they can be seen without undue blocking of pedestrian access or egress should an emergency occur.

Accompanying the draw sheets for each category there must be a Daily Timetable that clearly indicates the planned start time and specific mat allocation for each category. The completed Daily Timetables must be displayed Around the venue, one must be displayed alongside each set of draw sheets for categories and the other around the venue particularly in the main entrance.

Many people other than competitors will be interested in these timetables and it is recommended that extra timetables are displayed throughout the venue – information desk, near the judo shops, in the foyer, in the restaurant, in the changing rooms etc.

Note – The Host Organisation should be alert to the danger of any of the draw category sheets being removed by over-enthusiastic players or their coaches and be in a position to put up a replacement sheet.

### **Weigh-in**

The Host Organisation should arrange for trustworthy and responsible senior judoka, both male and female, to conduct each weigh in and sign the appropriate official card to confirm that each player has weighed in and at which weight.

It is good practice to lay all the cards out in weight category and alphabetical order to aid the speediness of the weigh-in.

The weigh-in staff will be responsible to get these cards back to the Registration Table as soon as the weigh-in is complete. All individuals presenting themselves for weigh-in are required to bring proper proof of identity – preferably their passport, photo ID card or photo driving licence.

The WMJA will provide an official to conduct the women's weigh-in and who will be responsible for carrying out the necessary amalgamation of categories.

### **Competition Elements**

There are four elements that will make up the WMJC

- a) The competition system
- b) Competition timetable
- c) Competition draw sheets and
- d) Final results sheets.

## 9. COMPETITION SYSTEM

The competition system is set out to cover 1 to 64 entrants in an event in any one-weight category. The system to be selected in each case will depend solely on the number entrants in any particular category. It should be a simple process to identify the system to be used by referring to the competition timetable.

The Golden Score rule will be used in every contest as necessary to determine a definite result.

Contest Knockout Sheet Criteria:

- a) One player only – no competition
- b) Two players – best of three fights against each other.
- c) Three to five players – single pool
- d) Six or seven players – two pools, top two players in each pool then cross over and compete in semi-finals for a place in the final.
- e) Eight players or more – Compound knockout plus repechage.

Compound knockout plus repechage – the competition proceeds as normal straight knockout event until only two remain players undefeated. These will be the two finalists and will compete for the gold and silver medals. All other competitors who were beaten compete in the repechage and the winners will become the two bronze medallists.

Advantages of this competition system – all competitors will have at least two contests, the eventual gold medallist will be unbeaten throughout the event and it is a relatively easy system to administer.

Disadvantages – The repechage could take a long time to work through and competitors may meet twice in the event. If this does happen it will only be at the bronze medal contest and the result from any previous contest is not carried forward.

**Note:** The Individual Open Weight Competition which will be held on the Sunday prior to the teams will be a Straight Knockout Competition.

### Competition Timetable

The main determining factor of the timetable is the number of mats that are available and the intention of the organising committee to keep the competition going continuously whilst giving the referees and table officials a sufficient rest on a rota basis rather than have a total break at lunchtime, for example.

9.00am to 5.00pm represents 8 hours or 480 minutes. This time period in masters judo on one mat should certainly allow for at the very least 100 fights even should several injury 'breaks' also occur during the tournament on this mat.

In the timetable all fights are of 3 minute duration but the organisers should allow a minimum of 4 minutes per fight to allow for getting the players to the mat, breaks in the contest, Golden Score etc. It is anticipated that the extra time taken for those items already mentioned will be balanced against the time gained due to some contests finishing quickly well within the four minute average time allowance.

To ensure that the time table is followed it is required that a time line graph is produced indicating which group is assigned to which mat i.e. all M1 -48kg mat 1; all M1 -52kg mat 2 etc. The time line graph will also demonstrate the estimated time each group will occupy that particular mat.

**Note:** when there are a large number of competitors in a Weight Category, it is often convenient to split the Pools up and run them on 2 Mats (Under 66kilos and Under 73kilos in this Time Graph).

If this is not done it may involve a competitor waiting around for several hours before he is called for a contest. (This might happen to a competitor at Under 81kilos in this Time Graph).

	10am	11am	12(Noon)	1pm	2pm	3pm	4pm	5pm
MAT 1	Under 60 Kg POOLS	Under 60 Kg KNOCKOUT + REPECHAGE	Under 60 Kg KNOCKOUT + REPECHAGE				FINALS	
Mat 2	Under 66 Kg POOLS 1 to 8	Under 73 Kg POOLS 9 to 16	Under 66 Kg KNOCKOUT + REPECHAGE					
MAT 3	Under 66 Kg POOLS 9 to 15	Under 73 Kg POOLS 1 to 8	Under 73 Kg KNOCKOUT + REPECHAGE					
MAT 4	Under 81 Kg POOLS	Under 81kg KNOCKOUT + REPECHAGE						
MAT 5	Under 90 Kg POOLS	Under 100 kg POOL	Under 90 kg K.O.	Over 100 kg POOL				
<p>Plan your TIME GRAPH from your entries using the Pool calculations on the previous page. Plot them on the Graph and enter the actual times of the events as they happen under planned times. Make a check every 30 Minutes. Always have your calculations checked throughout the competition.</p> <p>A TIME GRAPH SIMILAR TO THE ABOVE SHOULD ALSO BE USED WHEN USING A KNOCKOUT SYSTEM OF ELIMINATION</p>								

Competition draw sheets required

Only two competitors

Pool of 3, 4 or 5

Finals sheet for use with 7 (pool of 3 and pool of 4)

Compound knockout plus repechage – 8 competitors only

Compound knockout plus repechage – up to 32 competitors

Compound knockout plus repechage – up to 64 competitors

Finals sheet if using 2 up to 32 sheet in a 64 player category

Team sheets that is appropriate to both 3 and 5 player teams

### **Other sheets required**

Results sheet (for record purposes and Medal Ceremony)

Medical sheet

Accident form (participants and general public)

Incident forms (to record loss, theft etc)

Overall daily Competition timetable (mat allocation and earliest start)

And ... you must have a photocopier always available along with a good supply of paper!!!

## METHODS OF ELIMINATION

### 1- Compound/Double Knockout plus Repechage.

Competitor's names are entered on the elimination table and the competition proceeds as in method 1 (above) until just two competitors remain. These two compete for the Gold and Silver Medals.

ALL competitors who are beaten compete for the 2 Bronze Medals.

Advantages:

- All competitors have at least two contests
- The Gold Medallist is unbeaten on the day
- A simple system to administer

Disadvantages:

The Repechage may be lengthy

- A competitor may meet the same opponent twice. (This should only be in the fight for a
- Bronze Medal and the original results are not carried forward).

### 2 - Knockout plus Double Repechage (as used in E.J.U. and I.J.F. events).

Competitor's names are entered on the elimination table and the competition proceeds as in Method 1 (above) until just 2 competitors remain.

These 2 compete in the Final for the Gold and Silver Medals. All competitors losing to the 4 Players at the SEMI-FINAL stage of the competition compete for the Bronze Medals with the 2 losing players to the Finalists fighting the last fight on opposite sides of the Repechage

Advantages:

- A competitor can never fight the same the same opponent twice
- The Gold Medallist is unbeaten on the day.
- Fewer competitors will be eliminated after only 1 contest.

Disadvantages:

- May only produce a true First Place

### 3 - Pools followed by Knockout plus Simple Repechage:

The competitors are allocated to pools. Competitors in the same pool meet every other member of the pool on an all-fight-all basis.

The top two competitors in each pool go forward into the Knockout. They are allocated to pre-determined positions on the elimination table. From there on, the Medal winners are determined as in method 2.

Advantages:

- All competitors have at least two contests
- Allows a fairly quick processing if using BJA recommended pools.

Disadvantages:

- Competitor may meet the same opponent twice (If both Players reach the final).
- Any of the competitor's who loses a contest (in the pools) may still take the Gold Medal.

#### 4- Pools Throughout

In the first round, competitors are allocated to pools. The top 2 competitors in each pool go forward to the second round to form new pools.

Again the top two competitors in each pool go forward. This process is continued until a single final pool is formed. (When competitors are drawn against each other for a second time, the contest is NOT fought, but the earlier result is carried forward).

Advantages:

- Allows competitors to be tested over a large number of contests.
- Will produce almost certainly the most consistent competitors of the day in rank order.

Disadvantages:

- An extremely lengthy process.

COMPOUND/DOUBLE KNOCKOUT PLUS REPECHAGE

No. of Competitors	F = Finals	Total time including finals for fights Allow a min 20% time variation * Gold & Silver Only There after all medals awarded			
	No. of Fights in Knockout	No. of Fights in Repechage	3 Min Contest	4 Min Allowance	5 Min Allowance
1	No Contest	-	-	-	-
2	Best of 3 fights	NIL	9	12	15
3	1 Pool of 3 fights	NIL	9	12	15
4	1 Pool of 4 = 6 fights	NIL	18*	24*	30*
5	1 Pool of 5=10 fights	NIL	30*	40*	50*
6	1 Pool of 6=15 fights	NIL	45	60	75
7	2 Pools 1x4+1x3 = 9 fights	Semi-Final + Final =3	36	48	60
8	6 + F	4	33	44	55
9	7 + F	5	39	52	65
10	8 + F	6	45	60	75
11	9 + F	7	51	68	85
12	10 + F	8	57	76	95
13	11 + F	9	63	84	105
14	12 + F	10	69	92	115
15	13 + F	11	75	100	125
16	14 + F	12	81	108	135
17	15 + F	13	87	116	145
18	16 + F	14	93	124	155
19	17 + F	15	99	132	165
20	18 + F	16	105	140	175
21	19 + F	17	111	148	185
22	20 + F	18	117	156	195
23	21 + F	19	123	164	205
24	22 + F	20	129	172	215
25	23 + F	21	135	180	225
26	24 + F	22	141	188	235
27	25 + F	23	147	196	245
28	26 + F	24	153	204	255
29	27 + F	25	159	212	265
30	28 + F	26	165	220	275
31	29 + F	27	171	228	285
32	30 + F	28	177	236	295
33	31 + F	29	183	244	305
34	32 + F	30	189	252	315
35	33 + F	31	195	260	325
36	34 + F	32	201	268	335
37	35 + F	33	207	276	345
38	36 + F	34	213	284	355
39	37 + F	35	219	292	365
40	38 + F	36	225	300	375
41	39 + F	37	231	308	385
42	40 + F	38	237	316	395
43	41 + F	39	243	324	405
44	42 + F	40	249	332	415
45	43 + F	41	255	340	425
46	44 + F	42	261	348	435
47	45 + F	43	267	356	445
48	46 + F	44	273	364	455
49	47 + F	45	279	372	465
50	48 + F	46	285	380	475
51	49 + F	47	291	388	485
52	50 + F	48	297	396	495
53	51 + F	49	303	404	505
54	52 + F	50	309	412	515
55	53 + F	51	315	420	525
56	54 + F	52	321	428	535
57	55 + F	53	327	436	545
58	56 + F	54	333	444	555
59	57 + F	55	339	452	565
60	58 + F	56	345	460	575
61	59 + F	57	351	468	585
62	60 + F	58	357	476	595
63	61 + F	59	363	484	605
64	62 + F	60	369	492	615

## Contest Times:

All contests within any one category (or age band) will be of the same duration. The recommended times are as follows:

30 – 34 years	3'	M1	F1
35 - 39 years	3'	M2	F2
40 – 44 years	3'	M3	F3
45 – 49 years	3'	M4	F4
50 – 54 years	3'	M5	F5
55 – 59 years	3'	M6	F6
60 – 64 years	2'30"	M7	F7
65 – 69 years	2'30"	M8	F8
70 – 74 years	2'30"	M9	F9
75 – 79 years	2'30"	M10	F10
80 and above	2'30"	M11	F11

## Scoring:

In contests where at the end of the contest time for the category and there being no visible difference in score recorded on the scoreboard, the Golden Score Contest Rule will come into effect (the time of this contest will be the same as the category) if at the end of the Golden Score Contest neither player has achieved a score, then the Referee and Judges will decide the result of the contest by Hantei. In such cases the winning competitor will be awarded a 1point win by Yusei-Gachi.

Obligatory decisions will apply throughout the competition.

## **GOLDEN SCORE CONTEST**

If at the end of the normal contest time for the category and both players being equal in scores/penalties, the clocks will be re-set and the score-board(s) cleared.

The Golden Score Contest will then commence (duration of the Golden Score Contest will be the same as the contest time for the category).

If after the contest time has elapsed and no score/penalty having been awarded then the contest will be decided by Hantei.

Where a penalty is to be awarded then all 3 referees must unanimously agree on the awarding of the penalty.

## **FINALS**

Medals will be presented at the discretion of the Tournament Director in consultation with the event organiser. Finalists and Semi-finalists, preferably dressed in judo suit must report as directed, 15 minutes before the commencement of the Semi-finals/Finals, to participate in the finals parade should there be one.

## **DOPING CONTROL:**

There will be No Dope Testing conducted.

## **DISPUTES:**

In the event of any disputes arising, which are not covered by these Tournament Rules, the decision of the Tournament Director and the WMJA Technical Director shall be final.

Disputes on the mat involving Contest Rules shall be decided by the Referee in charge, who may consult the Tournament Director and WMJA Technical Director

## **TEAM EVENTS**

All team members must bring photo ID to the table when their team is called to compete each time and includes any reserve called into play.

Weight Categories:

In team competition only, players are permitted to fight within their own weight category, which will be the same one that they have already competed in as an individual or one weight Category higher.

For this reason, at the weigh-in, the official should enter a player's exact weight against each name as well as the category they have entered in.

Teams are usually composed of one competitor per weight category plus the option of 1 reserve for each weight group. Variations to the composition of the team may be permitted for individual team events.

Should a competitor be substituted by the reserve during the competition, the original team member cannot return to the team at a later stage.

Use of Reserves:

All reserves must be named and weigh-in at the same time as the team. The reserve may only fight at his nominated weight.

The actual weight of all players should be recorded on the weighing-in sheet at the time of the weigh-in; this is to ensure that the Tournament Director is aware in which weight categories each individual player is permitted to fight.

Once a reserve has competed in a match he/she must continue to compete for that team at that weight. The original team member is not permitted to return to the team at a later stage, nor is the reserve able to compete in a different weight category at a later stage, even though he/she was originally entered to cover both weights.

Where a player for whatever reason, fails to appear for a 'contest' or receives a Direct Hansoku-Make, then that place must remain 'empty' for the rest of the tournament.

Having once appeared on the mat for a team, a player cannot be used as a substitute for another team in the same tournament.

A player who is 'temporarily injured' may on production of a confirming note from the Medical Officer for the tournament, step on the mat, bow, and then forfeit the match (Kiken-Gachi) in order to keep the place open for future rounds of the competition. However, should this happen and the player is unable to continue then **No Substitute** will be allowed to take his/her place in consequent contests for the rest of the tournament.

Anybody found guilty of abusing this rule will be disqualified from the tournament and his/her team may be disqualified from the tournament.

Once a player has received a direct Hansoku-make in the individual shiai they will no longer be able to compete in the team event either as a team member or a reserve.

The contest recorder **must** ensure that the Tournament Director, RIC and WMJA Technical Director are immediately aware of the players name and nationality.

### Checklist for Timekeepers and Scorers

Referees Calls:

REFEREES CALL	TIMEKEEPERS ACTION	
	Contest Time Clock	Hold-down Clock
Hajime	Start	-
Matte	Stop	-
Osaekomi	-	Start
Toketa	-	Stop
Sono-mama	Stop	Stop*
Yoshi	Start	Start*

\* These actions only apply if Osaekomi has already been called.

Osaekomi – Holds:

The Timekeeper should notify the Referee of the duration of the hold (in Seconds). Only after the Referee has called the score should the scoreboard be altered unless another osaekomi is called immediately after toketa, where the clock should be reset and restarted.

Time	Score
0 to 9 Seconds	No Score
10 to 14 Seconds	Koka
15 to 19 Seconds	Yuko
20 to 24 Seconds	Waza-ari
25 Seconds	Ippon

NOTE: If a competitor has already scored a Waza-ari, then he/she only needs to hold for 20 seconds for Ippon. In this case, when the 20 Seconds expires the time signal should be sounded.

Rest Periods between contests:

All competitors are entitled to a rest period between contests at least equal to the duration of the contest in which they are about to compete.

Non-Appearance:

The time allocated for non-appearance of a competitor is 3 minutes. There should be 3 calls for the competitor at 1 minute intervals. If the player fails to show the Competition Controller or Tournament Director should be summoned to the table to confirm the disqualification of the player by Fusen-Gachi

Scores and Penalties:

<b>Scores</b>	<b>Equivalent Penalty</b>	<b>Points Value</b>
Ippon	Hansoku-Make	10 (Ten)
Waza-ari	Shido 3	7 (Seven)
Yuko	Shido 2	5 (Five)
Koka	Shido 1	3 (Three)

## USEFUL INFORMATION FOR COMPETITION OFFICIALS

Scores awarded for Yusei-Gachi:

If one competitor has a Waza-ari more than the other, he/she wins by 7 (Seven) Points

If one competitor has any number of Yuko's more than the other, Waza-ari (and/or Shido 3) scores being equal, he/she wins by 5 (Five) Points.

If one competitor has any number of Koka scored more than the other, Waza-ari and Yuko scores (including the equivalent Penalties) being equal, he/she wins by 3 (Three) Points.

If one competitor has a 3<sup>rd</sup> Shido against him/her, and also has scored a Waza-ari, then if all other score are equal, the scores of both competitors are equal.

If one competitor has a 3<sup>rd</sup> Shido against him/her and he/she has not scored a Waza-ari, then he/she loses by 7 (Seven) Points.

If one competitor has a 2<sup>nd</sup> Shido against him/her, and also has scored 1 Yuko more than the other competitor, then if all other scores are equal, both competitors have equal scores.

If one competitor has a 2<sup>nd</sup> Shido against him/her, and has scored the same number of Yuko's, or fewer than the other competitor, then if all other scores are equal he/she loses by 5 (Five) Points.

If one competitor has a Shido against him/her, and all other scores being equal, he/she loses by 3 (Three) Points.

If one competitor has a Shido against him/her plus 1 more Koka than his/her opponent, all other scores being equal, then the scores of both competitors are equal.

Decisions:

Golden Score Only - Hantei

When there are no at the end of the contest period that requiring an obligatory decision then:

The Referee will call Hantei and the Judges, together with the Referee will give their decision by raising the appropriate Flag (Blue or White). In such a case the winner will win by 1 (One) Point.

Team Competition - Hikiwake

In team contests at the end of the contest time when the scores of the 2 competitors are equal, the Referee will announce Hikiwake, the contest is drawn and neither competitor receives any points.

The use of Flags or Bats

When manual-scoring equipment is used, a Yellow and a Green Bat or Flag should be provided for each table. The Yellow Bat or Flag is raised by the general Timekeeper throughout the time that the clock(s) is/are stopped for Matte or Sono-Mama. The Green Bat or Flag is raised by the Osaekomi Timekeeper throughout the time that an Osaekomi is on (including any time during which the clock(s) is/are stopped for Sono-Mama).

## USEFUL HINTS FOR RECORDERS







They should check before the contest begins, that they have the correct fighters on the mat! Do not call two competitors for a contest and the next two to follow, before the first contest has started, in case they interchange. Let the first contest begin before calling the next one.

Check that the time of the contest on the Pools sheet or Knockout sheet is correct for that particular category.

It is a useful idea to mark the order of contests down the side of the Pool sheet, in order to avoid getting them in the wrong order or, indeed, filling in results in the wrong places. This can happen when running Pools of 3 or 4 competitors.

It is important to note that ALL contests requiring the Judges decision are recorded on 1 (One) point superiority, except in team events (even Waza-ari – Waza-ari draws) where the result may be written as “D” – no points.

All Contest Recorders should use and record the IJF recognised competition results legends and contest times as shown in the following table.

	Win by Ippon Throw	10
	Win by Ippon Hold	10
	Win by Choke/Strangle	10
	Win by Arm/Elbow Lock	10
T	Win by Waza-ari Throw	7
H	Win by Waza-ari Hold	7
S	Win by Superiority (Koka, Yuko, Hantei)	3, 5 or 7
FG	Win by Fusen Gachi (No appearance of opponent)	0
KG	Win by Kiken Gachi (Withdraw of opponent due to injury)	10
SG	Win by Sogo Gachi (Compound Win)	10
HM	Win by Direct Hansoku-Make	10
	Win by Hansoku-make	10
	Win by Penalty (Shido, Shido, Shido equivalent score)	3,5 or 7
D	Drawn Contest	0
L	Loss of Contest	0

When entering the final places at the end of a Pool, write the position in letters rather than in numerals.

#### USEFUL HINTS FOR TIMEKEEPERS AND SCORERS

Make sure that they understand how the equipment works before the beginning of the event.

Make sure that they know the contest duration for each category before the first contest starts. Check the duration when they change a category.

Make sure all scores and penalties are cleared **only after** the players have left the competition area and before the next contest starts.

Do not clear the clock of hold-down times before the Referee has made a note of them and awarded any relevant scores. At the same time, should the nature of the contest change rapidly and they need to clear the clock to record a new hold-down, they must note the previous hold-down time.

At the end of a contest or when an Ippon has been given, **do not** clear the scoreboard and/or the clocks too quickly in case the Ippon is annulled and they have no record of the contest time.

When a Referee gives a score and the 2 Judges signal a different score, the scorer must record the score as indicated by the Referee and not alter it until the Referee indicates his/her decision.

In a contest when a penalty is awarded, the penalty is shown on the scoreboard and the equivalent score added to the opponent's scoreboard. For example, if one competitor is given a 2<sup>nd</sup> Shido, then the score of his opponent should be increased by one Yuko, and so on.

In the event of a competitor failing to appear when his/her contest is due to begin, the timekeeper should start the clock. The recorder shall give 3 calls at intervals of 1 Minute.

If the competitor has not appeared after the 3 Minutes the Recorder will inform the Referee who will give a decision of Fusen-Gachi to the competitor on the mat. The defaulting competitor will **not** then be allowed to continue in this category. The Contest Recorder must inform the Tournament Director and RIC of this decision immediately.

## 10. KATA COMPETITION

The Host Organisation should select a Chief Kata Organiser.

This individual will liaise between the World Masters Judo Association, the WMJA Director of Kata Principle and the Tournament Director. All communication and decision making will be channelled through the Chief Kata Organiser in co-operation with the WMJA.

The Chief Kata Organiser along with the Tournament Director will be responsible for the following items for the Kata competition.

- Supplying the appropriate number of suitable tables
- Sufficient number of chairs for each table
- Writing materials, etc. for the judges
- Obtaining judges, recorders and runners
- Organising the awards ceremony
- Post results
- Prepare for back-up should the computer system fail
- Supply of sufficient Kata wooden swords and wooden guns etc

### Scoring system

A display board will be used at the end of each performance to show the score given by each of the judges. For example each judge could award a maximum of 330 points per Kata pair.

The points are broken down in this manner.

Each movement is worth 10 points.

15 movements on the right side       $15 \times 10 = 150$  points

15 movements on the left side       $15 \times 10 = 150$  points

The opening bow ----- 10 points

The final bow ----- 10 points

The overall flow ----- 10 points

Total points possible -----330 points

The combined score of all three judges will determine the Kata pair's score. Maximum points possible for each pair will be 990 points.

This total of 990 applies to Nage-no-kata for example and it will vary with other Kata.

## WMJA Criteria for Scoring and Judging

SCORE		EXPLANATION
10	Perfect	Superior spirit, tsumiashi, timing and flow. Dramatic demonstration of kuzushi, tsukuri and kake (sharp throw, uke does not jump!) Flawless technique – no errors
9	Almost perfect	Dramatic demonstration of kuzushi, tsukuri and kake (sharp throw, uke does not jump!) Flawless technique – no errors
8	Very good	Flawless technique – no errors – uke does not jump.
7	Good	Good basic technique – one or two minor errors allowed, uke does not jump.
6	Average	Good basic technique – three or four minor errors allowed (uke does not jump)
5	Below average	A major technical error committed
4	Poor	Two or three major technical errors committed
3	Very poor	Start the wrong movement but stop and restart before execution. Supposed to be a right side technique but uke goes the wrong way
2		Multiple major technical errors
1		Extremely poorly performed, completely the wrong movements
0		Wrong technique, wrong side technique, skipped technique and executed wrongly. Technique started and started over

## **Kata Competition Requirements**

### **1. Chief Kata Organiser (to be determined by Host Organisation)**

Work directly with WMJA Director of Kata Principle to develop a plan to minimise distraction by the audience.

### **2. Kata Entrants**

Kata players must be 30 years of age or older on the first day of the Kata Championships.

### **3. Call to perform**

A Kata pair will have a maximum of 3 calls to appear on the mat in order to perform. Each call will be made at 1 minute intervals between and then formal elimination will be announced due to the failure of a pair to appear on the mat to commence their performance.

However a Kata pair must not be eliminated in this manner if at the same time they are required to participate in Kata on another mat and the senior judge on each table must reschedule the missing pairs performance until the end of the pool.

### **4. Categories**

Mixed couples, male and female

### **5. Seminar**

The obligatory seminar will take place the day before the Kata competition, preferably in the same venue or somewhere close to the competition venue. All judges and recorders **must** attend the seminar, failure to do so will eliminate that judge or recorder from participating.

### **6. Control**

The head table judge will inform the competitors how they should move onto the mat and will call for the next performer to commence and further indicate the performers to follow directly afterwards.

### **7. Draw**

The WMJA Director of Kata Principle will be responsible for the draw for the order of performance

### **8. Dress Code of Entrant**

White judogi is required. Males may not wear a t-shirt. Females must wear a plain white t-shirt.

## **9. Players**

Can compete in three separate Kata but no more than once in the same Kata, for example, no player can be involved twice in Nage-no-Kata or twice in Ju-no-Kata etc

## **10. Entry form**

This will be displayed on [www.worldmastersjudo.com](http://www.worldmastersjudo.com) under the Host Country's flag

## **11. Evaluation Report**

The Chief Kata Organiser and the WMJA Director of Kata Principle should prepare their own evaluation report. The Chief Kata Organiser will give his/her report to the WMJA Director of Kata Principle who will then make a report to the WMJA Board of Directors and to the WMJA Technical Director. The aim of these reports will be to improve the overall standard of the Kata event from year to year.

## **12. Entry**

Minimum number of pairs for a category to be held is one. If only one pair competes they are regarded as non - contestants and may receive an award but may not claim that they are World Master Champions.

## **13. Judges**

Three judges will be assigned to each table. The WMJA Director of Kata Principle and Chief Kata Organiser will work together to select all judges and determine the head judge at each table for a particular Kata. Judges will be invited to officiate based on consideration of their credentials and experience. Credentials must include any certification from their national Judo governing body for the specific Kata that they will be judging at the WMJC.

## **14. Certification**

In the event that a Judge does not come from a country that has a national governing body Kata certification system, the candidate may submit certification from an alternative country. (USA has a high standard of testing and this can be recommended).

## **15. Selection of Judges**

Selected candidates for judging will receive a letter of invitation and a written response is required. An e-mail response is acceptable.

## **16. Rest Periods**

Judges should stop at least every two hours for a 10minutes break during Kata competition.

## **17. Officials Dress Code**

Kata judges will dress in the same manner as the Shiai referees with grey trousers, white dress shirt, black tie, black socks, and a black jacket.

## **18. Exclusion**

A Judge may not compete as a contestant in any Kata event during the championships.

## **19. Standard**

The Kodokan Kata standard will be used for judging.

## **20. Kata Sets for the competition:**

- Goshin Jitsu
- Itsutsu-no-kata
- Ju no Kata
- Katame no Kata
- Kime no Kata
- Koshiki no Kata
- Nage no Kata

The Host Organisation may apply to the WMJA to include additional Kata.

## **21. Mat Assignment**

Mat assignments will be given to each Kata pair and mat numbers will be posted at each table.

## **22. Medals**

Medals will be awarded for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> places in each Kata.

## **23. Officials Seminar**

The day before Kata competition, a meeting of all judges and recorders will be scheduled to clarify the scoring system, recording system and practice judging. Attendance at this meeting is mandatory for all judges and recorders

## **24. Bowing**

Prior to and at the end of the Kata competition there will be a formal bow by all contestants and judges. Judges will explain how contestants are to enter the mat area.

## **25. Recorders**

The recorder will use an electronic paper adding machine to determine the total score and will display the aggregated score on the scoreboard as soon as possible after each performance. The paper tear off with the recorded scores will be attached to each individuals overall score sheet for checking purposes,

## **26. Winners**

Formal announcements of winners will be made at the medal ceremony at the conclusion of the Kata event.

## **27. Organisation**

The Chief Kata Organiser, in collaboration with the WMJA Director of Kata Principle, will determine the sequence of Kata, and the mat allocation.

## **28. Equal Scores**

If scores are equal in the case of medal winners then awards will be given to both pairs involved

## **29. Scoring**

A score of zero will be recorded for a Kata movement that is omitted. The head judge will stop the contestants and give them an opportunity to go back in the sequence.

## **30. Time Allocation**

Standard time to do each Kata is as follows:

- Goshin Jitsu            8 minutes
- Itsutsu-no-kata        5 minutes
- Ju no Kata              7 minutes
- Katame no Kata        11 minutes
- Kime no Kata           11 minutes
- Koshiki no Kata        8 minutes
- Nage no Kata            8 minutes

This is an average performance time. As long as contestants stay within a minute or two of this average, that is acceptable.

### **31. Start of Competition**

After the ceremonial opening bow, the competition will begin. Contestants must warm up on their own time.

### **32. Provision of Wooden Weaponry**

The Host Organisation must provide a sufficient number of properly sized Kata weapons for the event. Wooden swords, wooden knives, and wooden guns according only to the Kodokan standards must only be used in the Kata performances.

The required kata weaponry must include:

Goshin Jitsu

- a) 4 x Jo – sticks
- b) 4 x Tantou – short knife
- c) 4 x Kenju – gun

Kime-no-kata

- a) 4 x Tantou – short knife
- b) 4 x Chiyo-to – long sword

### **33. Runners**

The Host Organisers will provide a minimum of 6 runners to collect the results from each table at the end of each pairs has finished their kata category. The results will be delivered to the WMJA Kata Results Tabulators who will enter them into the scoring software database to produce the overall winners and other placements of each kata category. The sheets will be used during medal presentations and to display the final results on the WMJA website.

### **34. Results**

The World Masters Judo Association headquarters will post the results on [www.worldmastersjudo.com](http://www.worldmastersjudo.com) within three weeks of the finish of the championship – but hopefully much sooner than this provided the Host Organisation have a rapid results service.

## 11. WMJC COMPETITIONS OFFICIALS

The WMJA categories for competition officials are:

- Timekeeper/Scorer
- Competition Recorder
- Senior Recorder
- Competition Controller

### TIMEKEEPER/SCORER:

Theory:

- Knowledge of contest rules as they apply to Timekeeping/Scoring.
- Knowledge and understanding of terms used.
- Knowledge of equipment used in Timekeeping/Scoring.
- Knowledge of use of equipment:
  - 1) How it is used,
  - 2) When it is used,
  - 3) Where it is used.

Practical:

Must have time kept and scored at a minimum of 4 senior national events under supervision and produce proof of activity by having a competition record signed by the Competition Controller or Tournament Director at the events.

### COMPETITION RECORDER:

Theory:

- Knowledge and understanding of how to use National forms designed for Recording in competitions.
- Knowledge and understanding of terms used.
- Knowledge and understanding of score and penalties, and points awarded for each.
- Knowledge and understanding of all systems used in various types of competitions.
- Knowledge and understanding of requirements:
  - 1) To Control the table.
  - 2) To maintain continuity of fighting
  - 3) To use the microphone effectively.

Practical:

Must have held the Timekeeper/Scorer award for a minimum of one year and have recorded a minimum of 4 senior national events, which should be recorded and signed by the Competition Controller or Tournament Director on their competition record card.

## SENIOR RECORDER:

### Theory:

- Knowledge and understanding of Booking-in procedures.
- Knowledge and understanding of the administration of all methods of elimination.
- Knowledge and understanding of all methods and systems for progressing a competition through the various rounds.
- Knowledge and understanding of seeding systems.
- Knowledge of and ability to compile all competition forms from given information.
- Knowledge of and ability to use timing and scoring equipment.

### Practical:

Must have held the Competition Recorder award for a minimum of 18 months and have assisted at Control and applied for at least a minimum of 4 senior national events which should be recorded and signed by the Competition Controller or Tournament Director on their competition record card.

## COMPETITION CONTROLLER

Must have held the Senior Recorder award for a minimum of 2 years and have organised and applied for at least 4 senior national tournaments licensed events.

## HOST ORGANISER

**It is expected that the Host Organisers will provide competition officials who**

**meet the above requirements and  
standards or as a  
minimum have  
equivalent  
experience.**

## **12. ORGANISERS TASK LIST**

### **Job Description and Responsibilities**

#### **Host Organisation**

Tournament Director  
Chief Referee (referee in charge of all referees and table officials)  
Chief Kata Organiser  
Draw Master  
Kata Judges  
Kata recorders  
Kata Runners  
Referees  
Table Officials  
Senior Medical Officer  
Medical Staff  
Weigh-in Staff (both male and female required)  
Floor Staff (door, mat edge and general)  
Catering  
Cleaning  
Security  
Medal ceremony organizer and staff  
Media Support

#### **WMJA**

Entry, Registration and information team  
WMJA Director of Kata  
WMJA Technical Director  
WMJA Referee Coordinator

#### **Facilities Management**

Manager in Charge  
Cleaning staff  
Catering staff  
Security staff

**Position Title – Tournament Director**

**Selected by – Host Organisation**

**Responsible to – Host Organisation**

**Qualifications – Previous Judo event management experience**

**Duties – includes all of the following, not in priority order:**

- 1) All protocol including medal presentation ceremony
- 2) Arranging all WMJA meeting requirements:
  - a. AGM,
  - b. 2 X Board of Directors,
  - c. Executive Committee meeting,
  - d. Referees and Kata Clinics etc.
- 3) Spectator control and management
- 4) Closing ceremony including speeches, microphones, music etc
- 5) Coaches' chairs and proper utilisation by official coaches only
- 6) Continual monitoring and cleanliness of all toilets and changing areas
- 7) Ensure proper and timely display of all essential Kata and Shiai notices – order of Kata, Kata timetable, Shiai daily timetable, Shiai draws etc.
- 8) Event planning and actual timetable
- 9) Heat, light, sound and general ventilation
- 10) Layout of the venue including:
  - a) mats,
  - b) spectators,
  - c) shops,
  - d) medical area etc.
- 11) Liaison with Chief Kata Organiser
- 12) Liaison with Draw Master
- 13) Liaison with Facility Manager and facility support staff
- 14) Liaison with Medal Ceremony organiser
- 15) Liaison with media
- 16) Liaison with the Chief Medical Officer
- 17) Liaison with Weigh-in Staff
- 18) Liaison with WMJA Technical Director
- 19) Liaison with WMJA Director of Kata Principle
- 20) Medical staff –including

- a) risk assess the requirements,
  - b) sufficient staff cover in terms of skill level and actual presence during the event,
  - c) location and reporting forms (including copies to WMJA)
- 21) Merchandising and general control over vendors
  - 22) Officials and public catering (including control over open and closing hours to suit the event needs)
  - 23) Opening Ceremony and Athlete's Oath
  - 24) Payment to Kata Judges
  - 25) Payment to referees
  - 26) Payment to competition officials
  - 27) Public directional signage – mat numbers, weigh-in etc.
  - 28) Punctuality, behaviour and dress control of all volunteer staff
  - 29) Requirements of space for WMJA – registration and information booths
  - 30) Responsible to ensure Chief Referee fulfils his duties.
  - 31) Results lists – accuracy, availability, copying, distribution etc.
  - 32) Safety of all members of the general public
  - 33) Social event.
  - 34) Taking care of all V.I.P and guests

**Position Title – Chief Kata Organiser**

**Selected by – Host Organisation**

**Responsible to – Tournament Director**

**Qualifications – Extensive Kata experience and minimum 3rd Dan**

**Duties – includes all of the following, not in priority order:**

- 1) Arrange the details of the annual pre-event Kata Judges Clinic/Seminar with the Tournament Director.
- 2) General background supervision of the overall event at the time of the event
- 3) Monitor and control actual performance of Kata Judges at the event
- 4) Monitoring the dress standard of the judges
- 5) Notify Tournament Director as to who is entitled to expenses
- 6) Liaising with the WMJA Kata Principle who will be responsible for the;
  - a. Kata programme
  - b. Scoring system

**Position Title – Chief Referee (referee in charge)**

**Selected By – Host Organisation**

**Responsible to – Tournament Director**

**Qualifications – Minimum current I.J.F. referee ‘B’ grade**

**Duties – includes all of the following, not in priority order:**

- 1) Select suitably qualified and experienced local National Referees (IJF and highest recognised National Graded)
- 2) Select suitably qualified and experienced local Competition Officials (IJF and highest recognised National Graded) including:
  - a. Timekeepers and scorers
  - b. Competition Recorders
  - c. Competition Controllers
- 3) Allocate sufficient and suitably matched referees and table officials to each mat area each day of Shiai
- 4) Allocate sufficient suitable referees and table officials to allow adequate cover throughout the entire Shiai.
- 5) Allocate suitable referee teams for finals on each day.
- 6) Arrange and liaise with the WMJA Technical Director and Referee Coordinator to conduct prior to the start of the Shiai element of the WMJC a day’s seminar for referees and table officials.
- 7) Conduct daily pre-shiai meetings with referees and table officials.
- 8) Issue to all referees the latest edition of the IJF Contest Rule Book in English.
- 9) Liaise with the WMJA Technical Director on WMJA Referees performance in regard to future selection.
- 10) Liaise with the WMJA Technical Director to ensure that a minimum 25% of referees and table officials are from outside the Host Organisation.
- 11) Monitor performance of referees and table officials, ensuring any drop off is subject to corrective action.
- 12) Monitor referee and table officials’ punctuality, behaviour and dress code.
- 13) Provide a post event report to the Host Organisation and a copy to the WMJA, including any recommendations for improving the Championship.
- 14) Receive from the WMJA Referee Coordinator the list of nominated WMJA Referees.
- 15) Respond effectively to all situations arising from the competition area.
- 16) Verify Host Organisation’s referee’s suitability and qualifications.
- 17) Ensure all WMJA referees and competition officials and Host Organisation referees and competition officials receive the WMJA minimum daily allowance.

**Position Title – Draw Master**

**Selected By – Host Organisation**

**Responsible To – Tournament Director**

**Qualifications – Extensive relevant experience**

**Duties – includes all of the following, not in priority order:**

- 1) Arrange for all necessary information notices applicable to the event organisation to be displayed in suitable places and in sufficient time to assist the participants
- 2) Arrange for suitably qualified staff to carry out the weigh in and correctly record the required information
- 3) Allocate the individual Age/Weight groups to the designated mat.
- 4) Arrange for Draw and Timetables to be suitably displayed in venue
- 5) Give pool, knockout sheets etc. to table officials
- 6) Prepare an advance competition timetable (based on entry numbers)
- 7) Prepare exact competition timetable (with mat allocation)
- 8) Accept completed results from table officials and re-check information
- 9) Arrange for a speedy results distribution to– Medal Ceremony organiser, participants, media and WMJA Technical Director
- 10) Ensure each table gathers together all the designated entries for the allocated age division/weight category on their mat before starting the competition.
- 11) Inform Tournament Director of names of those entitled to expenses.
- 12) Liaise with Chief Referee and referees in general
- 13) Liaise with Table Officials
- 14) Liaise with the WMJA Technical Director
- 15) Liaise with Tournament Director
- 16) Provide Medal Ceremony Organiser with the complete results as soon as possible
- 17) Return Completed draw and tournament results sheets to WMJA Technical Director ASAP after the end of the days shiai and no later than 2200hrs (10pm) that day
- 18) Take completed weigh-in cards and prepare pools, knockout etc. and then to WMJA registration team
- 19) All the original completed draw sheets must be returned to the WMJA Technical Director each day.

Note –

To assist in eliminating any potential problems the WMJA will provide specifically colour coded team draw sheets for both the Men and Women individual and team entries.

- 2) The WMJA registration team will accept the team's registration forms and will verify for any inconsistencies or errors.
- 3) All submitted team sheets will be dated and time stamped on the basis of 'First Come First Served'.
- 4) It will be the WMJA registration teams' responsibility to check for:
  - a) Teams submitting incorrect entry details
  - b) The proper use of the reserve player,
  - c) Avoiding any mix up of 'A' and 'B' teams should two teams be entered from the one country in the same team category.
  - d) Clear and accurate indication of the team order.
- 5) On completion of the team registration sheets verification the sheets will be issued to the draw master for completing the draw and mat allocation.

The Host Organisation should make provisions for photocopying facilities at the venue.

### **13. QUALITY CHECKLIST**

The WMJA will appoint a representative to monitor and evaluate the quality of performance of the Host Organisation. It is the responsibility of the WMJA to try to ensure that its members receive the best possible sporting experience at the annual WMJC.

The identity of the Technical Director will be made known to the Tournament Director.

It is the WMJA intention that all of the items below **will** be monitored on a daily basis.

#### **ACCIDENTS**

All accidents will be recorded in writing on the appropriate form by a competent medical person.

A report of all accidents, preferably a copy of the above form, must be given to the Host Organisation and the WMJA. These forms should be kept for at least three years.

It will be the responsibility of the Senior Medical Officer appointed by the Host Organisation to be in charge of medical facilities and to ensure that any accident is properly recorded and a copy is given to the Host Organisation and the WMJA.

#### **AIR CONDITIONING**

The sports hall of the selected venue must have adequate air conditioning facilities and in good working order to handle the WMJC.

The Host Organisers should ensure that they liaise with their selected venue's facilities management to consider the effectiveness of the air conditioning.

They should also consider what alternative arrangements can be made should the air conditioning become unserviceable or unable to cope with the demand placed on it during the Championships.

#### **CATERING**

The Host Organisation will ensure that all venue catering facilities and vendors are registered and have the relevant Health & Food Hygiene Certification that applies to the Host Nations own legal requirements. These certificates must be checked that they are in order and in date, and certificate should be displayed throughout the WMJC.

The catering service must be sufficient to provide the basic needs (water, soft drinks, tea, coffee and snacks) throughout the entire tournament – defined as; from the time of the first Kata performance until the time of the final Shiai contest on each separate day of the WMJC.

In addition throughout the main part of the WMJC and at appropriate times as determined by the Host Organisation the catering service will provide a meal service, as opposed to just snacks.

The Host Organisation will be required to arrange with the catering provider a set of standardised prices throughout the WMJC venue there by eliminating the possibility of over charging.

Sufficient arrangements must be made to satisfy the needs of all officials and any volunteers throughout the entire tournament – Kata Judges, Referees, Table Officials, Draw Master, Medical staff, Mat control officers etc. Any V.I.P. visitors and media should also be catered for as appropriate. These arrangements are required to cover ease of access, frequency of breaks and the appropriate amount and range of services.

It is recommended that separate arrangements are made for all WMJC officials and should include a separate café or restaurant area away from competitors and spectators.

There should also be very strict control over the availability of catering to officials, such that they are issued with daily meal tickets to ensure that everyone receives adequate nourishment and that the facility is not open to abuse and this should be supervised by a reliable Host Organisation Official or volunteer.

There must be a varied menu available each day it will not be acceptable to provide the same menu each day. The menu should cater for non-vegetarian and vegetarian and where possible take into consideration any special dietary needs.

Where possible a separate arrangement for café or restaurant facilities should be made for the competitors and spectators.

## **CLEANING**

All areas will be cleaned before use for the WMJC. In addition arrangements are required to be in place to clean the important areas throughout the day and will include:

Toilets - It is very important to ensure that the toilets are always free from bad odours and have a good supply of toilet paper. They should also be frequently checked for blockages and flooding frequently.

Changing areas – These areas must be checked frequently throughout the day to ensure that rubbish is removed and the facility is free from wet floors and other fluids. Showers require frequent checks to ensure they remain in good working order.

Competition Areas – Should there be a problem with blood, vomit or sweat, initial cleaning should be carried out by the medical team, disposing of any waste as clinical waste.

After the final contest of the day the area should be checked for cleanliness and cleaned as necessary.

## **DRAW**

The Draw Master is required to read and understand the relevant sections of these Guidelines that relate to – ‘Competition Elimination System’ and ‘Main Organisers suggested task lists’ that specifically refers to the Draw Master.

In addition, when the draw is being made which is normally in the early afternoon when the weigh-in is completed, there must be at least two independent witnesses present (from National Judo Federations other than that of the Host Organisation).

## **EXPENSES FOR REFEREES TABLE OFFICIALS AND KATA JUDGES**

The WMJA Treasurer sets the minimum that must be paid to each referee, table official and kata judge who comes from a National Judo Federation other than that of the Host Organisation. These Championship rules state that at least and as a minimum 25% must come from WMJA selected officials.

These expenses may be given in terms of free accommodation, U.S. \$ or cash of the equivalent value in the currency of the host country.

It is proper and important that this payment is quite transparent and dealt with at the time rather than posted out afterwards. It is the responsibility of the Tournament Director to make these payments and the responsibility of the Chief Referee and Chief Kata Organiser to inform the Tournament Director on a daily basis, and as early as possible, exactly who is entitled to payment and for how many days. The Tournament Director must supply the WMJA Technical Director with a copy of those officials entitled to payment.

## **IDENTITY OF MAIN ORGANISERS**

It is essential that the Host Organisation introduces the WMJA President to the following Hosts’ Officials as soon as possible prior to the actual start of the Championship.

- a) Tournament Director
- b) Chief Kata Organiser
- c) Chief referee
- d) Draw Master
- e) Chief medical Officer
- f) Medal Ceremony Organiser
- g) Floor manager

It is will also necessary to arrange the introduction of the main officials to the WMJA Technical Director.

## **JUDO GI CONTROL**

The Chief Referee will arrange for effective judogi control to cover all competitors.

Judogi control will take place in the holding area prior to the competitors going to the edge of the contest area prior to age /weight group commences competing. The nominated judogi control officials will carry out the necessary judogi control as per the IJF Contest Rules Articles 3 & 4.

Additional to the requirements of the IJF Rules the judogi control must ensure that the only the correct official WMJC back patches are worn and players with no back patch will be allowed to compete.

Players with incorrect back patches will not be allowed to compete until they either remove the incorrect back patch or change their jacket to one that does, i.e. correct country ID or no back patch.

Where players judogi do not meet the requirements of either the IJF requirements or the WMJC back patch requirement they will be required to change into a conforming judogi.

'Blue gi will be optional for the first player called and will be white for the second player called.

The second player called may not compete in a blue gi and will be required to change into a white one.

## **LIGHTING**

The Host Organisation, through the Tournament Director, must ensure that the competition areas have adequate lighting throughout the entire Championship.

## **MATS**

The Host Organisation must ensure that the mats are properly laid in order to avoid subsequent accidents or the need to constantly re-adjust them during the Championship.

Mats must be clearly labelled on both sides in order that both players and spectators can easily see at a glance which mat is number 1, which is number 2 etc

All mats used for the Championship must be in good condition and meet the requirements of the IJF Contest Rules Article 1.

There must be at least the minimum safety area of 3 metres between adjacent mats and as a minimum 7 metres safety area between the edge of the mats and the nearest obstruction to allow for both player and spectator safety.

## **MAT EDGE CONTROL**

The Host Organisation via the Tournament Director will ensure sufficient stewards are available to provide continuous control of players, coaches, media, and spectators at the edge of the competition area and also ensure that sports bags to present a hazard in this area.

It is recommended that the following criterion is used to provide the necessary levels of control:

- a) Employ mature and responsible people.
- b) Exert control from the beginning of each day.
- c) Provide sufficient cover throughout the Championship.
- d) Provide suitably qualified staff in relation to coach access, media access, next player waiting to go on the mat etc.

## **MICROPHONES**

Every table will be required to have a microphone for use by the announcer for that mat.

Great care must be taken when setting up the microphones to ensure that all trailing cables are properly covered and fixed to avoid tripping.

## **COMPETITORS CALL TO DESIGNATED MAT**

The Competition Controller/Draw Organiser will call the individual age/weight groups to a designated holding area prior to being called to their designated contest mats. Players should be called to their designated mats in sufficient time so as not to cause any delays in the flow of the WMJC.

As soon as is practical the contest sheet should be delivered to the designated mat for the competition recorder to register the individual player being present at the mat in order to start the next round of contests.

Players that do not register as present will be given 3 calls at one minute intervals to arrive at the mat. Any player that fails to arrive within the specified time will be eliminated by Fusen Gachi.

The table officials must announce players names as clearly as possible to give them an opportunity to identify themselves as it is possible that due to their lack of language skills or to interpret the event timetable or recognise their name being called in a

'foreign' accent they may fail to respond to the calling, and then make their way to the contest mat.

It is the strong desire of the WMJA that no player misses out an opportunity to participate and every effort should be made to locate them without disrupting the flow of the Tournament.

## **RESULTS SERVICE**

The results will be delivered as soon as possible after the last finals contest of the day to the WMJA Technical Director in order that the official results may appear accurately on the WMJA website as soon as possible and to the:

- a. To the media
- b. To the participants and
- c. To the Medal Ceremony Organiser

In order to facilitate all four elements the Draw Master will need access to a photocopier and possibly an assistant.

The Draw Master must ensure that all the results are accurate recorded and dispatched to the appropriate Championship officials immediately they become available.

## **STARTING TIMES AND CONTINUITY**

The Host Organisation must make every effort to start the WMJC on time in line with the announced timetable and to strive to keep all mats in continuous use.

## **STANDARD OF TABLE OFFICIALS**

In order to have a high standard of Table Officials it is essential to use people who are competent and experienced.

Where possible the Championship table officials should work together at an event just prior to the WMJC.

It is not advisable to use table officials under the age of 16.

It is absolutely essential that all table officials have access to refreshments and have rest periods to allow them to re-focus and concentrate.

## **TIMETABLES**

Players attending the Championship will want to know four things

- 1) Where are the weighing scales?
- 2) Exactly when will they be fighting?
- 3) Which mat they are fighting on? and
- 4) Who are they are fighting?

The Event Timetable is vital so the player coaches and spectators are kept informed of when they are fighting and on which mat.

The Draw Sheet that will inform them who they are fighting (and which elimination system is applicable to their particular age division/weight category).

Necessary Criteria for Timetables and Draw sheets;

Accuracy –ensure that the information is correct

- 1) Early display – publish and display as soon as possible
- 2) Easy to find – display in as many locations as possible
- 3) Spare copies – carry out frequent checks to ensure that sheets have not been removed, replace missing sheets immediately

The implementation of an information update system – where by as changes occur ensures that all timetables are changed.

Ensure all the changes are highlighted on the new timetables and announce the changes over the public address system as soon as is practical.

Ensure all players are updated by the table officials prior to the start of a competition on any particular mat.

### **WEIGH-IN (UNOFFICIAL)**

The Host Organisation must facilitate the desire of many participants to check their weight as soon as possible when they arrive at the Championship venue.

Separate weighing scales for male and female players should be available from 0800 hours on the first day traditionally the day of the Kata registration or earlier.

The location of these weighing scales must be identified by clear signage.

The scales must be reasonably accurate and should display a label indicating any discrepancies, e.g. scales weigh 2 kilos heavy or 2 kilos light.

### **WEIGH-IN (OFFICIAL)**

The identity of all participants will be checked by means of photograph, normally passport, I.D. or driving licence.

Without photograph I.D. a player must be refused his chance to weigh-in at that time.

They will be allowed to return to their accommodation to collect their correct I.D. and represent themselves again.

There should be at least 2 metres free space between the scales and the front of the queue to ensure privacy for those weighing in and to prohibit other players attempting to change weigh categories.

The WMJA Tournament Director will require having sight of the official calibration of all weighing scales used for official weigh-ins.

It will only be acceptable for this calibration to have been carried out within the previous 30 days

## **14. FINANCE**

It will not be possible to know accurately how many participants will be at WMJC until after the event is over!

However the number of participants can be estimated based on participation totals and trends since 1999.

Further to this a realistic understanding of the general attractiveness and accessibility of any host city and country can help with this estimating task.

WMJA Headquarters is able to provide an accurate total of entries on a monthly basis right up to the closing date for entries.

### **Budget**

A financial budget for the Championship must be developed in order to begin a system of financial control.

A reasonable 'forecast' for Brussels in 2008 would be 1000 and this figure may be used by the Host Organisation to form the basis of their budget.

As more information becomes known then the budget forecasts may be adjusted accordingly.

Basic income projection – assume 1000 participants

WMJA will contribute to the Host Organisation 55 U.S. \$ per competitor who actually competed

WMJA sanction fee \$10,000

Therefore if 1000 competitors actually compete then the total amount due to the Host Organisation would be \$55,000.

Less the sanction fee of \$10,000 a total payable to the Host Organisation would be \$45,000 on the successful completion of the WMJC.

## **SAMPLE – INCOME ELEMENTS**

WMJA reimbursement fee of 55.U.S. \$ per participating competitor

Spectator's fees

Merchandising sales

Rental from sports shops at the venue

Sponsorship

Grants

Event poster sales

Event programme sales

Social event tickets

## **SAMPLE – EXPENDITURE ELEMENTS**

Accommodation – members of Organising Committee, V.I.P etc

Audit fee – event financial transactions

Catering – for officials, referees, judges, volunteers, media, medical, V.I.P, etc

Equipment – mats, scoreboards etc

Expenses – referees from Host country

Expenses – referees from outside Host country

Expenses – table officials from Host country

Expenses – table officials from outside Host country

Expenses – Kata judges from Host country

Expenses – Kata judges from outside Host country

Expenses – volunteers including T-shirts etc

Expenses – Officials memento e.g. shirt, polo shirt, tie, T-shirts etc

Event insurance

Medals

Medical

Mat transport (both collect and return)

Mat hire

Promotion

Printing – tickets, programme, poster, advertising leaflets etc

Room hire – meetings, clinic, weigh-ins etc

Receptions – media, officials etc

Sanction fee to WMJA

Signage

Social event – food, entertainment, transport to event

Transport

Venue hire -

Weighing scales – Hire & calibration

## 15. CONTINGENCY PLANNING

'Planning in case of a possible but unlikely future event or condition eventuality'

As part of the planning for running this Championship it is necessary to provide contingency plans in the event that an unexpected incident occurs.

Previous occurrences:

- a) Loss of sponsors
- b) Cash flow issues
- c) Organisation committee memberships changes
- d) Spread of SARS disease – 2002
- e) Spread of Avian Flu – 2006
- f) Political unrest – numerous examples affecting sports events throughout the world.
- g) Building problems, Outbreak of fire, Electricity failure, flooding etc.
- h) An illness amongst a key member of organising committee etc –
- i) Local or international industrial actions
- j) Airline strikes

Be prepared and consider your options (Ensure and insure!).



## SELECTION OF POOLS (POOLS of 4) AND TIME CALCULATIONS

Remember ALWAYS promote 2 players from each Pool through to the Knockout system.

It will be necessary to add a minimum of 20% to the times allocated for the system (These calculations are accurate to 1 contest)

Number of Competitors		First Round				Competitors Through to Knockout and Repechage	Second Round (Excluding Finals)							
		Method of competition	Fights this round	Time in this Round for fights of			Fights in K.O. and Rep.	Time in this Round for fights of			Total Times for both Rounds			
				3 Min	4 Min			5 Min	3 Min	4 Min	5 Min	3 Min	4 Min	5 Min
33	6 Pools of 4+ 3 Pools of 3	45	135	180	225	18	22	66	88	110	201	268	335	
34	7 Pools of 4+ 2 Pools of 3	48	144	192	240	18	22	66	88	110	210	280	350	
35	8 Pools of 4+ 1 Pool of 3	51	153	204	255	18	22	66	88	110	219	292	365	
36	9 Pools of 4	54	162	216	270	18	22	66	88	110	228	304	380	
37	7 Pools of 4+ 3 Pools of 3	51	153	204	255	20	24	72	96	120	225	300	375	
38	8 Pools of 4+ 2 Pools of 3	54	162	216	270	20	24	72	96	120	234	312	390	
39	9 Pools of 4+ 1 Pool of 3	57	171	228	285	20	24	72	96	120	243	324	405	
40	10 Pools of 4	60	180	240	300	20	24	72	96	120	252	336	420	
41	8 Pools of 4+ 3 Pools of 3	57	171	228	285	22	26	78	104	130	249	332	415	
42	9 Pools of 4+ 2 Pools of 3	60	180	240	300	22	26	78	104	130	258	344	430	
43	10 Pools of 4+ 1 Pool of 3	63	189	252	315	22	26	78	104	130	267	356	445	
44	11 Pools of 4	66	198	264	330	22	26	78	104	130	256	368	460	
45	9 Pools of 4+ 3 Pools of 3	63	189	252	315	24	28	84	112	140	273	364	455	
46	10 Pools of 4+ 2 Pools of 3	66	198	264	330	24	28	84	112	140	282	376	470	
47	11 Pools of 4+ 1 Pool of 3	69	207	276	345	24	28	84	112	140	291	388	485	
48	12 Pools of 4	72	216	288	360	24	28	84	112	140	300	400	500	
49	10 Pools of 4+ 3 Pools of 3	69	207	276	345	26	30	90	120	150	297	396	495	
50	11 Pools of 4+ 2 Pools of 3	72	216	288	360	26	30	90	120	150	306	408	510	
51	12 Pools of 4+ 1 Pool of 3	75	225	300	375	26	30	90	120	150	315	420	525	
52	13 Pools of 4	78	234	312	390	26	30	90	120	150	324	432	540	
53	11 Pools of 4+ 3 Pools of 3	75	225	300	375	28	32	96	128	160	321	460	535	
54	12 Pools of 4+ 2 Pools of 3	78	234	312	390	28	32	96	128	160	330	472	550	
55	13 Pools of 4+ 1 Pool of 3	81	243	324	405	28	32	96	128	160	339	484	565	
56	14 Pools of 4	84	252	336	420	28	32	96	128	160	348	496	580	
57	12 Pools of 4+ 3 Pools of 3	81	243	324	405	30	34	102	136	170	345	494	575	
58	13 Pools of 4+ 2 Pools of 3	84	252	336	420	30	34	102	136	170	354	506	590	
59	14 Pools of 4+ 1 Pool of 3	87	261	348	435	30	34	102	136	170	363	518	605	
60	15 Pools of 4	90	270	360	450	30	34	102	136	170	372	530	620	
61	13 Pools of 4+ 3 Pools of 3	87	261	348	435	32	36	108	144	180	369	528	615	
62	14 Pools of 4+ 2 Pools of 3	90	270	360	450	32	36	108	144	180	378	540	630	
63	15 Pools of 4+ 1 Pool of 3	93	279	372	475	32	36	108	144	180	387	552	655	
64	16 Pools of 4	96	288	384	490	32	36	108	144	180	396	564	670	



SELECTION OF POOLS (POOLS of 3) AND TIME CALCULATIONS

Remember ALWAYS promote 2 players from each Pool through to the Knockout system.

It will be necessary to add a minimum of 20% to the times allocated for the system (These calculations are accurate to 1 contest)

Number of Competitors		First Round						Second Round (Excluding Finals)							
		Method of competition		Fights this round	Time in this Round for fights of			Competitors Through to Knockout and Repechage	Fights in K.O. and Rep.	Time in this Round for fights of			Total Times for both Rounds		
					3 Min	4 Min	5 Min			3 Min	4 Min	5 Min	3 Min	4 Min	5 Min
33	11 Pools of 3	33	99	132	165	22	26	78	104	130	177	236	295		
34	10 Pools of 3 + 1 Pool of 4	36	108	144	180	22	26	78	104	130	186	248	310		
35	9 pools of 3 + 2 Pools of 4	39	117	156	195	22	26	78	104	130	195	260	325		
36	12 Pools of 3	36	108	144	180	24	28	84	112	140	192	256	320		
37	11 Pools of 3 + 1 Pool of 4	39	117	156	195	24	28	84	112	140	201	268	335		
38	10 pools of 3 + 2 Pools of 4	42	126	168	210	24	28	84	112	140	210	280	350		
39	13 Pools of 3	39	117	156	195	26	30	90	120	150	207	276	345		
40	12 pools of 3 + 1 Pool of 4	42	126	168	210	26	30	90	120	150	216	288	360		
41	11 Pools of 3 + 2 Pools of 4	45	135	180	225	26	30	90	120	150	225	300	375		
42	14 Pools of 3	42	126	168	210	28	32	96	128	160	222	296	370		
43	13 Pools of 3 + 1 Pool of 4	45	135	180	225	28	32	96	128	160	231	308	385		
44	12 Pools of 3 + 2 Pools of 4	48	144	192	240	28	32	96	128	160	240	320	400		
45	15 Pools of 3	45	135	180	225	30	34	102	136	170	237	316	395		
46	14 Pools of 3 + 1 Pool of 4	48	144	192	240	30	34	102	136	170	246	328	410		
47	13 Pools of 3 + 2 Pools of 4	51	153	204	255	30	34	102	136	170	155	340	425		
48	16 Pools of 3	48	144	192	240	32	36	108	144	180	252	336	420		
49	15 Pools of 3 + 1 Pool of 4	51	153	204	255	32	36	108	144	180	261	348	435		
50	14 Pools of 3 + 2 Pools of 4	54	162	216	270	32	36	108	144	180	270	360	450		
51	17 Pools of 3	51	153	204	255	34	38	114	152	190	267	356	445		
52	16 Pools of 3 + 1 Pool of 4	54	162	216	270	34	38	114	152	190	276	368	460		
53	15 Pools of 3 + 2 Pools of 4	57	171	228	285	34	38	114	152	190	285	380	475		
54	18 Pools of 3	54	162	216	270	36	40	120	160	200	282	376	470		
55	17 Pools of 3 + 1 Pool of 4	57	171	228	285	36	40	120	160	200	291	388	485		
56	16 Pools of 3 + 2 Pools of 4	60	180	240	300	36	40	120	160	200	300	400	500		
57	19 Pools of 3	57	171	228	285	38	42	126	168	210	297	396	495		
58	18 Pools of 3 + 1 Pool of 4	60	180	240	300	38	42	126	168	210	306	408	510		
59	17 Pools of 3 + 2 Pools of 4	63	189	252	315	38	42	126	168	210	315	420	525		
60	20 Pools of 3	60	180	240	300	40	44	132	176	220	312	416	520		
61	19 Pools of 3 + 1 Pool of 4	63	189	252	315	40	44	132	176	220	321	428	535		
62	18 Pools of 3 + 2 Pools of 4	66	198	264	330	40	44	132	176	220	330	440	550		
63	21 Pools of 3	63	189	252	315	42	46	138	184	230	327	436	545		
64	20 Pools of 3 + 1 Pool of 4	66	198	264	330	42	46	138	184	230	336	448	560		

TIME CALCULATIONS FOR THE COMPOUND/DOUBLE KNOCKOUT PLUS REPECHAGE

No. of Competitors	F = Finals		Total time including finals for fights of		
	No. of Fights in Knockout	No. of Fights in Repechage	3 Mins.	4 Mins	5 Mins
1 or 2 or 3	NO CONTEST	NIL	-	-	-
4	1 Pool of 4 = 6 fights	NIL	18*	24*	30*
5	1 Pool of 5=10 fights	NIL	30*	40*	50*
6	1 Pool of 6=15 fights	NIL	45	60	75
7	2 Pools 1x4+1x3 = 9 fights	Semi-Final + Final =3	36	48	60
8	6 + F	4	33	44	55
9	7 + F	5	39	52	65
10	8 + F	6	45	60	75
11	9 + F	7	51	68	85
12	10 + F	8	57	76	95
13	11 + F	9	63	84	105
14	12 + F	10	69	92	115
15	13 + F	11	75	100	125
16	14 + F	12	81	108	135
17	15 + F	13	87	116	145
18	16 + F	14	93	124	155
19	17 + F	15	99	132	165
20	18 + F	16	105	140	175
21	19 + F	17	111	148	185
22	20 + F	18	117	156	195
23	21 + F	19	123	164	205
24	22 + F	20	129	172	215
25	23 + F	21	135	180	225
26	24 + F	22	141	188	235
27	25 + F	23	147	196	245
28	26 + F	24	153	204	255
29	27 + F	25	159	212	265
30	28 + F	26	165	220	275
31	29 + F	27	171	228	285
32	30 + F	28	177	236	295
33	31 + F	29	183	244	305
34	32 + F	30	189	252	315
35	33 + F	31	195	260	325
36	34 + F	32	201	268	335
37	35 + F	33	207	276	345
38	36 + F	34	213	284	355
39	37 + F	35	219	292	365
40	38 + F	36	225	300	375
41	39 + F	37	231	308	385
42	40 + F	38	237	316	395
43	41 + F	39	243	324	405
44	42 + F	40	249	332	415
45	43 + F	41	255	340	425
46	44 + F	42	261	348	435
47	45 + F	43	267	356	445
48	46 + F	44	273	364	455
49	47 + F	45	279	372	465
50	48 + F	46	285	380	475
51	49 + F	47	291	388	485
52	50 + F	48	297	396	495
53	51 + F	49	303	404	505
54	52 + F	50	309	412	515
55	53 + F	51	315	420	525
56	54 + F	52	321	428	535
57	55 + F	53	327	436	545
58	56 + F	54	333	444	555
59	57 + F	55	339	452	565
60	58 + F	56	345	460	575
61	59 + F	57	351	468	585
62	60 + F	58	357	476	595
63	61 + F	59	363	484	605
64	62 + F	60	369	492	615

\* Gold and Silver Medals only. All contests thereafter – all Medals issued. It will be necessary to add a minimum of 20% to the time allocation for the system. All competitors will have at least 2 contests to prove their ability.

TIME CALCULATIONS FOR A STRAIGHT KNOCKOUT (GOLD AND SILVER MEDALS ONLY)

No. of Competitors On Knockout Sheet	Number of Fights (Excluding Finals)	MAXIMUM TOTAL TIME (Excluding Finals) For fights of		
		3 Minutes	4 Minutes	5 Minutes
1 or 2 or 3	NO CONTEST	NO CONTEST	NO CONTEST	NO CONTEST
4	2	6	8	10
5	3	9	12	15
6	4	12	16	20
7	5	15	20	25
8	6	18	24	30
9	7	21	28	35
10	8	24	32	40
11	9	27	36	45
12	10	30	40	50
13	11	33	44	55
14	12	36	48	60
15	13	39	52	65
16	14	42	56	70
17	15	45	60	75
18	16	48	64	80
19	17	51	68	85
20	18	54	72	90
21	19	57	76	95
22	20	60	80	100
23	21	63	84	105
24	22	66	88	110
25	23	69	92	115
26	24	72	96	120
27	25	75	100	125
28	26	78	104	130
29	27	81	108	135
30	28	84	112	140
31	29	87	116	145
32	30	90	120	150

TIME CALCULATIONS FOR A KNOCKOUT AND SIMPLE REPECHAGE

No. of Competitors On Knockout Sheer	Number of Fights (Excluding Finals)	MAXIMUM TOTAL TIME (Excluding Finals) For fights of		
		3 Minutes	4 Minutes	5 Minutes
1 or 2 or 3	NO CONTEST	NO CONTEST	NO CONTEST	NO CONTEST
4	Pool of 4 = 6	18*	24*	30*
5	Pool of 5 = 10	30*	40*	50*
6	Pool of 6 = 15	45	60	75
7	2 Pools 1x4,1x3 =9	27	36	45
8	8	24	32	40
9	9 to 10	30	40	50
10	10 to 12	36	48	60
11	11 to 13	39	52	65
12	12 to 14	52	56	70
13	13 to 15	45	60	75
14	14 to 16	48	64	80
15	15 to 17	61	68	85
16	18	64	72	90
17	19 to 20	60	80	100
18	20 to 22	66	88	110
19	21 to 23	69	92	115
20	22 to 24	72	96	120
21	23 to 25	75	100	125
22	24 to 26	78	104	130
23	25 to 27	81	108	135
24	26 to 28	84	112	140
25	27 to 29	87	116	145
26	28 to 30	90	120	150
27	29 to 31	93	124	155
28	30 to 32	96	128	160
29	31 to 33	99	132	165
30	32 to 34	102	136	170
31	33 to 35	105	140	175
32	36	108	144	180

**Time Calculations for the Knockout and Double Repechage System (EJU & IJF)**

It will be necessary to add a Minimum of 20% to the Time Allocation for the system.

Number of Competitors	Maximum Number of Contests		Times at 3 Minutes (for both Rounds)	Times at 4 Minutes (for both Rounds)	Times at 5 Minutes (for both Rounds)	Number of Competitors	Maximum Number of Contests		Times at 3 Minutes (for both Rounds)	Times at 4 Minutes (for both Rounds)	Times at 5 Minutes (for both Rounds)
	Round 1	Round 2					Round 1	Round 2			
8	7	4	33	44	55	36	35	16	153	204	255
9	8	4	36	48	60	37	36	16	156	208	260
10	9	4	39	52	65	38	37	16	159	212	265
11	10	4	42	56	70	39	38	16	162	216	270
12	11	4	45	60	75	40	39	16	165	220	275
13	12	5	51	68	85	41	40	16	168	224	280
14	13	6	57	76	95	42	41	16	171	228	285
15	14	7	63	84	105	43	42	16	174	232	290
16	15	8	69	92	115	44	43	16	177	236	295
17	16	12	84	112	140	45	44	16	180	240	300
18	17	12	87	116	145	46	45	16	183	244	305
19	18	12	90	120	150	47	46	16	186	248	310
20	19	12	93	124	155	48	47	16	189	252	315
21	20	12	96	128	160	49	48	16	192	256	320
22	21	12	99	132	165	50	49	16	195	260	325
23	22	12	102	136	170	51	50	16	198	264	330
24	23	12	105	140	175	52	51	16	201	268	335
25	24	12	108	144	180	53	52	16	204	272	340
26	25	12	111	148	185	54	53	16	207	276	345
27	26	12	114	152	190	55	54	16	210	280	350
28	27	12	117	156	195	56	55	16	213	284	355
29	28	12	120	160	200	57	56	16	216	288	360
30	29	12	123	164	205	58	57	16	219	292	365
31	30	12	126	168	210	59	58	16	222	296	370
32	31	12	129	172	215	60	59	16	225	300	375
33	32	16	144	192	240	61	60	16	228	304	380
34	33	16	147	196	245	62	61	16	231	308	385
35	34	16	150	200	250	63	62	16	234	312	390
						64	63	16	237	316	395

## AN EXAMPLE OF A TIME GRAPH

	10am	11am	12(Noon)	1pm	2pm	3pm	4pm	5pm
MAT 1	Under 60 Kg POOLS	Under 60 Kg KNOCKOUT + REPECHAGE					FINALS	
Mat 2	Under 66 Kg POOLS 1 to 8	Under 73 Kg POOLS 9 to 16	Under 66 Kg KNOCKOUT + REPECHAGE					
MAT 3	Under 66 Kg POOLS 9 to 15	Under 73 Kg POOLS 1 to 8	Under 73 Kg KNOCKOUT + REPECHAGE					
MAT 4	Under 81 Kg POOLS	Under 81kg KNOCKOUT + REPECHAGE						
MAT 5	Under 90 Kg POOLS	Under 100 kg POOL	Under 90 kg K.O.	Over 100 kg POOL				

Plan your TIME GRAPH from your entries using the Pool calculations on the previous page. Plot them on the Graph and enter the actual times of the events as they happen under planned times. Make a check every 30 Minutes. Always have your calculations checked throughout the competition. A TIME GRAPH SIMILAR TO THE ABOVE SHOULD ALSO BE USED WHEN USING A KNOCKOUT SYSTEM OF ELIMINATION

Note: when there are a large number of competitors in a Weight Category, it is often convenient to split the Pools up and run them on 2 Mats (Under 66kilos and Under 73kilos in this Time Graph). If this is not done it may involve a competitor waiting around for several hours before he is called for a contest. (This might happen to a competitor at Under 81kilos in this Time Graph). For Pools try to break the TIME GRAPH down into blocks of 2 to 3 hours.

Round _____					
Event _____					
Player(s) from each pool to next round      Category _____					
Pool 1	Pool 2	Pool 3	Pool 4	Pool 5	Pool 6
Pool 7	Pool 8	Pool 9	Pool 10	Pool 11	Pool 12

Pool Sheet

Competitor	1		2		3		4		5		DURATION OF CONTEST	
Grade												
Club/Area												
Pool of 3. 4. 5.	Red	White	Red	White	Red	White	Red	White	Red	White	Mins	Secs
<b>Contest No.</b>												
1.												
1. 1. 2.												
2. 3.												
4.												
2. 3. 5.												
4. 6.												
7.												
5. 8.												
3. 6. 9.												
10.												
Total Points												
Total Wins												
Place												
Promotion Points	B/F	This Pool	B/F	This Pool	B/F	This Pool	B/F	This Pool	B/F	This Pool		
	Total to C/F		Total to C/F		Total to C/F		Total to C/F		Total to C/F			

Team Sheet:

BLUE TEAM						WHITE TEAM					
Weight	Grade	Name	Legend	Points Value	Duration of Contest		Points Value	Legend	Name	Grade	Weight
					Mins	Secs					
<b>TOTAL WINS</b>								<b>TOTAL WINS</b>			
<b>TOTAL POINT</b>								<b>TOTAL POINT</b>			
<b>WINNING TEAM</b>											

Knockout Table (For up to 32 competitors)

G	Name	R	D	R	R
1					
17				D	
9					
25				R	
5					
21				D	
13					
29					
3					
19				D	
11					
27					
7					
23				D	
15					
31					
2					
18				D	
10					
26					
6					
22				D	
14					
30					
4					
20				D	
12					
28					
8					
24				D	
16					
32					

DATE.....  
 EVENT.....  
 VENUE.....  
 Category .....

Contest Duration.....mins





Knockout Table (for up to 16 competitors)

Knockout with Double Repechage (for 9 to 16 Players)

Date.....

Event.....

Venue.....

Category.....Kgs

**SECTION A**

1	G		R	
9				

5				Winner Section A
---	--	--	--	------------------

13				
				Finalist

**SECTION B**

3				
11				

7				Winner Section B
---	--	--	--	------------------

15				
				Winner

**SECTION C**

2	G			
10				

6				Winner Section C
---	--	--	--	------------------

14				
				Finalist

**SECTION D**

4				
12				

8				Winner Section D
---	--	--	--	------------------

16				
----	--	--	--	--

REPECHAGE TABLE (for 9 to 16 Players)

**SECTION A**

Category.....kilograms

A1				
A2				

**SECTION B**

B1				
B2				

C/D 3

**SECTION C**

C1				
C2				

**SECTION D**

D1				
D2				

A/B 3

Date.....

Event.....

Venue.....

Bronze Medallist

Bronze Medallist





Example of the RESULTS TABLE :

DATE: \_\_\_\_\_ EVENT: \_\_\_\_\_ VENUE: \_\_\_\_\_

TOTAL ENTRIES: \_\_\_\_\_ COMPILED BY: \_\_\_\_\_

<b>Entry</b> _____ _____ _____ <b>Total</b> _____	CATEGORY - Kg 1. 2. 3. 3.	<b>Entry</b> _____ _____ _____ <b>Total</b> _____	CATEGORY - Kg 1. 2. 3. 3.
<b>Entry</b> _____ _____ _____ <b>Total</b> _____	CATEGORY - Kg 1. 2. 3. 3.	<b>Entry</b> _____ _____ _____ <b>Total</b> _____	CATEGORY - Kg 1. 2. 3. 3.
<b>Entry</b> _____ _____ _____ <b>Total</b> _____	CATEGORY - Kg 1. 2. 3. 3.	<b>Entry</b> _____ _____ _____ <b>Total</b> _____	CATEGORY - Kg 1. 2. 3. 3.
<b>Entry</b> _____ _____ _____ <b>Total</b> _____	CATEGORY - Kg 1. 2. 3. 3.	<b>Entry</b> _____ _____ _____ <b>Total</b> _____	CATEGORY - Kg 1. 2. 3. 3.
<b>Entry</b> _____ _____ _____ <b>Total</b> _____	CATEGORY - Kg 1. 2. 3. 3.	<b>Entry</b> _____ _____ _____ <b>Total</b> _____	CATEGORY - Kg 1. 2. 3. 3.