



POINT/LEVEL EVENT

STANDARD OPERATING PROCEDURE (SOP)

OVERVIEW

The following document is meant to outline USA Judo's Level Event policies and procedures for both junior and senior events. There are several key components that must be adhered to for Point Event consideration. These components are: weigh-in, seeding, pairing, elimination system and correct result reporting. These components are addressed in this document.

BID PROCESS

All bids will be considered and reviewed with their recommendation forwarded to the High Performance Committee for final approval. Bids must be submitted by September 1 of the year prior to the year for which you are requesting that your event receive USA Judo Point/Level Status.

To apply for consideration with USA Judo, the following must be submitted to Corinne Shigemoto:

1. Completed application form (included)
2. Signed acknowledgement page (last page of SOP).
3. Outline of complete bid package to USA Judo

Note: All dues and fee's (membership, sanction, registration, etc.) must be current.

BID (EVENT) AWARD

Awards will be based on the total bid package presented to USA Judo and the value the bid brings to USA Judo and its membership. Notification of award will be made by September 20 of the year prior to the year for which you are requesting that your event receive USA Judo Level Status.

FEES

All events, junior or senior, awarded point status will be required to pay a fee of \$450.00 per event/per year. This fee must be paid at the time of sanction request.

MONITORING OF EVENT

An official observer (Monitor) will be assigned by USA Judo, who shall oversee the objectivity of the following:

- 1) pairings/draw/elimination
- 2) weigh-in
- 3) results reporting
- 4) overall conduct of the contest.

While it is important that all aspects of the Tournament Criteria be met at each event during every year, USA Judo is always open to new ideas and will work with the tournament director in areas where flexibility can be taken where there is no direct impact to the athletes.

If the monitor of the event determines that any of these areas have been breached, they will notify the COO immediately by phone, followed by a full report to be submitted to the COO and High Performance Committee within five working days from the completion of competition, for review. If the COO and High Performance

Committee determine that the event was non-compliant, the event may be placed on probation for the next year with full resolution of the non-compliant issue the following year.

Notification will be made to the Tournament Director within 10 days. For any other infractions, the Monitor will note it in his or her Monitor Evaluation form to be reviewed. The Tournament Director will be notified to discuss and resolve the issue.

The monitor shall be compensated as follows:

Transportation:	fuel, if driving or economy air fare
Lodging:	(2) nights lodging (at hotel headquarters if one is used)
Per Diem/meals	(2) days at \$45.00 per day or 3 meals per day for 2 days if food is provided
Rental car:	compact rental car fees if transportation is not provided by event director

Note: All expenses outlined above will be covered by the specific event/event director. Receipts must be provided to the event director for reimbursement.

By taking receipt of this packet, it is understood that the Tournament Director and organizers agree to these conditions. It is also understood that this packet provides minimal expectations for the administration of an event and that all protocols and procedures, as outlined in this packet, are the expected procedure or system to be followed with **no exceptions** (This packet is sent to both Tournament Director & Monitor). A copy of the Monitor Check List is attached.

EVENT PROCEDURES

These events are extremely important to our athletes and it is possible that the points won could be the deciding factor in an athlete being selected to an international team or receive funding from USA Judo. Therefore, the tournament must be conducted strictly in accordance with the rules and procedures described in this document to avoid any possibility of an athlete protest. The competition shall be conducted according to IJF rules. No deviations are allowed, including deviations from the announced elimination system

1. Athletes wishing to earn points and be ranked on the National Roster must be current USA Judo members when registering for the event. It is the tournament director's responsibility to check verification of USA Judo membership and note it on the Report Form. Failure to do so may result in loss of event level status.
2. The match times must be in accordance with IJF rules.
3. IJF contest rules shall be used, including "Golden Score" overtime and mat specifications/safety area.
4. The athlete must compete in their age appropriate category unless a waiver is issued by USA Judo.
5. USA Judo will permit any Junior age athlete, including all categories from Bantam through Juvenile A, who is in the last six months of his or her eligibility, leading up to December 31 of that year, to compete in a given age bracket, to CHOOSE to enter USA Judo Elite Athlete Roster point events in the next age bracket. That athlete will NOT be able to compete in his or her "old" age bracket and the "new" one at the same event. Instead, he or she will need to choose ONE age bracket for each point event in the second half of each applicable year. The athlete who chooses to compete in the older category may begin to accumulate points in the new category beginning July 1 of each year, BUT he or she will not be able to use those points in the new division until January 1 of the year that actually ages them into the new division

6. Weight categories must conform to International Judo Federation (IJF) / Pan American Judo Confederation (PJC) standards. These weight categories are:

Senior categories:

Men: 55kg, 60kg, 66kg, 73kg, 81kg, 90kg, 100kg and +100kg and Open

Women: 44kg, 48kg, 52kg, 57kg, 63kg, 70kg, 78kg and +78kg and Open

Junior categories:

BANTAM 1: Female & Male: 19, 23, 28, +28 kg	INTERMEDIATE 2: Female AND Male: 28, 31, 34, 38, 42, 47, 52, +52 kg
BANTAM 2: Female & Male: 21, 25, 30, +30 kg	JUVENILE A: Female AND Male: 36, 40, 44, 48, 53, 58, 64, +64 kg
BANTAM 3: Female & Male: 23, 27, 31, 35, +35 kg	JUVENILE B: Female: 40, 44, 48, 52, 57, 63, 70, +70 kg Male: 50, 55, 60, 66, 73, 81, 90, +90 kg
INTERMEDIATE 1: Female & Male: 26, 30, 34, 38, 43, +43 kg	IJF-Junior): Female: 44, 48, 52, 57, 63, 70, 78, +78 kg, open Male: 55, 60, 66, 73, 81, 90, 100, +100 kg, open

Weigh-In protocol must be strictly followed. USA Judo's weigh-in protocol is attached.

7. Competitors may compete in only one weight division. Athletes, who choose to compete in the Open weight division, may compete in this division in addition to the division for their specific weight. In addition, players must compete in the weight category that conforms to their measured weight at weigh-in. Example: a player competing in the 81kg category must weigh more than 73kg and less than or equal to 81kg.
- i. Exception-Seniors Only: The male 55kg and female 44kg categories are PJC weight categories and are not contested in Senior World Championships or the Olympic Games. Some athletes whose weight would normally place them these lowest categories may be trying to make World or Olympic team. Such athletes may elect to compete in the next higher "Olympic" weight category (60kg for men, 48kg for women).
 - ii. Exception- Juvenile B and age waiver Juvenile Athletes may also enter the IJF category

Weight categories must not be split or combined. If a category is split or combined, points/classification will not apply to those categories. If a category has only one contestant, then that contestant should be listed as the uncontested winner of that category on the official results.

8. Seeding, Draw and Elimination Systems:

E and D Level Event Seeding: For Senior Elite point categories, the top four nationally ranked senior athletes will be seeded if they compete in the weight division in which they are ranked. #1 and #4 shall be placed on one side of the bracket; #2 and #3 shall be placed on the other side. The seeding order shall be in the order of the byes, i.e., if there is 1 bye, #1 shall get it; if there are 2 byes, #'s 1 and 2 shall get them, etc. If any of the top 4 nationally ranked athletes are not in attendance, athletes ranked #5 and below SHALL NOT be seeded, i.e., "moved up" to the next higher seed position. Example: if #2 is not present, then #3 shall be seeded as #2 and #4 shall be seeded as #3. Athletes ranked #5 and below SHALL NOT be seeded, i.e. "moved up" to the next higher seed position.

The draw shall be done at random, with the exception of seeded athletes, using computer software approved by USA Judo. Allowable restrictions are that players from the same club, state, or country may be separated in opposite pools or quadrants. The restrictions to be used should be specified in the entry package. For example, “players from the same club will be separated as far apart as possible in the bracket.”

Elimination Systems:

1. Round Robin (for divisions having 5 or less competitors)
2. Double Repechage
3. True Double Elimination
4. Modified Double Elimination

9. Signage with USA Judo approved logo will be displayed prominently during the event. A minimum of 2 each 3' x 6' banners will be hung during the event. The assigned monitor of this event will work with the event staff to designate locations of hanging. Banners costs are to be incurred by event.

REPORTING

Within 48 hours of the conclusion of the event, the organizers must provide the following materials to the COO (electronically, via email, is preferred), or to the assigned Monitor:

- a. A listing of the results giving 1st, 2nd and 3rd place winners, including any divisions that may have been uncontested.
- b. A list of athletes who choose to compete in the next age group per #5 above under Event Procedures.
- c. A copy of the completed pool sheets. These can be faxed, or scanned into PDF files and sent electronically by email.

The reporting form (attached) must be submitted to the individuals listed above within 48 hours of the conclusion of the event.

EVENT ENTRY FORM

The entry form for each event must include the following information:

- Divisions being contested
- Elimination method
- Weigh-In times
- Seeding procedures
- USA Judo logo
- “Please note that in order to be placed on the USA Judo Elite Point Roster, athletes must be a member in good standing of USA Judo”

Entry packets must be submitted to the National Office a minimum of 45 days prior to the event. Packets should be sent electronically to Corinne.Shigemoto@usajudo.us as a Word document or PDF file.

D-LEVEL TOURNAMENT CRITERIA

- Adhere to IJF rules with any deviations approved by USA Judo prior to their implementation.
- Accurate Reporting of athlete USA Judo membership.
- Adherence to reporting timelines.
- The venue must be approved by USA Judo and provide adequate space for competition, safety zones, warm up areas, medical areas, dressing areas, and seating.
- There shall be at least one national N-1 Referee per mat. There must be facilities made available for Regional Referee testing.
- Must satisfy the regional need for an D-Level event as required by USA Judo
- The competition must provide equal opportunity to male and female competitors. The competition must be a D-Level quality event for both male and female athletes.
- Will utilize USA Judo athlete seeding procedures as provided by USA Judo for athletes ranked in the top four, on the USA Judo Senior Elite National Roster. Electronic, computer draw/pooling must be used.
- The athlete pairing (draws) will be open for all coaches to observe.
- The event must be sanctioned by USA Judo.
- Event award fee to be paid to USA Judo of \$450.00 (minimum) at time of sanction.
- Recognition of any USA Judo Board or Staff members in attendance during opening remarks.
- A monitor selected by the COO, will attend each event to ensure all procedures/criteria are met. Cost associated with monitor attending will be covered by the event.
- Accommodations must be provided for an adequate number of USA Judo referees who will be provided to the event at the recommendations of the Chair, USA Judo Referee Commission.
- USA Judo signage (banners) and logo (program, entry form, etc.) must be used.
- USA Judo will make available the internet time and space to broadcast the finals/medal matches of the event. The event organizers must provide USA Judo with the video of the finals/medal rounds. This will be done on a time delay basis unless the organizers would like to do a live Webcast at which time they would have to supply a broadband line and commentators. The live Webcast would be at no additional cost to USA Judo. For tape delay broadcast, the video must be received by the National Office no later than ten (10) days after completion of the event

SENIOR E LEVEL AND ALL JUNIOR TOURNAMENT CRITERIA

- Adhere to IJF rules with any deviations approved by USA Judo prior to their implementation.
- Accurate reporting of athlete USA Judo membership.
- Adherence to reporting timelines.
- The venue must be approved by USA Judo and provide adequate space for competition, safety zones, warm-up areas, medical areas, dressing areas and seating
- The competition must provide equal opportunity to male and female competitors. The competition must be a Point/E-Level quality event for both male and female athletes.
- Will utilize USA Judo athlete seeding procedures as provided by USA Judo for the top four athletes in each division on the USA Judo Senior Elite National Roster.
- The athlete pairing (draws) will be open for all coaches to observe and will utilize computerized drawing.
- There shall be at least one national N-1 Referee per mat. There must be facilities made available for Regional Referee testing.
- Must satisfy the regional need for an E-Level event as required by USA Judo.
- Protocols for weigh-in, pairing, seeding, elimination systems and results reporting must be followed.
- A monitor selected by the COO, will attend each event to ensure all procedures/criteria are met. Cost associated with monitor attending event will be covered in full by the event.
- The event must be sanctioned by USA Judo.
- Award event fee to be paid to USA Judo of \$450.00 (minimum) at time of sanction.
- USA Judo signage (banners) and logo (program, entry form, etc.) must be used.
- USA Judo signage (banners) will be purchased by event for use during all event activities.
- Recognition of any USA Judo Board or Staff members in attendance during opening remarks.
- USA Judo will make available the internet time and space to broadcast the finals/medal matches of the event. The event organizers must provide USA Judo with the video of the finals/medal rounds. This will be done on a time delay basis unless the organizers would like to do a live Webcast at which time they would have to supply a broadband line and commentators. The live Webcast would be at no additional cost to USA Judo. For tape delay broadcast, the video must be received by the National Office no later than ten (10) days after completion of the event

MONITOR REPORT

EVENT NAME: _____ **DATE:** _____

EVENT DIRECTOR: _____

1. Were weigh-in procedures followed according to protocol? Yes ___ No ___

If not: Explain:

2. Were official test scales available 24 hours before the start of competition? Yes ___ No ___

3. Were scales of a professional/commercial type? Yes ___ No ___

4. Was the seeding correctly done? Yes ___ No ___

If not, explain:

5. Was the draw executed correctly: Yes ___ No ___

If not, explain:

6. What computer system was used? _____

Responsible person: _____

7. Was the elimination system one that is mandated in the SOP? Yes ___ No ___

What system was used: _____?

8. Were results prepared so they could be sent at the conclusion of the event? Yes ___ No ___

Who is responsible for reporting? _____

9. Was the event administered in a professional manner? Yes ___ No ___

If not, explain:

10. Was there adequate staffing of officials, specifically Technical Officials? Yes ___ No ___

Technical supervisor? _____ Chief Referee? _____

11. Was the referee CARE System utilized? Yes ___ No ___

12. Were the Technical Officials skilled in their area of responsibility? Yes ___ No ___

If not, explain:

13. Was the venue adequate? Yes ___ No ___

If not explain:

Monitor Signature: _____ **Date:** _____

Please attach additional pages if additional comments are required



WEIGH IN PROTOCOL

The athlete declares a weight category at check-in / registration and must “make” that weight at the official weigh-in. The athlete must weigh within the weight range of the category or is not allowed to compete in the category, or any other category except the Open category, if there is one. Example: for the men’s 60kg category, the athlete must weigh more than 60kg which is the upper limit of the next lower weight category and up to and including 66kg. Any athlete who weighs 60kg or less, or more than 66kg is considered to have failed to make weight.

Weigh-ins are conducted on the evening prior to the day the athletes competes during a one-hour period.

Weigh-in Record Sheets:

Weigh in sheets should contain the athlete’s name, actual weight during official weigh in period, signature and recorders signature.

Official Scales, Test Scales and Availability:

The official scale must be professional/commercial type and calibrated to insure accuracy (no bathroom scales allowed).

Test scales for the purpose of checking weigh shall be available for 24 hours before the start of the official weigh-in. If these scales are different from the official scales, they must also be professionally calibrated so as to give the same result as the official scale. In any case, the lower weighing scale shall be used as the official scale. Unofficial scales shall be removed during the official weigh in period. During the official weigh-in, each athlete will have only one chance on the scale, as described below.

Measurement Precision: IJF rules require that weights will be recorded to the nearest 1/10 of a kilogram. If a scale displays the weight at a higher precision than 1/10 kilogram, the weight shall be rounded to the nearest 1/10 kilogram Example: 60.0 to 60.0499999...shall be recorded as 60.0; 60.06 to 60.0999999...shall be recorded as 60.1.

Weigh-in Procedures:

1. There shall be separate rooms for men and women. All weigh-in officials shall be of the same gender as the athletes being weighed-in.
2. There shall be a minimum of two weigh-in officials, designated by the Tournament Director, in each weigh-in room throughout the official weigh-in period. It is recommended that at least one of these officials be a National Referee.
3. Notice of the official weigh-in schedule and protocol shall be posted inside the official weigh-in rooms.
4. Weigh-in officials are responsible for verification of athlete’s identity as required when athletes report for official weigh-in. Athletes who fail to provide appropriate identification during the official weigh-in period will be weighed-in; the name of the athlete in question shall be underlined on the record sheet. Should the athlete fail to return with proper identification during the official weigh-in period, the athlete’s name is to be printed on the record sheet under a heading ID NOT VERIFIED. Acceptable forms of identification are a government issued ID.
5. Athletes must remove all clothing when officially weighing in.
6. The athlete’s measured weight, rounded to the nearest 1/10 kilogram, shall be recorded by a weigh-in official on the record sheet. Each athlete is required to initial by the weight recorded to indicate acceptance of the recorded weight.
7. An athlete who fails to weigh within the parameters of the weight division in which they are enrolled will have next to their name printed “FAILED TO MAKE WEIGHT”. The athlete must sign the record sheet.
8. Athletes failing to attend or report to the official weigh-in and/or failing to step on the scale within the parameters of the official weigh-in time shall have their names circled on the record sheet, and noted “FAILED TO REPORT”.
9. At the close of the official weigh-in period, all weigh-in officials must sign each record sheet for that weigh-in room. The chief weigh-in official is responsible for returning the sheets to the Tournament Director.
10. It is the responsibility of the weigh-in officials to provide a technically accurate record of the events occurring within their jurisdiction. It is never the duty, responsibility, or within the authority of the weigh-in officials to determine the eligibility of an athlete to compete in the event.



Report of Level Point Tournament Results

(Event Name and Date)

Weight	Name	Year of Birth	Won at least one match-Yes/No Uncontested?	US Citizen	USA Judo Member Number
MALE					
55kg					
1 st					
2 nd					
3 rd					
5 th					
5 th					
60kg					
1 st					
2 nd					
3 rd					
5 th					
5 th					
66kg					
1 st					
2 nd					
3 rd					
5 th					
5 th					
73kg					
1 st					
2 nd					
3 rd					
5 th					
5 th					
81kg					
1 st					
2 nd					
3 rd					
5 th					
5 th					
90kg					
1 st					
2 nd					
3 rd					
5 th					
5 th					

100 kg					
1 st					
2 nd					
3 rd					
5 th					
5 th					
+100kg					
1 st					
2 nd					
3 rd					
5 th					
5 th					
Open					
1 st					
2 nd					
3 rd					
5 th					
5 th					



Report of Level Point Tournament Results

(Event Name and Date)

Weight	Name	Year of Birth	Won at least ONE match-Yes or No Uncontested	US Citizen	USA Judo Membership #
FEMALE					
44kg					
1 st					
2 nd					
3 rd					
5 th					
5 th					
48kg					
1 st					
2 nd					
3 rd					
5 th					
5 th					
52kg					
1 st					
2 nd					
3 rd					
5 th					
5 th					
57kg					
1 st					
2 nd					
3 rd					
5 th					
5 th					
63kg					
1 st					
2 nd					
3 rd					
5 th					
5 th					
70kg					
1 st					
2 nd					
3 rd					
5 th					
5 th					

78kg					
1 st					
2 nd					
3 rd					
5 th					
5 th					
+78kg					
1 st					
2 nd					
3 rd					
5 th					
5 th					
Open					
1 st					
2 nd					
3 rd					
5 th					
5 th					



POINT AWARDS

Below are matrices outlining the point structure for USA Judo domestic point tournaments. The **ONLY** divisions in which points can be earned are the SENIOR divisions that include ranks THROUGH black belt. Junior-age athletes, who place according to the respective matrix below, will receive JUNIOR points, on both the IJF Junior and their age-appropriate rosters, **in addition** to senior points. For athlete classification, please refer to USA Judo's "Senior Classification and Point System" on the USA Judo Web site for a complete summary.

Restrictions: In order to receive points, players must be current members of USA Judo, citizens of the United States and must be eligible to represent the United States in World or Olympic competition. In addition, players must win at least one match to receive SENIOR points (the one win restriction does not apply for JUNIOR points).

E-Level

Senior	Points	Junior	Points
1 st place	1.0	1 st place	2.0
2 nd place	0.5	2 nd place	1.0
3 rd place	None	3 rd place	0.5
5 th place	None	5 th place	None

D-Level

Senior	Points	Junior	Points
1 st place	3.0	1 st place	9.0
2 nd place	2.0	2 nd place	6.0
3 rd place	1.0	3 rd place	3.0
5 th place	None	5 th place	None



LEVEL EVENT APPLICATION/BID FORM

Event Name: _____ Date of Application:: _____

Current Event Level: _____ Date of Events: _____

Tournament Director: _____

Phone: _____ Cell: _____ Email: _____

Headquarter Hotel: _____

Venue Name: _____

Sq. Ft. of Competition Area: _____ Seating Capacity: _____

No. of Mats: _____ Dimensions: Competition area: _____ Safety Area: _____ Perimeter: _____

What type of software will be used for electronic bracketing/draw: _____

Individual responsible for computerized bracketing/draw: _____

Number of Competitors by Year, if available:

Year	Jr. Boys	Jr. Girls	Sr. Men	Sr. Women	Total	% Intl.Athletes	% Elite Athletes

List Divisions to be contested as an attachment.

In the past years, who has served as?

Head Referee: _____

Technical Supervisor: _____

Responsible for Results Reporting: _____

Please include any background information/paperwork you would like to be used in consideration of this event.

Signature: _____ Date: _____

Send completed form to: USA Judo-Corinne Shigemoto 1 Olympic Plaza Colorado Springs, CO 80909



ACKNOWLEDGMENT

I, _____, have received, read, understand and agree to procedures and criteria as outlined in the USA Judo Standard Operating Procedure for Point/Level Events.

Print Name

Date

Signature

Phone/email address

Send to:

**Corinne Shigemoto
USA Judo
1 Olympic Plaza
Colorado Springs, CO 80909
Corinne.shigemoto@usajudo.us**