



# American Judo and Jujitsu Federation Contest Checklist

Step by Step Checklist and  
Documents for conducting an  
AJJF Contest

Written by John Pfund  
Revised September 2010



## Do you need to rent space for your contest?

- Notes for renting space

Date	Notes

- Sanctioning, Marketing and Promoting your contest:** In order to promote and receive registrations for your event, you will need to create a flyer and/or a registration form. This flyer is also required in order to receive an AJJF event sanction. The sanction is required for the event to be a qualifying mat activity for the purpose of black belt exams, and for the event to be listed on the AJJF calendar. On the flyer you must also state that all participants must be AJJF members.

As soon as you have created your flyer and registration form, immediately send these documents through email or postal mail to the Chair of the Insurance and Sanctions Committee ([sanctions@ajjf.org](mailto:sanctions@ajjf.org)). The AJJF sanction can be downloaded from the School Handbook on the AJJF website [www.ajjf.org/AJJF/handbook/forms/eventsanction.pdf](http://www.ajjf.org/AJJF/handbook/forms/eventsanction.pdf). After receiving confirmation of your sanction, you can proceed with additional marketing and promotion of your event.

- Design Marketing Flyer and registration form.
  - See attached combined marketing and registration flyer template.
  - State on the flyer that all participants must be AJJF members.
  - Save in PDF or Zip format for attaching to emails.
- Design Registration form if separate.
  - Save in PDF or Zip format for attaching to emails.
- Get AJJF waiver form found at <http://www.ajjf.org/AJJF/handbook/hbforms.php>

- Get AJJF Contest Score Sheets at:  
<http://www.ajjf.org/AJJF/handbook/hbforms.php>

- Complete your AJJF sanction form. This can be found on the AJJF Website under the Forms Table of Contents:

<http://www.ajjf.org/AJJF/handbook/hbForms.php>

- Send email to the current sanctions officer: [sanctions@ajjf.org](mailto:sanctions@ajjf.org)  
with
  - Sanctioning Form (you can send a scanned document)
  - Flyer
  - Registration Form
  - Is a statement indicating AJJF Membership required on your flyer and form?
- Date of sanction approval: \_\_\_\_\_
- Marketing and Promoting Your Contest:** Advertise your event to your own students and to the AJJF's general membership. Your event will be automatically added to the AJJF calendar once your sanction application is approved. It is also a good idea to send an email to the AJJF black belts and school head email lists. Write your email announcing your event, and include the flyer and registration form and score sheets as attachments. The attachments should be as small as possible (e.g. PDF or zip files), and send your email to: [blackbelts@lists.ajjf.org](mailto:blackbelts@lists.ajjf.org) and [schoolheads@lists.ajjf.org](mailto:schoolheads@lists.ajjf.org). Be sure to include a reminder in your email asking the recipients to announce your event to their students and friends. It's also possible to call or email members hosting local contests, clinics, and other events and ask them to announce your clinic.
  - Announce at your own school.
  - Send email to [blackbelts@list.ajjf.org](mailto:blackbelts@list.ajjf.org) with flyer, registration and score sheet attachment.
  - Send email to [schoolheads@lists.ajjf.org](mailto:schoolheads@lists.ajjf.org) with flyer, registration and score sheet attachment.
  - Promote on social networks. Blog, website, facebook, twitter and others.

Look on AJJF calendar at <http://www.ajjf.org/AJJF/calendar/events.php> and call or email the directors of upcoming events to announce your clinic.

- Notes on Marketing and Promoting.

Date	Notes

- The days leading up to the contest.**

- Order awards for contest:
- Notes of contest awards:

Date	Notes

- Receive entry forms and entry fees.
  - Record the entries in some format, i.e. quickbooks, excel, ect.
  - Send confirmation of entry if desired.
  - Record the entries in the AJJF Software program if you are using it.
  - Record receipts of money in some format, i.e. quickbooks, excel, ect.
    - A Special Tip: Purchase 3 part money receipts from an office supply store. Staple the cash received to one part of the money receipt so you know who paid you cash when you make the bank deposit.

- Make extra copies of all forms.
  - AJJF Waiver Participation forms: found at <http://www.ajjf.org/AJJF/handbook/hbForms.php>
  - Entry Registration Forms
  - AJJF Forms
  - Score Sheets
- Arrange for Tabulators—Make sure to have a backup.
- Clean Academy
  - Garbage
  - Bathrooms
- Get Supplies
  - Air Fresheners
  - Chairs
  - Fans and Extension cords if needed for hot conditions.
  - Clipboards-3 per mat
  - Pencils and pens-3 per mat
  - Stopwatches-1 per mat
  - Something for timer to indicate round is over (perhaps a tied obi)-1 per mat.
  - White boards if needed for showing scores. 3 per mat.
  - First Aid Kit
  - Blood Cleanup Kit (instructions for this can be found at: <http://www.ajjf.org/AJJF/handbook/hbClinicBlood.php>)
  - Bottled water
  - Receipts for money received.
  - Money envelope or box to keep money safe.
- Day of the Contest**
  - Decide if score sheets will be returned the day of contest or after contest.
  - Take pictures throughout the day for marketing of contest.
  - Greet instructors, officials and guests.
  - Decide if you are going to prepare or offer lunch for the officials.

- Organize area for registration.
- Take registrations.
  - Make sure Entry form is filled out completely.
  - Make sure Score Sheets are filled out.
  - Make sure AJJF event participation waiver is signed.
  - Make sure contestant is current AJJF member.
  - Make sure monies are received.
  - A Note on One Time AJJF Contest Registrations. A person that is only competing for one day does not need to complete an AJJF Application. They need only to sign the Event Participation Form and pay an additional \$5.00 (as of the time of this writing September 4, 2010). This form can be obtained from the AJJF.ORG website at: [www.ajjf.org/handbook/forms/eventparticipant.pdf](http://www.ajjf.org/handbook/forms/eventparticipant.pdf)**
- Have judges meeting
  - Go over any rule variances for the contest.
  - Handout Contest Rule Summary pages
    - This can be found at  
<http://www.ajjf.org/AJJF/handbook/hbForms.php>
  - Address questions on rules.
  - Assign positions for officials.
- Open contest
  - Line up, make announcements, and introduce officials and special guests.
  - Bathrooms
  - First Aid kit location and first aid manager.
  - Explain Rules to contestants if needed.

**Contest Operation**

- Announce divisions and/or write divisions on board or other presentation form.
- For Freestyle contests make sure that contestants know what techniques they are not able to perform in the contest.
- Have officials take places.
  - Kata contest- 3 judges per mat, caller.
  - Freestyle contest- 3 judges, referee, timer.
  - Sumo contest-referee.
- Call up division.
- Bow in division.
- Run division.
  - Have runner bring score sheets to judges.
  - Call up contestants.
  - Score.
  - Send score sheets back with runner to tabulator.
  - Tabulator tabulates scores.
  - After division is over bow out division.
- After children's division is over consider giving out awards so children can go home before adults.

**End of the Contest**

- Line up, make announcements, thank you's
- Return score sheets to school heads if you decide to go this route.
  - Give refunds to school heads for contestants that did not compete.

**Post Clinic**

- Complete Profit and Loss Statement, see appendix b
- Complete press release form to promote your academy to local newspapers, blogs, websites, Facebook, Twitter and other sites.
- Send contest results to event tracker. Email: [eventtracking@ajjf.org](mailto:eventtracking@ajjf.org)
- Send article to Kiai Echo with results. Email: [kiaiecho@ajjf.org](mailto:kiaiecho@ajjf.org)
- Send AJJF forms completed and money to AJJF Central Office.
- Send event participation waiver to central office.
- Return score sheets to school heads.
  - Send refunds to school heads for contestants that did not compete.

## **Form Section**

1. Sample Lunch Order Sheet
2. Sample Profit and Loss statement
3. Sample Contest Flyer
4. Sample Press Release
5. Waiver Participation Form and Score Sheets can be found at  
<http://www.ajjf.org/AJF/handbook/hbForms.php>

## Sample Lunch Order Form

NAME	ITEM

# Event Profit And Loss Statement

Event Name: \_\_\_\_\_

Revenue			
	Entry Fees		
	Late Entry Fees		
	Other Income		
	Gross Revenue From Event		
Expenses			
	Total Expenses		
Net Profit/Loss			

# AJF FREESTYLE CONTEST

Makoto Kai  
Woodland, CA  
(530) 662-5662

Saturday, August 28, 2010

**Time:** Juniors: Check In at 10:00 AM Seniors: Check In at Noon  
Competition at 11:00 AM Competition at 1:00 PM

**Fees:** \$15.00 per person (no entry fee for Dan ranks)

## AJF Membership Required

Bring your AJF card; current AJF membership is required for all participants. One time event memberships are available for \$5.00 at registration.

## Judging Forms

Bring 4 copies with you on the day of the contest, completed with your name and personal info.

## Pre-registration by Mail

Contest fees and a completed Participants' Release and Registration Form should be received by August 24, 2010. Make checks payable to *Makoto Kai*. Mail to *Makoto Kai 443 First St. Woodland, Ca 95695*

		Main St.
West St.	First St	A <i>MAKOTO "KAI</i>
	Cross St.	

NORTH TOI-5/Hwy113  
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### Directions to Makoto Kai

1-5 or Hwy 113 to Woodland Exit Main St. Go west on Main St. Left on First St. in downtown Woodland Turn left into parking lot at 443 First St.

## DIVISIONS

<b>Junior (Beginner, Intermediate, and Advanced)</b>	<b>Senior</b>	<b>Black Belt</b>
Pee-Wees - Up to Age 6	White	Shodan
Children-Ages 7-12	Blue	Nidan
Teens-Ages 13-15	Green	Sandan/up
	Brown	

Junior divisions may be further divided into Beginner, Intermediate, and Advanced if there are enough entrants. **Please specify Beginner, Intermediate, or Advanced on the junior contestant's judging form.** At the host's discretion, the brown belt division may be further separated depending on the number of competitors. Conversely, the black belt divisions may be combined depending upon the number of entrants.

### CONTEST FORMAT

1. Each contestant will defend for 3 one-minute rounds with a different attacker for each round.
2. The third round in the Black Belt Divisions will include both attackers from the previous two rounds.
3. Types of attacks:

Pee-Wees and the Senior White Belt Division may be attacked by grabs (front and rear), front chokes and punches. No combination holds, kicks, throws or weapon attacks will be allowed. Takedowns will be allowed. Throws will be defined as when both of uke's feet leave the mat. They may defend with simulated punches, basic hand arts, takedowns and simple hold downs.

The Children Teen, and Blue Belt and Green Belt Divisions may be attacked with techniques above plus rear chokes and kicks. They may defend with all arts above plus kicks, throws, hold downs and basic chokes.

The Brown Belt Division may be attacked by grabs (front and rear), chokes (front and rear) punches, kicks and throws. Weapons are permitted if there is a separate 1<sup>st</sup> kyu division. Defenses include arts and variations from yawara, nage te, shime te, oku te and goshin jitsu.

The Black Belt Division may be attacked by grabs (front or rear), chokes (front or rear), punches, kicks, weapons, multiple attackers and combination holds. Defenses include techniques and variation from all lists up to and including Shinnin and Kiai No Maki.

4. Spontaneous attacks will be allowed in the Junior Beginner and Senior White divisions if all sensei present agree with the format.

Sensei may reference additional details on Freestyle Rules in the AJJF School Handbook. More Information Nerissa Freeman 916-331-4126 or e-mail: [freeman276@gmail.com](mailto:freeman276@gmail.com) Katie Stevens 530-400-6264 or email: [dkstevens@ucdavis.edu](mailto:dkstevens@ucdavis.edu)

Contact: Sensei John Pfund  
Elite Self-Defense Academy  
Phone 925-449-5715

2247 Second street  
Livermore, Ca 94550  
Phone 925-449-5715

Elite Self-Defense Academy

## Press Release

### ***Local Men, Women and Children Give Their All In Local Martial Arts Competition***

Woodland, Ca—August 28<sup>th</sup> 2010: On Saturday August 28<sup>th</sup>, 2010, Men, Women and Children competed in the American Judo and Jujitsu Federation's Regional Martial Arts Freestyle Contest. Everyone who participated gave their all and fun was had by all.

The results are as follows:

#### **Age 7-12 Beginning**

David Woodbridge-1<sup>st</sup> Place

#### **Age 7-12 Advanced**

Madison Perez-3<sup>rd</sup> Place

Sydney Fluker-4<sup>th</sup> Place

Jovan Perez, Carlos Moreno and Aadi Dutta-Honorable Mention

#### **Adult Yellow Belt**

Ricky Benneti-2<sup>nd</sup> Place

#### **Black Belt Division**

John Pfund and Tim Nibert-Honorable Mention



Elite Self-Defense, located at 2247 Second Street in Livermore, California offers valuable and exciting classes to men, women and children. Contact them at 925-449-5715 for more information on classes.