

Event Sanction Cover Letter

- I. Definition of Sanction
 - A. The AJJF reserves the right to Sanction, or deny Sanction of, events that carry the AJJF name
 - B. For the purpose of this section, "Sanction" is a written approval granted by the "AJJF Sanction Officer", if the officer is satisfied that the event meets the criteria.
 - C. Before applying for a Sanction, the host contacts the manager of their region to announce the event.
 1. The Regional Manager lists the event on the regional calendar and the AJJF Website.
(This step is required for mat events to be listed on the Black Belt Activity Form for exams.)
 2. The host applies for a Sanction from the AJJF Sanction Officer, National Manager of Regions.
- II. What Events require a Sanction?
 - A. Tournament
 - B. Contest
 - C. Demonstration, if not held at the address of the member school.
 - D. Seminars, Clinics, Camps
- III. For what events are sanctions NOT REQUIRED?
 - A. Regularly scheduled classes, of an on-going nature.
 - B. Another example is monthly or quarterly Black Belt Classes, "Regularly Scheduled".
- IV. Events that will *not* be approved for Sanction
 - A. Any contest, tournament or competition which includes:
 1. Judo randori
 2. Cash prizes
- V. What are the criteria to receive a Sanction?
 - A. A current AJJF Member School must host the event.
 - B. The Host Member School Sensei (School Head) must attend the event, or assign a Dan rank designee to attend.
 - C. All participants attending AJJF Events must hold current Individual AJJF Membership, annual or temporary.
 - D. Host sends in the completed, signed application.
 1. With application, the Host must send in the announcement used to advertised the event, that includes the statement, "AJJF Membership Required to Participate".
 - E. Appropriate first aid materials and personnel must be available during the activities.
 1. An example would be that someone might be designated as First Aid attendent, having appropriate training. At the very least, someone with current First Aid and CPR training.
 2. An example of what a First Aid kit might include, *but not be limited to*:
Ice, elastic wraps, bandages, tape, topicals
- VI. Sanction Officer
 - A. Appointed by the Chair of the Board of Managers, subject to approval by the Board of Professors.
 - B. Receive completed Sanction applications, review information and approve or not approve.
 - C. After signing the form, make 2 copies of the Sanction Form
 1. Mail one copy to Event Director or send electronically
 2. Keep original in a file at Sanction Officer's location
 3. If Certificate of Additional Insured is requested, submit to AJJF group insurance agent.
- VII. Form
 - A. The Event Sanction Application Form can be found <http://www.ajjf.org/handbook/forms.html>

VIII. Event Participant Tracking

- A. After the event, send a report of the participants to the Event Tracking Committee by e-mail or USPS.
Richard Howell
1252 DePaul Way
Livermore CA 94550
rhowell@yoshinjitsu.com
- B. Seminars or Special Black Belt classes - include the following
1. Name, content, instructor(s) of the class, number of hours
 2. Date, location and host
 3. Name, address, phone, e-mail of host
 4. List of attendees - name & AJJF membership number
- C. Contests - kata, freestyle or demonstration
1. The Professor John Cahill Award for Outstanding Tournament Competitor of the Year will be presented at AJJF Annual Convention, so we need the following information:
 2. Location, date, and type of contest
 3. Host name
 4. Responsible Record Keeper name, address, phone, e-mail
(The person that supplies the information and can answer any questions about the roster.)
 5. For each participant we need:
Name, AJJF# or date of membership application
Rank, Role they played (contestant, judge, score keeper)
Division, Placement and Score if they competed
Special Awards

IX. Sample Attendance Certificate

- A. Available to you is a sample certificate you can use to give the participants at your event.
Just download and re-write to your needs.

It can be found on the "Forms" page of the AJJF website <http://www.ajjf.org/handbook/forms.html>
and is titled, "Event Certificate (sample)"

CONTACT

AJJF Board of Managers
AJJF Sanction Officer
AJJF Event Tracking Committee

EVENT SANCTION APPLICATION FORM

PLEASE TYPE, OR PRINT CLEARLY

Date of Application _____

Host School _____ School Head _____
(Must be a current AJJF Member School) (Or designated representative of current AJJF Dan rank)

Event Director _____ Address _____
number street city state zip

Director's Phone () E-mail _____ FAX () _____

Location of Event _____
number street city state zip

Date(s) of Event _____ to _____ Estimated number of participants _____

Type of Event: (Clinic, Seminar, Camp, Tournament, Demonstration) _____

Name of Event: _____ Participants: (Circle One) Adults Juniors Both

Host School Head, please read and sign the following declarations:

- I understand that all students and instructors attending AJJF Events must hold current Individual AJJF Membership, annual or temporary. I agree that all participants at this event will hold current AJJF Memberships.
- I understand that appropriate first aid materials and personnel must be available during the activities.
- I understand that a Sanction will NOT be granted for any contest, tournament or competition which includes:
 - Judo randori
 - Cash prizes"

Host School Head's Signature

Date

(OR designated representative of current AJJF Dan rank)

- I have viewed the Statute of Limitations guidelines for my state and will keep waivers for _____ years for this event. (For your state's guidelines go to FindLaw.com for the Public, at <http://injury.findlaw.com/personal-injury-law/personal-injury-law-limitation>)

Event Director:

- Send, with this form, a copy of the Announcement (such as a flyer). It must include a reference to: "AJJF membership is required to participate"
- Any change of Host must be approved by the AJJF Sanction Officer
- After the event, please forward the attendance information as described under "VIII.Event Participant Tracking" on the information pages, previous.
- If you need a Certificate of Additional Insured, fill out name and address of the person and/or business here.

Additional Insured Name _____ Phone () _____

Address _____
number street city state zip

- Send to:

Event Sanction Officer	Katie "Murph" Stevens
Katie "Murph" Stevens	(530) 756-8256 [message only]
Makoto Kai	sanctions@ajjf.org
443 First Street	
Woodland, CA 95695	

<p style="text-align: center;">OFFICE USE ONLY</p> <p>Sanction Received Date: _____</p> <p>"Sanction Approved" Date: _____</p> <p>Authorized Signature: _____</p>	<p style="text-align: center;">OFFICE USE ONLY</p> <p>"Sanction NOT Approved" Date: _____</p> <p>Authorized Signature : _____</p> <p>Explanation: _____</p>
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