



Tournament Handbook

11/19/13

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I. INTRODUCTION

The purpose of this handbook is to provide you, the Tournament Coordinator with the information and materials necessary for a well-run tournament within the AJA structure. Please read everything carefully and follow the directions given. You **MUST REQUEST & SUBMIT** a “Sanction request for Amateur Athletic Activity” Form (Copy at the end of this handbook) if this is to be an AJA sanctioned tournament! This all works smoothly assuming the directions are followed. If you have any questions or concerns, contact AJA National.

A. Materials To Duplicate:

Item	Number of Copies
XI. Sanction Request for Amateur Athletic Activity	3 per event
Freestyle Kata Competition - Rules For Participants. The rules include the “General Mat Rules”, Uniform Requirements, “Protests” and “Divisions Standards”. Each Competitor should have a copy and understand it. At least one copy per competitor, judge, instructor and other officials, plus extras. <i>These should be sent out at least five weeks before the tournament.</i>	Enough for each competitor, judge, instructor and officials.
IV. Ju-Jitsu Freestyle Kata Tournament Criteria For Scoring Form	Enough for each judge, instructor, officials, plus 4 per competitor plus extras
V. Scoring Procedure: Freestyle Kata	Enough for each judge, instructor, and other officials
VII. Standards For Mat referees	Enough for all, judges and referees
VIII. Kata Tournament Judge & Referee Certification Examination	Enough For Certification
XI. Tournament Register	1 per division
XI. Ju-Jitsu Event Participant Agreement and Authorization to Consent to Treatment of Minor forms. You MUST have one of these <u>at the tournament location</u> for every participant. Although a release will not save you from the responsibility caused by your negligence, it might be used to establish contributory negligence [the participant [adult] knew they or their child might be injured, but assumed the risk anyway]. Check with an attorney for proper legal advice. You would be negligent if you didn't have a form on file for every participant. You may also need to change some of the wording in the “Authorization To Treatment Of A Minor” to conform to your local (State) statues.	One required for each participant.

B. Additional Required Materials:

1. It is strongly recommended that there be 3-4 sets of scorecards to display each judge's score. Each card should be at least 7” x 11” and they should be numbered as follows:
 - One set of cards with one of the following numbers on each card: 0-5-6-7-8-9
 - One set of cards with each of the following numbers on TWO cards: 1-2-3-4
2. This setup will give you a set of cards that can read anywhere from 0-48 points.
3. Also include one card in each set with the letter “D” on it.

II. PLANNING A TOURNAMENT

In This Chapter:

- A. SIX Months Before Tournament.
- B. THREE Months Before Tournament.
- C. TWO Months Before Tournament.
- D. SIX WEEKS Before Tournament.
- E. FOUR WEEKS Before Tournament.
- F. TWO WEEKS Before Tournament.
- G. ONE WEEK Before Tournament.
- H. TOURNAMENT DAY.
- I. AFTER TOURNAMENT.

A well run tournament requires a great deal of ADVANCE planning. It requires that you take the offensive in getting things done. If you don't take the offensive, everything will pile up on you and the tournament will be a real disappointment. Try to get 2-3 reliable people to help you. Remember, as a tournament coordinator your PRIME responsibility is to see that the tournament is successful.

A suggested timetable for keeping ahead of the game is summarized below. The idea is to keep the steps paced out so you don't have to do too many things at once. Good assistants are really important to maintaining your sanity.

II.A. SIX Months Before Tournament:

1. Set up tournament date and location. Check with dojo(s) and instructors before making final decisions.
2. Make 3 copies of the "Sanction request for Amateur Athletic Activity" form, fill them out and send them to your regional director for approval. He will return one copy to you and send one copy to AJA National Tournament Coordinator.

II.B. THREE Months Before Tournament:

1. Inform instructors and dojos of tournament date and location.
2. Secure facility; check on seating, P.A. facilities, dressing room facilities, etc.
3. Contact potential guests and judges by letter. Call them by phone one week later.

II.C. TWO Months Before Tournament:

1. Confirm tournament location and time.
2. Confirm guests, judges, demonstrations, etc.
3. Meet with instructors to go over final plans.
4. Inform instructors that the following will be needed at least two weeks before the tournament:
 - a. Tournament entry forms (use "Ju-Jitsu Event Participant Agreement and Authorization to Consent to Treatment of Minor" as the entry form) and appropriate fees for students who are preregistering.
5. Contact local TV stations on AJA letterhead (or dojo letterhead) informing them of newsworthiness of the tournament to the local community and request coverage. Give them someone to contact for information, if it isn't you.

II.D. SIX WEEKS Before Tournament:

1. Send all rules and entry forms (see C.4.c above) to member dojo.
2. Set a registration deadline of two weeks prior to the tournament. Entry forms and other materials (see C.4. above) must be received by that time.
3. Send copies of Standards for Mat Referees out to dojos and request that instructors go over them with Brown Belts so Brown Belts can referee effectively at the tournament.

II.E. FOUR WEEKS Before Tournament:

1. Call instructors (by phone) reminding them of items you need two weeks before tournament (see C.4.above).
2. Make sure all tournament materials are ok and available.
3. Get an estimate of the number of entrants from instructors.
4. Set up another meeting for 1-2 weeks before tournament if absolutely necessary.
5. Mail out press releases to various news media. One or two paragraphs on a postcard are usually best. A sample follows:
 - a. The American Ju Jitsu Association will be conducting its (name of tournament) at the (location including address and city) on (date) starting at (time). Admission is free (?). the tournament is sponsored by (name of sponsoring dojo). For additional information contact (contact person and phone number).
 - b. Additional information might include dojos participating, special demonstrations, etc. KEEP IT SIMPLE!
 - c. Most important: SIGN IT!!
6. Take care of any other details.

II.F. TWO WEEKS Before Tournament:

1. Set up divisions based on entry forms received by the registration deadline.
2. Order trophies giving the company at least 8-10 working days.
3. Call guests and judges to reconfirm their presence.
4. Set up tournament schedule.

II.G. ONE WEEK Before Tournament:

1. Things should be fairly clam.
2. Keep in touch with everyone to handle any last minute problems.
3. Make sure facility will be ready and that reliable people can handle responsibilities on the day of the tournament; e.g. set-up, clean-up, welcoming guests, etc. Your job should be to supervise the tournament – not do everything.
4. Make sure trophies will be ready and pick them up.

II.H. TOURNAMENT DAY:

1. Relax – you've done all you can.
2. Make sure things go smoothly but don't try to do everything.
3. Remain calm and have a smile on your face. Talk quietly. It will relax other people and make them smile too. The tournament is supposed to be fun.

II.I. AFTER TOURNAMENT:

1. Mail copies of the following to AJA National Tournament Coordinator.
 - a. Equalized Scoring Form.
 - b. Tournament Register.
2. Set up a post-tournament meeting for instructors and other interested parties to evaluate tournament and make necessary changes or suggestions for such.
3. Set next tournament date.
4. Write thank you letters to guests, judges and any adult volunteers. (Certificates of Appreciation are available from AJA National).

III. FREESTYLE KATA COMPETITION – RULES FOR PARTICIPATANTS

In this Chapter:

- A. GENERAL MAT RULES.
- B. COMPETITORS WITH INJURIES.
- C. UNIFORM REQUIREMENTS AND APPROPRIATE DIVISION PLACEMENT.
- D. DIVISION STANDARDS.
- E. PROTESTS.

The purpose of Freestyle Kata Competition is to have you demonstrate how well you can defend yourself from simulated street attacks. You will be attacked several times within a specified time period, without knowing how you will be attacked beforehand, and you will have to show effective self-defense techniques that illustrate your knowledge of Ju Jitsu. Your score will be based upon your TOTAL performance on the mat. See the “Criteria for Scoring” form for scoring details.

III.A. GENERAL MAT RULES: An observed violation will result in your disqualification!!

1. The first person called out is the DEFENDER. The second person called out is the ATTACKER. The defender is being scored – not the attacker.
2. The attacker may not resist any technique nor may the defender use excessive force in any manner. Attackers are to cooperate completely with the defender.
3. Techniques must demonstrated control over the attacker.
4. Nerve attacks must be made to neck ONLY if the finger, hand, elbows or arm is placed there first. Exception: Open-handed slap to the side of the neck but fingers must be apart.
5. You may demonstrate any hit, kick, strike or blow delivered with the hand, elbow, forearm, knee, kneecap or foot IN FORM ONLY. Light body contact may be made (if necessary) to any part of the body EXCEPT the face, neck or head. ANY HIT, STRIKE OR BLOW DELIVERED WITH FORCE TO ANY PART OF THE BODY WILL DISQUALIFY YOU!!! EXCEPTION: see open-handed slap in #4. This is the only exception to Rule #5.
6. You may not execute any technique to the face EXCEPT for PLACING a hand at or under the chin to execute a technique. There can be ABSOLUTELY NO CONTACT TO THE FACE for any technique.
7. You must grab at least (3) three fingers for any finger technique, not including the thumb.
8. You may not use teeth or fingernails or any type of martial arts weapon. If your attacker uses a weapon on you (knife, club or rope) you may use it on him if it is part of a technique as long as your technique DOES NOT VIOLATE any of the other rules stated herein.
9. It is not necessary to submit your attacker every time.
10. Submissions should not be executed to the point where there is a chance of injury.
11. You MUST STOP YOUR SUBMISSION IMMEDIATELY and release your hold when your attacker indicates submission or any official calls “BREAK!”
12. If your submission is executed in the form of a hit, kick, strike or blow, you should be close enough and your form should be such that if you did not “pull” the hit, kick, strike or blow, effective body contact would be made.
13. If an attacker is thrown or “taken down” to the mat for any reason he should remain on the mat until the defender has retreated into a ready position. This will minimize the chance of injuries if the defender chooses to use a hit, kick, strike or blow as a submission as indicated in #12 above.
14. You MUST IMMEDIATELY STOP any technique when any official calls “BREAK!” However, in cases where the defender is already being thrown [in the air] it may be safer to complete the throw, keeping hold of the defender and controlling his fall, thus helping him to land as safely as possible – rather than just letting go of him while he is in the air.
15. When an official calls “BREAK!” you are to go to the center of the mat and stand in a ready position. The mat referee will either resume the match or have you sit in a formal sitting position, facing each other, until the match is resumed. If it is the end of the match you will be bowed off the mat by the referee.
16. In certain competitions a few, very specific techniques may be prohibited for safety reasons. Prohibited techniques MUST BE ANNOUNCED at the pre-tournament meeting, at least 4 weeks prior to the tournament AND at the tournament itself prior to the competition. Known prohibited techniques at this point are:
 - a. Figure-4 arm bar with a sweeping winding body throw [ude guruma with harai makikomi]
 - b. Bringing the defender down backwards with a rear arm lock set so his elbow strikes the ground. [You must extend his arm out away from his body.]
 - c. Vascular neck restraint, a.k.a. Caratoid [figure-4] neck press a.k.a. “police” rear forearm choke

- d. Elbow strike/press to the sternum [as a submission move] once uke is down on the ground.
17. If you have been used as an attacker two or more times before you are called out as a DEFENDER, you may request a rest period of 5-10 minutes before you come out to be scored. You may waive this privilege.
18. Ties will be broken by a rematch or other means agreed on by officials within the freestyle format stated herein.
19. The decisions of the mat referee, judges, and tournament coordinator are FINAL. (See III.E.below)

III.B. COMPETITORS WITH INJURIES: Violation will result in disqualification!

1. Due to the risk of additional or increase injury a competitor who appears at a tournament with a physical injury that prevents him or her from participating fully will not be allowed to participate at all. If, because of a physical injury, he cannot be used as an attacker he also cannot be a defender.
2. If a competitor sustains a physical injury during the competition, the tournament coordinator may remove the competitor from further competition in order to prevent the possibility of further injury.
3. In either case (#1 or #2 above) the competitor will NOT be entitled to a refund of any fees.

III.C. UNIFORM REQUIREMENTS & DIVISION PLACEMENT: Violation will result in disqualification!

1. You must compete in the appropriate belt-rank division
2. If you are in the Beginner or Intermediate division AND won a first place in that particular belt-rank division in a prior tournament, you may NOT COMPETE in that same belt-rank division again. You will have to compete in the NEXT higher belt-rank division in this tournament.
3. You MUST wear a clean judo gi unless you ryu uses another type of gi. Your gi MUST be in good repair. Judo gi are strongly encouraged for ryu that don't normally wear a judo gi as karate gi tear quite easily.
4. Gi top must be white judo gi top. Sleeves may not be rolled up. Left front over right front.
5. Gi pants must be white judo gi pants or black straight-legged karate pants ONLY. Pants may not be flared, have pockets, be another color(s), or have patches on them. No Kung-fu or elastic bottom pants. Officials may wear a black hakama.
6. You should wear appropriate protective equipment, (e.g. supporter with cup, shin or forearm padding). All such equipment may be inspected at any time.
7. Belts should be tied properly.
8. A plain black or white t-shirt may be worn under the gi top.
9. You may NOT borrow another competitor's uniform or equipment to comply with the above rules.

III.D. DIVISION STANDARDS: Time limits and attacks (Actual divisions will be decided on by the tournament coordinator 2 weeks prior to the tournament).

1. Beginner Division: 8th, 7th, 6th kyu

- a. Time limit: 60 seconds.
- b. Allowed attacks: (1 attacker).
 - i. Single or double hits with right or left hand.
 - ii. Single or double lapel grabs with right or left hand.
 - iii. Single, double or cross-wrist grabs with one or two hands, front or rear.
 - iv. Handshakes.
 - v. Front or rear one or two handed chokes with right and/ or left hand.
 - vi. Rear forearm choke with right or left hand.
 - vii. Front, rear or side clothing grab with either or both hands.
 - viii. Front, side or rear bear-hug or waist grab.
 - ix. Kicks with right or left foot.
 - x. Hair grab with 1-2 hands from front, side or rear.
 - xi. Front, side, or rear shoulder grab with 1-2 hands.
 - xii. Headlock on left or right side.
 - xiii. Any other attacks not prohibited below.
- c. Prohibited attacks:
 - i. Weapon attacks: (knife, club, rope, etc.)
 - ii. Combination holds (two attacks at once, e.g. lapel grab and hit).
 - iii. Arm locks.
 - iv. Half or full nelsons from front or rear.
 - v. Attacks while defender is on the ground.

2. Intermediate Division: 5th, 4th kyu.

- a. Time Limit: 60 seconds.
- b. Allowed attacks (1 attacker).
 - i. All allowed attacks in the Beginner Division.
 - ii. Weapons: knife, club or rope attacks.
 - iii. Arm locks.
- c. Prohibited attacks:
 - i. Combination holds.
 - ii. Half or full nelsons from front or rear.
 - iii. Attacks while defender is on the ground.

3. Advanced Division: 3rd, 2nd, 1st kyu.

- a. Time limit: 60 seconds with one attacker, PLUS a second attacker joining in after 60 seconds for an additional 30 seconds – total time 90 seconds.
- b. Allowed attacks: (1-2 attackers)
 - i. Any attacks listed above.
 - ii. Defender may be attacked while on the ground.
- c. Prohibited attacks:
 - i. None.
- d. Required attacks:
 - i. 3 weapon and 3 combination attacks if possible.
 - ii. Two attackers should attack simultaneously or sequentially.

4. Black Belt Division:

- a. Specific details to be announced at pre-tournament meeting.
- b. Time limit: 60-90 seconds.
- c. Allowed attacks: all, including gun.
- d. Prohibited attacks: None.
- e. Number of attackers: 1-3 depending on scenario.
- f. Possible scenarios: All stress demonstrating Ju Jitsu as an art with the emphasis on control.
 - i. 1-2 attackers for 60-75 seconds.
 - ii. 3 different attackers, 30 seconds each, for a total match time of 90 seconds, with no breaks between attackers.
 - iii. Advanced division format.
 - iv. Other scenario decided on at the pre tournament meeting.

5. Senior Black belt Demonstration Division: Yodan and higher grades under 45 years or Shodan and higher grades over 45 years.

- a. Time limit: 2-5 minutes.
- b. Competitors will demonstrate an aspect of the art within the rules and scoring guidelines specified for all other divisions.
 - i. Demonstration may be preplanned.
 - ii. Tori may select his uke for reasons of safety.
 - iii. Demonstration may include the use of acceptable Ju Jitsu weapons; e.g., hanbo, yawarra stick, bo, tessen, etc. Weapons may NOT have sharp edges that might cause injury to the uke.
- c. A competitor may NOT compete in both Black Belt Division and the Senior Black Belt Demonstration Division.

III.E. PROTESTS:

1. Any protest **MUST** initially be made to the tournament coordinator at the tournament, and as soon as possible after the incident, **AND BEFORE** any awards are issued.
2. Protests must be made to the tournament coordinator by the competitor's instructor, the team's coach, or a judge.
3. Decisions of the tournament coordinator are **FINAL** at the tournament.
4. If the protesting competitor wishes to pursue the matter the following steps will occur:
 - a. A review panel, made up of the tournament coordinator, competitor's instructor or team coach (where possible) and a third party, acceptable to the tournament coordinator and the instructor/coach, will review the matter and issue a decision along with reasons for the decision.
 - b. If the decision is still unfavorable to the grieving party, he/ she may present his/ her protest to the Regional Board (in the case of local or regional tournaments) for its review. Regional boards have their own procedures.
 - c. If the decision is still unfavorable to the grieving party and he/ she wish to pursue the matter (or it is a national-level tournament), he/ she may present their protest to the national Board of Directors. His/ her protest **MUST** be in writing and be complete. The decision of the BOD is final.
 - d. This procedure is based upon the governing responsibilities of the various levels of the AJA as specified in the AJA Constitution and Bylaws.

IV. JU-JITSU FREESTYLE KATA TOURNAMENT CRITERIA FOR SCORING FORM

A. Scoring Form Directions

1. Shown below is the *Ju-Jitsu Freestyle Kata Tournament Criteria and Scoring Form*. This is the scoring form you will use to determine competitor's scores.
2. Under the form itself there is an explanation of the terminology. A copy of this page will be attached to the back of the clipboards for all judging positions.
3. The actual scoring forms will be laid on top of the form & information below. This will provide judges with easy access to necessary scoring information.

B. Scoring Form

JU-JITSU FREESTYLE KATA TOURNAMENT CRITERIA AND SCORING FORM

JUDGE'S NAME _____

ENTRANT'S NAME _____

CRITERIA	SCORE-->	EXCELLENT - 12	GOOD - 6	POOR - 1	CRITERIA	SCORE:
	RESPONSE	IMMEDIATE	WITHIN 3 SECONDS	MORE THAN 5 SECONDS		
RESPONSE TO ATTACKS	FOLLOW-THROUGH SUBMISSIONS	COMPLETE ON MOST 3 OR MORE	COMPLETE ON MOST 1 - 2	COMPLETE ON FEW NONE	RESPONSE TO ATTACKS	
FORM		EXCEPTIONAL FORM ON MOST TECHNIQUES & MOVES SMOOTHLY	REASONABLY GOOD FORM ON MOST TECHNIQUES	POOR FORM	FORM	
VARIETY OF DEFENSES		DEMONSTRATES A VARIETY OF DEFENSES FOR THE SAME KIND OF ATTACKS; RARELY REPEATS TECHNIQUES	VARIETY OF TECHNIQUES SOMEWHAT LIMITED	SEVERELY LIMITED IN VARIETY OF TECHNIQUES	VARIETY OF DEFENSES	
APPEARANCE		REMAINS CALM AT ALL TIMES AND APPEARS CONFIDENT.	APPEARS SOMEWHAT NERVOUS OCCASIONALLY; CLEAN GI	APPEARS COMPLETELY UNSURE OF SELF; DIRTY GI	APPEARANCE	
						TOTAL SCORE:

JUDGES: PLEASE WRITE COMMENTS ON THE BACK OF THIS SCORING FORM FOR SCORES OF 5 OR LOWER.

C. Score on TOTAL PERFORMANCE:

1. Your score should be based upon the TOTAL performance of the entrant in each of the four areas listed above.
2. Scoring standards in each area are as follows: Excellent—12; Good—6; Poor—1.
3. You may also score the entrants in between the above scores if you wish. For example, if you feel an entrant performed between excellent & good, you might award him/her a score of 7, 8,9,10, or 11.
4. Your total score cannot exceed 48 points (4x12 points).

D. Definitions:

1. **RESPONSE:** Immediate reaction of the defender to the attack.
2. **FOLLOW THROUGH:** Either [a] or [b] below:
 - a. a move or series of moves resulting in a throw or takedown that may or may not include a submit.
 - b. a move or series of moves resulting in a standing submission or come-along.
3. **SUBMISSION:** Either [a] or [b] or [c] below:
 - a. a hold, chokes, lock, pin, or nerve attack once the attacker is on the ground.
 - b. a strike, hit, or kick delivered once the attacker is on the ground.
 - c. a hold, chokes, lock, or nerve attack if it is part of a standing submission.

V. SCORING PROCEDURE: FREESTYLE KATA

In this Chapter:

- A. Mechanics
- B. On-Mat Procedures -- Judges
- C. Entering Scores - Freestyle Kata Competition

V.A. Mechanics:

1. The person refereeing must be certified to referee. Certification shall be based upon passing a written test [Section VII in the back of this handbook]. The test shall be based upon material presented in "Freestyle Kata Competition - Rules for Participants," "Scoring Procedure - Freestyle Kata," and "Standards for Mat Referees."
2. Referees and judges shall attend the briefing session prior to the tournament for last minute information, explanation of rules, and answering questions.
3. At least two judges per mat must also have "Certified Referee" status plus have judged in one previous tournament.
4. Black belts shall referee all divisions from sankyu & up. Brown belts may be used for all lower divisions as long as they have "Certified Referee" status.

V.B. On-Mat Procedures -- Judges:

1. All judges MUST be black belts in an AJA sanctioned tournament. When judging black belt divisions, the judges should be at least one grade higher than the black belts competing whenever possible.
2. There shall be 3 & judges per mat.
3. The Judges shall sit in different corners of the mat. Mudansha may be used to hold up each judge's score cards (see #11 below).
4. The head judge of the mat (as determined by the tournament coordinator) should take every means to use competitors from the same division whenever possible. An attacker may be selected from a higher division or lower division (not preferable except if Brown Belts are needed in the Black Belt division) only if a reasonably ideal attacker cannot be found in that division.
5. The head judge will call out the DEFENDER'S NAME OR NUMBER first, followed by the name or number of his attacker.
6. Write the DEFENDER'S NAME OR NUMBER down on your score sheet. The defender is being scored, NOT the attacker.
7. Initial or identify the score sheet as previously instructed by the tournament coordinator.
8. Observe the DEFENDER during the ENTIRE time on the mat.
9. Using the information of the Criteria for Scoring form, write down the defender's score on "the right side of the form in the spaces indicated. You may score up to the limits specified for each of the 4 areas to be graded on the form. You will find this information below "C. Score on TOTAL PERFORMANCE:"
10. Add up your score and give it to the runner. The runner will take your score to the Tally Table.
11. When the runner has collected all of the judges score sheets and turned them in to the Tally Table, the mat referee will call "SCORES!" The persons holding the score cards will hold up the appropriate cards to show your score for everyone to see. The cards should be held up so they can all be seen together.
12. You may consult with other judges at any time after step #8 and up through step # 11. You may change your score after consulting with other judges if such is necessary.
13. *If one judge's score is off excessively [12 or more points higher than the next highest score or 12 or more points lower than the next lowest score] he must be given a chance by the head judge to lower or raise his score to be within 12 points of the next higher or lower score. IF THE JUDGE REFUSES to change his score, his score will be dropped and an average of the other judges' scores will be used in place of his score and added to the defender's total score by the tournament scorekeeper.*
14. If a judge CANNOT DECIDE ON A SCORE, he should write "NO SCORE:" on the defender's score sheet. The average of the other judges' scores will be used in place of his score and added to the defender's total score by the tournament score keeper.
15. If a judge feels that either one of the participants has VIOLATED A TOURNAMENT RULE, he should immediately call BREAK! and raise the "D" card. If the mat referee feels that either one of the participants has VIOLATED A TOURNAMENT RULE, he should immediately call "BREAK!" The judges and mat referee should then meet together to decide if the participant has violated a tournament rule. If the person has violated a rule he/she is disqualified! (Judges are NOT to vote on whether or not to disqualify a contestant. If a competitor has violated a rule, the tournament rules specifically state that they will be disqualified.)
 - a. Judges & mat referee may consult with the participants.

- b. The decision of the judges shall be by majority vote. The referee may vote to break a tie.
 - c. The head judge shall then announce the problem as well as the judges' decision in a loud and clear voice so that the audience can hear him.
16. If a judge or a mat referee feels that the "attacker" is using excessive force or giving the "defender" an unfair advantage over the other contestants he should immediately call "BREAK!" so that both participants hear him. The mat referee should have the two contestants return to the center of the mat and assume a formal sitting position. The judges & mat referee should then meet with each other to discuss the problem and come to a mutually acceptable decision. If the attacker is to be changed the mat referee should formally bow him out of the match and select another attacker. Examples of proper reasons for changing attackers are:
- a. Excessive size, weight, or age difference;
 - b. Resistance to or evasion of defensive techniques used by the DEFENDER;
 - c. Excessive cooperation between opponents indicative of the fact that they may be good friends, worked out a lot together, etc. [It may be impossible to avoid this, particularly in the advanced division.]
 - d. The attacker has been used too many times as an attacker.
 - e. Excessively aggressive attacker, including attacking too fast, unrelenting attacks, excessive stiffness, refusing to cooperate or "go along" with defender's techniques, or other excessively offensive behavior.
17. *The tournament coordinator has the right to remove an individual judge's scores from an entire division on an entire tournament if there is a chance of the judge being prejudiced or if a judge's scores do not reflect his "reference score" as compared to other judges in the same division (if "Reference Scoring" is used).*

V.C. Entering/Recording Scores - Freestyle Kata Competition

1. You may record scores using the Freestyle Kata Scoring Tournament Template – A MS Office Excel® File or the "old-fashioned" manual recording and computation method.
2. Directions for both methods are on the following page: VI. Using the Freestyle Kata Scoring Tournament Template – A MS Office Excel® File.
3. Be sure to keep ALL of the competitors' individual score sheets and any other records you create.
 - a. If this tournament is part of a "larger" [multiple location on national] tournament, ALL of the records must be sent to the AJA national tournament coordinator.
 - b. If this is a "local" tournament please give all the competitors' score sheets to their sensei [or mail them to sensei at a later date] so the sensei may return them to their individual students.

VI. USING THE FREESTYLE KATA SCORING TOURNAMENT TEMPLATE – A MS Office Excel® File

In this Chapter:

- A. Equipment, Material, and Skills Required
- B. Procedure for Using the MS Excel File
- C. Adding Rows &/or Divisions
- D. Doing It the Old-Fashioned Way

VI.A. Equipment, Materials and Skills Required

1. Equipment and Materials Required:
 - a. Computer [PC or Mac] – laptop preferred – that can operate MS Office Excel 2007-2010
 - b. MS Office Excel properly installed into the computer
 - c. Optional printer and paper
 - d. Extension cord[s]
 - e. Freestyle Scoring Template file [installed into the computer]
 - f. BACKUP SECURITY:
 - i. For backup security you should download two copies of the template onto the computer, naming one Template A & the other Template B.
 - ii. When you open template “A” then rename it “Scoring Template -----[date] and save it under that name.
 - iii. By doing this you will have at least one spare template in case you mess things up.
 - g. SAVE-SAVE-SAVE!!!
 - i. Save your data periodically. Nothing is worse than entering information into a computer file for a long period of time & then having a program or computer crash.
 - ii. If you have a printer you can periodically print out your data – as an additional backup. It all depends on how cautious or paranoid you want to be. ☺
2. Skills Required:
 - a. Someone with moderate skills at operating Excel is preferred. However, a person with minimal skills can work with this template as long as additional rows don’t need to be added to any divisions or any additional divisions need to be created.
 - b. Patience ☺
 - c. Once the basic information is entered the program will execute all the commands and formula computations automatically.

V.B. Procedure for Using the MS Excel File

1. Print the individual competitor’s name, rank, age, weight, dojo, AJA# [if available] or check [√] if an AJA member, and any other necessary info on the Tournament Register.
 - a. This roster must also be sent to the AJA national tournament coordinator if this tournament is part of a “larger” [multiple location on national] tournament.
2. Enter the competitor’s name into the appropriate division in the “name” column of the Scoring Template on the computer.
 - a. Do this for every competitor.
3. Enter the scores for each competitor in either the “score 1”, “score 2” or “score 3” boxes.
 - a. Be sure to write down who judge #1 is, who judge #2 is and who judge #3 is on a separate “Judges List” so you can put their scores in the correct columns.
 - b. The “Judge List” must also be sent to the AJA national tournament coordinator if this tournament is part of a “larger” [multiple location on national] tournament.
4. Once you have entered the scores for the competitors in each division and clicked the “enter” button on your computer, the program should do all necessary computations and determine division winners.
 - a. If you scroll to the right you’ll also notice a tie-breaker section in case there are any ties in a particular division.
 - i. These competitors need to be rerun and their new scores entered onto the template in the appropriate boxes.
 - b. If you scroll down to the bottom of the template you will also find the division winners listed and compared to determine the tournament winner.
 - i. Although higher ranked competitors tend to be the tournament winners this is not always the case.

V.C. Adding Rows &/or Divisions

1. Adding rows or divisions to the template is a simple process IF you know what you're doing.
2. It is recommended that you have someone with a moderate operating knowledge of MS Office Excel make these changes as formulas also must be transferred and possibly modified so the whole template operates properly.
3. If you make a mistake here, hopefully you've either been saving your file periodically or you have some spare empty templates which you can use.

V.D. Doing It the "Old-Fashioned" Way

1. If you do not have access to a computer to do your scoring computations you may still do it by hand [& on paper or in your head or using a calculator] the "old-fashioned" way.
2. Contact your AJA national tournament coordinator for a copy of the "old" AJA Tournament Handbook.
 - a. It has everything you need to run the scoring without a computer.
 - b. You will need to have some multiplication, division, and algebra skills to do the computations – even if you are using a calculator.

VII. STANDARDS FOR MAT REFEREES

In this Chapter:

- A. Introduction
- B. Guidelines

VII.A. Introduction:

1. A tournament is only as exciting as YOU, the mat referee, make it. Below is a list of guidelines that will help Keep everyone informed and excited.
2. As a result everyone will thank YOU for making the tournament exciting!

VII.B. Guidelines:

1. Most important -- KNOW THE: RULES!
2. Be able to recognize and apply the rules to what is happening on the mat.
3. Have professional integrity. Be impartial. All you see on the mat are two competitors in judo gi.
4. Show enthusiasm in your calls. Make the match come alive with a loud, clear & authoritative voice.
5. Be decisive -- even if you're not sure what you're doing. If you are doing something wrong one of the judges will correct you.
6. Be able to anticipate what the competitors are going to do. This will allow you to be prepared.
7. SPEAK OUT! Don't mumble when you say anything. The whole audience should be able to hear what you say.
8. Try to give all of the judges a clear view of the action as much as possible.
9. Keep the competitors in good view. Try to be at a right angle to them.
10. Move in and out, following the participants, no closer than 4-5 feet, no farther away than 10 feet.
11. Do not let the competitors get within 3-4 feet of the edge of the mat. Get to this imaginary boundary before they do, thus keeping them closer to the center of the mat.
12. NEVER turn your back on the contestants.
13. Keep discussions with the judges as short as possible.
14. The judges have the final say in all decisions. You are their "close-up" eyes.

VIII. PROCEDURE FOR CERTIFYING REFEREES AND JUDGES

In this Chapter:

- A. Purpose
- B. Procedure
- C. Preparation
- D. Certification
- E. Kata Tournament Judge & Referee Certification Examination
- F. Answer Key for Certification Examination

VIII.A. Purpose:

1. The purpose of the Certification Examination is to qualify people to referee, NOT to disqualify them. As a result the examination should be used as an instructional tool.
 - a. If a person passes the test [100%] the first time he may be certified by the tournament coordinator or whomever has the responsibility for certification.
 - b. If the person does not pass the examination he should be counseled so that he understands his errors & realizes the correct rules. If, after counseling, it is determined that the candidate has an understanding of the rules, then he should be certified as a mat referee or judge.

VIII.B. Procedure:

1. Certification is a simple procedure.
2. In order to be a "Certified Referee" a person must pass the Kata Tournament Judge and Referee Certification Examination, found on the following pages.
3. In order to be a "Certified Judge" a person must:
 - a. pass the Kata Tournament Judge and Referee Certification Examination;
 - b. be certified as a mat referee;
 - c. refereed or judged in at least one prior tournament;
 - d. hold a black belt grade in Ju-Jitsu.

VIII.C. Preparation:

1. Persons studying for the examination should be given copies of the following to study and know:
 - a. Freestyle Kata Competition - Rules for Participants (complete)
 - b. Scoring Procedures - Freestyle Kata
 - c. Standards for Mat Referees
2. A discussion of these materials before testing is strongly encouraged to clear up any misunderstandings.

VIII.D. Certification:

1. Once the person has qualified for the status of Certified Referee or Certified Judge then it should be so inscribed on the back of the person's AJA membership card, or other document.
2. The inscription should be dated & signed by the examiner.

VIII.E. KATA TOURNAMENT JUDGE AND REFEREE CERTIFICATION EXAMINATION

Name _____ AJA # _____ Date _____

Dojo _____ Examiner _____

Part I: True/False -- Put a plus (+) in front of the following statements if they ARE: A RULE VIOLATION. Put a zero (0) in front of the statements if they are NOT A RULE VIOLATION.

1. ___ simulated strike to stomach
2. ___ grabbing three fingers for a finger technique
3. ___ "shuto" (karate chop) to the side of the neck below the ear
4. ___ combination attack in the Intermediate Division
5. ___ striking the neck or face
6. ___ not stopping when the opponent indicates submission
7. ___ grabbing hair
8. ___ placing the hand on the chin for a technique
9. ___ simulated strike to the face
10. ___ nerve attack to the neck if the hand is placed there first
11. ___ delivering any strike with force
12. ___ an unintentional strike to the stomach with force
13. ___ scratching
14. ___ thumb techniques
15. ___ simulated kneecap strike to the attacker's groin
16. ___ resisting techniques of the defender
17. ___ defender using excessive force to subdue attacker

=====
Part II: Multiple Choice – for Referees AND Judges -- Circle the letter for the answer of each statement or Question that **BEST** answers the question or completes the statement.

18. A defender should release a submission hold on the attacker when:
 - a. the attacker slaps the mat
 - b. the attacker calls "maitta" loudly
 - c. the referee feels the hold has been properly set and calls "break"
 - d. all of the answers are correct.

19. When refereeing two competitors you should:
 - a. only start and stop the match
 - b. observe them at all times
 - c. only look for violations
 - d. not worry about what is going on

20. When refereeing two competitors you should:
 - a. watch from the edge of the mat
 - b. rely on the judges to call rule violations
 - c. watch the competitors from a distance of 4-10 feet
 - d. watch the competitors from a distance of 10-15 feet

21. When refereeing two competitors you should:
 - a. keep them at least 10 feet away from the edge of the mat
 - b. keep them at least 3 feet away from the edge of the mat
 - c. allow them to get within 1-2 feet of the edge of the mat
 - d. make sure they stay in the center of the mat at all times

22. When refereeing two competitors you should:
- call "break" if any rule has been violated
 - call "break" only when told to do so by the judges
 - call "break" only after the second rule violation
 - you are not allowed to call break -- only judges can call "break"
23. After "break" has been called you should:
- have the competitors bow off & sit at the center of the mat
 - tell the competitors to sit down wherever they are
 - leave the competitors standing and go talk with the judges
 - have the competitors return to a ready position in the center of the mat
24. A mat referee or judge may call "break":
- if he sees a rule violation
 - to ask a competitor a question
 - if there appears to be an injury
 - all of the above
25. A mat referee shall vote with the judges to determine if a rule has been violated:
- only if the judges are tied in their decision
 - only if the judges ask him to vote
 - only with the contestants' permission
 - the mat referee can never vote
26. Which of the following is NOT a reason for changing an attacker'?
- excessive age, weight, or size difference
 - resisting or evading defensive techniques
 - attacking too fast
 - attacker from a different dojo
27. If a judge or mat referee feels that excessive force has been used by the defender or the attacker, he should:
- wait until the end of the match before doing anything about it
 - immediately call "break" and inform the other judges
 - tell the tournament coordinator to call "break" if it happens a second time
 - allow the match to continue and not say anything at all
28. Once all of the judges have written down their scores and the runners have picked them up, the mat referee should:
- have each judge call out his score separately
 - shout "scores" so that all of the score cards can be held up at once
 - make sure the mat is safe
 - do nothing

Part III: Multiple Choice - For Judges ONLY!

29. As a judge your score must be:
- within 12 points of the highest or lowest score of the other judges
 - within 12 points of the head judge
 - within 12 points of the average score of the other judges
 - whatever you want it to be
30. Once a decision has been made by the judges after a conference, the head judge should:
- tell the competitors to resume the match
 - tell the other judges to sit down
 - keep the decision secret from the audience but tell the two competitors
 - clearly inform the audience what the problem was and how it was resolved

31. If the judges decide that a competitor has violated a rule then:
 - a. they may decide to disqualify the person who violated the rule
 - b. they may allow him to continue if there has been no serious injury
 - c. the person who violated the rule is automatically disqualified
 - d. they can ask the tournament coordinator to disqualify the competitor

32. The final authority at a tournament lies in the hands of the:
 - a. Highest ranked yudansha
 - b. Tournament coordinator
 - c. Head judge
 - d. Competitor's instructor

33. Your scores should be based on the defender's
 - a. Total performance on the mat
 - b. Ability to attack effectively
 - c. Best defense technique shown
 - d. Ability to coordinate defensive moves with kiai

VIII. F. Answer Key for Certification Examination

1. 0	7. 0	13. +	19. b	25. a	31. c
2. 0	8. 0	14. 0	20. c	26. d	32. b
3. +	9. +	15. 0	21. b	27. b	33. a
4. +	10. 0	16. +	22. b	28. c	
5. +	11. +	17. +	23. d	29. a	
6. +	12. +	18. d	24. d	30. d	

IX. EQUALIZED SCORING – For Your Information

In this Chapter:

A. Explanation & Purpose

IX.A. Explanation & Purpose:

1. Equalized Scoring is a unique approach in tournament competition that can allow tournaments to be run more efficiently in terms of time and money expended by competitors and officials.
2. Equalized scoring is an inherent part of the scoring formulas [computerized and manual] used to determine division and tournament winners at all levels of competition.
3. Equalized Scoring can be effectively used to:
 - a. compare the winners of different divisions within one tournament to determine an overall tournament champion even IF different judges have been used to judge the different divisions;
 - b. compare the winners within one division in a tournament even IF two or more mats are being used for the one division (thus perhaps creating subdivisions [e.g. junior/senior divisions, lightweight/heavyweight divisions AND IF different judges have been used to judge the different mats;
 - c. compare the winners of different tournaments (at the local, regional, national, or international level) to determine overall tournament champions even IF the tournaments are held in different locations and/or times AND IF different Judges were at different tournaments and/or judged different divisions in the different tournaments.
4. The ability to compare the winners of different divisions mats, etc., to determine an overall winner is accomplished by modifying the competitors scores to compensate for possible favorable or unfavorable prejudicial judging as well as variations in judging standards in different divisions or tournaments.
5. The use of Equalized Scoring allows each division winner an equal chance at the overall tournament championship trophy. regardless of the belt rank or division he competed in.
6. This procedure is currently used by the AJA to determine winners for national "competition" and for INTERNATIONAL competition.
7. Informational note: The use of the equalizing formula further nullifies any possible favorable or unfavorable prejudice by judges as well as helps compensate for variations in the judging standards that may occur in different tournament divisions or different tournament locations. Winners are based on how far they score above the average winning score in their division [based upon their "adjusted score and middle score(s)] rather than on their raw total scores.

X. SAFETY REQUIREMENTS

In this Chapter:

- A. Purpose
- B. Competitors
- C. Officials
- D. Uniforms &. Protective Equipment
- E. Mat Standards
- F. First Aid

X.A. Purpose:

1. The purpose of following these safety requirements is to assure a reasonably safe tournament, conducted in a safe manner.
2. No tournament should be sanctioned by a Regional Director or other official unless the Tournament Coordinator certifies that the rules & procedures established in this Tournament Handbook will be followed.
3. Refer to "Sanction Request for Amateur Athletic Activity" form in Chapter XI.

X.B. Competitors

1. Every means should be taken so that competitors have been familiarized with the rules and understand the rules prior to the tournament and actual competition.
2. The rules should be read to the competitors at the tournament, prior to the beginning of competition and any & all questions should be answered.
3. Competitors should have practiced under the tournament format at their own dojo prior to the date of the tournament so that they are familiar with the competitive format.

X.C. Officials

1. All officials, including Judges and mat referees should be certified by the Tournament Coordinator as described in Chapter VIII. PROCEDURE FOR CERTIFYING REFEREES & JUDGES.

XD. Uniforms &. Protective Equipment

1. All uniforms worn by competitors must be in good repair.
2. All protective equipment must be appropriate for the freestyle competition.
3. Competitors are strongly encouraged to wear a supporter and cup
4. Shin guards or forearm pads may also be appropriate although optional
5. Any other protective gear that inhibits joint movement of the uki or tori or can be accidentally grabbed by the uki or tori shall not be allowed as such equipment would constitute a safety hazard under the freestyle kata rules.

X.E. Mat Standards

1. Freestyle Kata competition must be conducted on good quality gymnastic mats.
 - a. Mats should have a good quality filling suitable for this type of competition.
 - b. Mats should have Velcro on all four sides if sectional mats are used rather than a full-sized gymnastic mat.
 - c. Exercise mats or light tumbling mats, [e.g. used for small children] are not safe or acceptable for any type of Ju-Jitsu workout or competition.
2. Mats should be in good condition and good repair.
3. Size of competition mat:
 - a. The competition mat should be at least 20'x20'.
 - b. There should be a border 4 (four) feet from the edge of the mat. [This will result in a workout area of at least 12' x 12']
4. Competitors should be kept within the workout area at all times and preferably towards the center of the mat.
 - a. Competitors should not be allowed out of the indicated workout area while they are competing.
 - b. The match should be stopped if there is a possibility of one of the competitors being thrown outside of or falling outside of the workout area.
5. The audience should be kept a minimum of 10' feet away from the edge of the mat.

X.F. First-Aid

1. The Tournament Coordinator should make sure that there is an adequate First-Aid kit, stocked with appropriate supplies, at the tournament.
2. The Tournament Coordinator should have emergency phone numbers and easy access to a telephone at the tournament for any emergency that should arise:
 - a. 911 [if available in your area]
 - b. paramedics
 - c. police
 - d. fire
 - e. local emergency hospital
3. There must be at least one tournament official present who has had First-Aid training and has an up-to-date American Red Cross card indicating such.
4. There must be at least one tournament official present who has had CPR training.

XI. FORMS TO REPRODUCE – Not Found Elsewhere

In this Chapter:

- A. Sanction Request for Amateur Athletic Activity
 - a. 3 copies required
- B. Participant Entrance Form & Consent to Treatment of Minor
 - a. 1 for each competitor or participant
- C. Tournament Register
 - a. 1 per division in the tournament

a. Sanction Request for Amateur Athletic Activity

- A. Instructions: THREE copies this form must be filled out and sent to the AJA President by any person who is planning to conduct any activity on behalf of or for the AJA.
- a. One copy will be sent to your regional director [or regional tournament coordinator] by the AJA president.
 - b. One copy will be returned to you by the AJA president.
 - c. One copy will be retained by the AJA president
- B. There is a \$2.00 sanction request fee that must be paid at the time of mailing.
- C. Sanction requests must be mailed at least 30 days prior to the activity.
-

Name of Activity _____ Today's date: _____

Date of Activity _____ Activity Location _____

Name of person requesting sanction _____ Phone _____

Mailing address _____ City _____ State _____ ZIP _____

E-mail Address _____

Type of Activity [check one] ___ tournament ___ seminar ___ other: _____

Anticipated income+ _____ Actual income* _____

Anticipated expenses+ _____ Actual expenses* _____

+Please attach a copy of the event information and entry form with this sanction request.

*A copy of this sanction request form plus copies of all bills and income statement should be submitted to the AJA treasurer within 30 days after the event. The AJA treasurer will forward copies to the AJA president and your regional director.

In requesting this sanction from the AJA for the amateur athletic activity described above I hereby free the American Ju-Jitsu Association from any form or liability whatsoever, financially or otherwise. I also realize that my failure to supply the requested materials may detrimentally affect the tax-deductible or charitable status of this activity.

If this Sanction Request is for a tournament I also agree to follow all the rules and procedures stated in the AJA Tournament Handbook. I understand and recognize that failure to follow the rules and procedures, as stated in the AJA Tournament Handbook, will result in revocation of this AJA sanction for the tournament.

Signature of person requesting sanction

Position or title

This sanction is approved/not-approved [circle one] and the sanction fee has been paid.

Signature of AJA President

