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[www.judobc.ca](http://www.judobc.ca)

**Memo to:** <<TOURNAMENT DIRECTOR>>  
<<TOURNAMENT NAME>>

**From:** Judo BC Office

**Date:**

**Re: Tournament Sanction**

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In accordance with Judo BC policy, the << CLUB >> has been granted a <<TOURNAMENT TYPE>> Sanction for the <<TOURNAMENT NAME>> being held on <<DATE>> in <<CITY>>, BC.

Please review the information below prior to the event as the documents contain information you will need to complete as part of the tournament report.

Do not hesitate to contact the Judo BC Office if you have any questions.

**A. In this Package**

The following items will be required as part of your final report. Please review the information below to determine which items apply to your tournament.

- ✓ Post Tournament Report and Participant Fee
- ✓ Referee Participation Report
- ✓ Release Forms (Minors and Adult) – for participants who are not members of Judo BC
- ✓ Consent for Competition Bracket Change

**B. Referees (does not apply to Inter-Club/Regional Tournaments)**

It is the responsibility of the club hosting the tournament to provide the Head Referee for the Tournament. The Head Referees for tournaments must be a National “A” Referee, or higher. The host club is responsible for choosing the Head Referee, inviting her/him and cover all expenses associated with having this individual act as Head Referee at the tournament. Judo BC will still provide the Referee Evaluators for tournaments selected as Referee Evaluation Tournaments.

Host who wish to have their tournament considered as an referee evaluation tournament must apply directly to the Chair of the Referee Committee.

**C. Release Forms (does not apply to Inter-Club/Regional Tournaments)**

- The release forms are for your use, if you require additional forms please make copies.
- Remember that all participants must sign a release form **each tournament**. If your club does not have a release form on file for a competitor, the participant must complete one for the

tournament. Note that the membership release form is a valid release form. A release form signed more than one year ago is not valid.

#### **D. Tournament Draw Sheets (does not apply to Inter-Club/Regional Tournaments)**

- Those tournaments deemed Selection Tournaments, in addition to sending a copy of all draws to the Judo BC office, must provide one (1) copy to the Grading Board Chair and one (1) copy to the on-site Technical Committee representative by the end of the tournament or by the Team Workout on the day following the tournament.
- Tournament draw sheets must be easy to read and understand. Draw sheets should clearly state:
  - name of athlete
  - name of athlete's club
  - athlete's rank
  - how the athlete won or lost the match (I – Ippon, W – Waza-ari / Y – Yuko).  
Disqualifications or withdrawals due to injury must also be noted.

#### **E. Final Report**

**Submit the following documentation to Judo BC within two weeks of your event:**

##### Inter-Club/Regional Tournaments

- ✓ Post Tournament Report
- ✓ Full Tournament Results

##### Open or Invitational Tournaments:

- ✓ Post Tournament Report and Participant Fee
- ✓ Participants List sorted in club order
- ✓ Full Tournament Results
- ✓ 2 copies of the tournament draw sheets
- ✓ Referee Participation Report–
- ✓ Release Forms (Minors and Adult) – for participants who are not members of Judo BC

1. Participant Fee (not applicable to inter-club/regional tournaments)

The host must submit a participant fee of \$7 / participant (2011-12 rate).

2. Participant List sorted by club

The host club must ensure it has the mechanism in place to ensure that all participants in the tournament are members in good standing with Judo BC, another provincial judo organization or another national federation recognized by the IJF.

Clubs may forward their participants list to Judo BC for verification prior to the tournament. Ideally this list is sent electronically 48 hours prior to the event to allow time for membership affiliation verification. If the list is not prior to the event, the host must include it in the final report. The list may be typed, hand written or computer generated and must be sorted by club.

3. Tournament Results

The tournament results are to be forward to the Judo BC in one of the following electronic formats: word, excel or PDF to allow for posting to the Judo BC website.

4. Draw Sheets (not applicable to inter-club/regional tournaments)

Submit 2 copies (the originals or legible copies) of the tournament draw sheets. This includes all divisions where points can be earned for grading (divisions with competitors ranked brown belt or higher who are 16 years or older) or for placement on the provincial team (junior men and women, juvenile men and women, and senior men and women).

5. Referee Participation Report (not applicable to inter-club/regional tournaments)

Submit the Referee Participation Report has completed by the Head Referee.

6. Release Forms (not applicable to inter-club/regional tournaments)

As per the above instructions, hosts must ensure that participants who are not members of Judo BC have signed a release form. The forms must be sent to the Judo BC Office with the report.



**POST TOURNAMENT REPORT**  
**AND**  
**SANCTION FEE SUMMARY**

The information provided below will assist Judo BC in completing specific grant reporting functions as well as assist you in assessing your overall sanction fee payment.

Tournament Name: \_\_\_\_\_

Tournament Dates \_\_\_\_\_

Host Club \_\_\_\_\_

# of Officials : \_\_\_\_\_ # of Coaches : \_\_\_\_\_ # of Volunteers : \_\_\_\_\_

**Participant Fee Payment (not applicable to Inter-Club/Regional Tournaments)**

# of Participants \_\_\_\_\_ x \$7 = \_\_\_\_\_

**Report components to be sent to office (refer to tournament sanction package)**

a) For an Inter-Club/Regional Tournaments

- \_\_\_ Post Tournament Report
- \_\_\_ Full Tournament Results

b) For an Open or Invitational Tournaments:

- \_\_\_ Post Tournament Report and Participant Fee
- \_\_\_ Participants List sorted in club order
- \_\_\_ Full Tournament Results
- \_\_\_ Copy of the tournament draw sheets
- \_\_\_ Referee Participation Report
- \_\_\_ Release Forms (Minors and Adult) – for participants who are not members of Judo BC  
– Appendix U

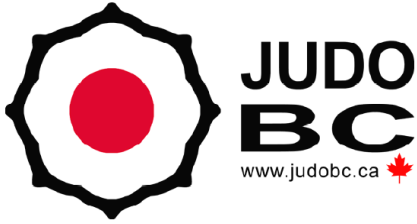
Prepared by \_\_\_\_\_  
(print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Send this form along with payment to:

Judo BC  
3295 Coast Meridian Road  
PO Box 78049  
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**PLEASE PROVIDE THIS INFORMATION TO HEAD REFEREE**

Memo to: Tournament Head Referees  
From: Judo BC Office  
Re: Referee & Judges Participation Report

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Attached you will find a Referee & Judges Participation Report.

It is your responsibility to have this form completed at the tournament. Be sure that all participating referees have been included on the list and that the club they represent has been recorded.

After this form is completed, please forward it to Judo BC office **AND** the Referee Chair by mail, email or fax.

This information is used to assess clubs for their referee participation, so accuracy is important.

Thank you for your assistance.



**JUDO  
BC**

**REFEREE AND JUDGES PARTICIPATION REPORT**

Name of Tournament: \_\_\_\_\_ Dates: \_\_\_\_\_

Location: \_\_\_\_\_ Host Club: \_\_\_\_\_

Tournament Director Signature: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Head Referee Signature: \_\_\_\_\_ Certification Level: \_\_\_\_\_

Referee Clinic Start Time: \_\_\_\_\_ Tournament Finish Time: \_\_\_\_\_

	<b>NAME (Last, First)</b>	<b>CLUB</b>	<b>RANK</b>	<b>LEVEL</b>	<b>EXAM</b>	<b>PASS TO</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

**ADULT COMPETITOR**

**RELEASE FORM**

(19 years and older)

I \_\_\_\_\_ request that I be permitted to participate in the \_\_\_\_\_ (name of tournament or event), sanctioned by the Judo BC, to be held on \_\_\_\_\_, 20\_\_\_\_\_.

I, being a registered member of Judo BC, or another Judo Association, and allowed to participate, on behalf of myself, members of my family, my heirs, executors, administrators and assigns, hereby forever release, discharge and hold harmless Judo BC, its directors, officers, employees, representatives and agents for injury, loss of damage to my person or property howsoever caused, arising out of or in connection with my participating in the said event.

IN WITNESS THEREOF, I have here under set my hand this \_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**WITNESS:**

**PARTICIPANT:**

\_\_\_\_\_  
name

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

**MINOR COMPETITOR**

**RELEASE FORM**

(18 years of age and under)

I/We. \_\_\_\_\_ request that my/our  
son/daughter, \_\_\_\_\_ be permitted to participate in the  
\_\_\_\_\_(name of tournament or event),  
sanctioned by the Judo BC, to be held on \_\_\_\_\_, 20\_\_\_\_\_.

In consideration of my/our child named above being registered with Judo B.C. or another  
recognized Judo Association and allowed to participate, I/We, and our heirs and assigns, hereby  
forever release, discharge and hold harmless the British Columbia judo Association, its directors,  
officers, employees, representatives and agents from any liability for any injury loss or damage  
sustained by the child named above, howsoever caused, arising out of or in connection with the  
said child's participation in the said event.

IN WITNESS WHEREOF, I/We sign this release on the day of

\_\_\_\_\_, 20\_\_\_\_\_.

Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_