



USSF POLICY LETTER 03

DATE: August 2011

USSF EVENT HOSTING CHECKLIST

PURPOSE

To provide USSF Clubs and members with general guidelines to properly host a sanctioned sumo event such as: tournaments, exhibitions, demonstrations, clinics, seminars, etc...

The USSF is obligated to ensure the amateur sport of Sumo is portrayed accurately, respectfully, and in accordance with the guidelines set by the International Sumo Federation (ISF).

AUTHORITY

USSF By-Laws, Article IV, Section 4.C.

This Policy Letter supersedes all previously dated information on the same subject.

POLICY

Section 1. General

- A. All events such as tournaments, exhibitions, demonstrations, clinics, seminars, etc... shall have the official support of the USSF only when sanctioned by the USSF.
- B. Every USSF sanctioned tournament should be open to USSF and International Sumo Federation Affiliated (ISFA) members registered with the ISF, unless such tournament is a promotional or club tournament, in which case the tournament may be open or closed as an individual tournament to specified USSF members and/or clubs.
- C. The Board of Trustees, under council from the Executive Committee, will and can at any time, deny an athlete, coach, official, etc... from competing / attending events based on character. Any representative of the USSF should be of high moral character and promote the USSF, ISF, and the sport of sumo with professionalism and in accordance with USSF By-Laws and Policy Letters.
- D. All athletes and officials must be members of the USSF (or ISFA) to participate in sanctioned events.
- E. All USSF members are cautioned to only participate in USSF or ISFA sanctioned events. Participating in events not sanctioned by the USSF or through the authority of the ISF may result in an ineligibility to participate in larger forums such as the World Championships, World Games, Combat Games, or other ISFA events. (An example of this is the Big Boy Productions tournaments in 2006. Sumo athletes from several countries were suspended by the ISF for one year for participating in the unsanctioned events.)
- F. Advertising, to include notification to athletes and officials, for the event should not begin before a sanction number has been assigned.

Note 1: Sanction applications should be coordinated well in advance of the event in order to properly advertise and notify perspective participants of the event. Early coordination also ensures that major events are de-conflicted.

Note 2: Include the sanction number in your advertising and notifications. This lets perspective participants know that the event has been properly endorsed and sanctioned by the USSF.

Note 3: If unsure that an event has been sanctioned, please contact a member of the Executive Committee or Board of Trustees for confirmation.

Section 2. Checklist

- A. Event confirmation
 - 1. Confirm date, times, location
 - 2. Get a sanction
 - 3. Details -- parking, loading, etc.
 - 4. Liability Insurance (get a document, if needed, from the USSF insurance company)
- B. Athletes
 - 1. Invite athletes (phone, e-mail, etc.)
 - 2. Prepare Entry Form, Event Information, Liability Waiver
 - 3. Detailed schedule for athletes (weigh-ins, competition, after-party?)
 - 4. Hotel and venue info, special perks (meal? party? transport?, etc.)
- C. Staff
 - 1. Officials (a referee and 4 side judges is ideal, but even a referee and 2 side judges could work)
 - 2. The referee, especially, should be properly trained
 - 3. Announcer
 - 4. Scorekeeper (brackets)
 - 5. Production assistants (for set-up, wrangling athletes, driving, etc.)
- D. Media
 - 1. Prepare press release
 - 2. Contact local media
 - 3. Set up pre- and post-interviews
- E. Fans
 - 1. Seating
 - 2. Ticketing
 - 3. Offers to fans (come meet the wrestlers afterwards, etc.)
- F. Sponsors
 - 1. Confirm well in advance
 - 2. Prepare details of what sponsors can be offered and fees
 - 3. Etc.
- G. Set-Up
 - 1. Exact times and load-in info
 - 2. Mats under the dohyo!
 - 3. Table and chairs for announcers
 - 4. Microphone
- H. Prizes
 - 1. From sponsors?
 - 2. Medals and/or trophies

- I. Format
 1. Weight classes & order
 2. Introduction?
 3. Entertainment before or during break?
 4. Other details

This Policy Letter was originally drafted by Thomas Zabel and Andrew Freund and adopted by the Board of Trustees: Brian Condon, Andrew Freund, and Kelly Gneiting in August 2011.