



USSF POLICY LETTER 04

DATE: August 2012

U.S. NATIONAL SUMO CHAMPIONSHIP HOSTING CHECKLIST

PURPOSE

To provide USSF Clubs and members with general guidelines to properly host a sanctioned U.S. National and/or North American (N.A) Sumo Championship event.

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).

This is the main fundraising event for the Federation each year. Any funds raised goes to help offset the costs for the official U.S. Team delegation when they travel to the World Sumo Championships and other designated international sumo events. Developing sponsorships and any means to defray costs/expenditures is appreciated.

Sponsorships and paying spectators is the biggest variable in how much can/will be raised during the event. Maximum effort on gaining local sponsorships and getting spectators out for the event is extremely important to a successful tournament and fundraising event. Another strong consideration is athlete participation. If you can make it worthwhile for the athletes to support the Championship event, the more participants you will get.

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. The U.S. National (and/or N.A.) Sumo Championships shall have the official support of the USSF only when sanctioned by the USSF.
- B. The U.S. National Sumo Championships is opened only to United States citizens who are members in good standing of the USSF. The U.S. National Sumo Championships are held to determine the U.S. Sumo Champion(s) for their designated division(s) and possible representation in international events/competitions in which participation/entry is based on country/nation.
- C. The N.A. Sumo Championships is open to all countries/nations that are International Sumo Federation Affiliated (ISFA) and located within the region designated as the North American continent by the ISF. The N.A. Sumo Championships are held to determine the North American Champion(s) for their designated division(s) and possible representation in international events/competitions in which participation/entry is based on continent/region (as determined by the ISF).
- D. The Board of Trustees, under council from the Executive Committee, will and can at any time, deny a U.S. 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.

- E. All athletes and officials must be members in good standing in the USSF (or ISFA) to participate in the U.S. National or N.A. Sumo Championships sanctioned events.
- F. 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.)
- G. 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. Submit sanction form
 - 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, Athlete Info Sheet
 - 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 (trained referee and 4 side judges)
 - 2. Announcer
 - 3. Scorekeeper (brackets)
 - 4. Production assistants (for set-up, wrangling athletes, driving, tear down, etc.)
- D. Media
 - 1. Prepare press release, advertising – posters, flyers
 - 2. Contact local media – TV, newspaper, radio
 - 3. Set up pre- and post-interviews
 - 4. Internet web sites – USSF site, Facebook, etc...
- E. Fans
 - 1. Seating
 - 2. Ticketing – set pricing
 - 3. Offers to fans (meet the wrestlers afterwards, meet special guest, etc...)
 - 4. Special guest appearances

- F. Sponsors
 1. Confirm well in advance (i.e. \$, services, give-aways, t-shirts, after party, airfare for winners, etc...)
 2. Prepare details of what sponsors can be offered and fees
 3. Invitation to event with seating
 4. Thank you letter afterwards

- G. Set-Up / Tear Down
 1. Exact times and load-in info
 2. Mats for under the dohyo!
 3. Dohyo
 4. For athletes: water, Gatorade, athletic tape, wrap
 5. Table / chairs for announcers, medals, sales
 6. PA system – Microphone
 7. Lunch provided?

- H. Medals / Awards / Prizes
 1. From sponsors? give-aways
 2. Medals – minimum 12 divisions, 36 medals – 1st, 2nd, 3rd
 3. Cup trophy for both men & women’s Open Division champions
 4. Event T-shirts – vehicle decals
 5. Junior Divisions? Additional medals?
 6. Kids divisions? Additional medals/trophies?

- I. Format
 1. Weight classes & order
 2. National Anthem / Flag (singer/scouts)
 3. Brackets
 4. Introduction of athletes
 5. Entertainment before, during break, after? Tyco drummer
 6. Announcements of Sponsors at various times during competition
 7. Announcement of items on sale at various times during competition
 8. Other details

- J. Annual Meeting
 1. Venue
 2. Date /Time

- K. After Party
 1. Venue
 2. Date / Time
 3. Sponsor?

- L. After Actions Report
 1. General Info: Date, venue, hotel, annual meeting, # athletes, # of spectators, etc...
 2. Competition Results
 - a. Women
 - b. Men
 - c. Team
 - d. Juniors – boys / girls
 - e. Kids – boys/girls/ co-ed

3. Financial Report
 - a. Receipts
 - i. New Memberships
 - ii. Registration
 - iii. Ticket Sales
 - iv. Other Sales
 - v. Other misc
 - vi. Total In
 - b. Expenses
 - i. Venue
 - ii. Hotel
 - iii. Transportation
 - iv. Advertising
 - v. Medals / Trophies
 - vi. Misc supplies – water, etc...
 - vii. Mat rental
 - viii. After party
 - ix. Other misc
 - x. Total expenditures
 4. Sponsors – Cash, donated, give-aways, services, other
 5. Problem area – what to do better
 6. Kudos – what went well
- M. Assistance Given by USSF
1. Initial funding (approx. \$1,500)
 2. Liability Insurance
 3. Athlete invitation
 4. Entry Form, Liability Waiver, Athlete Info Worksheet
 5. Officials
 6. Dohyo
 7. USSF website announcement
 8. Medals / trophies
 9. Annual Meeting agenda
 10. Brackets

This Policy Letter was originally drafted by Thomas Zabel and adopted by the Board of Trustees: Brian Condon, Andrew Freund, Kelly Gneiting, Trent Sabo, and Tom Zabel in August 2012.