



USSF POLICY LETTER 04

DATE: August 2012
amended May 2021

USNC AND NASC HOSTING CHECKLIST

PURPOSE

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

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

Sponsorships and paying spectators are the biggest variable in determining 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 USNC (or NASC) shall have the official support of the USSF only when sanctioned by the USSF.
- B. The USNC is open only to United States citizens who are members in good standing of the USSF. The USNC 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 NASC is open to all countries/nations that are International Sumo Federation Affiliated (IFSA) and located within the region designated as the North American continent by the IFS. The NASC 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 IFS).
- D. All athletes and officials must be members in good standing in the USSF (or IFSA) to participate in the USNC or NASC.

- E. All USSF members are cautioned to only participate in USSF- or IFSA-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 IFSA 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. 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, giveaways, 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? giveaways
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 Income

- 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, giveaways, 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

Section 3. Finances

- A. All revenue from the USNC or NASC must be distributed in the following manner:
 - a. First, any funds provided by the USSF will be reimbursed.
 - b. Second, the USSF will additionally collect 50% of the total amount of competitor entry fees.
 - c. Third, the Tournament Director will be reimbursed for all preapproved expenses.
 - i. All expenses included in the initial bid will be considered preapproved.
 - ii. Additional or unanticipated expenses may be approved by the Board of Trustees if deemed appropriate.
 - d. Fourth, the USSF will collect any profit.
- B. The USSF will not deviate from the above plan to distribute USNC or NASC funds, particularly if the alternative plan involves USNC or NASC hosts taking on additional financial burden or financial risk. While the USSF welcomes charitable contributions, such contributions should not be contingent upon hosting the USNC or NASC or contingent upon the success of such an event.

This Policy Letter was amended by Ed Suczewski and adopted by the Board of Trustees: Helen Delpopolo, Andrew Freund, Mariah Holmes, Justin Kizzart, and Ed Suczewski in May 2021.

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.