

COMPETITION SEASON CHECKLIST

Your members' season, from picking events to the first class back. Built from what NEO Martial Arts' coaches and Smoothcomp's founders told us about sending a team to other people's tournaments.

Season: _____

SEASON CHECKLIST

PARENT BRIEFING

INTERCLUB CIRCUIT

TENDENCY CARDS

1 PICK TWO OR THREE EVENTS FOR THE SEASON

Run every event you don't know yet through three checks before you bring the shortlist to your team.

- ☐ **The organizer's history.** How many events they've run, and how many athletes came to their last few.
- ☐ **The ruleset.** Allowed techniques, required attire, and the bracket type (single elimination, double elimination, or round robin).
- ☐ **The practical things.** The venue and how to get there, the rules meeting, food and drinks, and how long a division will take.
- ☐ **Size.** Small events feel informal, but uncommon divisions (heavy or light kids, masters) may not find opponents. A normal jiu-jitsu event starts to fill up well past 300 athletes.
- ☐ **Beginner divisions.** If there's only a "beginner" label, read how the organizer defines it.
- ☐ **Techniques your beginners haven't trained.** Usually slams and heel hooks.

Division time, single elimination: add one minute to the match length and multiply by the number of competitors. Eight competitors at five minutes is about 48 minutes. Rule of thumb from Martin Janson, Smoothcomp co-founder.

EVENT	DATE	GI / NO-GI	EARLY-BIRD ENDS	LATE FEE STARTS	REGISTRATION CLOSES	BEGINNER DIVS?

Organizers rarely take a late entry after registration closes, because they need that time to build the event. Pick early enough to register in the early-bird period.

2 GET THE TEAM REGISTERED, AND KNOW WHO'S ACTUALLY IN

- ☐ For first-timers, consider a big touring circuit. They often draw a lot of local athletes at each stop, which can make them a good first event.
- ☐ Help each first-timer pick a weight that isn't hard to make. At a first event, competing is enough.
- ☐ Check belt, age, and weight against **this** organizer's rules. They vary even if you know the IBJJF's well.
- ☐ Members registered under your academy, in the right division.
- ☐ Division changes made before the organizer's cutoff date: _____
- ☐ Track **interested**, **registered**, and **paid** as three separate columns, so you know who's flaking before the deadline.

COMPETITION SEASON CHECKLIST

Weeks out, the day itself, and the first class back. Most of what makes a tournament day run smoothly gets set up before anyone gets to the venue.

Event: _____

SEASON CHECKLIST

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3 THE WEEKS BEFORE

- ☐ Everyone registered is in competition class. If they can't be there, there's a reason.
- ☐ For a major: camp dates set (a lot of athletes run 6, 8, or 12 weeks), with extra sessions only for the people going.
- ☐ Every athlete knows their mat-side coach **and** their secondary coach, by name.
- ☐ Athletes have handled what can get them disqualified: making weight, cut nails, and a gi (plus a backup) that passes the federation's standards.
- ☐ Parent briefing sent (page 3 of this kit).
- ☐ Travel events: a group chat with parents and athletes, started weeks before you leave, with the daily schedule and what you'll drill each day.
- ☐ Bigger events: a team schedule of when each athlete goes on, so teammates can be on the sideline cheering.
- ☐ International event with a time difference: arrive at least a day early.

"What our team can actually give someone isn't the feeling of being ready, it's being prepared." Solana Be, co-owner, NEO Martial Arts

4 TOURNAMENT DAY

- ☐ Arrive at least 90 minutes before a scheduled match. Closer to two hours for an international event.
- ☐ Printed match times are estimates. They can move an hour or more either way.
- ☐ One person watches every bracket the team is in: who's up soon, who's two divisions away.
- ☐ Once a division is close, athletes stay near the bullpen and a coach knows where they are.
- ☐ If a match gets called as a no-show: a lead coach goes straight to the ref and the event coordinator.
- ☐ Feedback right after each match, captured somewhere (pen and paper, a voice note, a quick video).

5 BEFORE THE FIRST CLASS BACK

- ☐ Coaches' same-day reflection on how the team ran the day, so the next one goes better.
- ☐ Match feedback logged in one place: **one entry per athlete per event, dated, with the match, the correction, and the coach who gave it.** NEO tried the general notes section of each member's profile first. It wasn't the right place.
- ☐ Every athlete gets a follow-up (a conversation in class, the video, or 1:1 time during rolls), including the ones no coach happened to remember.
- ☐ Tendency cards updated (page 6 of this kit).

The math that makes this worth writing down: at one NEO event this season, almost 60 competitors had about three matches each. That's roughly 180 pieces of coaching feedback in a single day.

TOURNAMENT-DAY PARENT BRIEFING

Fill one in for each event and send it home at least a week out. A parent who already knows the arrival time, the parking, and the mat rules doesn't need to find you at the venue.

Gym: _____

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1 WHERE AND WHEN

Event: _____

Date: _____ Venue: _____

Parking: _____

Where our team sets up: _____

Weigh-in: _____ Arrive by: _____

We ask for at least 90 minutes before your athlete's scheduled match. Match times printed on the bracket are estimates and can move an hour or more, so we plan for the early side.

2 WHAT TO BRING

- ☐ Competition gi, checked against the organizer's gi standards
- ☐ A backup gi
- ☐ Mouth guard
- ☐ Water and snacks
- ☐ Registration card or confirmation
- ☐ Nails cut, and weight checked at home: _____
- ☐ _____

A missing item at weigh-in can end the day before it starts.

3 WHO CAN BE MAT-SIDE

At most tournaments we go to, **kids' divisions allow one coach per team on the mat**. Parents usually watch from behind the barricade, where it can be hard to see past the crowd, and filming isn't always possible. Adult competitors are usually coached from behind the barricade too. Every organizer runs this a little differently.

At this event: _____

4 THE TEAM SCHEDULE

ATHLETE	DIVISION	EXPECTED TIME	MAT	MAT-SIDE COACH	SECONDARY COACH

Once a division is close, athletes wait near the bullpen. Please don't plan around the printed time. Matches get called early.

5 STAYING IN TOUCH

Team group chat: _____

Coach to find on the day: _____

Phone: _____

The group chat is where the daily schedule, what the team is drilling, and last-minute changes go. One place to check.

6 AWAY EVENTS

Where the team is staying: _____

Team arrival day: _____

Getting around: _____

Training while we're there: _____

INTERCLUB CIRCUIT STARTER KIT

The middle rung between an in-house event and an outside open: two to four neighboring gyms taking turns hosting a small, cheap event. Two gyms is a circuit. It starts with one phone call.

Circuit: _____

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1 THE PHONE CALL

Call the owner of the nearby gym you get along with best. Notes for the call:

Why: Most of our members will never make the trip to an open. An event with the gyms down the road gives them opponents they've never rolled with and a ref who isn't their coach, for a 20-minute drive.

The ask: One small event each, taking turns. We host the first one on _____, you host the next one around _____.

The two things to agree on today: a low entry fee, and that nobody referees their own students.

Who can enter: anyone from either gym who wants to.

Their name: _____ Gym: _____ Phone: _____ Yes / maybe / no: _____

2 GROUND RULES

- ☐ Entry fee: \$_____ (the circuits Gymdesk's CEO saw on customer visits charged \$15 or \$20, so the point stays participation)
- ☐ Referees never officiate their own students
- ☐ Host rotates every event; the home gym runs the day
- ☐ Ruleset: _____
- ☐ Divisions: _____
- ☐ Next date announced on the day, while the adrenaline is still in the room

3 ROTATION CALENDAR

EVENT	DATE	HOST GYM	VENUE	REF CREW (NOT THE HOST'S)	ENTRY FEE
Q1					
Q2					
Q3					
Q4					

When you host, your members compete at home, which puts them back on the in-house rung for the day. Rotation fixes that over a year. If the circuit is only two gyms, try a neutral venue now and then, like a community hall you split. Add a third gym after your first event runs.

CIRCUIT PARTICIPATION TRACKER

After each event, write down who competed and how many circuit events they've done.
A member with three circuit events against two other gyms goes on your shortlist for an outside open.

Season: _____

- SEASON CHECKLIST
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MEMBER	IN-HOUSE EVENTS	CIRCUIT EVENTS	GYMS FACED	2+ MATCHES VS OTHER GYMS	ASKS ABOUT NEXT EVENT	LOST, STILL TRAINED THAT WEEK	KNOWS WEIGHT CLASS	OPEN SHORTLIST
				☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐
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				☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐

4 THE THREE RUNGS

In-house event. Your own mats, your coach in the corner. Where most members try competing for the first time. Give each member an end date on this rung: one or two events, then move them up.

Interclub circuit. The first time they face people they don't know.

Outside open. Official brackets and a ref who's never heard of your gym. When a handful of members hit the signals above, pick one open and make it a team trip.

"Everyone will feel like, oh, this is easy and accessible for me. I can now try my wings on the competition land." Martin Janson, co-founder, Smoothcomp, on in-house events

"I recommend all gyms to at least do like one or two every year." Ricard Carneborn, co-founder, Smoothcomp

"But then as soon as you build some structure, put that event outside." Jorge Britto, Etobicoke BJJ

COACH P'S ATHLETE TENDENCY CARD

Patrick "Coach P" Teruel, co-owner of NEO Martial Arts, sorts every competitor by what they love to do and where they break. One card per athlete, so the read isn't only in one coach's head.

Coach: _____

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"Derek loves to pull guard. Okay, well, Derek sucks when his guard is passed." Patrick Teruel. Once you can say that about someone, you know what to work on: for Derek, guard retention and wrestling up.

ATHLETE

Card 1

NAME

AGE GROUP / BELT / DIVISION

COMPETITION CLASS, LAST 4 WEEKS

IN A BAD POSITION

☐ Fights to survive ☐ Gives up

LOVES TO

BREAKS WHEN

ATTITUDE

WHY THEY WANT TO COMPETE

PREP FOCUS

TASK FOR THE NEXT TOURNAMENT

LAST EVENT: DATE · MATCH · THE CORRECTION · COACH WHO GAVE IT

ATHLETE

Card 2

NAME

AGE GROUP / BELT / DIVISION

COMPETITION CLASS, LAST 4 WEEKS

IN A BAD POSITION

☐ Fights to survive ☐ Gives up

LOVES TO

BREAKS WHEN

ATTITUDE

WHY THEY WANT TO COMPETE

PREP FOCUS

TASK FOR THE NEXT TOURNAMENT

LAST EVENT: DATE · MATCH · THE CORRECTION · COACH WHO GAVE IT

HOW NEO READS EACH AGE GROUP ("THE META")

4-6

Treat it like a game.

7-9

Give them options, negotiate a little, keep it fun.

10-12

They understand the rules. Do you want to win or not?

13-15

If you want to be good, you're training to win.

16+

Not a student when it comes to competition. A teammate.

Once an athlete stops losing locally, Patrick gives them a specific task at each tournament. It keeps them honest and lets them learn even through a win.

WHEN THE ROSTER OUTGROWS PAPER

NEO keeps its read on competitors written down so a coach covering a class has the history before stepping on the mat. In Gymdesk, competition results sit on the same member record as attendance once you connect your Smoothcomp academy, and match notes from the free Coach Companion app land there too (Smoothcomp events only).

gymdesk.com/smoothcomp-connect