

BRITISH JUDO ASSOCIATION

Examinations Process Manual



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Introduction

This manual has been produced to assist Area Representatives and Examiners in the administration of the Junior and Senior Refereeing Awards.

Please remember that the responsibilities of an examiner are;

To ensure that all examination sheets are kept strictly confidential and are not retained by any unauthorised person.

To collect theory sheets immediately the candidate has completed the examination papers.

To use, and complete correctly, the appropriate forms and sheets for all the stages of the examination process.

To ensure that the appropriate fees are collected from the candidates for the Area/ National (C) (B) (A), IJF B Assessment as required.

To ensure that all completed theory and practical sheets are forwarded to National Examinations Coordinator.

To check requirements as stated in the BJA rule book for the examination he or she has taken.

National Junior Refereeing Scheme Awards, Eligibility requirements, Authority

Objective

The Award objective is to promote a better understanding of the Rules by the younger judo players and therefore in the future of the Senior players, coaches and referees.

1. Junior Referees must **NOT** officiate at any contest where **SHIMEWAZA** and **KANSETSUWAZA** are used
2. Junior Referees are allowed to officiate at Junior Events **ONLY**
3. Must Referee under the direct supervision of a qualified Senior Referee/Coach, on the contest Area with the Junior Referee, acting as two judges at all times.

Grade 1 – Eligibility

1. Individual Member of the British Judo Association
2. Must hold a minimum Grade of 7th Mon (BJA)
3. Minimum age of 10 years
4. Grade 1 Referees can officiate at Closed School/Club and Promotion Examinations up to 9th Mon (BJA), under the supervision of a Qualified Senior Referee/Coach on the Contest Area acting as judges at all times
5. The theory pass mark is 60% and the practical pass mark is 40%. Exam time for the Theory is 30 minutes.

Grade 2 – Eligibility

1. Individual Member of the British Judo Association
2. Must be a current holder of a Grade 1 Junior Refereeing Award for a minimum of 6 months before applying for Grade 2
3. Must hold a minimum Grade of 10th Mon (BJA)
4. Minimum age of 12 years
5. Grade 2 Referees can officiate at School/Club and at Closed Junior Events and Promotion Examinations up to 10th Mon (BJA), under the Direct Supervision of a Qualified National Class C Referee and one Area Referee on the Contest Area at all times acting as judges
6. The theory pass mark is 70% and the practical pass mark is 50% Exam time for the Theory is 30 minutes.

Grade 3 – Eligibility

1. Individual Member of the British Judo Association
2. Must be a current holder of a Grade 2 Junior Refereeing Award for a minimum of 6 months before applying for Grade 3
3. Must hold a minimum Grade of 13th Mon or 6th Kyu (BJA)
4. Minimum age of 14 years
5. Grade 3 Referees can officiate at Closed School/Club Events, Closed Area/County Junior Events and Promotion Examinations up to 15th Mon (BJA), under the Direct Supervision of one National Class C Referee and one Area Referee on the Contest Area acting as Judges at all times
6. The theory pass mark is 80% and the practical pass mark is 60%. Exam time for the Theory is 40 minutes.
7. Grade 3 Junior Referees can take the Area Refereeing Award at 16 years, provided the candidates have held a current Grade 3 Award for a minimum of 6 months and have a minimum BJA Grade of 3rd Kyu

Practical Examinations for Grade 1, 2 and 3

1. Grade 1 and 2 Practical Exams can be taken on the same day together with the Theory
2. Grade 3 Practical Exam can be taken on the same day as the theory at a Closed Event or at a Grading that has been arranged by the Junior Refereeing Registrar of the Area. Alternatively the theory can be taken independently of the practical examination – under exceptional circumstances.

Scheme Administration

1. Fees for Grade 1, 2 and 3 are as laid down by the BJA
2. Practical retakes are as laid down by the BJA
3. Certificates and Badges for Grades 1, 2 and 3 are available from the Area Junior Representative or the National Junior Registrar, they must be given to successful candidates on the same day
4. Junior Refereeing cards will be issued to those who pass both the Practical and Theory Examination on the day of Examination

Junior Referees Dress Code

The uniform for Junior Referees will be a navy blue or black blazer or navy blue or black jumper, mid Grey trousers, white shirt, dark tie, black socks and black shoes.

The candidate must wear the badge corresponding with their Junior Refereeing Grade on their sweater, gymnastic type slippers are NOT permitted

Revalidation of Junior Referees

Junior Grade 2 and 3 Referees must revalidate every 3 years from the date of examination and must referee at a minimum of four events or attend a course over a two year period

Their Refereeing Cards must be signed to verify their attendance at events by the Referee in Charge, Coach or qualified Official

NATIONAL SENIOR REFEREEING SCHEME AWARDS, ELIGIBILITY REQUIREMENTS, AUTHORITY

PROVISIONAL REFEREE

Eligibility

1. Individual member of the British Judo Association, JudoScotland, WJA or the NIJF.
2. Age and Grade requirements:
 - a) a) Minimum age of 17 years.
 - b) b) Minimum BJA grade of 3rd Kyu.

Authority

Qualified to officiate at Area/Regional Mon gradings, Kyu gradings and events up to 2* level. Must only officiate with a minimum of two National 'C' referees on the mat. Not qualified to conduct courses or examinations (Junior or Senior).

There is no entrance examination to this level but acceptance on the programme must be authorised by the Area Refereeing Representative who will then issue a record card.

The Provisional Referee programme is intended as an opportunity for potential referees to sample the experience before deciding whether to qualify as an Area Referee.

The position of Provisional Referee is limited for a period of six months from date of acceptance on the programme by the Area Refereeing Representative.

AREA REFEREE

Eligibility

1. Individual member of the British Judo Association, JudoScotland, WJA or the NIJF
2. Age limits for examination:
 - a) a) Minimum age 16 years if a candidate has held a current Grade 3 Junior Referees award for a minimum of 6 months and must be a BJA grade of 3rd kyu.
 - b) b) Minimum age of 17 years.
3. If in the opinion of the examiner the candidate for Area Referee promotion is of a *higher* standard he/she *may be* promoted to a National Referee Class 'C' but only at the first examination attempt.

Authority

Qualified to officiate at Area/Regional gradings and events up to 2* level. Not qualified to conduct courses or examinations (Junior or Senior).

NATIONAL 'C' REFEREE**Eligibility**

1. Individual member of the British Judo Association, JudoScotland, WJA or the NIJF.
2. British Judo Association minimum grade of 3rd kyu.
3. Minimum age 17 years
4. Must have refereed at a minimum of four, 2* events prior to application,
5. Have held the Area refereeing award for a minimum 6 months, unless awarded National Class 'C' at his or her first examination attempt

Authority

Qualified to officiate at Area/Regional events up to 3* level and selected National events at the discretion of the National Refereeing Commission.

Not qualified to conduct courses or examinations. (Junior or Senior)

NATIONAL 'B' REFEREE**Eligibility**

1. Individual member of the British Judo Association, JudoScotland, WJA or the NIJF
2. British Judo Association minimum grade of 2nd kyu
3. Age limits for examinations: Minimum age of 18 years
4. Must have held the National 'C' Referee award for 12 months and refereed at a minimum of two 2* & two 3* events prior to application for this award.

Authority

Qualified to officiate at events up to 4* level (*only able to be a **judge** at finals of 4* events*)

Not qualified to conduct courses or examine for Senior Referees awards but eligible to become an examiner and run courses for the Junior scheme after 12 months experience as a National Referee Class 'B'

NATIONAL 'A' REFEREE**Eligibility**

1. Individual member of the British Judo Association, JudoScotland, WJA or the NIJF
2. British Judo Association minimum grade of 1st kyu
3. Age limit for examination: Minimum age of 20 years
4. Must have held a National 'B' Referee award for a minimum of 12 months and have officiated at a minimum of two 3* & one 4* events prior to application for this award

Authority

Qualified to officiate at events up to 4* level including finals as a referee or judge which will be at the discretion of the RIC on the day. Qualified to conduct courses and examine up to National 'B' level, with NRC approval.

THEORY AND PRACTICAL EXAMINATIONS

- a) A total of 6 attempts is permitted for Area and National 'C' awards
- b) A total of 4 attempts is permitted for National 'B' and 'A' awards

Theory Examinations: Area & National 'C' Awards

A theory examination must be taken for each and every attempt for Area & National 'C' awards. It is important to note that the practical examination must be taken within 3 months of a successful theory examination. A maximum of 1 hour is allowed for the theory examinations for these particular awards.

The pass mark is 76% for Area award and 84% for National 'C' award.

For National 'A' award, the theory pass mark is 75%. For the National 'B' award and above, the theory and practical examination will be taken together.

It is important to note that whenever a candidate re-sits an award of 'B' or 'A', a time limit of 6 months should be the minimum period between examinations.

Practical Examinations: Area & National 'C' Award

Area Award: The practical examination may be taken at a minimum of 2* event or Area Grading where corner judges are used.

Pass mark: is **40%**

National 'C' Award:

The practical examination may be taken at 3* Area Events

Pass mark : is **50%**

For both awards the practical examination takes place on 1 day only.

If the candidate fails the practical examination for Area and National 'C' awards, there must be a period of 6 months before further examination attempts are taken.

NATIONAL 'B' and NATIONAL 'A' AWARDS

Candidates for both awards are required to take an oral theory examination. The examination may be taken, at the discretion of the NRC, at any National event.

Practical Examinations for National 'B' and National 'A' awards

Examinations will take place at specified 3* events and above at the discretion of the NRC. Pass mark: is 60% for the National 'B' and 70% for the National 'A' award. The examination for National 'B' will take place over 1 day. National 'A' candidates will be assessed at a minimum of 3 days at National events during the period of 1 year. If the candidate has successfully attained assessment markings of 1, 2 & 3 over their assessment period they will be eligible for examination. If a candidate receives markings of 4 & 5 twice over the assessment period, they will not be eligible for examination. The National 'A' examination will take place at the British Open following successful assessment or at a suitable event at the discretion of the NRC.

Candidates for these awards should apply via their Area Refereeing Representative on application form NRC/I/2006 who will forward the candidates application form together with application fee to the National Examiners Co-ordinator at least 6 weeks prior to the examination and assessments. Area Refereeing Representatives will be informed of such venues by the NRC.

Candidates will be contacted directly regarding approval and examination venue details etc. Expenses may be paid to candidates who officiate at National events while taking the examination for the National 'A' and National 'B' awards.

The National 'B' oral examination is taken from forms NRC/M/2007

The National 'A' oral examination is taken on form NRC /N/2007..

It is important to note that: if a candidate is unsuccessful at the examination for 'B' or A' there must be a period of 6 months before the candidate can retake the examination and they must also re-sit the oral part of the examination at every attempt, without exception.

CONTINENTAL CANDIDATE PROGRAMME

Qualifications

National 'A' referees wishing to be considered for nomination for the Continental Licence should apply via their Area Refereeing Representative on form NRC/Con. Applic/07 to the NRC. Accepted candidates will have to pass an assessment to be placed onto the Continental 'B' License Training Programme. Expenses may be paid to candidates who officiate at National events while taking the assessment for Continental 'B'.

Entry Procedure

- Personal application via your Area submitted to the NRC with your Area's support and approval, for the NRC's consideration
- Applicants must have refereeing experience as a National A Referee for at least 2 years minimum
- All applicants, once approved by the NRC, are then required to pass the practical examination at the British Open Championship, or at the discretion of the NRC, a championship of a similar high standard

- Continental assessors will make their recommendations, following the assessment process, regarding the individual(s) to the NRC

Continental Assessment Programme

It is the intention of the programme to prepare a prospective candidate for the final assessment, by mutual agreement, to establish a minimum level of competences and skill both on and off the Tatami, and demonstrate a distinct improvement over an agreed time frame.

- To include expected behaviour on and off the mat (dignity, communication, socialising, attitudes etc)
- Active IJF/Continental Referees to be assigned as buddies with both parties approval for additional support
- It is expected that the Continental assessors will submit an outline of the skills element, where additional support and guidance can be offered to the individuals, where the individual can receive a copy for their assistance
- Interim assessments at 3* & 4* events by Continental assessors. There should be, at a minimum, three assessments carried out within a 12 month period and progress by the individual(s) should be apparent.
- If there is no apparent progress within that 12 month period, the IJF assessors will complete a written report to be submitted with their recommendations, to the NRC for their consideration.
- All Continental assessors will be appointed by the NRC. The Continental assessor panel should where possible be comprise of 3 (minimum) i.e. one full Continental assessor and two trainee assessor (minimum).
- An individual may be removed from the programme for failing to maintain apparent progress towards any of the agreed key stages of the assessment which are to be set at the commencement of the individuals programme.

Final Assessment

- The final assessment shall be carried out by a panel comprising of 3 fully qualified Continental assessors
- The final assessment should, whenever possible, take place at the British Open or British Closed immediately prior to the next Continental examination opportunity
- The individual(s) will be expected to pass both the oral and the practical examination
- The Continental assessors will make recommendations to the NRC as to whether a candidate should be put forward for the Continental examination, based on the results of a final assessment.
- The NRC will make recommendations to the BJA Board of Directors for the approval of the individual(s), to be put forward for the next examination opportunity.

Eligibility Requirements for EJU Continental Examination

- a) Minimum age of 25 years, maximum age of 48 years.
- b) A minimum of 4 years refereeing experience as a National 'A'
- c) Candidates must have a minimum grade of 2nd Dan
- d) Candidates must be no more than 50 years of age on the day of the Continental examination, which will be held in Europe.

Appraisals of National Referees are recorded on the Performance Report Form

Referees are continually appraised whenever they officiate at National events. Referees approved by the NRC will carry out performance reporting.

Performance Reporting

Referees will be graded as follows:

- 1 = Excelled Expectation
- 2 = Above Standard
- 3 = At Standard
- 4 = Below Standard
- 5 = Cause for Concern

Referees who consistently attain 1,2 & 3 will be eligible for consideration for National events in the following year. Referees who attain 4 & 5 will be coached back to the standard expected of them. The BJA Performance Report NRC/C/2004 must be sent to the National Examinations Co-ordinator.

Dress

The uniform for referees will be navy blue or black blazer (single-breasted) with an appropriate referee grade badge placed on the upper left side of the jacket, in position of the pocket.

Mid grey trousers, white shirt, the relevant tie for BJA and IJF referees, black socks and black shoes. Specifically designed, over socks, approved by the NRC may be worn, but gymnastic type slippers will not be allowed.

REVALIDATION

AREA REFEREE:

Every 2 years –

Within the 2 year period:

- 1) Must have officiated at a minimum of 6 events per year within own area (*Gradings count as events*).
- 2) Cards should be sent to the Area Refereeing Representative to check their activity who will then forward their name to the National Refereeing Co-ordinator for the BJA revalidation list to be updated of active referees within that particular Area
- 3) If revalidation requirements are not met within the 2 year period, the referee will be reassessed by an Area Examiner nominated by the NRC

NATIONAL 'C' REFEREE

Every 2 years.

Within the 2 year period:

- 1) Must officiate at a minimum of 14 events of which 3 must be at Senior level. 6 must be within your own area. (*Gradings count as events*)
- 2) Referees will receive their revalidation card via the BJA Head Office if they have fulfilled the revalidation criteria. (*Referees must ensure they sign the attendance sheet at every event they officiate at, as this is evidence of their activity. It is recommended that referees continue to record their events on their cards for possible verification if necessary*)
- 3) If revalidation requirements are not met within the 2 year period, the referee will be reassessed by a National 'C' Examiner nominated by the NRC

NATIONAL 'B' REFEREE

Every 2 years.

Within the 2 year period

- 1) Must officiate at a minimum of 15 events, which 6 events must be 3*(or above) and 6 events must be within your own area. (*Gradings count as events*)
- 2) Must attend a Referee's Education Seminar, every alternate year.
- 3) Referees will receive their revalidation card via the BJA Head Office if they have fulfilled the revalidation criteria. (*Referees must ensure they sign the attendance sheet at every event they officiate at, as this is evidence of their activity. It is recommended that referees continue to record their events on their cards for possible verification if necessary*)
- 4) If revalidation requirements are not met within the 2 year period, the referee will be reassessed by an Examiner nominated by the NRC

NATIONAL 'A' Referee

Every 2 years.

Within the 2 year period:

- 1) Must officiate at a minimum of 15 events, which 1 must be 4* or above. 4 events must be 3* or higher. 6 events must be within own area. (*gradings count as events*)
- 2) Must attend a Referee's Education Seminar, every alternate year.
- 3) Referees will receive their revalidation card via the BJA Head Office if they have fulfilled the revalidation criteria. (*Referees must ensure they sign the attendance sheet at every event they officiate at, as this is evidence of their activity. It is recommended that referees continue to record their events on their cards for possible verification if necessary*)

National 'B' referees and above, failing to meet revalidation requirements or maintain the standard required for the awards will be required to attend an event (as stipulated

by the NRC) for re-assessment and to pass the theory examination at the respective pass marks.

NB: Senior National referees must maintain the same revalidation requirements as set out for National 'A' referees.

Record of Activity

All referees are reminded to add each event at which they officiate onto their personal record card of activity. The relevant Star* number of the event should be noted next to the title of the event, e.g.: 'Midlands Senior Open 3*' for ease of revalidation purposes. The Referee-in-Charge may sign all cards and ensure that the Record Sheet Of Attendance is completed at each event and sent to BJA H/O within 7 days of the event. Failure to send the Record of Attendance Sheet may have consequences for referees revalidation criteria.

Referees are reminded that with regard to BSJA, Police, Combined Forces or Universities events, only those stipulated by the NRC can be considered relevant for revalidation purposes.

REFEREE EXAMINERS

EXAMINER FOR JUNIOR REFEREE AWARDS:

Eligibility Requirements

1. Must have held the grade of National 'B' Referee for at least 12 months
2. Must be recommended by their Area
3. Must be approved by the NRC
4. Must Sit In with a Senior Refereeing Examiner (minimum National Class 'C') at a minimum of 2 junior events

EXAMINER FOR SENIOR REFEREE AWARDS

Eligibility Requirements

AREA EXAMINER

1. Must have held the refereeing grade of National 'A' or above for a minimum of 12 months
2. Must be recommended by their Area
3. Must be assessed by a Supervising Examiner approved by the NRC
4. Must be approved by the NRC
5. Must be assessed running a referees course, by a Supervising Examiner

NATIONAL 'C' EXAMINER

1. Must have held a minimum refereeing grade of National 'A' or above
2. Must have been an Area Examiner for 12 months
3. Must be assessed by a Supervising Examiner approved by the NRC
4. Must be approved by the NRC
5. Must be assessed running a referees course, by a Supervising Examiner

NATIONAL 'B' EXAMINER

1. Must have held the minimum refereeing grade of National 'A' or above
2. Must have been a National 'C' examiner for a minimum of 12 months and conducted at least 1 examination at National 'C' level as a qualified National 'C' Examiner
3. Must be assessed by a Supervising Examiner approved and appointed by the NRC at one examination (National 'B' level)
4. Must be approved by the NRC
5. Must be assessed running a referees course, by a Supervising Examiner

NATIONAL 'A' EXAMINER

1. Must be a minimum Continental 'B' Referee
2. Must be a National 'B' Examiner for a minimum of 24 months and have conducted at least 2 examinations at National 'B' level as a qualified National 'B' Examiner
3. Must be assessed by a Supervising Examiner approved and appointed by the NRC at one examination (National 'A' level)
4. Must be approved and appointed by the NRC

CONTINENTAL ASSESSOR

1. Must be currently active as a Continental Licence referee or above
2. Must be assessed by Supervising Continental Examiners approved by the NRC at a minimum of 4 assessments
3. Must have been a National 'A' Referee Examiner for a minimum of 24 months and have conducted at least one Continental final assessment as an examiner.
4. Must be approved and appointed by the NRC

APPROVALS

- The NRC approves and appoints examiners for National awards
- The NRC approves and appoints examiners for the Continental license assessments

- The National Senior & Junior Examinations Co-ordinator monitors examiners for all awards
- Referees wishing to become an examiner for the Junior **or** Senior awards, should apply in writing on form NRC/P/2004 which can be obtained from either the National Examinations Coordinator or the Area Representative which then must be sent to the National Examinations Co-ordinator for approval by the NRC
- Arrangements will be made by candidates to be assessed by approved supervising examiners appointed by the NRC

NB: The Senior National award is no longer attainable, all individuals who have achieved this award will be recognised by the NRC to have authority, more than that of National 'A' but less than that of Continental Referee. Advancement within examination and assessment status, to be confirmed by the NRC and will be based on circumstances prevailing at the time

RETIREMENT CRITERIA FOR BJA REFEREES

There is no age restriction for retirement for BJA Referees, Officials, Examiners and Assessors. Each individual who wishes to continue refereeing will need to comply with the following criteria:-

- Have continuous membership of the BJA, JudoScotland, NIJF, WJF.
- Have attended a National Referee Congress/Seminar within the last 2 years.
- Regularly attend Area Courses/Seminars either in their own area or an alternative area.
- Maintain a competent level within their chosen role i.e. *referee, examiner, assessor*.
- Have continued to keep up to date with current rule changes and interpretations.
- Regularly officiated each year of application and attained the required number of events for their level.
- Apply bi-annually in writing to their Area Refereeing Representative requesting authorization to continue in their official capacity and have written approval from both their Area and the NRC. If an individual does not write to their Area Refereeing Representative for approval to continue they automatically retire and will not have their status renewed.

Due to Health & Safety aspect of our sport the individual must:-

- Be of good health.
- Have acceptable vision (*with aid of glasses/lenses if necessary*).

- Have good mobility and be able to react accordingly when required i.e.: as a *judge be able to move a chair promptly, to have adequate reflexes when players change direction quickly during a contest, announce the correct decision effectively when a player applies an armlock or strangulation and generally be alert to every situation at all times during a contest.*

If the Area or the NRC have cause for concern about an individual the NRC will arrange an assessment, which will be arranged as soon as possible to suit both parties and will be carried out by a current senior qualified assessor of the BJA who is not linked to the Area of the individual. If, after the initial assessment areas of concern are revealed the individual will have a second assessment within 3 to 6 months. The second assessment will have a practical and theory section, which will be the same format as the existing examination required for referee's at their level.

Referee's who are unable to satisfy the above criteria maybe recommended to reduce the level of events that they are attending or officiate at certain level of events *i.e. local events, junior events, gradings.*

If in the opinion of the assessors that a referee is no longer proficient and safe to continue refereeing they shall send in a written report to the NRC recommending their findings. The NRC will then consider the report and if they conclude with the assessor's recommendation, will write to the referee concerned and send a copy to their Area Refereeing Representative and BJA Head Office advising all parties that they are no longer eligible to referee.

EXAMINERS CONTINUING AFTER ACTIVE REFEREEING

Refereeing Examiners who retire from active refereeing but wish to remain as an Examiner can do so under the following conditions:

- Must have continuous membership of the BJA, JudoScotland, NIJF, WJF
- Maintain a satisfactory performance as an examiner and approved by the NRC
- Examine at least once every 2 years (*this is taking in account the limited number of examinations*)
- Maintain a competent level as a examiner
- Have continued to kept up to date with current rule changes and interpretations
- Retired Senior examiners/assessors maybe invited to assist with the performance reporting of referees at National level
- Apply bi-annually in writing to their Area Refereeing Representative requesting authorization to continue in their official capacity and have written approval from both their Area and the NRC. If an individual does not write to their Area Refereeing Representative for approval to continue they automatically retire and will not have their status renewed.

If there is cause of concern of an individual the NRC may consider an assessment. The assessment will be carried out by a current qualified senior examiner/assessor of the BJA who is not linked to the Area of the individual concerned.

If in the opinion of the assessors that a examiner is no longer proficient to continue examining they shall send in a written report to the NRC recommending their findings. The NRC will then consider the report and if they conclude with the assessor's recommendation, will write to the examiner concerned and send a copy to their Area Refereeing Representative and BJA Head Office advising all parties that they are no longer eligible to examine.

MINIMUM NUMBER OF EXAMINERS REQUIRED FOR THE STAGING OF EXAMINATIONS

Area:	1 Area examiner
National 'C':	1 National 'C' Examiner
National 'B':	1 National 'A' Examiner, & 1 National 'B'
National 'A':	1 IJF 'B' & 2 National 'A' Examiners
Continental Assessment:	3 NRC appointed examiners (must be Continental assessors)

The selection of Examiners for National examination is by the Examination Co-ordinator with approval of the NRC. Assessors for the Continental 'B' level are appointed by the NRC. The NRC may consider sit-in trainee examiners for progression to IJF status as an addition to the main panel.

NUMBER OF REFEREES RECOMMENDED PER MAT AT EVENTS:

The following recommendations for the grade of Referee-in-Charge and minimum refereeing requirements are in the Tournament Handbook. The NRC strongly recommend that the use of 2 referees officiating on a mat at the same time is not viable, as this is not appropriate use of manpower; either 1 (Junior level only) or 3 referees should officiate.

Level of Event	Referees (Minimum Requirements)
1*	Referee-in-Charge: National 'C' Referee. Minimum number of referees per mat: 4
2*	Referee-in-Charge: National 'B' Referee. Minimum number of referees per mat: 4

3* Referee-in-Charge: National 'A' Referee and above . Minimum number of 4 referees per mat: (6 preferred)

4* Referee-in-Charge: National 'A' Referee and above. Minimum number of 6 referees per mat

British Open Referee-in-Charge: Minimum of 1 Continental Referee (*appointed by the NRC*). Minimum number of 6 referees per mat:

National Teams Referee-in-Charge: Minimum of 1 Continental Referee (*appointed by the NRC*) Minimum number of 6 referees per mat

Scottish Open Referee-in-Charge: This will be
Welsh Open decided by the Home Country.
Northern Ireland Open Each refereeing team can consist of an IJF, Continental Referee, National 'A' Referee.
 National 'B' referee may be used in circumstances where referee shortage is apparent.

For the Star Tournament see the BJA Tournament Handbook Pages 42/43/44/45/46

Competition Controllers apply to the Tournament Licensing Director to confirm that the required conditions can be met. ALL referees should ensure that events at which they officiate have tournament licences (*these should be on public display at the event*). Referees nominated as Referee-in-Charge are required to sign the tournament licence on the day of the event. Referees nominated as such should ensure that appropriate requirements for the event are fulfilled. The Referee-in-Charge of the event must ensure the Tatami is in good condition and all requirements of the tournament handbook have been complied with and especially that there is a medical team in attendance prior to the tournament starting.

DIRECTOR OF REFEREES

Director of Referees are notified of any matters relating to refereeing by the NRC and they are required to circulate this information to all individual referees in their Area.

Key duties include:

1. Annually, to forward a list of all active referees in their Area to the NRC
2. Forwarding application for Continental assessments, National 'A' and 'B' & 'C' examinations to the National Examinations Co-ordinator.
3. To promote the Junior and Senior Schemes within their Area and to promote maintenance of refereeing standards.
4. To maintain up-to-date records on all referees in their Area relating to grade, level of activity and validation.
5. To provide promptly information as required by the NRC and circulate promptly information to referees in their Area as directed.
6. To ensure that Area events are manned with the appropriate number and grade of referees. For further information about duties see information sheet **NRC/U/2007** or contact BJA Head Office or www.britishjudo.org.uk or NRC Secretary for a current list of DOR's.
7. To provide a yearly report of referees and activity to the Secretary of the NRC no later than the 31st January each year.
8. To validate all referees from Area to National 'C'.
9. Senior National, National 'A' & 'B's referees, check with the BJA revalidation paperwork of their Area and Regional activity.

REPORTING OF INCIDENTS/COMPLAINTS

Complaints or incidents arising at an event about a refereeing decision or player/coach/parent behaviour etc at club, county and area events must always, in the first instance, be referred to the Referee-in-Charge of the event. If the complaint cannot be satisfied, the RIC will enter the details on the Tournament licence. The referees involved in the incident will be required to discuss the matter with the Referee-in-Charge and written reports may be requested for possible submission to the Competition Controller and National Refereeing Commission. The Referee-in-Charge, Competition Controller and Commission will then take any action deemed appropriate and necessary.

Incidents arising at National events must always be referred to the Referee-in-Charge of the event. In the case of complaints/incidents being referred to, or directly submitted to the NRC, or complaints/incidents occurring at National events, written reports may be requested from the referees involved in the incident and from the Referee-in-Charge of the event. The NRC may then take any actions consider appropriate and necessary.

CORRESPONDENCE TO NATIONAL REFEREEING COMMISSION

All general enquiries should be sent to the Secretary of the NRC – e mail: refereeing@britishjudo.org.uk. All specific enquiries should in the first instance be sent to the relevant NRC member, but may be sent to the secretary who will then forward your enquiry to the specific member of the NRC to be dealt with.

CIRCULAR FROM NRC

Lists of current active World/Continental, National 'A', National 'B' referees and current referee examiners are sent to Director of Referees and Area Secretaries Bi-annually.

REFEREE IN CHARGE OF EVENTS GUIDELINES

PRIOR TO THE EVENT

1. Check that the Tournament Licence has been applied for
2. Check with the Competition Controller with reference to the number of mats being used, number of players (50 per mat)
3. Check that the number and grades of referees attending correspond with the recommended Star Rating
4. Check that officials have been arranged for the Weigh-in
5. Identify a room/area that is available for the referees briefing
6. Prepare briefing notes
7. Ensure medical cover has been arranged
8. Prepare mat allocations
9. To supervise the laying of the Mat Areas, or delegate a responsible Official to be in attendance

ARRIVAL AT THE EVENT

1. Arrive early and ensure the weigh-in is running smoothly.
2. Walk around the mat areas and check
 - Condition of Mats are acceptable
 - Free zone area is maintained and there are no obstructions
 - Size of mat area and safety area complies with BJA Rule book and Tournament Licence
 - Chairs for judges are available and are suitable
 - Three sets of red and white flags are available per mat
 - Minimum of two Blue and White belts per mat are available
 - Audible sounds differ on adjoining mats
 - Scoreboards are suitable
 - Blue and White markers for the players are positioned on each mat
 - Chairs are available for accredited Coaches
3. Check refreshment arrangements
4. Check the estimated time of finishing (ETF) with Competition Controller
5. Check how expenses are being paid
6. Finalise briefing points based on the information received on the day
7. Check that the referees have arrived and be prepared to re-adjust Mat allocations
8. Ensure medical team are aware of the procedures in dealing with injuries during a contest

BRIEFING NOTES

Briefing notes should include

1. Welcome and thank officials for attending
2. Technical points for discussion
3. Refreshments and ETF information
4. Mat Allocations
5. Invite comments from High Graded referees in attendance
6. Any questions from referees
7. Collect the referees' cards
8. Provide any Area/National information (if any)
9. Ask the RIC for each mat to stay behind for extra briefing and provide list of referees for their respective mats
10. Have a nice day

DURING THE DAY

1. Check that referees are valid and enter the event into the cards and also the star rating
2. Be available to assist with complaints at all times
3. Approve the expense claim forms as required
4. Obtain any reports regarding injury/incidents as required
5. Allocate referees for the Finals in liaison with Control
6. Decide if a de-briefing is required to discuss situations
7. Ensure that **ALL** referees' have completed and sign the Referee's Attendance Sheet and returned to the Competition Controller.
8. Sign the Tournament Licence at the end of the day
9. Complete referees Record of Attendance Sheet and sign and attached to Tournament licence (This form must be returned within 7 days of event)



Area Refereeing Representatives

Army	Tony White
East	Roger Brown
London	Llewellyn Kerr
Midlands	Paul Clay
Police	Alex Ives
Navy	Steve Baker
Northern Ireland	Jim Toland
Northern Home Counties	Elaine Down
North	Dave Francis
North West	Jean Knowles
RAF	David Horton-Jones
Scotland	Judoscotland
South	Martin Rivers
Y & H	Alan Medley
Wales	Dave Smith
West	Alan Kimber

As at 1st September 2008

Please inform NRC Secretary of any changes



DUTIES OF DIRECTOR OF REFEREES

1. To circulate to all individual referees in their Area information on refereeing matters received from the National Refereeing Commission, other Director of Referees and BJA Head Office.
2. To keep all referees in their Area informed of competitions, refereeing courses, and other appropriate activities.
3. To promote refereeing within their Area including arranging courses and examinations of Area, National 'C', and National 'B', Referee awards levels, as appropriate.
4. To encourage the maintenance of refereeing standards: for example, by promoting Area seminars and mat side coaching.
5. To promote the Junior Refereeing Scheme as appropriate to the Area's needs and agreement. **The current National Junior Registrar is Alan Lingham 90 Blean Common, Canterbury, Kent, CT2 9JJ 01227 471579**
6. To maintain adequate, up-to-date records of all grades of referees within their Area, including address, contact telephone numbers and email address, dates of attaining referee awards, dates of attempting further promotion, records of activity within the Area, and at National level, as appropriate.
7. To ensure that all Area events are supplied with the appropriate number and grades of referees. (See Tournament Handbook or National Seniors Refereeing scheme - www.britishjudo.org.uk)
8. To ensure that individual referee's record of events are kept up-to-date and sign them as well as the record of attendance sheet at Area events, or allocate a senior referee to sign the record card and attendance sheet .To request referees to note the star-rating of events on their record of events card to assist in checking for revalidation.
9. To hold all paperwork relating to the Area Referee Award.
10. To ensure that the BJA records of events for all referee's revalidation are correct. The BJA will revalidate all referees' bi-annually if they fulfill the revalidation criteria and advise the Director of Referees accordingly.
11. To notify the National Referees Co-ordinator and National Examiner Co-ordinator when National 'C' referees within their Area are revalidated.
12. To forward nominations for the National 'B' and National 'A' Awards to the National Examiner Co-ordinator, having previously gained the Area's approval for each nomination.

13. To supply names and addresses of Area referees at the end of each calendar year for the purpose of the Association's Annual Report. To submit an annual report on the Area's refereeing activities to the Secretary of the National Refereeing Commission as requested.
14. At the end of each calendar year to notify the National Referee Co-ordinator of the degree of Area activity of National 'B' and National 'A' referees within their Area.
For example, brief records can be kept as follows:

		Junior	events	Senior	events
Name	Grade	Held	Attended	Held	Attended
Fred Smith	Nat 'B'	6	5	4	0
Bert Jones	Nat 'A'	6	2	4	4

15. At the end of each calendar year to notify the National Examiners Co-ordinator of the number and type of referee exams held in the Area and the names of the examiners involved.
16. To inform the National Examinations Co-ordinator of activities of referees within their Area who have retired from active refereeing but retain their examiner status.
17. At the beginning of each year to inform the National Refereeing Commission of the event (date and venue) at which a 'service to Area' will be required.
18. To ensure the National Refereeing Commission of requests for reassessment of National 'C' award level referees who they consider not to be of the required standard.

Further enquires regarding revalidation should be sent to the National Referee Co-ordinator.

Enquires regarding general refereeing matters should be addressed to the Secretary of the National Refereeing Commission.

The current secretary is: **Mrs Elaine Down**
40 Windsor Avenue
Hillingdon
Middlesex
UB10 9AU

Email: refereeing@britishjudo.org

General information regarding the refereeing structure and duties of Director of Referees are also in the Refereeing Structure information sheets.



I wish to apply for examination to:- National A B C Area Referee (delete which is not applicable)

SURNAME: _____ FIRST NAME: _____

Address: _____

Postcode: _____

Date of Birth: _____ Age: _____ Telephone No: _____

Email Address: _____ Mobile Tel: _____

BJA Membership No: _____ BJA Grade: _____ BJA Area: _____

Current Referee Grade: _____ Date Passed _____

Number of previous attempts at this Award _____ (Minimum lapse of 6 months between attempted examinations)

Details of Junior Refereeing Awards held: _____

Signature: _____ Date: _____

Please complete all of the above details and hand this form to the Examiner with the correct examination fee. Cheques should be made payable to:- The British Judo Association.

Complete for National B and above Examinations Only

The _____ Area support the above named candidate in attempting the next level of refereeing. To be signed by an Officer/ Refereeing Representative of the supporting Area.

NB: Candidates for National A examinations need to be approved by the NRC.

Name: _____ Position held: _____

Signature: _____ Date: _____

Return to:- Elaine Down 40 Windsor Avenue Hillingdon Middlesex UB10 9AU

.....

Voice	
Presence	
Distance	
Mobility/ Positioning	
Warnings	
Appreciation (x 2)	
Signals	
Judgement	
Determination	
Total	
PASS / FAIL	

I have today examined _____ as an:- National A, B, C, Area (delete which not applicable)

On this occasion the candidate was /was not successful.

I acknowledge receipt of £ _____ as payment of the examination fee.

Venue: _____

Signed: _____ Date: _____

Comments:



NRC/ContApplic/07

**BRITISH JUDO ASSOCIATION
APPLICATION FOR CONTINENTAL ASSESSMENT EXAMINATION**

(Please print clearly)

I wish to apply for examination for the Continental Assessment Examination.

Surname: First Name:

Address:
.....

Postcode: Email Address:

Telephone No. Home: Mobile No:

MUST BE NATIONAL 'A' Date passed current referee level :.....

Years of experience:

MUST BE minimum of 2nd Dan

Current judo grade: Date passed current judo grade:

Licence Number:..... Date of Birth: Age:

Examination Fee: Cheques made payable to:- **The British Judo Association**

Area attached to:

Signature: Date:

The.....Area support the above named candidate in attempting the next level of refereeing.

To be signed by an Officer/Refereeing Representative of the supporting Area

Name: Position held:.....

Signature: Date:

All forms must be sent to National Examinations Co-Ordinator:- Mrs Elaine Down 40 Windsor Avenue Hillingdon Middlesex UB10 9AU Email: refereeing@britishjudo.org

FOR OFFICIAL USE ONLY

Date received Acknowledgement sent.....



**BRITISH JUDO ASSOCIATION
REFEREE EXAMINER/ASSESSOR APPLICATION FORM**

Name:..... Area:.....

Address:

Postcode: Telephone No:

Present referee grade:..... Date passed:

The above named candidate has been approved by theArea for application to become an Continental Assessor/National 'A' , 'B' , 'C' Examiner (*delete which is not applicable*)

Signed: Date:.....
(Area chairman)

'SITTING IN' ASSESSMENT RECORD

Continental Assessor , National 'A' , 'B' , 'C' Examiner (*delete which is not applicable*) **1st Sit-In**

Venue:..... Date:.....

Supervising Examiner:..... Comments:.....

.....

Continental Assessor , National 'A' , 'B' , 'C' Examiner (*delete which is not applicable*) **2nd Sit-In**

Venue:..... Date:.....

Supervising Examiner:..... Comments:

.....

Continental Assessor , National 'A' , 'B' , 'C' Examiner (*delete which is not applicable*) **3rd Sit-In**

Venue:..... Date:.....

Supervising Examiner:..... Comments:

.....

Name:has been approved as a assessor/examiner for theReferee Award.

Signed: Date:
(NRC Examination Co-ordinator)



AUTHORISED SENIOR REFEREEING EXAMINERS 2008

Continental Assessors & Senior Examiners

Peter Crumpton
Roger Down
Elaine Down
Dave Stanley
Marion Woodard

National 'A' Examiners

Reuben Davison
Alan Medley
Neil Lawcock
Eric Tunstall

National 'B' Examiners

Graham Bayley
Alan Lingham
David Martin

National 'C' Examiners

Alan Kimber
Chris Mullen
Dave Francis

Area Assessors

Keith Frowen
Chris Hill
Jean Knowles
Martin Rivers
Jim Syrett
Andrew Tremlett
Veronica Tucker

Coaches

Roger Down
Neil Lawcock
Alan Medley
Marion Woodard



INCIDENT REPORT

Event:	Date:
Venue:	Ref in charge:
Ref on mat:	Report by:
Line judge 1:	
Line judge 2:	

Players/ Persons/ Teams involved:

Details of incident:

Please continue overleaf if necessary

Signed:	Copies to:
Date:	



Refereeing Candidates Examination Fees

Area { Junior Award 1, 2, & 3	£10.00
Money{ Area Award(Recommendation)	£15.00*
National (C) Award	£20.00
National (B) Award	£35.00 £20 Resit
National (A) Award	£40.00 £25 Resit
Senior National Award	£45.00 £30 Resit
I.J.F. Assessment	£50.00

*The Area Examination fee does not include the cost of the Area Referee badge. The Area Referee Representatives can obtain these by sending the details along with a cheque, made payable to the British Judo Association for £12 to Elaine Down, NRC Examinations Coordinator.

Travel expenses ONLY to be claimed by Examiners, as currently the case for refereeing at events.

April 2008