

Licencing of Dan Grade Promotion Examinations Guidance

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Introduction



With effect from 1st January 2027, all Dan Grade Promotion Examinations will require a Licence in order for the event to run. Any promotion examination being conducted without the registration licence will be considered 'unlicensed', and the points will not count for promotion point purposes.

Notes

- Applications will only be accepted from the Area Director of Examiners or their deputy.
- There is no fee for the Dan Grading Licence.
- Each dan grading must have its own Licence, which will need to be applied for separately.
- Licence applications are done through the online form on the BJA website.
- Any changes to the nominated individuals listed on the Dan Grade Promotion Examination Licence will need to be notified to the BJA Events Team who will issue a revised licence.
- Please ensure that the Promotion Examination Licence Number is added to each grading examination sheet.

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Important Considerations



Venue Risk Assessments

The event organiser is responsible for the safe running and organisation of the event. The event organiser must take all reasonable steps to ensure the safety of all attendees, including but not limited to volunteers, players and spectators involved in any activity for which the responsible party is accountable. Guidance on [Event Safety](#) and [completing a Risk Assessment](#) can be found on the Health and Safety Executive website.

The event organiser holds ultimate responsibility for the risk assessment, but prior to the event they must share their risk assessment with their Area Director of Examiners, who must be satisfied that the promotion examination activity can take place at the venue with minimal risk, and that the organiser has identified any necessary control measures to reduce risks to low/acceptable levels.

At public venues, risk assessments will have been carried out by the venue management team – event organisers must ensure that they are either provided a copy of the risk assessment or a **list of actions/control measures they must carry out whilst hiring the space(s)**. Event organisers will still carry out a risk assessment adding in control measures given to them by the venue management and adding in risks and controls relevant to the activity and event field of play/operations.

For the use of private venues operated by the club, it is the responsibility of the club to complete a risk assessment and share a copy with the Area Director of Examiners – this should encompass the venue and activities, risks, controls and ratings.

Once an Area Director of Examiner has submitted all required documents for a venue to the satisfaction of the Promotions and Gradings Commission they will be able to host a licenced promotion examination at that venue. It will only be necessary to resubmit a risk assessment with a subsequent licence application if there have been changes to the activity or venue that impact the risk assessment.

The event organiser is required to carry out the BJA 'Record of Dan Grading Facility Check' before each promotion examination. This document will be provided with the Dan Grade Promotion Examination Licence, which must be completed, in digital format, with the return documents.

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Contest Area

The recommended minimum contest area for senior players is 6 m × 6 m with a 3 m safety area and 4 m between adjoining areas. There should be 0.5 m of clear area around the outside edge of the competition area or padded walls.

In the event that a new or established venue falls short of compliance with the recommended minimum contest/safety area sizes, this should be addressed as part of the risk assessment, including any necessary control measures to reduce the risk to low/acceptable levels. Any concessions to the recommended minimum contest area must be recorded in the licence application along with the control measures. Any precautions or control measures in place should be explained to the players during the Senior Examiner's briefing at the start of the dan grading.

First Aid Medical Cover

Please note that the required level for First Aid provision at dan grade promotion examinations is Level 3 First Aid Certificate for Adult and Child First Aid or Combined First Aid at Work and Paediatric course (BJA Tournament Handbook, October 2023).

Qualified first aiders must be either BJA members (recreational membership is sufficient with first aid recorded on their membership) in order to be covered by the BJA insurance, or, if using an outside agency such as St John Ambulance, they will have their own insurance. The event organiser must ensure that they are appropriately qualified, trained, experienced and insured, and that they are appropriately equipped for the dan grading. Please ensure all medical incidents are recorded on an '[Incident Report Form](#)', and copies submitted with the return documents. Alternatively reports can be made directly through the British Judo Insurance with Howdens portal.

The advised ratio of First Aiders is one per mat area, plus cover for breaks, injury support and lunch. For example a 2 mat event may have 4 or more First Aiders.

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Event Welfare Officer

The Event Welfare Officer is a key member of the organisation team, this is the person responsible for any safeguarding or welfare concerns raised regarding the event.

The person named as the EWO should meet either of the following standards:

- British Judo Club Welfare Officer ([requirements](#))
- Level 2 BJA Coach (Licence, First Aid, DBS and Safeguarding must be up to date)

Full guidance and support can be found on the Event Welfare Officer Guidance ([link](#)). If you have specific questions or require further support please email events@britishjudo.org.uk

Referee

The referee in charge should be a minimum of National B. The minimum qualifications of the referee team for this event follows Level 3 event guidance for referee selections/ minimum requirements ([British Judo Refereeing Handbook](#)). Currently the guidance requires the referees have a minimum level of an Area referee, but it is advised to have a small team of varied experience to support the event appropriately. For example a 2 mat event referee team may have 2 Areas, 1 National C and 1 National B – this ensures that the lower level referees have the support in place to oversee the event safely. It is not a requirement to use the care system at promotion examinations.

Timekeepers and Scoreboard

Where possible, timekeepers should be used. Electronic scoring devices make for a professional approach, allowing players to see both scores and time remaining for the contest. As a minimum, a means of identifying scores awarded should be used.

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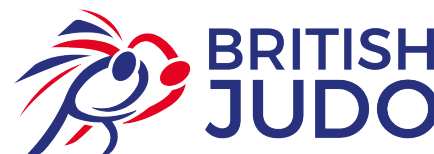


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Applying for a Promotion Examination Licence



1. Check the Calendar Planning document and book a calendar slot

Do not advertise the Dan Grading until confirmation from the BJA Events Officer that the date has been approved. Check the calendar planning document by clicking [here](#).

Book the calendar slot by clicking [here](#).

All Events, Festivals and Dan Gradings need to be licenced by the BJA. It is highly recommended that you check your proposed date with the Area Secretary/Events Organiser or Home Country Secretary/Events Organiser. You are advised to do everything you can to avoid clashes with other events like yours, both inside and outside of your Area.

2. Arrange your event team and apply for a licence

You must appoint individuals in the following positions to support your dan grading:

- Dan Grading Organiser (Area Director of Examiners)
- Event Welfare Officer
- Referee in Charge and Referee team
- First Aid Team

A Dan Grade Promotion Examination Licence is granted once an application has been validated against all requirements. [Licence application form](#).

3. Once approved, the BJA will issue the Dan Grade Promotion Examination Licence to the Area Director of Examiner. The event will have a fixed listing on the BJA calendar. It is mandatory to display the Licence at the venue on the day.

4. When the Dan Grading has finished, all documents, including the following, should be returned to events@britishjudo.org.uk in digital format:

- Dan grade examination sheets
- Facility Check/Return Form
- Supplementary Report Form
- Any Safeguarding incidents
- Medical Incident Reports

The Area Director of Examiners (or their deputy) will be the only person(s) who can make an application to hold a Dan Grade Promotion Examination. All applications are dealt with on a first come, first serve basis.

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Dan Grading Facility Check / Return Document

Promotion Examination Licence Number	
Venue	Grading Organiser
Post Code	Name
Date	Telephone No.

Officials Attending & Incidents Reported			
Referees	1. 2. 3.	Timekeepers	1. 2. 3.
Welfare Officer		Welfare Incidents Reported	
First Aiders		Medical Incidents Attached	
Qualification Level			

Facility Check		Yes	Further action needed	N/A
1	Have you displayed the Promotion Examination Licence?			
2	Do you have adequate network (wi-fi or mobile data) access?			
3	Is there safe and unobstructed access to and around the venue?			
4	Is the mat surface in good condition, without gaps between mats?			
5	Is the area around the competition area free from hazards and obstructions?			
6	Are all cables <i>etc.</i> secured to the floor/walls to minimise trip hazards?			
7	Are all emergency exits clearly marked and people aware of the procedure to follow to leave the venue in an emergency?			
8	Is there access to suitable changing facilities and toilets?			
9	Is matting provided to minimise rainwater being carried into the building?			
10				

Continue any further actions as required.

Please attach reports of any incidents & send to both the Area Director of Examiners & BJA Head Office within 7 days of the grading in digital format.

Attendance Men					Attendance Ladies				
1K	1D	2D	3D	4D	1K	1D	2D	3D	4D

Dan Grade Levy To the BJA @ £12 total £

BJA Letter of confirmation of Licence approval



Dear Grading Organiser

Included in this document is your Dan Grade Promotion Examination Licence, please keep a copy of this Licence for your personal records

The documents listed below should be completed and returned following the event in digital format.

Document Title	Action	Access
Dan Grade Examination Sheets	Must be completed digitally & returned	Link
Facility Check / Return Form	Must be completed digitally & returned	Link
Incident Notification Form	Must be completed and returned in the following instances: - Any fracture or suspected fracture (other than to toes, fingers, thumbs) - Any head injury - Dislocation or suspected dislocation of the shoulder, - Hip, knee, spine - Unconsciousness - Injury involving either referral to or actual hospital treatment - Any other serious injury that in the opinion of the medic ought to be reported. This is Particularly relevant where minors are involved	Link
Safeguarding Incident Form	If you have a concern about a person you can contact the British Judo safeguarding Team using the form or by emailing them via safeguarding@britishjudo.org.uk	Link

To support you in running this Promotion Examination, there are a number of resources available. The table below lists the key resources and where to access them.

Resource Title	Detail	Access
Dan Grade Syllabus	Guidance for Senior Examiners and competitors	Link
Head Injury Protocol	Guidance for head injury protocol and summary guidance image	Link
Players with prosthetic limbs	Guidance to ensure safe participation for all	Link
Supplementary Report Form	Any Additional information relevant to the grading	Link
Event Safeguarding Posters	Posters to be displayed to show name and key contact details - Safeguarding poster (with QR code for MyVoice) - How to report a concern - Event Welfare Officer guidance	Link

If you have any further enquiries, please feel free to contact events@britishjudo.org.uk

Kind regards
Events Team

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SUPPLEMENTARY REPORT FORM DAN GRADE PROMOTION EXAMINATION



Date of Grading/Event:		Venue:	
Type of Grading/Event:			
Grading Organiser:		Membership Number:	
Mat Senior Examiner:		Membership Number:	

Please use the space below to record any irregularities or unusual occurrences at a Dan Grade Promotion Examination, or to provide any additional supporting information to accompany a completed Dan Grading Examination sheet. Please include the name of any ADofE or NPGC member consulted. This form is also used to record any other event or process used to assess candidates for promotion or grade transfer to and within the dan grades. Please refer to the current Dan Grade Promotion Syllabus for further information.

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Mat SE Signature:		Print Name:	
Grading Organiser Signature:		Print Name:	