

# BRITISH JUDO REFEREEING HANDBOOK

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Note: The NRC reserve the right to adjust parameters as required should exceptional circumstances arise which in the opinion of the NRC requires special attention, no other personnel may change any of the laid down parameters without written consent from the NRC.

# 1 INTRODUCTION

## 1.1 Scope

This document is intended to guide and assist the membership on all refereeing matters outside of the contest rules. It includes the refereeing structure, qualification, assessment and examination processes and procedures, which are supported by the educational and training programmes.

Any queries relating to this document should be sent to the NRC secretary in the first instance. This document supersedes all previously issued versions.

## 1.2 Application

The latest version of this Handbook and the Contest Rules published on the BJA website are the only authorised processes and procedures for use in BJA licenced events. In case of conflict with any other documents that may be in circulation, the latest version of these published documents, alongside official amendments, shall prevail in all cases.

**All British Judo licenced events must be run fully in line with these documents unless written dispensation has been specifically offered by the BJA/NRC.**

## 1.3 Releases to Membership

Document Revision	Release Date
1.3	July 2015 – Initial Release
1.4	March 2016
2.0	July 2016
2.1	January 2017
2.2	November 2017
2.3	May 2018
2.4	February 2019

## 1.4 General Correspondence about Refereeing

All general enquiries that require a formal response should be sent in the first instance to the NRC secretary. If an inquiry is viewed as very specifically for one person to deal with, this may be sent directly, however, a copy should also be sent to the NRC secretary. If the correspondence is a complaint of some kind, this should be stated in the subject line.

## 2 REFEREE AWARD STRUCTURE

### 2.1 Referee Pathway

The British referee structure is made up of a single pathway for all referees, starting from the minimum age of twelve years with no maximum age for British levels. The eight-level structure is designed to enable any British Judo member to become a referee, then progress through the system upon satisfying the criteria for each level. The current British Judo and IJF referee structure is:

1. Club Referee
2. Area Referee
3. National C Referee
4. National B Referee
5. National A Referee
6. Senior National Referee
7. Continental Referee
8. International Referee

Any British Judo member wishing to become a referee can gain information on how to do this from their area refereeing representative, for further information or to search for refereeing information or training, this can be found on the British Judo website.

Candidates should complete both the education module and theory examination successfully prior to taking the practical examination\*, all elements need to be completed within a 12-month period otherwise the candidate will need to retake the earlier element(s). Referees attempting their first referee award must not undertake practical refereeing practice at licenced events until they have completed the education module and passed the theory examination.

Trainee referees may referee under the supervision of a qualified adult referee (18+) who holds any valid referee grade, this is to gain pre-practical examination practice, trainees are defined as those who have successfully completed the education module and theory examination for the applicable level, this principle applies at all British Judo referee levels at licenced events. However, currently valid referees wishing to further their refereeing career are recommended to continually develop through having a mentor preparing them using the “Plan-do-Review” methodology.

\*In cases defined by the NRC, it may be possible to pass candidates on the practical examination before the education for all levels which are not the first for that referee, this is based on the NRC’s discretion and necessitates an NRC examiner to be actively present at the time.

### 2.2 Club Award Entry Criteria

To attempt the Club Referee Award the candidate must on the day of education and theory/practical examination have / be a minimum of:

- 12 years of age
- 10th Mon / 3rd Kyu
- A minimum of 1-year judo experience
- Must hold current BJA / Judo Scotland / NIJF / WJA membership

To fully qualify at the Club Referee level, candidates must:

- Successfully complete a Club Award education module
- Successfully complete the Club Award theory examination
- Successfully complete the Club Award practical examination

### **2.3 Area Award Entry Criteria**

To attempt the Area Referee Award the candidate must on the day of education and theory / practical examination have / be a minimum of:

- 15 years of age
- 13th Mon / 2<sup>nd</sup> Kyu
- Have been a Club referee for at least 1 year meeting the 2-year revalidation requirements, unless entering directly at Area level
- Must hold current BJA / Judo Scotland / NIJF / WJA membership

To fully qualify at the Club Referee level, candidates must:

- Successfully complete the Area Award education module
- Successfully complete the Area Award theory examination
- Successfully complete the Area Award practical examination

### **2.4 National C Award Entry Criteria**

To attempt the National C Referee Award the candidate must on the day of education and theory / practical examination have / be a minimum of:

- 18 years of age (unless they started at Club level, it is then 16)
- 18th Mon / 1st Kyu (if going directly to National C, must have satisfied Fast Track criteria)
- Have been an Area referee for 1 year, meeting the 2-year revalidation requirements
- Must hold current full BJA / Judo Scotland / NIJF / WJA membership

To fully qualify at the National C Referee level, candidates must:

- Successfully complete a National C Award education module
- Successfully complete the National C Award theory examination
- Successfully complete the National C Award practical examination

## 2.5 National B Award Entry Criteria

To attempt the practical examination for the National B Referee Award the candidate must on the day of examination have / be a minimum of:

- 19 years of age (unless they started at Club level, it is then 18)
- 1st Kyu (if going directly to National B, must have satisfied Fast Track criteria)
- Successfully completed the National B education module
- Successfully completed the National B theory examination
- Have been a National C referee for 1 year, meeting the 2-year revalidation requirements
- Must hold current full BJA / Judo Scotland / NIJF / WJA membership

## 2.6 National A Award Entry Criteria

To attempt the practical examination for the National A Referee Award the candidate must on the day of examination have/be a minimum of:

- 21 years of age (unless they started at Club level, it is then 20)
- 1st Dan
- Successfully completed the appropriate education module
- Successfully completed the National A theory examination
- Been a National B for more than 1 year, meeting the 2-year revalidation requirements
- Must hold a current full BJA / Judo Scotland / NIJF / WJA membership

## 2.7 Senior National Award Entry Criteria

For the Senior National Award the candidate should generally at the time of application be / have:

- Minimum 3rd Dan
- Been a National A referee for at least 8 years
- Been a referee tutor for at least 5 years
- Have averaged at least 10 events per year for the last 5 years
- Must hold current BJA / Judo Scotland / NIJF / WJA membership
- Be considered of appropriate character for the award by the NRC

The NRC has the discretion to consider applications for the Senior National Award which do not meet the above criteria, but still represent sustained achievement and significant contribution to refereeing/British Judo.

**Applications:** A candidate may apply directly to the NRC, or any other member may propose a referee for the Senior National Award. All applications should clearly state the rationale for the award and evidence of the above criteria by completing the official form in full.

Application form is in appendix P



## 2.8 Continental Referee Training Programme Entry Criteria

To attempt the practical assessment for entry onto the Continental referee training programme, the candidate would normally be expected on the day of assessment have / be a minimum of:

- 23 years of age
- 1st Dan
- National A referee for more than 1 year, meeting the 2-year revalidation requirements,
- Must hold current full BJA / Judo Scotland / NIJF / WJA membership

The Continental Licence can be attempted from either the National A or Senior National awards, these two levels have an identical refereeing standard and are the highest British awards.

## 2.9 Continental Examination Entry Criteria

To attempt the Continental referee examination, the candidate must on the day of examination have / be a minimum of:

- 2nd Dan
- Be in, or will achieve, their fourth year as a National A referee in the calendar year of the examination
- Be a minimum of 25 years and maximum of 50 years (in the calendar year of their 25/50<sup>th</sup> Birthday)
- Selected by the NRC and approved by the BJA board of Directors
- Pass the theory examination at the specified event
- Must hold a current BJA / Judo Scotland / NIJF / WJA membership

The Continental licence (IJF B) is awarded and governed by the European Judo Union (EJU) according to the rules laid out by the IJF. Full criteria for application for the Continental examination are available on the EJU website.

## 2.10 International Examination Entry Criteria

To attempt the International referee examination, the candidate must on the day of examination have / be a minimum of:

- Selected by the NRC and approved by the BJA board of Directors
- Approved by the EJU as an appropriate candidate for examination
- Be minimum of 29 years and maximum of 55 years (in the calendar year of their 29/55<sup>th</sup> Birthday)
- Continental referee for at least 4 years (in the 4<sup>th</sup> calendar year of their continental award)
- Minimum of 3rd Dan
- Must hold a current BJA / Judo Scotland / NIJF / WJA membership

**Applications:** Application for International examination must be made directly to the NRC for consideration; the NRC will either approve, hold approval pending a decision where multiple candidates are eligible or decline. The International licence (IJF A) is awarded and governed by the IJF according to its rules and regulations. Full criteria for application for the International examination are available on the EJU/IJF website.

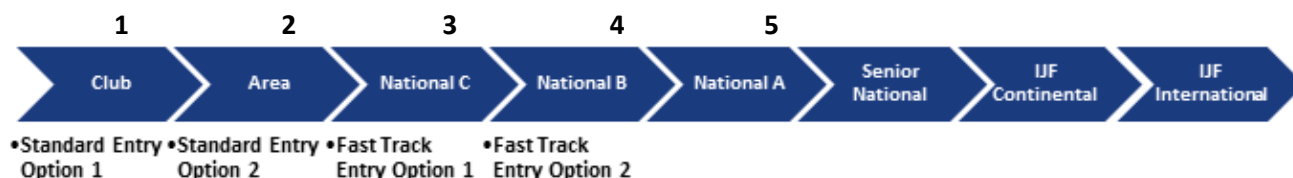
## 2.11 Standard Entry and Fast Track Options

The NRC / BJA and IJF recognise that knowledge and expertise developed in other judo disciplines are valuable and highly transferable to refereeing. To attract advanced candidates and give credit to previous experience, the refereeing structure allows 'Fast Track' entry to the higher referee awards. High performing athletes or coaches with significant international experience are encouraged to take up this opportunity.

- **Standard Entry Option 1 to Club Award:** Judoka of at least 12 years old and 10<sup>th</sup> Mon / 3<sup>rd</sup> Kyu may attempt the Club award
- **Standard Entry Option 2 to Area Award:** Judoka of at least 15 years old and 15<sup>th</sup> Mon / 2<sup>nd</sup> Kyu may directly attempt the Area award
- **Fast Track to National C Award:** Judoka of at least 18 years old and a competitive 1<sup>st</sup> Dan may directly attempt the National C award
- **Fast Track to National B Award:** Judoka of at least 30 years old who have had at least 10 senior BJA selections for international events at European Cup or above and won at least two medals at senior European Cup or higher may directly attempt the National B award. International coaches with at least 10 events completed at European Cup or higher and have returned at least two medals with their athletes may also apply.

After Fast Track entry, referees will need to meet the standard minimum requirements at every level onwards.

## 2.12 Entry Options Summary



## 2.13 Examination and Assessment Summary

Level	Education Module	Theory Assessment	Theory Examination	Practical Assessment	Training Programme	Practice Events	Practical Examination	Managed By
Club	Yes	No	Yes	No	No	Yes	Yes	Host Area
Area	Yes	No	Yes	No	No	Yes	Yes	Host Area
National C	Yes	No	Yes	No	No	Yes	Yes	Host Area
National B	Yes	No	Yes	Yes*	Yes*	Yes*	Yes*	NRC
National A	Yes	No	Yes	Yes*	Yes*	Yes*	Yes*	NRC
Senior National	No	No	No	No	No	No	No	NRC
Continental	No	Yes	Yes - EJU	Yes	Yes*	Yes	Yes - EJU	NRC/EJU
International	No	Discretionary	No	Discretionary	Discretionary	Yes	Yes - IJF	NRC/EJU/IJF

\* For National A and National B, a multi event training and assessment programme is normal; candidates must average the pass level over any 3 consecutive events from the event list the NRC provide for National A, National B will be a one-off examination event selected by the NRC. In very exceptional circumstances, a very strong candidate passing both theory and practical on initial assessment may be immediately promoted at the NRC's discretion after receiving feedback from the relevant tutors for both National A + B.

## 3 REFEREE REVALIDATION

### 3.1 Referee Revalidation Criteria

Referees are revalidated on a two-year cycle on 1<sup>st</sup> January of each biennial year. Referees will be revalidated automatically by the referee administrator if they have fulfilled the revalidation criteria at the end of the two-year revalidation period. The criteria for each level to revalidate is identified below:

Level	Minimum refereeing activity	Minimum ongoing training
Club Referee	4 events	Encouraged, but not mandatory
Area Referee	5 events	Encouraged, but not mandatory
National C Referee	6 events	1 x Licenced Referee Module*
National B Referee	8 events	1 x National Referee Seminar
National A Referee	10 events	1 x National Referee Seminar
Senior National Referee	10 events	1 x National Referee Seminar
Retired/Honorary IJF (A or B)	10 events	1 x National Referee Seminar
Active IJF (A or B)	Controlled by EJU / IJF	1 x National Referee Seminar

*\*Ongoing training must be a Licenced Referee Module, examples being a referee education module at National C level or above, the 'Contest Rules for Coaches' revalidation module or a national refereeing seminar.*

'Refereeing activity' means working in a refereeing team for the whole event; partial attendance does not qualify for revalidation. All events must be BJA licenced education events, competitions or Dan grading's.

### 3.2 Re-validation Event Types for Each Referee Level

The following table indicates the minimum number of each event type required to revalidate. Additional higher-level events can be used to cover a shortfall of lower level event levels, but not vice-versa.

Level	Level 3 Events	Level 4 Events	Shime / Kansetsu Events*
Club Referee	Any licenced event		
Area Referee	Not Applicable	Not Applicable	2 minimum
National C Referee	2 minimum	Not Applicable	3 minimum
National B Referee	4 minimum	Not Applicable	4 minimum
National A Referee	4 minimum	1 minimum	4 minimum
Senior National Referee	4 minimum	1 minimum	4 minimum
IJF Retired/Honorary IJF (A or B)	4 minimum	1 minimum	4 minimum
Active IJF (A or B)	Controlled by EJU / IJF		

*\* Shime-waza / Kansetsu-waza requirements can be met by the same events contributing to the Level 3 and/or 4 criteria.*

Dan Grading's qualify as level 3 shime / kansetsu-waza events and are particularly encouraged for referees at Area and National C levels. A maximum of two of these events will count towards re-validation in any one re-validation period.

### 3.3 Incomplete Revalidation Activity

If revalidation requirements are not met within the two-year period, the referee will become be invalidated and not permitted to referee at National and ranking events or to officiate as a tutor at any level.

In exceptional circumstances the NRC reserve the right to revalidate any referee at their discretion without the need for assessment. Usually, this will only be exercised where a referee has narrowly missed the requirements with valid reasoning and the NRC consider that this has not degraded the referee unacceptably.

**National C and below:** Any referee up to National C level who becomes invalidated may be required to be reassessed at a level deemed appropriate by the area refereeing representative for both the practical and theory parts of the examination, this may incur a full examination fee and is at the area representatives' discretion. Alternatively, the referee may be revalidated by the area representative if they deem it appropriate, this may only be done in every alternate revalidation period, i.e. not two in succession.

**National B and above:** Any Referee at National B or above who becomes invalidated may be required to attend an event identified by the NRC for re-assessment by nominated tutors which will include the practical and theory parts of the examination; this may incur a full examination fee. Alternatively, the referee may be revalidated by the NRC for a period of its choosing to allow them to meet the revalidation criteria, this may only be done in every alternate revalidation period, i.e. not two in succession.

### 3.4 Record of Activity

All referees must ensure that they enter their name on the referee attendance form and that their record card is signed by the referee in charge at every event. If the card is not signed and there is no record of the referee attending the event, the event will not be considered for revalidation purposes. The BJA will make all reasonable effort to record activity of referees electronically which relies on the referee attendance list being submitted to the national referee administrator.

### 3.5 Revalidation of Referees Promoted within the Current Revalidation Period

Referees qualified or promoted part way through a revalidation period will have less time to meet the revalidation requirements. Therefore, revalidation will be managed as follows:

- Those who qualified for their first award anytime in the first year of the revalidation period will be revalidated based on them attending half or more of the events required in that period
- Those who qualified for their first award anytime in the second year of the revalidation period will be automatically revalidated on the following 1<sup>st</sup> January
- Those who have been promoted from one grade to another within the revalidation period will be revalidated on the lower criteria of the two awards for that period, and will be subject to the higher criteria in their first full revalidation period

### 3.6 Return to Refereeing

An invalid referee of any level wishing to return following a lapsed period of more than two years may do so after attending a NRC identified education module and successfully completing the theory and practical assessment. The referee may choose the level they wish to return to, up to their previous level, and complete the relevant assessment; this may incur a full examination fee.

### 3.7 Referee Performance

**National C and below:** In cases where there is concern about a referee's performance, this must be raised with the referee by the area refereeing representative and confirmed in writing, if indeed the area representative agrees there are some difficulties. If agreement can be reached on an action plan to restore the referee's performance this should be followed with a target date of no more than six months. Should good performance not be restored for any reason, the next course of action will be decided by the NRC after consultation with the area representative and the referee themselves. Attention will be paid to any referee who is considered to no longer be operating in a safe manner. If agreement cannot be reached or the referee refuses to accept that they are underperforming, this situation should be referred to the NRC secretary for further advice.

**National B and above:** If the Area referee representative / NRC / any tutor has cause for concern about a referee's performance, the NRC may arrange for an assessment of that referee upon receipt a written report which is supported by a qualified tutor of an appropriate level. This will be arranged to suit both parties and will be carried out by a tutor appointed by the NRC. Should it not be possible to identify an agreed event for the assessment, the referee concerned will become invalidated one year after written notification of the need for assessment. The referee must be offered in writing a minimum of two separate opportunities in the year following written notification.

If an assessment identifies some areas of underperformance, the individual may have a second opportunity within the following six months to regain the level required. If the second assessment identifies serious shortfalls (same or different), the individual may be immediately invalidated or offered a lower level revalidation at the assessors' discretion but will have the opportunity to retrain should they wish to do so. Should any referee fail to meet or exceed the minimum requirements upon reassessment, that referee will be removed from the national calling list at their previous level until such time that they have passed the applicable re-assessment. All retraining, assessments and examinations may be subject to the full examination fees.

Any referee subject to this process has the right of appeal within 3 months of the written notification; any appeals must arrive in writing or by email to the NRC secretary to be considered.

Where concern is raised about a referee's performance, it will only be considered valid where the person raising the concern holds tutor status at or above the level of the said referee underperforming. In cases where it is proving difficult to obtain this evidence, this situation should be raised with the area representative to progress with NRC assistance. If there are conflicts of opinion between the person raising the concern and the area representative, the person raising the concern may go directly to the NRC for advice and suitable action plan. It is thought that underperformance issues would be very rare indeed.

### 3.8 Retirement

There is no compulsory retirement age for referees or tutors in the British Refereeing System. However, any individual must maintain the relevant standards for the contribution they are making, allowances for any reason including age or health related difficulties are not applicable.

## 4 EDUCATION, ASSESSMENTS AND EXAMINATIONS

### 4.1 Attendance and Fees

Level	BJA Fee	Recommended Participant Numbers for Education Modules	Recommended Participant Numbers for Practical Assessment / Examination
Club Referee	£10.00	4 – 12	2 per mat maximum (1 examiner per 4 candidates' maximum)
Area Referee	£15.00	4 – 12	2 per mat maximum (1 examiner per 4 candidates' maximum)
National C Referee	£20.00	4 – 12	2 per mat maximum (1 examiner per 4 candidates' maximum)
National B Referee	£50.00	2 – 8	1 – 4 (prefer 2-day events) Normally a maximum of 4 candidates for 2 examiners
National A Referee	£100.00	2 – 8	1 – 4 (prefer 2-day events) Normally a maximum of 4 candidates for 2 examiners
Senior National Referee	Not Applicable	Not Applicable	Not Applicable
IJF Assessments	£200.00	Not Applicable	1 – 2 (IJF criteria)

Continental and International examinations conducted by EJU or IJF are primarily self-funded events based on actual costs. The BJA may contribute to these costs at the discretion of the NRC and Board.

All monies and administration must be submitted to the BJA HO within two weeks of the event to enable swift processing.

Awards are processed on receipt at British Judo head office of all money and documents correctly completed for the attention of the referee administrator.

### 4.2 Club, Area and National Award Examinations

The NRC would prefer candidates to apply for referee training and examinations with the consent of their area refereeing representative. However, if the candidate prefers, it is possible to apply directly to the BJA for all awards, however, the BJA do not normally expect to receive applications for Club, Area and National C awards unless exceptional circumstances apply. Training courses will generally be advertised on the BJA website.

For all levels, the practical examination, theory examination and education module, as required, must be completed within one year of each other; otherwise the candidate will need to retake the expired element(s). Trainees may practice at events up to the level they are attempting.

In the case of a failed practical examination or initial assessment of less than half way towards the attempted level, the candidate will need to undergo retraining and the full examination fee will be applicable again. In cases where the initial assessment (National A + B and Continental + International where applicable) shows a score of half way or more, but not the full mark required, the candidate will enter the training programme.

A maximum of four attempts are permitted at National B and A levels.

A maximum of two attempts are allowed at both the Continental and International examinations.

In general, expenses are paid to those candidates on examination as they are acting as a valid and respected part of the refereeing team; however, this is left to the discretion of the organisers.

Events for all National B, A and IJF assessments or examinations must be approved by the NRC. These may be concluded over one or two days at the discretion of the NRC; a two-day event is preferred.

### **4.3 Continental Training Programme**

The programme is intended to improve the candidate's performance through focused mentoring and agreed targeted action plans; there is no fixed training duration as people develop at different rates. However, the average candidate should generally be competent within a two-year training programme assuming they implement the advice given and attend the recommended volume and level of events. The training will include:

- An assigned mentor to observe and provide performance feedback. As candidates are highly visible, advice may be offered by others, but this should be discussed with the assigned mentor before implementation to avoid confusion, particular care should be taken when advice is offered from those not qualified to provide it
- Candidates and Mentors / Assessors will agree targets to be achieved following formal assessments; these targets will have expected outcomes and an agreed time frame. The targets will be documented and supplied to the candidate in writing within one month of the assessment
- Interim assessments at specified events by appointed assessors will take place throughout the year, it is expected that candidates will receive at least two pieces of written feedback per year, assuming the candidate attends the recommended events. This is in addition to more regular verbal advice

Continental candidates are expected to exhibit a very high standard of behaviour on and off the mat which includes but is not limited to: dignity; communication styles; socialising; personal behaviour; and attitudes to others etc.

All assessors will be appointed by the NRC; each assessment should preferably have three assessors. Where there are only two assessors, they must both be full International level tutors.

A candidate may be removed from the programme for failing to make satisfactory progress against targets, falling below expected levels or for any other reason that the NRC deem necessary. In the case of the NRC withdrawing the candidate for any reason, the candidate must have been informed in writing of the reason(s) giving them at least six months to rectify the situation. In cases of misconduct or behaviour which may bring refereeing or British Judo into disrepute, there is no notification period required.

In general, expenses are paid to those candidates on the programme as they are acting as a valid and respected part of the refereeing team; however, this is left to the discretion of the organisers.



## Mentoring

Mentoring is made available, but not compulsory, as part of the National A and Continental programmes. Every candidate will be offered the opportunity to have a mentor, who will be at least one grade senior to them and considered suitable for the role by the NRC.

The purpose of the mentoring relationship is to accelerate a candidate's development and increase their likelihood of completing the programme successfully, through:

- Guiding the candidate through the course of the programme
- Prioritising areas for focus and development
- Advising the candidate on preparation for assessment and examination

Mentoring is an individual relationship, it is for the mentor and mentee to discuss what best suits them, it can be as formal or informal as is preferred

The mentee is responsible for keeping their mentor up to date on the events they are attending, the outcome of any assessments and staying in touch

The mentor is responsible for observing, guiding and assisting their mentee and for responding to contact from them. The mentor will receive a copy of the outcome of any formal assessments

For referees with the potential to achieve National B, Area refereeing representatives are encouraged to develop mentoring or other development and feedback methods to help their candidates achieve this level.

### **Applications and Initial Assessment:**

Application may be made via the referee's area refereeing representative or direct to the NRC. All applications must be made on the applicable form (see appendix B). If successful in their application and assessment, applicants will be entered onto the Continental training programme until they are ready for examination by the EJU or deemed unsuitable for any reason.

A theory assessment must be taken for every attempt at the Continental Assessment; this will be done at the same event as the practical assessment. The result of both theory and practical assessment will be delivered on the final assessment day.

Both the theory and practical assessments will be arranged by the NRC, the results of which will be decided by a minimum of two NRC selected assessors, preferably three.

Assessment events will be few due to the event level required, therefore if candidates are unavailable for applicable events it may take considerable time to identify another event. Where a candidate has not taken the assessment within one year of approval, reassessment may be required to confirm suitability.

The NRC reserves the right to accept high performing referees on to the training programme at its discretion, irrespective of the above criteria.

#### 4.4 Continental Final Assessment

The final assessment shall be carried out by a NRC approved panel, preferably comprising of three International tutors; two in exceptional circumstances.

The final assessment will normally take place at the British Championships immediately prior to the next Continental examination opportunity, however, the NRC reserve the right to use an alternative event as necessary.

Candidates will be required to pass both the theory and practical assessments at the final assessment event. Should the candidate be successful, the NRC after feedback from the candidate's tutors, will make recommendations to the BJA Board that the candidate should be put forward for examination. The BJA Board will approve/reject with reason the candidate(s) to be put forward for Continental examination by the EJU. If the candidate is unsuccessful, a decision will be made as to whether the level of performance warrants the candidate remaining on the training programme.

#### 4.5 Transfer of Non-BJA Referee Grades to the BJA

British Judo welcomes referees of other associations to join the British refereeing system. To ensure consistency the applicable referee must adhere to the following guidelines:

- Any currently valid Continental or International referee of the IJF will be recognised by British Judo on provision of their original or duplicate certificate to the NRC for validation, or by their presence on a published referee ranking list of the IJF, AJU, JUA, EJU, OJU or PJC
- Any currently valid referee who wishes to transfer to the British system up to National C level may do so based the provision of their award certificate / other official document and a practical assessment by a National C tutor or higher
- Any currently valid referee who wishes to transfer to the British system at National B or A level may do so based the provision of their award certificate / other official document and a full theory and practical assessment using a NRC selected event and tutors

##### Fees

IJF Continental and International	No Fee
Levels up to and including National C	£ 25.00
National B and A	£ 50.00

It should be noted that referees who attempt a British refereeing grade may not achieve the level they are seeking; in these cases, the tutors will award the level that is most appropriate for the applicable referee. The candidates who submit themselves for this process must accept the level awarded to them: candidates may not refuse the level and retry.

In all cases below IJF level, assessment forms should be submitted to the referee administrator along with the fee to have the referee validated within the British system. Recognition of full acceptance will be upon written confirmation by the BJA after NRC approval.

#### 4.6 Tutor Fees and Expenses

All referee tutoring, teaching and mentoring etcetera of any description within the system is normally done in a voluntary capacity by the people concerned. Volunteers are not entitled to payment, expense or reward from British Judo but may use the framework to deliver courses and levy the BJA award fee to account for their expenses where applicable.

British Judo recommends in the cases where the tutor requires expenses to deliver the material, that they levy the attendance fee for the material being delivered, the relevant award fees outlined in this document are to be returned in full to the British Judo association within the requisite period, normally within 2 weeks of the end date of the delivery.

It is recommended that when organisers are arranging referee education courses that they take into consideration the residence of the expected candidates and tutor(s) and arrange a delivery location which is the most cost-effective solution taking all projected expenses into consideration.

To assist with the distribution of expenses at a smaller rate per candidate, it is recommended that organisers should consider multiple modules being run at the same venue and time, therefore only one venue fee and a higher number of candidates, however, all modules must have a separate tutor for each module so the demographics of course provision is vital to financial matters.

## 5 ASSESSMENT AND EXAMINATION METHODS

### 5.1 Assessments and Examinations

Referees will be graded against the particular level being attempted; this means one level higher than their current grade for assessments / examinations for promotion. For standard continuous assessment, referees will be measured against their current level:

- +2** – Excellent
- +1** – Above standard
- +0** – At standard
- 1** – Below standard
- 2** – Requires an immediate coaching action plan

The lead tutor has the responsibility to ensure candidates are informed of all assessment / examination details before the event to ensure they are clear on the process for the day(s).

### 5.2 Ratings Scale

All candidates will be measured on the same 0-10 scale against the performance standard for their targeted award level.

### 5.3 Target Scores at Each Level

Level	Pass %	Score	Notes
<b>Club Referee</b>	40	4	No shime-waza or kansetsu-waza matches
<b>Area Referee</b>	40	4	Same mark as Club award due to the theory and practical being more difficult (includes shime-waza and kansetsu-waza)
<b>National C Referee</b>	50	5	Must include shime-waza and kansetsu-waza matches
<b>National B Referee</b>	60	6	Must include shime-waza and kansetsu-waza matches
<b>National A Referee</b>	70	7	Must include shime-waza and kansetsu-waza matches
<b>Senior National Referee</b>	70	7	(Ongoing assessments only, no specific examination for Senior National award, therefore assessed at National A level)
<b>Continental (Target)</b>	80	8	(Assessments only, only EJU conduct continental examinations)

A maximum variance of -2 to +2 is allowed for each component of the assessment/examination to not distort the overall result due to the odd well above or well below individual aspect.

All scores awarded must be in whole numbers only, i.e. no +/- or half points, decimals etc.

#### 5.4 Example for a National C Referee Attempting the National B Referee Examination

Performance Against Component	Target Score	Score Awarded
Target + 2 = consistently above targeted level	6	8
Target + 1 = repetitively above targeted level	6	7
Target + 0 = at targeted level	6	6
Target - 1 = repetitively below targeted level	6	5
Target - 2 = consistently below targeted level	6	4

#### 5.5 Criteria for Scoring of Each Component

See Appendix H - Referee Marking Guidelines

#### 5.6 Result Considerations – Examination Only

A candidate will be considered to have passed the examination upon achieving or exceeding the required pass score, provided they do not:

- Score -2 in any category, this will be deemed an unsuccessful examination
- Score -1 in both Scoring and Penalties, this will be deemed an unsuccessful examination
- Score -1 in three or more categories, this will be deemed an unsuccessful examination
- Experience a major safety issue during their examination which is attributed to their inappropriate action, this will be immediately deemed an unsuccessful examination

#### 5.7 Assessment Guidelines for National B, A and Continental Awards

Assessments for the National A, B and Continental awards will be carried out for applicants who meet or exceed the required entry criteria.

For a candidate to be considered for the relevant programme they would normally need to score no lower than within 5 points of the targeted pass mark:

National C attempting the National B programme would need to score at least 55%

National B attempting the National A programme would need to score at least 65%

National A/Senior National attempting the Continental programme would need to score at least 75%

In the case where a candidate passes the theory element and gains the relevant practical pass mark or greater on National A or B initial assessments, these candidates may be awarded an immediate pass without the necessity to conduct the training programme, at the discretion of the tutors and based upon a previous strong track record – this is not automatic.

## 5.8 Minimum Tutors Required at Each Level to Conduct Examinations

<b>Club:</b>	1 Regional Tutor, organiser appointed
<b>Area:</b>	1 Regional Tutor, organiser appointed
<b>National C:</b>	1 Regional Tutor, organiser appointed
<b>National B:</b>	2 National B tutors, NRC appointed
<b>National A:</b>	2 National A tutors, NRC appointed (3 preferred)
<b>Senior National:</b>	NRC consideration, no examination
<b>Continental Assessment:</b>	2 NRC appointed International tutors (3 preferred)
<b>International Assessment:</b>	2 NRC appointed International tutors (3 preferred)

The selection of examiners for Club, Area and National C examinations may be made by the organisers. It is recommended to have different examiners to those that delivered the education module(s) to foster impartiality, but not compulsory. Organisers must ensure that the examiners chosen are valid (see appendix A) to avoid voiding the examination.

The selection of events and tutors for National B and above will be made by the NRC.

## 5.9 Examination Form Guidelines

All sections must be completed on every form. If any form has any part incomplete, the whole form will be returned to the lead examiner / assessor for completion before processing.

## 5.10 Resources

Examination papers and education module resources are available from the NRC assessments and examinations officer upon request by a valid tutor.

## 6 EVENT REQUIREMENTS AND EVENT SELECTIONS

### 6.1 Number and Level of Referees Necessary at Each Event Level

Event Level	Referee in Charge	Minimum Referees per Mat	Use of Judges	CARE System	Minimum Levels Must Include**
Level 1	Area	2	Optional	Optional	1 Club 1 Trainee*
Level 2	National C	2	Optional	Optional	1 Area 1 Trainee*
Level 3	National B	5 (4 by exception upon successful application to NRC)	Mandatory	Highly Recommended	2 National B 1 National C 2 Area
Level 4	National A	6 (5 by exception upon successful application to NRC)	Mandatory	Mandatory	3 National A 2 National B 1 National C
EJU Cup	EJU Decision	6-8 recommended (EJU make final decision)	Mandatory	Mandatory	National A 5 nationalities
EJU Open or IJF	EJU or IJF Decision	6-8 recommended (IJF make final decision)	Mandatory	Mandatory	Continental 5 nationalities

\*Trainees are those who have completed the education module and passed the theory examination at the applicable level. Club referees or trainees at club level may not referee matches with shime-waza and kansetsu-waza

\*\*Minimum levels may be substituted with higher levels, but not vice-versa

The referee teams for the National Teams and British Championships are to comprise of at least six referees per mat and with minimum grades of: 4 x National A and 2 x National B, unless dispensation has been offered by the NRC in writing.

### 6.2 Exceptions to Standard Requirements

Exceptions to the requirements listed above must be requested at the time of applying for the tournament licence.

Even where exceptions are granted, there must always be a minimum standard of:

- Level 3 - 2 x National B, 1 x National C, 1 x Area
- Level 4 - 2 x National A, 2 x National B, 1 x National C

### 6.3 Requirements for Shime Waza and Kansetsu Waza

When refereeing without the assistance of two judges, referees must be a minimum of Area level and over 16 years to referee Shime-waza and Kansetsu-waza. Area referees who are 15 years old may referee Shime-waza and Kansetsu-waza provided they are assisted by two judges that are at least Area level and over 16 years.

## 6.4 Event Selections

It is important to all referees, officials, athletes, coaches and the BJA that selections for events are made in a fair and transparent manner, considering the relevant constraints involved and the objectives of the BJA / NRC. Therefore, each event needs a careful and balanced selection process. Those making referee selections at all levels should ensure that the referees selected have a valid membership and are currently valid at the level they are to officiate at and that the minimum quantity and level of referees for each mat are provided. It is good practice to invite more than the minimum number of referees in case some are unable to attend at very late notice. For most events the organisers are authorised to select the referee team they wish to use assuming they meet the above criteria. However, there is a preferential list of events where the NRC may select the number of referees indicated on the “NRC Referee Selections” document, this must be observed although the NRC may not choose to use all of those places every time. The profile of referees chosen by the NRC is solely the decision of the NRC for whatever reason the NRC deem it necessary to do so.

When examinations are taking place, additional referees need to be called to the event to professionally conduct the examinations without disturbing the competition; this may mean that the examiners cannot take on additional work such as RIC duties. It is wise to exceed the minimum number of mat referees when assessments and examinations are taking place to allow time for necessary discussions, debriefs and presenting of results to the candidates privately.

For national events managed by the BJA / NRC, referee selections will be based upon multiple criteria which include but are not limited to:

- a. IJF referees
- b. Candidates of the Continental training programme
- c. Candidates of the National B + A training programmes
- d. Placing in the ranking system for premiere events
- e. Special invites for other development strategies etc.
- f. Revalidation of national referees
- g. Strengthening the event team where deemed necessary to do so

## 6.5 Use of Non-BJA Referees

British Judo welcomes appropriately qualified referees from other federations who wish to officiate at British Judo events. Event organisers may make use of non-BJA or foreign referees for BJA events provided that:

- The referees invited are of a suitable quality for the event (the highest or second highest national levels)
- The referees are from an IJF affiliated federation
- The organiser takes full responsibility for the referees conduct and ability
- At all events, a maximum of one non-BJA referee may be used per mat, to ensure domestic referees a reasonable opportunity to referee

Domestic non-BJA referees refereeing regularly at BJA events are requested to transfer their refereeing grade to the BJA, regular would be defined as 3 or more events per year over a two year period (see 4.5).



## 7 RANKING SYSTEM AND EVENT ASSESSMENTS

### 7.1 Ongoing Performance Assessment

All referees are assessed at National level and selected ranking events. This is intended to continually improve referee standards, identify talent for progression and help those referees that may need it. The assessment process also serves as a tool to help the NRC to select the most appropriate referees for events, promote development and ensure the integrity of high-level competition. Every effort should be made to have a valid National A level or above tutor on every mat for these events where referees are assessed. Referees who consistently perform above their level may be identified for a promotion opportunity if their circumstances allow it. Referees who consistently perform below their level may be identified for additional support and training to help them restore their level. In those cases where it hasn't been possible to have a National A or above assessor on each mat, it is incumbent of the organisers to ensure that at least one RIC is a National A assessor or above and this person conducts the assessments on those mats without one.

### 7.2 Ranking System

Referees officiating at National level and selected ranking events will have their performance results entered in to the ranking system for referees. This system is designed to support the referees by acting as a tangible tool that assists the NRC to select referees for appropriately for events. The ranking system records each referee's performance score from each event attended. The scores are averaged over all events in that period attended to produce an overall score and ranking position.

#### Illustration

Rank	Forename	Surname	Level	Seminar '16	Seminar '17	National Teams	BUCS	British Schools	English Open	Pre-C/Cad Champs	Jun/Snr Champs	Number of Events	Avg. Score
1	Andrew	Alpha	Nat A	Y	Y	8.2	7.4	8.4				3	8.00
2	Beth	Bravo	Nat A	Y	Y	7.6	7.6	7.8				3	7.65
3	Craig	Charlie	Nat A	Y	Y	7.7	7.0	8.2				3	7.63
4	Daniel	Delta	Nat B	Y	N	7.6	7.4	7.4				3	7.47
5	Ellen	Echo	Nat A	Y	Y	7.4	7.4	7.4				3	7.40
...	...	...	...	...	...	...	...	...				...	...

Referees should consider their scores versus the expected score for their level to better understand how they are performing. The system also helps identify those in need of some help or consideration for promotion.

All referees will have a short de-brief when the results are shared, which will include any areas that require development or opportunities for progression. IJF referees are not included in the ranking system or ongoing performance assessment, as they are subject to IJF and EJU performance evaluation and ranking. IJF referees have constructive comments offered to them throughout the ranking events that they attend.

## 8 TUTORS

### 8.1 Tutor Responsibilities

Tutors have an important role to play in the development of refereeing in British Judo. Tutors deliver the training and education of referees from trainee through to International levels; provide training modules and courses that encourage members to pursue refereeing; support the ongoing improvement and upskilling of referees; act as trusted sources of advice and expertise; and are entrusted with ensuring promotions are based upon merit and that the standard of each refereeing level is upheld.

To conduct these roles in a professional and proper manner, tutors must:

- a. Ensure that all education modules delivered meet or exceed the defined objectives
- b. Engage all referees and candidates, taking great care to assist everyone at all levels, avoiding unnecessary embarrassment of candidates
- c. Ensure that all theory and practical assessment / examination forms are completed in full, kept confidential and submitted to the British Judo Head Office within two weeks of the event
- d. Ensure that only those candidates who fully meet or exceed the entry criteria on the day of education, assessment or examination are tutored, assessed or examined
- e. Candidates cannot 'pre-complete' elements and store them until they meet other criteria such as grade; age, membership, theory, education etc. (see exception for National events)
- f. Ensure that the appropriate application forms and fees are correctly administered prior to the activity

**Note:** Any education, assessment or examination which is conducted without satisfying all the applicable criteria before the start of the event may be deemed invalid.

### 8.2 Tutor Structure

All tutors must be pre-approved by the NRC to be authorised to conduct this role in the British refereeing system. In appointing tutors, consideration will be given to whether there is a need for more of that level of tutor in that Area, this is to avoid invalidation of tutors through lack of activity. Tutor levels and authority within the system are as follows:

#### Trainee Tutor's

The trainee tutor will be competent to assist a fully qualified and valid tutor to deliver Club, Area and National C levels after NRC approval for their training programme to begin. Qualified Tutors of any level being trained for the next level will be treated in the same way and must also be pre-authorised by the NRC before training commences.

#### Level 1 - Regional Tutor

The Regional tutor will be competent to tutor, assess and examine referee candidates at the Club, Area and National C levels

### **Level 2 - National B Tutor**

The National B tutor will be competent to tutor, assess and examine referee candidates at the National B and below levels

### **Level 3 - National A Tutor**

The National A tutor will be competent to tutor, assess and examine referee candidates at the National A and below levels

### **Level 4 - International Tutor**

The International tutor will be competent to tutor, assess and examine all British levels and tutor / assess for the Continental and International levels, only the EJU and IJF examine for the Continental and International awards.

### **Geographical Spread**

Ideally each area would have a minimum of one valid Regional Tutor (preferably 2) in their area to be able to train, develop and examine new referees coming through the system at development levels. The geographical locations of National B and above tutors are of significantly less importance as these are national roles. Considerably fewer tutors are required at these levels and they are expected to travel dependant on the location of the applicable events and volume of candidates

## **8.3 Authorisation**

- a.** The NRC appoints and authorises tutors at all levels
- b.** Referees wishing to become a tutor should apply in writing on the appropriate form for every level, i.e. those who are already qualified must apply when wishing to be considered for promotion to the next level
- c.** Tutor candidates will be assessed by supervising tutor examiners appointed by the NRC, if their application is accepted

## **8.4 Criteria for Tutor Applications for all Levels up to National B**

- a.** Must have held National A for at least three years
- b.** Preferably be recommended by their area refereeing representative
- c.** Must be approved by the NRC
- d.** Must be deemed of suitable character to be a tutor
- e.** Appendix R contains the assessment documents for Tutors

## **8.5 Process for Examination of Tutors up to National B**

- a.** Must successfully attend a training module as an assistant tutor with at least three candidates

- b.** Must be assessed running a referees training module, by a supervising examiner with at least three candidates
- c.** Must be assessed as an assistant examiner with at least three candidates
- d.** Must lead an assessment / examination for National B with at least three candidates

Assessors for the training course and tutor examinations will be appointed by the NRC

### **8.6 Criteria for Tutor Application and Assessment for National A level**

- a.** Must hold the referee grade of at least Senior National Referee
- b.** Preferably be recommended by their area refereeing representative
- c.** Must be approved by the NRC
- d.** Must be deemed of suitable character to be a National A tutor
- e.** Must be assessed running a referees' module of at least National C level
- f.** Must be assessed as a National A assistant tutor with at least three candidates
- g.** Must successfully lead an assessment / examination for National A with at least three candidates

### **8.7 Criteria for Tutor Application and Assessment for International**

- a.** Must hold a grade of at least Continental Referee, in the case of a Continental Referee taking this role they will also need to satisfy the NRC of their exceptional competence and experience
- b.** Must have been a National Referee Examiner for a minimum of one year and have conducted at least one satisfactory examination as a lead examiner
- c.** Must be approved and appointed by the NRC
- d.** Must be assessed by supervising IJF Examiners approved by the NRC at a continental assessment
- e.** Must lead an assessment for the Continental level with at least two candidates

### **8.8 Tutors Continuing after Retirement from Refereeing**

Tutors who retire from active refereeing but wish to remain as a tutor can do so under the following conditions:

- a.** Have continuous membership of the BJA, Judo Scotland, NIJF or WJF
- b.** Maintain a satisfactory performance as a tutor and approved by the NRC
- c.** Must assess / examine at least once every two years at their highest level (NRC discretion)
- d.** Must attend the National Referee Seminar every year unless dispensation is NRC approved

If there is cause for concern over a tutor's performance, the NRC may consider that an assessment is required. The assessment will be carried out by two personnel selected by the NRC. Tutors subject to this process have the right of appeal within 3 months of the written outcome from the NRC.

### **8.9 Tutor Revalidation Criteria**

All tutors will be re-validated over a two-year period on 1st January each biennial year, provided they have completed at least one education module and one examination in the two-year period.

The education module and examination must comply with the following criteria:

- a. The education module completed must have had at least three candidates in attendance
- b. The examination conducted must have had at least two candidates
- c. Tutors who are mat leads at National events conduct ongoing assessments at various levels; these ongoing assessments may be accepted for revalidation in exceptional circumstances upon application
- d. Where an tutor has not delivered a full education module, but can demonstrate effective feedback evidence through the National event assessments, this may be sufficient upon application
- e. Tutors of all levels are expected to attend the National Referee Seminar every year to automatically revalidate (NRC discretion)

Exceptional circumstances may apply and must be submitted to the NRC secretary in writing for consideration. Revalidation may only be automatically offered to tutors who have met the criteria up to their qualification level and the level of the events they are using for revalidation, however, the NRC may decide to revalidate tutors at its discretion, based upon bespoke criteria that the NRC decide upon.

### **8.10 Tutor Training and Sign off Log**

Trainee tutors at any level must have their progress logged on the training log (appendix N and O), this is to show the activity and needs during the training period.

The effective delivery of education modules is a key and prime element of this role and therefore needs to be consistently delivered UK wide.

### **8.11 Tutor Assessment and Examination Training and Sign off Log**

Part of a tutors responsibility includes the ability to accurately and consistently assess and examine candidates in a practical application environment. Trainee tutors at any level must have their progress logged on the training log (appendix N and O) in this capacity as well as education course delivery.

Trainee tutors may be deemed competent at any stage the assessing tutor decides, i.e. the minimum number of either assessments or examinations will be one and either will cover the other aspect as they are mainly the same process.

### **8.12 Full Qualification**

Once all training is satisfactorily completed (tutoring and assessment/examining) the NRC will decide whether the candidate is suitable and ready for promotion based on the documented feedback and any other parameters / feedback they wish to consider.

## 9 AREA REPRESENTATIVE RESPONSIBILITIES

Area representatives are expected in general to manage their referee workforce to maintain a healthy number of referees at each level so that their area is as self-sufficient as possible and therefore cost effective. The Area representative should maintain close contact with the area committee and ensure that they are included in relevant discussions and correspondence in case they need to act upon changes of direction.

- a. To keep accurate records of all referees in their area, including their activity and contact details
- b. To keep accurate records of all theory and practical examinations completed in their area
- c. To organise appropriate education modules, assessments and examinations to satisfy area demand
- d. To ensure that all referees who need to complete CPD modules do so at the appropriate level and correct time, this is not limited to, but should always include National Referee Seminar attendance
- e. To provide a report to assist the NRC on any given matter within two weeks of the request being received from the NRC/BJA
- f. To keep all area referees informed of important matters especially changes in systems, development opportunities, rules and the revalidation requirements for their award
- g. To ensure that area events are maintained with the appropriate number and levels of referees
- h. To promote the development of referees within their area; including arranging courses and examinations for Club, Area and National C awards
- i. Act as a point of contact for the BJA/NRC to locally manage any refereeing matters that may arise.
- j. Work proactively with other area representatives and competition organisers to create opportunities for referees to experience a broader range of events
- k. To forward nominations for the National B, A, Senior National and IJF awards to the NRC. All nominations must be submitted even if the area representative disagrees with them. In cases where there is a serious disagreement for promotion of an individual, the nomination should be accompanied with a written explanation of the rationale of why the area does not support the request and the attempts made to resolve the disagreement. Areas must disclose all applications to the BJA within 2 weeks of receipt

It is expected that the BJA Areas will manage the first three levels of the system (Club, Area and National C) without any intervention from the BJA/NRC and that the NRC should only be involved in exceptional circumstances. It is preferred that all referees gain the support of their area before applying for education and/or examination at any level, but not a mandatory action.

The BJA/NRC wish to work very closely with area representatives in all cases, however, should a candidate prefer for whatever reason, they may apply for education and/or examination directly to the BJA at any level of the referee system.

## 10 REFEREE IN CHARGE RESPONSIBILITIES

### 10.1 Referee in Charge Role

The Referee in Charge (RIC) has overall responsibility for the management of the refereeing team at events and for ensuring that contests are properly conducted in accordance with the Contest Rules.

The RIC is responsible for:

- Ensuring the tournament is held in a professional manner through good refereeing conduct
- Ensuring the tournament meets the standards of this Refereeing Handbook
- Ensuring the applicable Contest Rules for that event/category are applied in full
- Fielding coach queries or challenges
- Answering questions from athletes, spectators or referees
- Providing feedback and support to other referees, alongside the mat leads
- Briefing medical teams where felt necessary
- Managing the refereeing team to deliver the results with the utmost integrity

The RIC is not responsible for:

- Event organisation
- Registration and weigh-in
- Draw
- Method of competition
- Technical Officials other than referees

The referee in charge will not themselves referee at the event, so that they are able to react quickly to any situation that may arise (It is permissible, but not recommended at Level 1) and the integrity of the competition is not compromised when decisions are challenged requiring the RIC. For larger events, typically three mats or more, more than one referee in charge may be appropriate. When this is the case, there shall always be a 'Lead' Referee in Charge and in case of disagreement, the lead referee RIC's decision is final.

### 10.2 Selecting a Referee in Charge

In most cases, the referee in charge will be selected by the tournament director. In making a selection, the minimum requirements for the event must be met (the referee is of a suitable level). Consideration should also be given to the skillset of the referee and their ability to perform the role. For National Events, the referee in charge will normally be selected by the NRC. Where this is not the case, the referee in charge must be approved by the NRC. No referee can be selected as referee in charge if they have been disqualified from performing this role by the NRC.

### 10.3 Prior to the Event

- a. Allowing time for alterations, check that the number and levels of referees called are appropriate for the applicable event

- b.** Ensure that there is a suitable room/area for the referees briefing
- c.** Ensure adequate refreshment arrangements have been made for the referee team
- d.** Prepare referee briefing notes
- e.** Prepare referee mat allocations for the event, balancing levels and referees home areas as evenly as possible across the mats
- f.** Ensure adequate provision has been made for any referee assessments or examinations
- g.** To ensure that the Tatami is in good condition, laid correctly, of appropriate standard and size (complying with the Tournament License)
- h.** That an appropriate medical team is in attendance prior to starting the tournament
- i.** Ensure the RIC can sit and watch all the mats with a clear view

#### **10.4 During the Event**

- a.** Ensure that all referees are wearing the approved dress code
- b.** Check the venue suitability and that the mats remain in good condition and appropriately positioned
- c.** Check to ensure that there are no safety issues which may cause danger to contestants or others
- d.** Ensure that the size of the contest and safety areas complies with the BJA competition pathway
- e.** For events below Level 4 to have at least two Blue and two White belts per mat available
- f.** Ensure scoreboards are suitable and not interfering with the competition area
- g.** Ensure that chairs are available for accredited coaches and judges
- h.** Where necessary, ensure that the CARE system is available and fully operational
- i.** Ensure that the referees' attendance form is completed and given to the Tournament Director
- j.** Check the estimated time of starting and finishing, advise the referee team in the briefing
- k.** Deliver briefing advice ensuring enough time is allowed to answer questions
- l.** Ensure the medical team are aware of the procedures relating to judo competition
- m.** Sign the Tournament License at the end of the day
- n.** Return the referee record cards appropriately completed to the referees
- o.** Manage refereeing related complaints, recording details of any unresolved or serious complaints
- p.** Approve expense claim forms where requested to do so (may be an event organiser doing this)
- q.** Obtain any reports regarding injuries and complaints/incidents as required
- r.** Allocate referees for the final block (if any) in line with their performance
- s.** Conduct a de-brief if it is felt necessary to do so

#### **10.5 Referee Briefings**

The refereeing briefing is expected to include:

- a.** Welcome and thank referees for attending the EVENT NAME
- b.** Complete a roll call, to ensure attendance and so that mat allocations can be verified
- c.** Confirm the event level, categories and age bands
- d.** Confirm the rules that apply to the event, particularly contest duration, shime-waza and kansetsu-waza and technical restrictions



- e. Key technical points for explanation and questioning
- f. Ask the referees to support technical officials
- g. Confirm medical locations
- h. Advise referees of the expenses procedure providing forms if necessary
- i. Explain arrangements for refreshments, breaks and expected time of start and finish
- j. Deliver mat allocations for the referees including identification of mat leads
- k. Off-duty arrangements to be communicated
- l. Transportation where necessary
- m. Details of any opening ceremonies
- n. Accurately provide any other area or national information, or other pertinent information
- o. Multi-day events – de-briefs / further briefings location and time
- p. Details of any examinations / assessments
- q. How to request feedback
- r. Invite relevant questions
- s. Thank referees

## 10.6 Coach Briefing

While not mandatory, it is recommended that the Referee in Charge provides a short briefing to coaches before the competition starts. Typically, this meeting should cover:

- a. A brief welcome
- b. The key rulesets being used at the event
- c. The rules for coaching athletes between mate / hajime or unlimited
- d. In the event of recent rule changes, a brief summary of the key changes
- e. The method for coaches challenging refereeing decisions
- f. Any particular areas of focus or concern
- g. Wish all a good event

Ideally, this briefing should finish with sufficient time to allow coaches to return to their athletes with time to allow them to prepare for the first contests.

## 10.7 Use of Personal Video Footage

Only the CARE system can be used by the judges and referee in charge to review refereeing decisions. Spectator, coach, athlete or other third-party footage may not be used to make or change refereeing decisions. If the referee in charge believes it may help to settle or diffuse a situation, they may advise the coach that they will review their footage *after* the contest has finished but that it will not change the outcome of the contest - right or wrong. If a refereeing error is identified using personal footage, the RIC can inform the referee and judges of the error to help prevent future incorrect decisions. The RIC may also offer an apology to the coach.

## 10.8 Handling Challenges to Refereeing Decisions

Referees in charge should handle coach challenges or complaints in a calm and professional manner but, in turn, referees should expect to be treated with similar respect by coaches.

When a referee in charge is called to a tatami, they should listen to the coach who has raised the challenge to quickly understand their concern. Depending on the situation, it is often good practice that the other coach is also given an opportunity to understand the complaint and share their version of events before the referee in charge reaches a decision, particularly if the challenge is contentious or unclear.

The referee in charge should then briefly discuss the situation with the refereeing team and review the CARE system if deemed advantageous where it is available. The coaches may not participate in this discussion.

Finally, the referee in charge should make their decision based upon the evidence available and the explanations they have been given, in accordance with current rules and their interpretations. Referees in charge should avoid unorthodox solutions to common errors, but where unusual situations arise which aren't covered by the rules, they should consider how these situations (or similar ones) have been handled in the past, and act in the clear interest of both athletes and the spirit of Judo. Where there is clear doubt about a significant decision, a positive benefit of this doubt should be given to the athletes.

As an example, if there is clear doubt whether blue or white scored ippon, it would often be better to cancel the score entirely and allow the athletes the opportunity to continue the contest, than to make a marginal decision favouring blue or white.

While the CARE system is a tool for referees, the judges or referee in charge may (but are not obliged to) show the coach the CARE footage to confirm the basis for the decision made, if this will help to resolve a disagreement. This should be balanced with the need to not delay the competition schedule.

## 10.9 Incidents and Complaints

Incidents or complaints arising at an event involving the referee team should be referred in the first instance to the referee in charge of the event. If the incident or complaint cannot be satisfactorily concluded by the RIC, they will record brief details on the Tournament License. The referees involved in the incident may be required to discuss the matter with the RIC and written reports may be requested for possible submission to the tournament director, NRC or Conduct and Complaints Commission if deemed serious in nature. It is expected that the RIC will satisfactorily conclude most matters, but in cases where this is not possible, the tournament director will be invited to contribute. Where a serious complaint remains unresolved and a complainant clearly wishes to take the matter further, the complainant should be advised to address their complaint in writing to the NRC for a decision. The NRC may choose to refer non-technical complaints to the Conduct and Complaints Commission, based on their severity.

### 10.9 Removing a Referee

As athlete's safety is of primary concern, in rare situations, a referee in charge may remove a referee from the mat where they are, or become, unfit to referee the level of judo. The primary reasons for doing this would be:

- Reacting too slowly to dangerous situations

- Repeated serious errors of judgement
- Breach of Code of Conduct

RICs should take care in exercising this option, as it will be distressing for the referee concerned and an explanation should be provided for the decision.

## 11 DRESS CODE AND AWARD BADGES

### 11.1 Current Referee Award Badges

All British referees must wear the correct badge matching the refereeing award they hold. Only the current version should be worn, as shown below. Previous versions or substitutes/additions are not to be worn without prior agreement from the NRC in writing.



The first badge and record card at every level will be issued to successful candidates after completion of the practical examination, at no additional cost. The first blazer mounting bracket on the first award achieved by any referee will also be provided at no additional cost. If additional blazer badges or mounting brackets are required, these will be available for a small fee.

### 11.2 Referees Dress Code

Referees must wear the official referee uniform complying with the following requirements:

- **Navy blue or black blazer** – Navy blue or black V-necked sweater may be worn by Club referees
- **White collared shirt or blouse** – Club referee only, may wear a plain white polo shirt
- **Mid to dark grey trousers** – Skin tight trousers are not acceptable
- **Official Tie:**
  - **Official BJA Tie** – for all BJA referee levels, club referees may referee without a tie
  - **Official IJF Continental or International Tie** – for IJF referees (IJF may choose to wear standard issue)

- **Special event ties** may be worn if written authority from the NRC is gained prior to the event. In these cases, all referees of all levels must be given and wear the same style tie.

- **Black shoes**
- **Black socks or over socks**

### 11.3 Referees Dress – Hot Weather

The referee in charge may instruct referees to remove their jackets in hot weather. Referees should not remove their jackets without first being given permission to do so by the RIC and all mats should be very close to simultaneous in doing this for presentation purposes.

In the case of extreme heat, the referee in charge may instruct referees to remove their jackets and ties and allow the shirt to be open necked in extreme hot weather. Referees should not take this action without first being given permission to do so by the RIC and all mats should be very close to simultaneous in doing this for presentation purposes

## 12 SPECIAL NEEDS AND VISUALLY IMPAIRED REFEREES

### 12.1 Special Needs – Referees

Special needs referees must comply with the following to remain valid as a special needs referee:

- a. Must meet the main stream revalidation criteria for their referee grade
- b. Must undergo appropriate training approved by the NRC
- c. Must be a minimum of National C referee
- d. Must have more than 1-year experience as a National C referee
- e. Must be approved by the NRC to be a Special Needs Referee
- f. Must successfully complete the Special Needs training course
- g. Must be successfully assessed in the special needs refereeing environment

### 12.2 Visually Impaired – Referees

Visually impaired referees must comply with the following to remain valid as a visually impaired referee:

- a. Must meet the main stream revalidation criteria for their referee grade
- b. Must undergo appropriate training approved by the NRC
- c. Must be a minimum of National C referee
- d. Must have more than 1-year experience as a National C referee
- e. Must be approved by the NRC to be a Visually Impaired Referee
- f. Must successfully complete the Visually Impaired training course
- g. Must be successfully assessed in the Visually Impaired refereeing environment

### 12.3 Selections and Management

Given the additional skill set required, the selection of referees for these events will be made by the NRC in all cases (some may be just a sign off or amendment to lists from other organisers).

Any referee who wishes to take part in these events must apply in writing to the NRC. The NRC will advise whether their application is successful and arrange any required bespoke training and advice. SN and VI referees must request NRC permission to referee outside of Great Britain. The NRC will endeavour to build a small group (2 – 3) of high performing SN and VI referees for international duty. At this time, no funding is available from our funding partners for SN refereeing.

## 13 SPECIAL RECOGNITION OF EXEMPLARY PERFORMANCE AND / OR SERVICE TO REFEREEING

### 13.1 Certificate of Refereeing Excellence

The refereeing structure appropriately awards a referee their position and status for achieving levels of competence. It also places great responsibility on those officials to conduct their duties in an honest, fair and consistent manner. However, some referees go well beyond the call of duty in the execution of their roles and consistently perform at very high levels, further develop refereeing and enhance the discipline overall.

The BJA/NRC will in exemplary cases recognise such consistent effort and performance by awarding a long-term achievement award. There is no exact criteria for the award; each application will be considered following a proposal from another member with a fully documented rationale. The NRC will consider the merits of each bespoke application.

Some of the elements that will be considered are:

- a. Length of continuous service as a qualified referee (minimum 25 years and circa 300 events)
- b. The amount and levels of events attended in the service period
- c. Performance of other refereeing duties such as tutoring, examining and assessing
- d. Mentoring of other referees including the results of that mentoring
- e. The refereeing level attained by that individual
- f. The disciplinary record of the individual
- g. The observed conduct and general behaviour exhibited by that referee

The award bestowed on the successful candidate will contain but not be limited to a special certification of refereeing excellence on behalf of Great Britain.

### 13.2 Honorary Refereeing Awards

British Judo recognises that broader, very meaningful, contributions to refereeing can be made beyond those which are captured by examination and assessment. As such, in the British system, honorary referee grades may be awarded for any refereeing level but are typically National A, Senior National, Continental and International, against a corresponding level of merit and achievement in the development and promotion of refereeing, or judo more broadly.

Applications for honorary awards may be made by the individual concerned or another person. All applications should clearly state the rationale and give detailed supporting evidence, as appropriate. The application should include a full judo CV, clearly stating the dates and activity levels of the individual in their various disciplines. Major judo achievements will be of great benefit in this process, as will exemplary performance in advancing refereeing in Great Britain, by themselves or through the development of others. Generally, honorary refereeing awards will only be granted when it is no longer possible, or impracticable, for the individual concerned to obtain the award through the ordinary pathway.

Anyone wishing to submit an application for an honorary award on their own or on another's behalf should initially contact the NRC to discuss the application and request an application form. Honorary awards for Senior National and below will be considered by the NRC. Honorary awards for IJF Continental or International levels will be initially considered by the NRC and then the BJA Board, before then being submitted to the EJU or IJF who will make the final decision.

Honorary referees are afforded the same status and rank as the award they receive, however, event selections will be based upon actual refereeing performance and ranking. EJU and IJF event selections are not available to honorary referees.

Honorary awards do not require revalidation. However, to continue refereeing, the individual will need to satisfy the revalidation requirements for the level they wish to referee at which at a maximum will be their successfully examined level.



## 14 REFEREEING OUTSIDE GREAT BRITAIN

### 14.1 National Referees Officiating outside Great Britain

Referees may apply to referee outside of Great Britain; all such events must be approved by the NRC prior to attendance. In reviewing the application, the NRC will consider the level of event alongside the grade and standing of the referee. Generally, it is highly unlikely but not impossible that anyone below National B will be approved to referee outside of Great Britain due to the level of experience required, indeed it is expected that the majority of these applications will be from National A and above referees.

Referees are advised to apply at least two months in advance of the event and not make any firm bookings before receiving approval. Applicants should allow two weeks for response to applications, only responses in writing should be acted upon. The same self-funded form as for the IJF referees must be completed.

### 14.2 International Events (BJA Selected)

For international events, referee selections will be based upon multiple criteria which include but are not limited to:

- a. The available budget will be the overall governing factor for BJA funded events
- b. The need to revalidate every current IJF referee
- c. Selections from the EJU
- d. Selections from the IJF
- e. Development events for referees to reach NRC targets

### 14.3 International Events (Self-Funded)

IJF referees who wish to attend events in addition to their funded allocation may do so at their own cost upon application to the NRC secretary. Referees are advised to apply at least two months in advance (preferably 3 months) of the event using the application form and not to make any firm bookings before receiving written approval.

Once approved, the referee must make arrangements themselves and request Judo base entry where applicable from BJA HO. For these events, the BJA are not obliged to make any arrangements or pay any expenses or fees. Self-funded applications for the next calendar year cannot be made until the annual event selection process has been completed (the full details of which will be circulated separately).

### 14.4 International Event Reports

Referees on any form of international duty (funded or self-funded) must submit a report within 14 days of the event, using the report template. These reports are used for better understanding of current interpretations of rules and to evaluate the British referees' contribution. At the discretion of the NRC, referees who fail to submit a satisfactory report on time will not be permitted to attend any further events (funded or not) until the outstanding report(s) have been submitted. Referee reports should be sent to the NRC secretary.

#### **14.5 Uniform for IJF Referees Travelling with British Judo Delegations**

IJF referees travelling on funded events must wear the official GB uniform (tracksuit) supplied in all cases.

When the referee is travelling on a self-funded event and no other British athletes or officials are travelling, the referee may choose not to wear the uniform although it is preferred to show British presence.

## 15 APPENDICES

### Appendix A - Valid Referee Tutors

The following list identifies those personnel valid at the time of publication, including their maximum level of authority:

#### International Tutors

Peter Crumpton  
Keith Merrick  
Dave Stanley  
Carol Leverton  
Neil Lawcock

#### National 'A' Tutors

Neil Malone  
Alan Lingham  
Graham Bayley

#### National 'B' Tutors

Jim Toland  
Dave Francis  
Mike Guatieri  
Martin Rivers  
Bill Taggart  
Andy Tremlett

#### Regional Tutors

Gavin Abel  
Martin Bull  
Mark Waterhouse  
Lisa Harrison  
Sid Hearsay  
Alan Kimber  
Jean Knowles  
Graeme Maclachlan  
Mark Maslen  
James McBeath  
Alan Medley  
Peter Seymour  
Archi Shrimpton  
Paul Grady

#### Trainee Tutors

Ron Cleere  
Stefan Newbury



## Appendix C - Referee Tutor Application

**Prior registration and written approval from the NRC is required before the training commences.**

Although there is no fee for this training and examination, there are also no expenses of any nature claimable for training and examinations.

**Applicants should note that to attain the status of referee tutor at any level requires the applicant to:**

- a. Be deemed suitable to take such a responsible position in the British refereeing structure by the NRC
- b. Satisfactorily assist the delivery of a referee education module at the appropriate level
- c. After successfully completing “B”, to successfully lead a referee education module at the appropriate level while being observed by a NRC approved and assigned tutor
- d. Satisfactorily assist the delivery of a referee examination at the sought level
- e. After successfully completing “D”, to successfully lead a referee examination at the sought level under NRC approved supervision

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Applicants should submit this form to start the process.

To be completed and submitted to the NRC Secretary by the applicant, the applicant should expect an email response within one month.

<b>Referee Details</b>	
<b>Name:</b>	<b>Current Referee Level:</b>
<b>Area:</b>	<b>Date Passed Current Referee Level:</b>
<b>E-Mail:</b>	<b>Belt Grade:</b>
<b>Telephone Number:</b>	<b>Current Tutor Level:</b>
<b>License Number:</b>	<b>Tutor Level Sought:</b>
<b>Age:</b>	<b>Written approval for training received: Y / N</b>

**All applications to be e-mailed to the NRC Secretary**

Appendix D - Referee Practical Assessment or Examination

<b>Name</b>		<b>Event</b>		<b>Date (s)</b>	
<b>Examiner(s) / Assessor(s)</b>					
<b>Signature(s)</b>					
<b>Current Referee Level:</b>			<b>Referee Level Assessed/Examined:</b>		

Comments are necessary for all deviations +/- from the TARGETED scores

	Key Observations	Score		Key Observations	Score
<b>Voice</b> ✓ Volume ✓ Pronunciation ✓ Consistency			<b>Scoring</b> ✓ Value ✓ Correct Player ✓ Kaeshi-Waza ✓ Edge Context		
<b>Signals</b> ✓ Correct Delivery ✓ Assists Table ✓ Correct Penalty			<b>Penalties</b> ✓ Correct Value ✓ Correct Timing ✓ Correct Player		
<b>Mobility</b> ✓ Hajime ✓ Soremade ✓ Position ✓ Distance ✓ Anticipation ✓ Edge ✓ Pattern			<b>Katame-waza</b> ✓ Osaekomi ✓ Matte ✓ Toketa ✓ Edge ✓ Progression ✓ Safety ✓ Anticipation		
<b>Presence</b> ✓ Determination ✓ Etiquette ✓ Appearance ✓ Posture ✓ Mannerisms ✓ Intrusive			<b>Judgement</b> ✓ CARE Usage ✓ Engagement ✓ Collaboration ✓ Medical ✓ Observation ✓ Table Staff		
<b>Determination</b> ✓ Accurate ✓ Consistent ✓ Unbiased ✓ Uninfluenced			<b>Contest Control</b> ✓ Matte ✓ Players ✓ Coach ✓ Scoreboard ✓ Medical		
	<b>Sub Total</b>			<b>Sub Total</b>	

All scores awarded must be in single digit whole numbers with no deviations of that score indicated whatsoever.

<b>Pass Marks</b>	Club: 40% Area: 40% National 'C': 50% National 'B': 60% National "A": 70% Continental: 80% International 90%				
<b>Feedback Examiner / Assessor Signature</b>		<b>Overall Result</b>	<b>%</b>	<b>NYC</b>	<b>C</b>
The assessor/examiner has explained the results to me and where necessary an action plan has been agreed.		<b>Candidate Signature</b>			

This form must be submitted to the British Judo Referee Administrator; all forms should be received within 2 weeks of the event completion. It is the responsibility of the lead referee in charge to process all results for general assessments and the lead assessor/examiner for formal assessment and examination candidates only.

The Feedback Tutor and the Candidate should sign the form before returning to the referee administrator.

## Appendix E - Referee Professionalism

To progress through the refereeing awards and uphold high standards of conduct, it is necessary to consistently display a professional image and demonstrate qualities that engender good working relationships with all concerned. To promote this, referee examinations will include criteria that a referee must be seen to exhibit for their acceptance for examination at the next level.

Tutors will observe referees both on and off the tatami, which may include activities outside of the competition venue itself as conduct before and after competitions also affect the way in which referees are perceived by others. Certain choices may positively or negatively affect a referee's performance at an event; British Judo needs to ensure that no one is unduly impacted by poor behaviour. The following guidelines will be marked by the assessors and feedback given to the candidates, assessors must give specific examples of underperformance to candidates where a candidate requires it.

### Dress

The referee must maintain a high standard of dress fully conforming to the dress code at all events that the referee officiates at, this includes footwear and the wearing of the authorised tie and badge for the specific event. Poorly fitting clothing gives a bad impression; referees need to wear appropriately fitting clothes.

### Coach / other non-official Interaction

The referee must be courteous at all times to all they interact with whether or not they have been courteous to them. The referee must be professional and use appropriate language to discuss situations. In cases of a major disagreement, the referee must ensure they engage the RIC to help resolve the difficult situation.

### Feedback

The referee should always understand the technical reasons for their own actions. If a coach or other responsible person requests feedback, the referee should give that feedback at the first available opportunity (it maybe that there is a waiting time, perhaps due to contests running, but feedback should be offered at some point before leaving the venue on that day). If the situation is not resolved, the referee should appropriately refer the person to the RIC to resolve the matter. It is recognised that some situations will not end with agreement, but every situation should be handled with respect and professionalism.

### Conduct off the Tatami

The referee must conduct themselves in a professional manner at all times to encourage confidence from the public and very specifically coaches and athletes. The NRC recognise that socialising is an important aspect of refereeing and can create a stronger refereeing team. However, referees should refrain from any conduct which could impair, or reasonably be perceived by others to impair, their ability to concentrate, referee safely and to a competent standard. As examples, this could include such things as excessive alcoholic intake, drug use or retiring so late as to have insufficient sleep. Referees as well as athletes need to be in good physical condition on competition day to perform to the best of their ability.

## Working as a Team

In cases where there are some difficulties with other officials at competitions, it is expected that those officials are dealt with in a manner that encourages good relationships. This is mostly concerning other referees, table staff and other mat side assistants, but is not limited to them. Referees are not expected to request that their refereeing team is changed or they are moved to another team for any reason, referees must rise above differences they have with others for the good of all concerned.

## Expression of Opinion

It is expected that referees do not openly criticise other British Judo members in whatever capacity they are in. Referees will of course hold their own opinions but should not be openly criticising other members, officials, staff or other personnel as this can cause serious dissatisfaction and unrest which reflects negatively on refereeing and the BJA in general.

## Conflicts of Interest

Referees and tutors must ensure that they do not involve themselves in activities which are either an actual or perceived conflict of interest with any refereeing role they are performing. Conflicts of interest are, but not limited to, engaging in activities such as competing, coaching or other official duty at the same event in which they are refereeing, or indeed assessing/examining others who have for example family/club/regional connections.

It is highly important that personnel on refereeing duties adhere to this rule and are therefore not exposed to potential criticism (whether justified or otherwise), as it may have a damaging effect on both the credibility of the referee concerned and the wider referee community, as well as calling into question results of the activity to be done.

At Level 1 and Level 2 events only, the organisers may authorise the referee to take on multiple roles to enable the event to be run cost effectively.



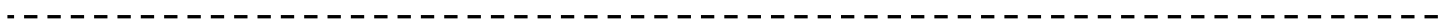
**Appendix F - Continuous Improvement Proposal**

The referee structure is purpose built to be one of continuous improvement and will therefore undergo periodic formal review to achieve identified improvements.

This proposal form may be used by anyone who has identified an opportunity for improving the British Refereeing Structure and wishes that idea to be part of the review process.

This form should also be considered the official vehicle for any items that the community would like the NRC to consider in their operation and working practices.

Change requests not submitted in this format may not be considered.



<b>Subject area identified for improvement:</b>	
<b>Specifics of the area to be improved:</b>	
<b>Proposed Improvement detail:</b>	
<b>Expected Outcome if change implemented:</b>	
<b>Proposer Details:</b>	
<b>Name:</b>	<b>Referee Grade: (If applicable)</b>
<b>E-Mail:</b>	<b>Telephone Number:</b>

The form boxes above maybe increased in size to include all information if necessary, if further information is required, attach it to this document.

**All proposals to be e-mailed to the NRC Secretary**

**Appendix G - Self-Funded Refereeing Application**

This application form must be used by any National or International referee who wishes to attend any event in an official capacity outside of Great Britain and have not been selected and funded to do so by the BJA / NRC. This covers, but is not limited to Seminars, Coaching or Competing etc, referees should consider whether their request is reasonable before making the request, items that should be considered are:

- The level of the event being considered – Regional / National / EJU Cup / EJU Open / IJF.
- Any previous experience outside of Great Britain.
- The Referee should generally be a minimum grade of National B with clear potential to achieve the National A award (normally signified by being on the National A programme or about to attempt that level).
- The applicable Referee must be valid within the British Judo system and be licensed to the British Judo Association.

The application should be submitted to the NRC secretary allowing at least 4 weeks for turnaround of the application, responses are however expected to generally be made quicker.

Referees must not be registered for tournaments outside of Great Britain until they have received written approval to do so, normally by an acknowledging email to the application submitted.

Application is required by completing the application form below.

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<b>Application for a Referee to Self-Fund Activity outside of Great Britain</b>	
<b>Name:</b>	<b>License Number:</b>
<b>Club:</b>	<b>License Expiry Date:</b>
<b>Area:</b>	<b>Belt Grade:</b>
<b>E-Mail:</b>	<b>Referee Grade:</b>
<b>Telephone Number:</b>	<b>Date Attained Current Referee Grade:</b>
<b>Age:</b>	<b>Current Programme:</b>
<b>Event Title and Capacity Sought:</b>	<b>Date and Country:</b>

**All applications to be e-mailed to the NRC Secretary**

**All refusals will be given a reason(s); applicants may appeal against that decision in writing explaining why those reason(s) are invalid. The appeal should be sent to the NRC secretary. The decision of the BJA/NRC will be final and without appeal.**

## Appendix H - Referee Marking Guidelines

Criteria for scoring of each component:

### Voice:

Must be powerful and clear, i.e. the commands must not all sound the same and need to have correct pronunciation.

### Presence:

Includes physical appearance and ability to appear calm, competent and in complete control to gain respect of players, coaches and spectators etc. Must have good posture in tachi-waza and katame-waza, no kneeling on the mat or slouching or rounded shoulders. Referees should not adopt a stance where most of their weight is on one hip with the opposite leg out in an overly casual fashion.

### Distance:

Ability to consistently maintain an optimum distance of 2 to 3 meters from the athletes. Ability to adapt to the athlete's strategy, e.g. further distance for larger, heavy weight or faster more mobile players. Appropriate distance from katame-waza situations to better view the action. Should operate generally within the contest area, but may go outside in special circumstances.

### Mobility:

Must position and move appropriately to accommodate the athletes' movement, the view of the judges, the position of the cameras and the position of the control table staff. Must show an ability to read the judo and therefore anticipate athletes' movements making sure the referee is in the best position for everyone to effectively evaluate actions. The pace and manner of movement will be dictated by the athletes' actions. The referee must be appropriately positioned quickly to effectively and safely control katame-waza situations such as shime-waza, kansetsu-waza and osaekomi-waza and not seriously block CARE system camera views.

### Katame-waza:

The referee must show good understanding of katame-waza by calling mate, osaekomi, toketa and ippon on time and accurately. The referee must demonstrate a clear understanding of when the overall action transitions from tachi-waza to katame-waza. The referee must give athletes an appropriate opportunity to apply katame-waza actions but must also be mindful of athletes just wishing to waste time without action.

### Scoring:

The correct level of technical scoring for all actions in tachi-waza and katame-waza is paramount and must be applied consistently well, scores in all scenario's must not be pre-empted, they must be real evaluations for what has actually happened, not what the referee thinks is going to happen. An odd mistake of one level up or down on difficult borderline type scores can be accepted if managed correctly with the judges if it's not a feature of that referees' performance. In cases of the referee having two or more occurrences where the evaluation is 2 or 3 levels incorrect, this will be of grave concern, but will be evaluated on its individual merit considering the refereeing level being attempted.

### Penalties:

It is vital that penalties are awarded correctly and on time for the level of infringement committed. Penalties should be awarded taking in to account the intent of the athlete's action, the penalties must be awarded showing the correct signal to the athletes otherwise confusion and unrest sets in. Referees should attempt to give rolling shidos as appropriate but must always ensure the athletes are facing each other and that they are not on the edge of the tatami.

### Signals:

Should be held for approximately 2-3 seconds showing correct procedure, posture and slight rotation as required for the control table to clearly see what has happened. The referee should know exactly where the medical team are situated and should immediately call in that direction when medical team are required.

### Judgment:

The judges should watch their own mat consistently and give support to the referee as required; however, the judge must not be overly critical of the referee on close decisions and therefore try to agree with the referee if possible as continuously interrupting the match spoils the contest. The judge must effectively manage minor treatments of the athletes off the competition area, i.e. observe the medical attention.

### Determination:

The referee must show the ability to be consistently competent in providing good quality opinions of situations, despite other different opinions. The referee may request judge support in difficult situations but must not regularly defer to the judges to make the decision, the referee must positively demonstrate to everyone that they are competently in charge because they know exactly what they are doing. The referee's performance should not dip because they have had a decision changed by the judges or jury or severe pressure from coaches or spectators.

**Appendix I - Theory Examination for Club, Area, National C**

**To be used at Club, Area and National C Levels**

All fields must be completed clearly to validate the form  
 Insert in the corresponding box a single answer (A or B or C or D)  
 Only one answer to each question is fully correct

**Any alteration of answers on the form will invalidate the form**

Maximum time allowed will be advised before the start

The following must be completed in **BLOCK** capitals

- Examination Level.....
- Question Paper Version (A, B, C, D).....
- Surname.....
- Other Names.....
- BJA Belt Grade.....
- BJA License Number.....
- BJA Club Registration.....
- BJA Area Registration.....
- Candidate Signature.....
- Examination Date.....
- Examination Venue.....
- Examiner Name.....
- Examiner Signature.....

All forms must arrive at the BJA head office addressed to the referee administrator within 14 days of the examination

**All levels have 25 Questions**

**All levels require a minimum 80% mark to be competent**

Minimum required, 20 correct answers

Candidate Answers		Examiner Marking
Q1		
Q2		
Q3		
Q4		
Q5		
Q6		
Q7		
Q8		
Q9		
Q10		
Q11		
Q12		
Q13		
Q14		
Q15		
Q16		
Q17		
Q18		
Q19		
Q20		
Q21		
Q22		
Q23		
Q24		
Q25		
<b>Total Score</b>		
<b>NYC / C</b>		

**Professionalism**

Satisfactory

Requires Work

**Notes:**

This examination form (NYC or C) must arrive at the BJA head office for the attention of the Referee Administrator accompanied with the relevant fee within 2 weeks of the Module completion. All candidates who take the education module must pay the fee whether or not they are deemed competent.

**Appendix J - Theory Examination for National B and National A**

**To be used at National B and National A Levels**

All fields must be completed clearly to validate the form

**Any alteration of answers on the form will invalidate the form**

Maximum time allowed will be advised before the start

The following must be completed in **BLOCK** capitals

Examination / Assessment Level.....

Question Paper Version (A, B, C, D).....

Surname.....

Other Names.....

BJA Belt Grade.....

BJA License Number.....

BJA Club Registration.....

BJA Area Registration.....

Candidate Signature.....

Examination Date.....

Examination Venue.....

Examiner Name.....

Examiner Signature.....

Examiner Marking	
Q1	
Q2	
Q3	
Q4	
Q5	
Q6	
Q7	
Q8	
Q9	
Q10	
Q11	
Q12	
Q13	
Q14	
Q15	
Q16	
Q17	
Q18	
Q19	
Q20	

<b>Total Score</b>	
<b>NYC / C</b>	

Minimum 16 correct Answers out of 20

**Professionalism**

Satisfactory

Requires Work

**Notes**

This examination form (NYC or C) must arrive at the BJA head office for the attention of the Referee Administrator accompanied with the relevant fee within 14 days of the examination. All candidates who take the education module must pay the fee whether or not they are deemed competent.

**Appendix K - Theory Assessment for Continental**

**To be used at Continental Level**

All fields must be completed clearly to validate the form

**Any alteration of answers on the form will invalidate the form**

Maximum time allowed will be advised before the start

The following must be completed in **BLOCK** capitals

Examination / Assessment Level.....

Question Paper Version (A, B, C, D).....

Surname.....

Other Names.....

BJA Belt Grade.....

BJA License Number.....

BJA Club Registration.....

BJA Area Registration.....

Candidate Signature.....

Examination Date.....

Examination Venue.....

Examiner Name.....

Examiner Signature.....

Minimum 12 correct Answers out of 15

Examiner Marking	
Q1	
Q2	
Q3	
Q4	
Q5	
Q6	
Q7	
Q8	
Q9	
Q10	
Q11	
Q12	
Q13	
Q14	
Q15	

<b>Total Score</b>	
<b>NYC / C</b>	

**Professionalism**

Satisfactory

Requires Work

**Notes**

This examination form (NYC or C) must arrive at the BJA head office for the attention of the Referee Administrator accompanied with the relevant fee within 14 days of the examination. All candidates who take the education module must pay the fee whether or not they are deemed competent.

## Appendix L - Fast Track to High Level Refereeing

### Introduction

The British Judo Association is keen to identify a suitable pool of candidates with the potential to referee at the very highest levels. Fast tracking ex-athletes into refereeing as this has clearly been successful in other countries. It is anticipated that high quality athletes will be fast tracked to Level 4 (National B grade) of the refereeing system at the earliest opportunity and then on to Level 5 (National A grade) for those that respond well to training within 3 years (National Levels are 1 to 5). From then on, those that consistently demonstrate the required skills to progress would have a referee performance programme to take them to the IJF level; this will include international competition experience and an assigned referee mentor of suitable IJF standing.

### Selection Process

Selection for the programme may come from one of three sources: direct application from the candidate; nomination from a credible source or direct invitation by the BJA/NRC. The guide for applications are athletes with a track record of at least 10 funded selections for GBR and a return of at least 2 medals at senior European cup or above, other profiles (highly experienced coaches for example) may also be accepted on to the programme depending on their profile and motivation. This programme is intended to produce IJF referees of good standing, therefore because of international rules and trends on age; we must put a limit on the age of entry to the programme. It is expected that candidates will be above 30 years old on entry to the programme unless exceptional circumstances apply. Whatever route a candidate comes through, a detailed interview will be necessary with the candidates in order to outline the requirements of the programme, check suitability and agree the programme before starting.

### Mentoring

Successful programme candidates will be assigned a specific mentor who will be the single point of contact for formal feedback on performance progression. It is crucial that the messages being fed back are consistent and accurate, therefore mentors will be carefully selected by the NRC and be referees of suitable standing in both refereeing and tutoring skills.

### Applications

Anyone wishing to consider this option to progress their judo career should apply in writing to the British Judo NRC secretary, applications should include:

- A full CV of their judo career to date specifically identifying national and above medals
- A covering letter stating why the candidate wants to enter this programme and why they are suitable
- Details of any current refereeing experience / qualified level

Should anyone wish to discuss this opportunity before applying, please contact the NRC secretary, who will log the interest and contact the relevant NRC member to communicate with the potential applicant.



**Appendix M - Referee International Trip Report**

**Commission Members:** .....

**Number of Referees:** .....

**Number of Countries:** .....

**Number of Athletes:** .....

**Number of Mats:** .....

**Head of Delegation:** .....

**Referee Name:** .....

**Dates:** .....

**Opening Address**

*[Detail of dignitaries present and their contribution to the opening address.]*

**Technical Advice**

*[Detail every technical point seperately, starting a new section for each meeting with date and time]*

**Mat Allocations**

*[Detail of which mat you were on, out of how many and how many referees were allocated]*

**Statistics**

*[Detail how many matches that you acted as a referee and as a judge for each day e.g.:]*

Saturday	Preliminaries:	6 Referee, 12 Judge
	Final Block	0 Referee, 0 Judge
Sunday	Preliminary	5 Referee, 10 Judge
	Final Block	1 Referee, 2 Judge

**De-brief's**

*[Debrief information given each day, again with each technical point starting a new paragraph.]*

**Transport**

*[Indicate the efficiency of the transfers used from and to the Airport-Hotel-Venue, include transfer times between airport to hotel and hotel to venue]*

**Accommodation**

*[Indicate the hotel and food standard offered throughout.]*

**Hospitality**

*[Indicate any special hospitality offered for the referees during the event.]*

**Report By:** Name

International Referee / Continental Referee / National Referee

**Completed forms to be e-mailed to NRC secretary within two weeks of arriving back in GBR.**

**Appendix N - Tutor Record**

Prior registration and written approval from the NRC is required before tutor training commences. Although there is no fee for this training and examination, there are also no expenses of any nature claimable whilst commencing the training and examinations.

**Applicants should note that to attain the status of referee tutor at any level requires the applicant to:**

- a) Be deemed suitable to take such a responsible position in the British refereeing structure by the NRC
- b) Satisfactorily observe a referee education module being delivered at the appropriate level
- c) After successfully completing “B”, to successfully assist the delivery of a referee education module at the appropriate level while being observed and coached by an assigned tutor
- d) After successfully completing “C”, to successfully lead a referee examination at the sought level under assessment of a NRC appointed assessor

**Note:** It may be possible at the discretion of the assessor and NRC approval to move directly to stage “C” or even “D” if there are sufficient transferrable skills already in place, tutors moving up a level may only need to complete “C” depending on the approved assessors and NRC discretion.

To be completed by the assessor and submitted to the NRC secretary once all observations have been satisfactorily completed.

Referee Details	
<b>Name:</b>	<b>License Number:</b>

**Successful Participation only to be recorded:**

	Date	Venue	Level	Assessor Signature	Assessor Name
<b>Observation</b>					
<b>Co-Delivery</b>					
<b>Lead Delivery</b>					

Assessors should only sign the above form when the candidate has successfully passed that stage of the training, in the case of an unsuccessful assessment, the action must be documented on the following page of this form and signed by both parties.

**Completed forms to be e-mailed to the NRC secretary, the new tutor is not valid until the NRC has acknowledged satisfactory receipt of this document.**

## Appendix O - Referee Tutor Assessment

<b>Tutor Assessment</b>				
<b>Candidate Name:</b>	<b>Candidate Signature:</b>			
<b>Assessor Name:</b>	<b>Assessor Signature:</b>			
<b>Venue:</b>	<b>Date:</b>			
<b>Assessment Type:</b>	<b>Circle Type:</b>	<b>Tutor</b>	<b>Assessor</b>	<b>Examiner</b>
<b>Assessment (Circle Result):</b>	<b>Competent</b>	<b>Requires more Experience/Tuition</b>		

**In the case where a candidate is unsuccessful, a separate additional copy of this page of the form should be attached. All pages of the form(s) are to be returned to the NRC secretary.**

**All forms (successful and unsuccessful) to be submitted to the NRC secretary within two weeks of the activity by the assessor**

## Appendix P - Honorary Awards Application Form

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### Proposal for Honorary Refereeing Award

<b>Candidate Name:</b>	<b>Candidate Membership Number:</b>
<b>Proposer Name:</b>	<b>Proposer Membership Number:</b>
<b>Promote From:</b>	<b>Promote To:</b>

#### Activities

<b>From Date (Year):</b>	<b>To Date (Year)</b>
<b>Supporting Comments:</b>	

<b>From Date (Year):</b>	<b>To Date (Year)</b>
<b>Supporting Comments:</b>	

<b>From Date (Year):</b>	<b>To Date (Year)</b>
<b>Supporting Comments:</b>	

<b>From Date (Year):</b>	<b>To Date (Year)</b>
<b>Supporting Comments:</b>	

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<b>From Date (Year):</b>	<b>To Date (Year)</b>
<b>Supporting Comments:</b>	

<b>From Date (Year):</b>	<b>To Date (Year)</b>
<b>Supporting Comments:</b>	

<b>From Date (Year):</b>	<b>To Date (Year)</b>
<b>Supporting Comments:</b>	

I certify to the best of my knowledge and belief that all the information supplied in this proposal form is true and accurate.

Proposer Name: .....

Proposer Signature: .....

Date: .....

In the case where multiple people have supplied the information, they should all supply their names and signature in the relevant sections.

The signature at the end is the overall proposer who may not be the person underpinning all the data accuracy, but is the one submitting the overall proposal.

All forms to be submitted to the NRC secretary in the first instance

The NRC will respond in writing (e-mail) to verify the next action / decision made (maybe to request more details). In the case where a candidate is unsuccessful, the proposer may choose to submit more information or in exceptional circumstances log an appeal directly with the NRC secretary.

## Appendix Q - Referee Assessment Key Points Feedback Report

Event:				Competition Level:							Venue:					
Current Candidate Level:							Attempted Level:									
Candidate Name	Area	Licence	Belt Grade	Age	Voice	Signals	Mobility	Presence	Determination	Scoring	Penalties	Katame-waza	Judgment	Contest Control	Total	Practical Result
Feedback Given (Maximum of 3 key points):																
The above feedback has been discussed with me - Candidate Signature :																
Assessor(s) or Examiner(s) Name							Signature(s)							Result		
														Competent		
														Not Yet Competent		
														Level Assessed		

Appendix R - Referee Assessment or Examination Summary Report (for tutor own records and retention)

Event:				Level:								Venue:				
Current Candidate Level:								Attempted Level:								
Candidates Names	Area	Licence	Belt Grade	Age	Voice	Signals	Mobility	Presence	Determination	Scoring	Penalties	Katame-waza	Judgment	Contest Control	Total	Practical Result
Assessor(s) or Examiner(s) Name				Signature(s)								Result(s)				
												Competent				
												Not Yet Competent				
												Total Entries				