

BRITISH REFEREEING STRUCTURE

VERSION 2.0

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INTRODUCTION

This document has been produced to guide and assist the referee community on all referee structure and examination matters. It includes the assessment and examination criteria plus the qualification processes and procedures, under pinned by the educational structure released in 2015.

Any queries relating to this document should be sent to the referee administrator at the British Judo Association (BJA) head office.

This document supersedes all previous referee structure documents including previous versions.

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Initial Structure effective July 2015

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Authority

The latest version of this referee structure document and the Contest Rules document which are officially published inclusive of all officially published amendments (issued directly from the BJA) are the **ONLY** referee structure and rule set authorised for use in BJA licenced events. In the case where there is conflict between these two documents and any other documents that may be in circulation, **ONLY** the latest version of the officially published Referee Structure and Contest Rule documents inclusive of official amendments shall prevail in all cases.

All British Judo licenced events are to be run totally in line with these documents unless written dispensation has been offered directly from the BJA.

REFEREE AWARD STRUCTURE

Introduction

The British referee structure is made up of a single path 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 and progress through the levels, upon satisfying the criteria for each.

The current British Judo and IJF referee structure and key entry requirements are summarised as follows:

Club Referee	Minimum age 12 years, minimum grade 10 th Mon / 3 rd Kyu
Area Referee	Minimum age 15 years, minimum grade 15 th Mon / 2 nd Kyu
National C Referee	Minimum age 18 years, minimum grade 18 th Mon / 1 st Kyu
National B Referee	Minimum age 19 years, minimum grade 1 st Kyu
National A Referee	Minimum age 21 years, minimum grade 1 st Dan
Senior National Referee	Minimum age 40 years, minimum grade 3 rd Dan
Continental Referee	Minimum age 25 years, maximum age 50 years, minimum grade 2 nd Dan
International Referee	Minimum age 29 years, maximum age 55 years, minimum grade 3 rd Dan

Detailed Criteria for Each Award:

Club Award

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

- a. 12 years of age
- b. 10th Mon/3rd Kyu
- c. Have successfully completed a Club Award education module
- d. Have successfully completed the Club Award theory examination
- e. Have been a judo athlete for more than 2 years
- f. Must hold current full BJA membership

The practical examination must be taken within one year the theory examination; otherwise the candidate will need to retake the theory education module and examination in full, trainees may practice at events up to the level they are attempting

**Trainees are those who have passed the referee theory examination at the applicable level*

Area Award

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

- a.** 15 years of age
- b.** 15th Mon/2nd Kyu
- c.** Have successfully completed the Area Award education module
- d.** Have successfully completed the Area Award theory examination
- e.** Have been a Club referee for at least 1 year meeting the 2 year revalidation requirements, unless entering directly at Area level
- f.** Must hold current full BJA membership

The practical examination must be taken within one year the theory examination; otherwise the candidate will need to retake the theory education module and examination in full.

National C Award

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

- a.** 18 years of age (unless they started at Club level, it is then 16)
- b.** 18th Mon / 1st Kyu (if going directly to National C, must have satisfied Fast Track criteria)
- c.** Have successfully completed the National C Award education module
- d.** Have successfully completed the National C Award theory examination
- e.** Have been an Area referee for 1 year, meeting the 2 year revalidation requirements
- f.** Must hold a current BJA membership

The practical examination must be taken within one year the theory examination; otherwise the candidate will need to retake the theory education module and examination in full.

National B Award

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

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

The practical examination must be taken within one year of the theory examination; otherwise the candidate will need to retake the theory education module and examination in full.

National A Award

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

- a. 21 years of age (unless they started at Club level, it is then 20)
- b. 1st Dan
- c. Have successfully completed the appropriate education module
- d. Have successfully completed the National A theory examination
- e. Been a National B for more than 1 year, meeting the 2 year revalidation requirements
- f. Must hold a current full BJA membership

The practical examination must be taken within one year of the theory examination; otherwise the candidate will need to retake the theory education module and examination in full.

Senior National Award

To be considered for the Senior National Award the candidate must at the time of application be/have:

- a. Minimum 3rd Dan
- b. Been a referee examiner for 5 years or more
- c. Been a referee course tutor for 5 years or more
- d. Been a National A referee for 5 years or more
- e. Have averaged at least 10 events per year for the last 5 years
- f. Must hold current full BJA membership
- g. Be considered of appropriate character for the award by the BJA

Applications: A candidate may apply directly, or any member may propose a referee, for the Senior National Award. All applications should clearly state the rationale for the award and give evidence of the above criteria. In exceptional circumstances the BJA may award the Senior National Award for other reasons than the above.

Continental Assessment

To attempt the practical assessment for the Continental referee training programme, the candidate must on the day of examination have/be a minimum of:

- a. 23 years of age
- b. 1st Dan
- c. National A referee for more than 1 year, meeting the 2 year revalidation requirements,
- d. Must hold current BJA membership

A theory examination must be taken for every attempt at the Continental Assessment; this will be done at the same event as the practical assessment, but not necessarily before the practical examination. The result of both parts of the assessment will be delivered in the same meeting.

Continental Examination

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

- a. 2nd Dan
- b. National A referee for more than 4 years
- c. Be a minimum of 25 years and maximum 50 years
- d. Approved by the BJA Board of Directors
- e. Pass the theory examination at the specified event
- f. Must hold a current BJA membership

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

International Examination

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

- a. Selected and approved by the BJA
- b. Approved by the EJU as an appropriate candidate for examination
- c. Be minimum of 29 years and maximum of 55 years
- d. Continental referee for more than 4 years
- e. Minimum of 3rd Dan
- f. Must hold a current BJA membership

The International licence (IJF A) is awarded and governed by the IJF according to its rules. Full criteria for application for the International examination are available on the EJU website.

Fast Track Options

The BJA and the IJF recognise that the knowledge and expertise developed in other judo disciplines are valuable and highly transferable to refereeing. In order 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.

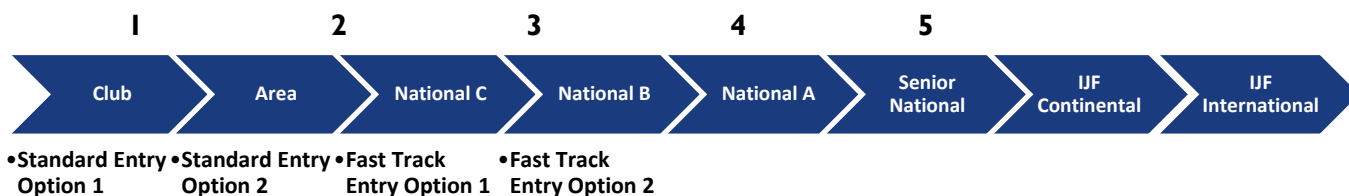
- **Fast Track to Area Award:** Judoka of at least 15 years old and 15th Mon/2nd Kyu may directly attempt the Area award
- **Fast Track to National C Award:** Judoka of at least 18 years old and a competitive 1st Dan may directly attempt the National C award
- **Fast Track to National B Award:** Judoka 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 may directly attempt the National B award. International coaches with at least 10 events completed at European Cup or higher may apply.

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

This means that the current system facilitates and promotes fast tracking of high performing athletes and coaches so that the structure is not overly restrictive to those who have the necessary transferable skills to perform well as a referee

As an example, athletes/coaches may enter at Level 4 (National B) in a five tier progression plan (Club, Area, National C, B, A). In this case, it would be possible to attain the highest national level within three years of starting.

Entry Options Summary: Allowed entry levels for the British and IJF systems assuming appropriate criteria is met or exceeded:



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

REFEREE REVALIDATION

Referee Revalidation Criteria

Referees are revalidated on a two year cycle on 1st January of each applicable year. The criteria for each level to revalidate are identified below. If revalidation requirements are not met within the two year period, the referee will normally be invalidated and not permitted to referee at National events or to officiate as a tutor, assessor or examiner at any level. The referee may however operate as a Club or Area referee (assuming they had previously qualified) at the discretion of the Area referee representative. Revalidation requirements are:

Level	Minimum refereeing activity	Minimum CPD to be attended
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

* CPD must be a Licensed Referee Module, maybe a referee education module at National C level or above or the 'Contest Rules for Coaches' revalidation module or national seminar.

'Refereeing activity' means working in a refereeing team allocated to a mat for the whole event; partial attendance does not qualify, unless under 18 working in a shift at a Level 1 or Level 2 event.

All events must be BJA licenced education events, competitions or Dan Gradings.

Referees who have become invalid for more than one year need to retake the examination for their level or a lower level at their discretion for both theory and practical; this will incur a full examination fee. If an examination retake is done at a lower level, the referee would then officially become that lower level referee.

In exceptional circumstances the BJA reserve the right to revalidate any referee at their discretion without the need for assessment.

Record of Activity

All referees must ensure that their record card is signed for attendance at an event. If the card is not signed and there is no record of the referee attending the event, the event will not be considered.

Re-validation Event Types for Each Referee Level

The following table indicates the minimum number of each event type, additional higher level events than stated can be used to cover a shortfall of the lower level event

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	Not Applicable	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
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 requirement can be met by the same events contributing to the Level 3 or 4 criteria.

Dan Gradings qualify as 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.

Referees will be revalidated automatically by the referee administrator if they have fulfilled the revalidation criteria at the end of their revalidation period.

Revalidation data will be taken from the referee attendance forms returned after each event. As a backup, it is highly recommended that individuals also keep their own records of events attended by using the official record cards provided by the BJA; these must be signed and dated by the RIC of the event.

Any referee up to Area level failing to meet the revalidation requirements may be required to be reassessed at a level deemed appropriate by the Area representative for both the practical and theory parts of the examination, this will incur a full examination fee.

Any Referee at National C or above failing to meet revalidation requirements for the award may be required to attend an event identified by the BJA for re-assessment with BJA nominated examiners which will include the practical and theory parts of the examination, this will incur a full examination fee.

Any referee at National C or above who has not met the revalidation criteria maybe revalidated at the discretion of the Area refereeing representative up to Area level in order to facilitate development level events (Level 1, 2 or 3 events) on one occasion, i.e. this cannot be done in two consecutive revalidation periods.

Return to Refereeing

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

Retirement

There is no recommended retirement age for referees, tutors, examiners or assessors. However, to continue with each post, any individual over the age of 70 years who wishes to continue must:

- a.** Have continuous full membership of the BJA, Judo Scotland, NIJF or WJF
- b.** Attend the National Referee Seminar every year if refereeing revalidation criteria not met
- c.** If refereeing level of at least National A is maintained, seminar required every two years
- d.** Achieve the appropriate revalidation criteria for each discipline

Referee Revalidation Criteria

In cases where there is concern about a referee's performance, this must be raised with the referee by the Area representative and confirmed in writing. 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. If agreement cannot be reached or the referee refuses to accept that they are underperforming this situation should be referred to the referee administrator for further advice.

If the Area or the BJA have cause for concern about an individual, the BJA will arrange for a theory and practical assessment of that role upon receipt of a satisfactory report. This will be arranged to suit both parties and will be carried out by an assessor appointed by the BJA. Should it not be possible to identify an agreed event for the assessment, the person concerned will become invalidated one year after written notification of the need for assessment.

If the 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 assessment identifies serious shortfalls, 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. All retraining, assessments and examinations are subject to the full fees applicable.

ASSESSMENTS AND EXAMINATIONS

Club, Area and National Award Examinations

Candidates should in general apply for referee training and examinations through their Area representative. 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.

A maximum of four attempts are permitted at National B and A levels within the British referee system, irrespective of the reason for not attaining the required level. Example: a candidate who twice fails to reach the level on the theory and twice fails to reach the same level on the practical will not be permitted a fifth attempt at the same award. A maximum of two attempts are allowed at both the Continental and International examinations.

In the case of a retake, there is normally a minimum period of six months between each attempt in order to allow the candidate(s) practice time at suitable events.

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 for those with above average claims.

Events for all National B + A and IJF assessments or examinations must be approved by the BJA.

The examination for National B and above may be done over one or two days at the discretion of the BJA; a two day event is preferred.

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

Continental Training Programme

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

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 for those with above average claims.

Continental Assessment 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. 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 validated by the assigned mentor before implementation to avoid confusion
- Candidates 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 three written feedback documents with targets per year, assuming the candidate attends the recommended events

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 BJA; each assessment should preferably have three assessors. Where there are only two assessors, they must both be IJF referees (IJF-active or National-active).

A candidate may be removed from the programme for failing to make satisfactory progress against targets or for any other reason that the BJA deem necessary. In the case of the BJA 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 gross misconduct or behaviour which may bring refereeing or British Judo into disrepute, there is no notification period required.

Continental Final Assessment

The final assessment shall be carried out by a panel preferably comprising of three fully qualified IJF assessors; 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 BJA reserve the right to use an alternative event for any reason.

Candidates will be expected to pass both the theory and practical examinations at the identified event.

The IJF assessors will make recommendations to the BJA Board as to whether a candidate should be put forward for the Continental examination, based on the results of the final assessment. The BJA Board will make recommendations to the BJA Board of Directors for approval of the candidate(s) to be put forward for Continental examination.

Education, Assessment and Examination Fees

Level	BJA Fee	Recommended Participant Numbers for Education / Assessment Modules
Club Referee	£10.00	6 - 12
Area Referee	£10.00	6 - 12
National C Referee	£20.00	6 - 12
National B Referee	£50.00	2 - 6 (2 – 4 for one day events)
National A Referee	£100.00	2 - 6 (2 – 4 for one day events)
Senior National Referee	Not Applicable	n/a
IJF Assessments	£200.00	n/a

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 in exceptional circumstances.

All monies and administration must be submitted to the BJA HO within two weeks of the event. Organisers may charge additional fees to cover venue and travel expenses.

Badges, certificates and cards are issued from the BJA HO on receipt of all documents and payment.

Assessments and Examinations

Referees will be graded against the particular level being attempted; this means one level higher than their current grade if the assessment is for that training programme. Those referees on standard assessment at identified events will be measured against their current level:

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

Referees who consistently perform above their level will be identified for a promotion opportunity if their circumstances allow it.

Any referee below National B who consistently falls below the performance standard for their award, in the opinion of the Area representative, may be required to attend an educational event in order to re-educate to current interpretations. Should a referee continue to fall below the performance standard, a recommended course of action will be offered by the BJA referee administrator after consultation with the Area representative in order to restore that referee to the applicable level; this will be implemented by the referee and Area representative. Should good performance not be restored for any reason, the next course of action will be decided by the BJA referee administrator after consultation with the Area representative. Particular

attention will be paid to any referee who is considered to no longer be operating in a safe manner for the athletes.

Any referee at National B or above falling below the performance standard required for their award may be required to attend an event identified by the BJA for re-assessment. This will include the practical and theory parts of the examination and incur a full examination fee. Should any referee fail to meet or exceed the minimum requirements upon reassessment, that referee will be removed from the national calling list until such time that they have passed the applicable re-assessment. In the case of failure, a recommended course of action will be offered by the BJA referee administrator in order to restore that referee to the applicable level, in the case of the level not being restored for any reason the referee will still be able to referee at non-National events, however, the Area representative will need to monitor performance to ensure they meet the level required for the events attended.

Ratings Scale:

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

Target Scores at Each Level

Level	Pass %	Score	Notes
Club Referee	40	4	
Area Referee	40	4	(Pass mark same as for the Club award, but the theory and practical examinations are technically more difficult)
National C Referee	50	5	
National B Referee	60	6	
National A Referee	70	7	
Senior National Referee	70	7	(Ongoing assessments only, no specific examination for Senior National award, therefore assessed at National A level)
Continental (Target)	80	8	(Assessments only, only EJU conduct continental examinations)

A maximum variance of -2 to +2 is allowed for each element in order to not distort the overall result due to the odd well above or well below score.

Example for a National C Referee Attempting the National B Referee Examination:

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

Assessment Scoring

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

Criteria for Scoring of Each Component:

See Appendix H – Referee Marking Guidelines

Result Considerations – Examination Only

A candidate will be considered to have passed 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 them, this will be immediately deemed an unsuccessful examination

Assessment Guidelines for National B + A and Continental Programs

Candidates for the National “B+A” and Continental awards will be carried out on those applicants who meet or exceed the criteria as stipulated for the entry onto the training programs.

In order for a candidate to be considered for the relevant program they would normally need to score no lower than within 5% points of the targeted pass mark, e.g. 1 a National “C” going for the National “B” program would need to score at least 55% overall, e.g. 2 a National “B” going for the National “A” program would need to score at least 65% overall, e.g. 3 a National “A” going for the Continental program would need to score at least 75% overall.

In the case where a candidate passes the theory element and gains the relevant practical pass mark or greater for National B or A, these candidates should be passed for the applicable level without the necessity to conduct the training program.

EVENT REQUIREMENTS AND REFEREE SELECTION

Number and Level of Referees Necessary at Each Event Level

Event Level	Referee in Charge	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	4	Highly Recommended	Highly Recommended	1 National B 1 National C 2 Area
Level 4	National A	5 (6 recommended)	Mandatory	Mandatory	BJA Decision
EJU	IJF A or B	5 (6-8 recommended)	Mandatory	Mandatory	National A 5 nationalities
IJF	IJF A or B	IJF Decision	Mandatory	Mandatory	IJF Decision

*Trainees are those who have passed the referee theory examination at the applicable level

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

Requirements for Shime Waza and Kansetsu Waza

When refereeing without the assistance of two judges, referees must be 16 years or older in order 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.

Dan Gradings will therefore require the referee to be over 16 years as there are no judges at Dan Gradings.

Event Selections

It is vitally important to all referees, officials and the BJA that selections for events are made in a transparent manner and done in such a way as to be fair to everyone considering the relevant constraints involved and the objectives of the BJA. Therefore each event needs to go through a careful and balanced selection process.

Event selections for referees at all levels must ensure that those referees 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.

For the vast majority of events the organisers are authorised to select the referee team they wish to use assuming they meet the above criteria.

When examinations are taking place, additional referees need to be called to the event in order 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, 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.

Conflict of Interest

Referees and examiners 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.

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 wider referee community, as well as calling into question contest results.

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

Special Examination Conditions

In special circumstances, normally limited to National Events and where the BJA have previously authorised specific examiner(s) it may be possible to examine candidates for the practical element of awards without the theoretical education or theory examination component being previously done. These cases are expected to be minimal and will therefore not be sanctioned as a regular activity, but something that is available to accommodate good performing referees that have had a credible recommendation and will be limited up to and including the National C award.

In these cases, if the candidate successfully completes the practical examination they will need to complete the education module and successfully pass the theory paper within 1 year of the practical examination in order to be fully qualified. The applicable examination fee will need to be submitted to the BJA administrator with the successful theoretical paper completion and evidence of attending the authorised education module before the applicable promotion is verified and badge issued.

RANKING SYSTEM AND EVENT ASSESSMENTS

Performance Reporting

All referees are assessed at selected National events, this is designed 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 BJA to select the most appropriate referees for events, promote development and ensure the integrity of high-level competition. Referee assessors will generally be the mat leads appointed by the RIC, the RIC and referee team should be selected by the BJA for the applicable National events.

Ranking System

Referees officiating at National events will have their performance results entered into the National ranking system for referees. This system is designed to support the referees by acting as a tangible tool that assists the BJA to select referees for premiere events.

Ranking	First Name	Surname	Licence Level	Y	National Seminar 2014	National Seminar 2015	National Teams	Pre-Cadet/Cadet Champs	Junior/Senior Champs	BUCS	British Schools	English Open	Number of Events	Average Score
1	joe	bloggs1	National	Y	8.2	7.4	8.4						3	8.00
2	joe	bloggs2	National	Y	7.6	7.6	7.8						3	7.65
3	joe	bloggs3	National	Y	7.7	7.0	8.2						3	7.63
4	joe	bloggs4	National	Y	7.6	7.4	7.4						3	7.47
5	joe	bloggs5	National	Y	7.4	7.4	7.4						3	7.40

The ranking system records each referee's performance score from each event attended as if it was an examination. The scores are averaged over events attended in the applicable period in order to produce an overall score and ranking position.

Referees should consider their scores versus the expected score for their level in order to better understand how they are performing. The system will also help 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 indeed opportunities for progression.

National referees acting as a mat lead or RIC will automatically score 7.5; this is to ensure they also receive fair ranking points. Referees who are perceived to not be at or above National A level performance will not normally be selected to be a mat lead or RIC at a National event, therefore the ranking system should be used as a helpful tool to select mat leads.

TUTORS, ASSESSORS AND EXAMINERS

Tutors, Assessors and Examiners Responsibilities

Tutors, assessors and examiners have a highly responsible role to play in developing refereeing in British judo. In order to conduct these roles in a professional and proper manner, officials 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 examination forms are completed in full, kept strictly 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, license, theory, education etc. (see exception for national events).
- f. Ensure that the appropriate application forms and fees are correctly administered prior to the activity

Please note: Any education, assessment or examination which is conducted without satisfying all of the necessary elements before the start of the event may invalidate that action.

Referee Examiners

All referee examiners must be approved by the BJA in order to be authorised to conduct this role in the British refereeing system. In appointing examiners, consideration will be given to whether or not there is a need for more of that level of examiner in that area.

Authorisations

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

Qualifications for Examiner Applications for All Levels up to National B:

- a. Must have held the referee grade of National A for at least five years
- b. Preferably be recommended by their Area committee
- c. Must be approved by the BJA
- d. Must be deemed of suitable character to hold an examiners post by the BJA

Criteria for Examination of Examiners up to National B:

- a. Must successfully attend two referee training modules as an assistant tutor

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

Assessors for the training courses and examiner examinations will be appointed by the BJA.

Criteria for Examiners Application for National A level:

- a.** Must hold the referee grade of at least Senior National Referee
- b.** Preferably be recommended by their Area committee
- c.** Must be approved by the BJA
- d.** Must be deemed of suitable character to be a National A examiner
- e.** Must be assessed running a referees module of at least National C level
- f.** Must be assessed as an assistant examiner on at least two occasions with at least three candidates

Criteria for Continental Assessor:

- a.** Must have held the referee grade of at least Senior National Referee, in the case of a Senior National taking this role they will also need to satisfy the BJA of their exceptional competence
- b.** Must be assessed by Supervising IJF Examiners approved by the BJA at a minimum of two assessments
- c.** Must have been a National Referee Examiner for a minimum of one year and have conducted at least one satisfactory assessment as an examiner
- d.** Must be approved and appointed by the BJA

Examiners Continuing after Retirement from Refereeing

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

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

If there is cause for concern over a referee or referee official the BJA may consider that an assessment is required. The assessment will be carried out by two personnel selected by the BJA. Should the outcome of the assessment be contested, this will be reviewed by an independent person selected by the BJA and a final decision made.

Minimum Examiners Required at Each Level to Conduct Examinations:

Club:	1 Club examiner
Area:	1 Area examiner
National C:	1 National C examiner, BJA approved
National B:	2 National B examiners, BJA appointed
National A:	2 National A examiners, BJA appointed (3 preferred)

Continental Assessment:	2 BJA appointed assessors (3 preferred)
International Assessment:	2 BJA appointed assessors (3 preferred)

The selection of examiners for Club and Area examinations may be done by the organisers, however, it is recommended to have different examiners to those that delivered the education module(s) for National B and above to maintain integrity. Organisers must ensure that the examiners chosen are valid (see appendix).

The selection of examiners for National C and above require the written approval of the BJA, failure to do so is likely to result in the examination being invalidated. However, it is unlikely that the BJA will not approve reasonable proposals at National C level assuming the examiner is valid.

The selection of examiners for National B and above will be done by the BJA; this will also include authorising an appropriate event for the examination.

Examiner Revalidation Criteria

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

The revalidation events must comply with the following criteria:

- a.** At least one education module must have been completed by that examiner with at least three candidates in attendance.
- b.** At least one examination must be completed by that examiner with at least two candidates.
- c.** Examiners who are mat leads at National events will be conducting ongoing assessments at various levels; these ongoing assessments may be accepted for revalidation in exceptional circumstances upon application.
- d.** Where an examiner 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.** Examiners of all levels are expected to attend the National Referee Seminar every year in order to automatically revalidate.

This is in order to ensure examiners are conducting assessments using the most up to date application of the rules. Exceptional circumstances may apply and must be documented to the referee administrator in writing for consideration.

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.

The theory and practical examination results will be given to the candidate at the end of the whole theory and practical examination.

AREA REPRESENTATIVE RESPONSIBILITIES

Areas are expected in general to manage their referee workforce in order to maintain a healthy number of referees at each level so that they are as self-sufficient as possible, thereby being more cost efficient for their area events.

- a.** To maintain close contact with the Area committee and ensure that they are included in relevant discussions and correspondence in case they need to take action.
- b.** To keep accurate records of all referees in their Area, including their activity and contact details.
- c.** To keep accurate records of all theory and practical examinations completed in their Area.
- d.** To organise appropriate education modules, assessments and examinations to satisfy the Area demand.
- e.** To ensure that all referees who need to complete CPD modules do so at the appropriate level in the correct time period, this is not limited to but should always include National Referee Seminar attendance.
- f.** To provide a report to assist the BJA on any given matter within two weeks of the request being received.
- g.** To keep all Area referees informed of important matters especially changes in systems, development opportunities, rules and the revalidation requirements for their award.
- h.** To ensure that Area events are supplied with the appropriate number and levels of referees.
- i.** To promote the development of referees within their Area; including arranging courses and examinations for Club and Area awards and arranging, with the BJA, National C and above assessments and examinations.
- j.** To act as a point of contact for the BJA to locally manage any refereeing difficulties that may arise.
- k.** To forward nominations for the National B+A and IJF awards to the referee administrator. All nominations must be submitted whether or not the Area representative agrees with them. In cases where there is a serious disagreement for promotion of an individual, the nomination should be accompanied with a full written explanation of the rationale and attempts to resolve the disagreement.

It is expected that the BJA Areas will manage the first two levels of the system (Club and Area awards) without any intervention from the BJA and that Level 3 should only require approval in most cases. It is preferred that all referees gain the support of their area before applying for education and/or examination at any level, but not absolutely necessary, level three is the start of the national system and therefore requires BJA approval for that level and above.

The BJA 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.

REFEREE IN CHARGE RESPONSIBILITIES

Prior to the Event:

- a. 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 as evenly as possible on each mat
- f. Ensure adequate provision has been made for any referee assessments or examinations
- g. To ensure that the Tatami is in good condition and the appropriate size (complying with the Tournament License)
- h. That an appropriate medical team is in attendance prior to starting the tournament

During the Event:

- a. Ensure that all referees are wearing the approved dress code
- b. Check the venue suitability and that the mats are in good condition and appropriately laid
- c. Check to ensure that there are no safety issues surrounding the mat area
- 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 of expectations
- k. Deliver briefing advice ensuring enough time is allowed to answer pertinent 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 all refereeing related complaints, recording details of any unresolved complaints
- p. Approve the expense claim forms as required
- q. Obtain any reports regarding injuries and complaints/incidents as required
- r. Allocate referees for the final block accurately in line with their performance
- s. Conduct a de-brief if it is felt necessary to do so

Referee Briefing

The refereeing briefing is expected to include:

- a. Welcome and thank referees for attending
- b. Advise referees of the expense submission procedure providing forms if necessary
- c. Key technical points for explanation and questioning

- d. Refreshments and expected time of finish
- e. Mat allocations for the referees including identification of mat leads
- f. Invite additional comments from senior referees in attendance (Usually IJF)
- g. Invite questions of any nature
- h. Accurately provide any other Area or National briefings, or other pertinent information

Incidents and Complaints

Incidents or complaints arising at an event involving the referee team on duty in some capacity (irrespective of their role) should be referred in the first instance to the Referee in Charge (RIC) of the event. If the incident or complaint cannot be satisfactorily concluded by the RIC, the RIC 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, BJA 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 Conduct and Complaints Commission for a decision.

Unresolved complaints on technical matters may be addressed to the BJA referee administrator e.g. scoring, penalties, interpretation of situations etc.

General Correspondence about Refereeing

All general enquiries that require a formal response should be sent in the first instance to the referee administrator. If an inquiry is viewed as very specifically for one person to deal with, this may be sent directly, however, a copy should be sent to the referee administrator.

If the correspondence is a complaint of some kind, this should be stated in the subject line.

DRESS CODE & AWARD BADGES

Current Referee Award Badges

All British referees must wear the correct badge matching the refereeing award they hold. Only the current badge version should be worn, as shown below. Previous versions or substitutes of any nature are not to be worn without previous special dispensation from the BJA 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 in addition to those identified, these will be chargeable at the current rates.

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 white polo shirt
- **Mid 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
 - Events or Areas may have **special event** ties upon application to the BJA
- **Black shoes**
- **Black socks or over socks**
- **Correct current style badge for their level**

SPECIAL NEEDS & VISUALLY IMPAIRED JUDO

Special Needs Referees

Special needs referees must comply with all the mainstream guidelines and structure in order to remain valid as a special needs referee. In addition, the criteria for a valid special needs referee are as follows:

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

Visually Impaired Referees

Visually impaired referees must comply with all the mainstream guidelines and structure in order to remain valid as a visually impaired referee. In addition, the criteria for a valid visually impaired referee are as follows:

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

SPECIAL RECOGNITION OF EXEMPLARY PERFORMANCE AND/OR SERVICE

The refereeing structure appropriately awards a referee their position and status for achieving levels of knowledge, ability and skill. It also places great responsibility on those personnel to conduct their duties in an honest, fair and consistent manner.

However, judo does have people in many disciplines that 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 will in exemplary cases recognize such consistent effort and performance by awarding a long term achievement award.

There is no exact criteria for the award; each application will considered following a proposal from another member with a fully documented rationale. The BJA and Board will consider the merits of the application and approve or otherwise.

Some of the elements that will be considered are:

- a.** Length of continuous service as a qualified referee (minimum 25 years and 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 application by the 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.

REFEREEING OUTSIDE GREAT BRITAIN

National Referees outside Great Britain

National graded referees may apply to referee outside of Great Britain; all such events must be approved by the BJA prior to attendance. It is highly unlikely that anyone below National B will be approved to referee outside of Great Britain due to the indicative level of experience required.

Referees are advised to apply at least one month in advance of the event and not make any firm bookings before receiving approval. The same self-funded form as for the IJF referees must be completed.

International Events (BJA Selected)

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

- The available budget will be the overall governing factor for BJA funded events
- The need to revalidate every current IJF referee
- Selections from the EJU
- Selections from the IJF
- Development events for referees to reach BJA desired targets

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 BJA. For these events the BJA are not obliged to make arrangements or pay any expenses or fees of any kind. The referee must request Judobase entry from BJA HO.

Any referee who wishes to apply for such an event must do so via the referee administrator and make arrangements themselves; however, the event entry must be pre-approved by the BJA using the official form.

Referees are advised to apply at least one month in advance (preferably 2 months) of the event and not make any firm bookings before receiving approval.

Referees on International Duty

Referees on any form of international duty (funded or self-funded) must submit a report of their experience to the BJA within 14 days of the event ending using the official report format.

These reports are used for better understanding of current interpretations of rules and to evaluate the British referees contribution, these are therefore of great importance to the Association, any referee who either does not submit their report or submits a substandard report will not be reimbursed any applicable expenses until they submit a suitable report.

At the discretion of the BJA, referees who fail to submit a satisfactory report will not be permitted to attend any further events until such a time that the outstanding report(s) have been submitted.

APPENDIX

Appendix A - Currently Valid Referee Tutors, Assessors and Examiners

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

IJF Assessors

Peter Crumpton
Elaine Down
Roger Down
Keith Merrick
Dave Stanley
Marion Woodard

National 'A' Examiners

Carol Leverton
Alan Lingham
Reuben Davison
Graham Bayley
Neil Lawcock

National 'B' Examiners

Andy Tremlett
Neil Malone
Martin Rivers

National 'C' Examiners

Alan Medley
Bill Taggart
Dave Francis
Gavin Abel
Jean Knowles
Peter Seymour
Lisa Harrison

Area Examiners

Mike Guatieri
Mark Waterhouse

Club Examiners

Sid Hearsey
Archi Shrimpton

Trainee Examiners

Stefan Newbury

Appendix B - Referee Assessment or Examination Application

To be completed by the organiser:

Event Details	
Event:	Date(s):
Venue:	Session Time(s):
Area:	Application Closing Date:
Organiser:	Daily Registration Time(s):
Telephone Number:	Assessor(s)/Examiner(s):
E-mail:	Cost:

This application form must be used for National C, National B, National A and Continental assessments / examinations (areas may use other methods for club/area).

The following fees must be submitted to the referee administrator with all applicable administration for every assessment / examination conducted:

Club/Area - £ 10.00, National C - £ 20.00, National B - £ 50.00, National A - £ 100, Continental £ 200.00

To be completed by the applicant:

Referee Details	
Name:	License Number:
Club:	Belt Grade:
Area:	Referee Grade:
E-Mail:	Date Attained Current Referee Grade:
Telephone Number:	Examination / Assessment Level Sought:
Age:	Sought Level Theory Training Completed Y / N

All applications for National B, National A & Continental to be e-mailed to the Referee Administrator

Club, Area and National C as per the advertisement

Appendix C - Referee Tutor/Assessor/Examiner Application

Prior registration and written approval from the BJA 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/examiner/assessor at any level requires the applicant to:

- a. Be deemed suitable to take such a responsible position in the British refereeing structure by the BJA
- b. Satisfactorily assist the delivery 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 an assigned tutor
- d. Satisfactorily assist the delivery two referee examinations at the sought level
- e. After successfully completing “D”, to successfully lead a referee examination at the sought level under allocated supervision

 To be completed and submitted by the applicant after gaining written approval for the training to commence from the BJA (email response from referee administrator sufficient)

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

All applications to be e-mailed to the Referee Administrator

Appendix D – Referee Practical Assessment or Examination

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

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

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

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

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

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. **Please ensure that Feedback Examiner/Assessor and the Candidate sign the form before return to BJA.**

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

Appendix E – Referee Professionalism

In order to progress through the refereeing awards from Level 3 (National C) onwards, it is necessary to consistently display a professional image and demonstrate qualities that engender good working relationships with all concerned. In order 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.

Assessors will observe referees both on and off the tatami, which may include activities outside of the competition dojo 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, this includes footwear and the wearing of the authorised tie and badge for the particular event.

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 resolve with the 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 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 in order to encourage confidence from the general public and very specifically coaches and athletes. The BJA recognises 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 their usual 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 condition on competition day in order 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.

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.

Examiners/Assessors Marking:

Satisfactory (Default level where there is no evidence or feedback)

Requires Work

Assessors will grade candidates based only on factual information from their own observations or reports from another responsible person, however, the assessor must either have evidence or an approved (other examiner) witness to use such information. It is expected that assessors will work together as a team and therefore feedback to each other to allow them to conduct a proper and fair assessment each time; this may include conduct at events other than the assessment or examination event.

If any of the above criteria are rated as 'requires work', the candidate will normally be refused examination, given the specific feedback why and given a time period to demonstrate the appropriate behaviour changes as expected.

Referees Not on Formal Assessment or Examination

Referees who are not on formal assessment or examination must also conform to these standards of behaviour. A referee who seriously underperforms in the above criteria may be subjected to an automatic lower ranking level for that event; this lower ranking would normally be equal to the pass mark for the level below their current level, e.g. a National A referee would be ranked at 6.0 for underperforming in these areas. Should there be a very serious incident, this would also be referred to the Conduct and Complaints Commission.

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 any necessary improvements.

This proposal form should 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.

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

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

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

All proposals to be e-mailed to the Referee Administrator

Appendix G - Self-Funded Refereeing Application

This application form must be used by any National or International referee who wishes to referee outside of Great Britain and have not been selected and funded to do so by the BJA.

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 referee administrator 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. Prior registration is required by completing the application form below.

Application for a Referee to Self-Fund Activity outside of Great Britain	
Name:	License Number:
Club:	License Expiry Date:
Area:	Belt Grade:
E-Mail:	Referee Grade:
Telephone Number:	Date Attained Current Referee Grade:
Age:	Current Programme:

All applications to be e-mailed to the Referee Administrator

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 Referee Administrator. The decision of the BJA will be final and without further 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 in order 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 in order 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 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 nothing/yuko or yuko/waza-ari type scores or similar 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 taking into account 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 at all 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 pleasantly 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 – Education Module Application

This education module will cover all of the theoretical requirements for those candidates wishing to achieve the identified refereeing level or for others not wishing to become a referee who would like to improve their knowledge of the rules. The module will include practical examples for which attendees should bring their judogi in addition to normal clothing. The module is suitable for athletes and coaches with appropriate prior knowledge and will count as a coach revalidation for those coaches that pass the practical examination of at least one level higher than their current referee grade, if any.

Event Level: XXXXXXXXXX	
Venue:	Date(s):
Tutors:	Session Time(s):
Organiser:	Application Closing Date:
Organiser Phone Number:	Daily Registration Time:
Organiser e-mail:	Assessor(s)/Examiner(s):
Minimum Referee Age:	Minimum Referee Belt Grade:

Re-validation Module suitable for all Levels of Coach if promotional practical examination passed

Prior registration is required, please complete entry form below - places are limited. For further information please contact, **Event Organiser Name:**

Email: **Event Organiser Address**

Mobile Phone: **Event Organiser Number**

Referee Education Module – Venue Name and Date	
Club:	BJA Membership No:
Name :	Grade:
ADDRESS:	
Telephone Number:	Email:
ALL CHEQUES SHOULD BE MADE PAYABLE TO: XXXXXXXXXXXXXXXXXXXXXX	

*Please send application form including cheque for £ XX.XX to:
Organiser Name and Address*

Appendix J – Theory Examination Form 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 two weeks 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		

Total Score	
NYC / C	

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 K – Theory Examination Form 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	

Total Score	
NYC / C	

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 two weeks of the examination. All candidates who take the education module must pay the fee whether or not they are deemed competent.

Appendix L – Theory Examination Form 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	

Total Score	
NYC / C	

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 two weeks of the examination. All candidates who take the education module must pay the fee whether or not they are deemed competent.

Appendix M – 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 2 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 by the candidate; nomination from a credible source or direct invitation by the BJA. 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 candidate 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 candidates' suitability and agree the programme before starting.

Mentoring

Successful programme candidates will be assigned a specific mentor, the mentor 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 BJA 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 Referee Administrator. 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 referee administrator at the British Judo head office.

Appendix N - 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 session and point offered, starting a new section for each meeting titled with date and time and a new paragraph for each separate point]

Mat Allocations

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

Statistics

[Detail how many matches that you acted as a referee and as a judge in both the preliminaries and the final block on each day separately, 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

[Detail the debrief information given each day, again with each technical point starting a new paragraph.]

Classifications

[EJU and IJF events only. Specifically state the classification that you were awarded (e.g. 5.5) plus any other pertinent information you may wish to include.]

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

Appendix O - Referee Assessment or Examination Summary Report

Event:	Level:			Attempted Level:										Venue:					
	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)
Current Candidate Level:																			
																		Not Yet Competent	
																		Total Entries	

Appendix P - Referee Feedback

Event:		Venue:															
Current Candidate Level:		Attempted Level:															
Competition Level:		Competition 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			Competent		
												Not Yet Competent			Not Yet Competent		
												Level Assessed			Level Assessed		