



NATIONAL REFEREE COMMITTEE

POLICY & PROCEDURES

Developed by the
Provincial Referee Directors
and
National Referee Committee

November 30th - December 1st, 2002

Amended September 2006
ratified by Executive Committee November 24th, 2007
Updated September 2011

REFEREE COMMITTEE - POLICY AND PROCEDURES

Section I:	NATIONAL REFEREE COMMITTEE	
1.1	Mission Statement.....	1
1.2	General Activities	1
1.3	Specific Responsibilities	1
1.4	Composition of the National Referee Committee.....	2
1.5	Meetings.....	2
Section II	PROVINCIAL REFEREE COMMITTEES	4
2.1	Recommended Mission Statement.....	4
2.2	Activities	4
2.3	Responsibilities	4
2.4	Composition of Provincial Referee Committee.....	5
Section III	RULES FOR REFEREE CERTIFICATION	6
3.1	General Rules.....	6
3.2	National Examinations.....	7
3.3	Rostering Referees for Senior National Championships	8
3.4	PJU / IJF Examinations.....	8
Section IV	SELECTION CRITERIA FOR REFEREES	10
4.1	General Criteria.....	10
4.2	National Championships & Events.....	10
4.3	Conflict of Interest Guidelines	11
4.4	International Selections.....	11
4.5	Responsibilities of Referees with National Teams	12
Appendix A	CODE OF CONDUCT	13
Appendix B	GENERAL CONFLICT OF INTEREST GUIDELINES	15

Note: Reference to Provincial shall apply equally to the Territories.

1.1 MISSION STATEMENT

- 1.1.1 For the benefit of athletes, the "National Referee Committee" will ensure that officials of the highest standard, with full knowledge of the "IJF Refereeing Rules and Sporting Rules (pertaining to Refereeing aspects)" and current rule interpretations, officiate according to International standards at competitions for able athletes and athletes with disabilities held within Canada.
- 1.1.2 Provide opportunities for men and women and access to training seminars, examinations and rostering evaluations in order to standardize officiating across Canada.
- 1.1.3 In conjunction with the provincial referee committees, foster the development of certified referees to National and International levels.

1.2 GENERAL ACTIVITIES

- 1.2.1 Establish, maintain and enforce the policies of the "National Referee Committee".
- 1.2.2 Work in cooperation with the tournament organizing committees of tournaments held within Canada.
- 1.2.3 Liaise with the Judo Canada Technical Committee, national office staff and Executive Committee through the liaison officer.
- 1.2.4 Maintain records of certification dates for all National and International Canadian referees.
- 1.2.5 Issue National referee diplomas.

1.3 SPECIFIC RESPONSIBILITIES

- 1.3.1 Keep abreast of changes made to the "IJF Refereeing Rules and Sporting Rules (pertaining to Refereeing aspects)" and interpretations.
- 1.3.2 Prepare educational materials and coordinate training seminars to convey the correct interpretation and clarification of the "IJF Refereeing Rules and Sporting Rules (pertaining to Refereeing aspects)".
- 1.3.3 Appoint sub-committees as needed to conduct training seminars, examinations, rostering evaluations and to oversee the National Championships.

- 1.3.4 Coordinate examinations for the purpose of certifying National "A", "B" and "C" candidates.
- 1.3.5 Coordinate rostering evaluations of National "A", Regional and Continental certified referees for Canadian Senior Championships.
- 1.3.6 Coordinate ongoing evaluation of National "A", Regional, Continental and International referees for international examinations and events.
- 1.3.7 Establish minimum certification standards for all major competitions in Canada and enforce such standards.

1.4 COMPOSITION OF THE NATIONAL REFEREE COMMITTEE

- 1.4.1 The Executive Committee of Judo Canada shall select and appoint the Chairperson of the "National Referee Committee" as required.
- 1.4.2 The Chairperson shall select the members of the "National Referee Committee". There will be no less than three and no more than five committee members including the chairperson.
- 1.4.3 The "National Referee Committee" members are subject to the approval of the Executive Committee of Judo Canada.
- 1.4.4 Criteria of eligibility to be a member of the Committee:
 - a) must be an International or Continental referee
 - b) must be a member in good standing with Judo Canada
 - c) must speak, read and write one of the two official languages of Canada
 - d) must be an active referee within his/her own province

1.5 MEETINGS

- 1.5.1 Meetings will be scheduled when the chairperson or designate and the majority of committee members are available to attend. Meetings may be conducted by a conference call.
- 1.5.2 A quorum will be defined as a minimum of three committee members. The Chairperson will have an additional vote in case of a tie vote.
- 1.5.3 Minutes of meetings, once ratified by the Judo Canada Executive, will be distributed to the Provincial Referee Directors, Provincial Presidents, Provincial offices and all active IJF International and Continental Canadian referees.

2.1 RECOMMENDED MISSION STATEMENT

- 2.1.1 For the benefit of the athletes, the Provincial Referee Committee will ensure the highest standard of officiating at competitions within provincial jurisdiction.
- 2.1.2 Provide training seminars and examinations within provincial jurisdiction in order to standardize provincial certification.
- 2.1.3 Foster the development of certified referees at the provincial and national levels and to actively encourage participation of younger members.

2.2 ACTIVITIES

- 2.2.1 Establish, maintain and enforce the policies of the provincial referee committee.
- 2.2.2 Work in close cooperation with tournament organizing committees within provincial jurisdiction.
- 2.2.3 Liaise with the Provincial Judo Association.
- 2.2.4 Maintain records of certification dates and activities for all referees within the province.
- 2.2.5 Liaise with the "National Referee Committee".
- 2.2.6 Provide Judo Canada, by September 30th of each year, a list of all active National "C" or higher certified Referees.
- 2.2.7 Provide Judo Canada, by September 30th of each year, a list of Provincial Referee Committee members and to notify Judo Canada as changes occur.

2.3 RESPONSIBILITIES

- 2.3.1 Keep abreast of the "National Referee Committee" Policy and Procedures.
- 2.3.2 Communicate information from the "National Referee Committee", including dates for national training seminars, examinations, rostering evaluations and opportunities for provincial members to officiate at international tournaments.

- 2.3.3 Select and submit competent candidates to the "National Referee Committee" for national examinations.
- 2.3.4 Establish provincial standards for certification up to Provincial "A".
- 2.3.5 Appoint sub-committees as needed to conduct provincial training seminars & examinations up to National "C" and to oversee provincial championships.
- 2.3.6 Select referees for competitions within provincial jurisdiction.
- 2.3.7 Define the activity level for a Referee within the Province to be considered "active".
- 2.3.8 Nominate referees that are competent and/or rostered for National and open International events to the "National Referee Committee" for approval.

2.4 COMPOSITION OF THE PROVINCIAL REFEREE COMMITTEE

- 2.4.1 The Provincial Referee Committee shall have at least one member who is certified at National "A" or above (except where provinces do not have a National "A").

3.1 GENERAL RULES

- 3.1.1 There are three levels of National Referee Certification in Canada:
- National "A"
 - National "B"
 - National "C"
- 3.1.2 Candidates must be:
National "A" and "B": Shodan rank or higher.
National "C": Minimum Brown Belt and in exceptional circumstances maybe be evaluated to National "B".
- 3.1.3 Candidates must have a thorough knowledge of the "IJF Refereeing Rules and Sporting Rules (pertaining to Refereeing aspects)" and interpretations.
- 3.1.4 Candidates must possess a Judo Canada passport and be a member in good standing.
- 3.1.5 Candidates should hold his/her current certification for approximately one year before being nominated for the next level of certification.
- 3.1.6 Referees with foreign National certification may apply for Canadian classification through their respective provincial association. Documentation which indicates the foreign referee rank and activity should be forwarded by the Provincial Referee Committee. The "National Referee Committee" may invite such individuals to officiate at selected events in order to assess competency and certify such individuals at an appropriate National level.
- 3.1.7 The "*Application Form - National Referee Examination*", completed in full and signed by the Provincial Referee Chairperson, must be received by the Judo Canada office **30** days in advance of the examination date. The examination fee of **\$100** payable to Judo Canada and a photograph (only the 1st time) must accompany the application (Amended September 24th, 2006 and ratified November 24th, 2007).
- 3.1.8 The cost for hosting National "B" or "C" examinations, including the travel expenses of the examination panel, is borne by the host province. The host province, in turn, has the right to establish a cost sharing formula between the participating provinces.

**National "A" examinations at present are being paid by Judo Canada but year by year will be subject to Judo Canada budgetary availability.

3.2 NATIONAL EXAMINATIONS

- 3.2.1 National examinations will not be conducted at National Championships.
- 3.2.2 National "A", "B" and "C" examinations will be conducted at selected events as approved by the Chairperson of the "National Referee Committee".
- 3.2.3 The examination panel for all National examinations will be appointed by the "National Referee Committee" according to the following criteria:

National "A"

The examination panel must comprise of at least three International referees, including one from the Judo Canada Referee Commission, and at least one from the east and one from the west. The examination must occur during a competition of at least *Inter-Provincial* level or higher.

National "B"

The examination panel must comprise of at least two International referees, including one from the Judo Canada Referee Commission, from two different provinces. The examination must take place during a competition of at least *Inter-Provincial* level.

National "C"

The examination panel must comprise of at least one International referee. The examination must take place during a competition of at least a *Provincial* championship level or higher.

- 3.2.4 Provinces are responsible for nominating candidates for examination to the "National Referee Committee".
- 3.2.5 Each examination is limited to a maximum of 10 candidates. The host province is eligible to nominate up to 4 candidates and the other provinces are limited to a total of 2 candidates each. If additional vacancies exist after the registration deadline has passed the Judo Canada Referee Committee may fill the positions as it deems appropriate.
- 3.2.6 In special cases, the examination panel may wish to recommend to the "National Referee Committee", certification of a candidate above the level being sought. The "National Referee Committee" will arrive at a decision in consultation with the examination panel.

3.3 ROSTERING REFEREES FOR SENIOR NATIONAL CHAMPIONSHIPS

3.3.1 The Judo Canada Referee Committee's intention is to ensure that the most competent referees officiate at the Senior Canadian Championships. In this regard, the Committee has implemented a rostering system for referees. If the referees are deemed competent to officiate at the Senior Championships level, they are placed on a roster list as being eligible to be selected by their Provincial Association to referee at the Canadian Senior Championships. The rostering evaluations are conducted on an ongoing basis and referees must maintain their competency level. All referees, including rostered referees, will be assessed at each evaluation tournament. An active rostered referee will be able to maintain his/her place on the roster list for four years.

3.3.2 All active International Referees are automatically rostered for the Canadian Senior Championships.

3.3.3 The Judo Canada Referee Committee will conduct rostering evaluations at:
- Canadian Junior Championships

The Judo Canada Referee Committee may designate other tournaments as rostering evaluation tournaments in the future.

3.3.4 Rostering and Selection of referees will be communicated to the Provincial Referee Directors.

3.4 PJU / IJF EXAMINATIONS

3.4.1 The candidate must be a Canadian citizen.

3.4.2 The candidate must meet PJU/IJF age and dan requirements:

- International - rank of Sandan or higher; age 30 to 50 years
- Continental - rank of Nidan or higher; age 25 to 45 years
- Regional - rank of Nidan or higher

3.4.3 The required PJU/IJF forms must be completed, two passport photographs attached, and returned to Judo Canada 30 days prior to the examination. Judo Canada will forward the documentation to the examination panel.

3.4.4 The PJU Referee Committee is responsible for selecting all International Referee candidates and works in conjunction with the "National Referee Committee" to select candidates for Continental and Regional examinations.

The PJU Referee Committee has developed eligibility requirements for candidates for International and Continental Referee examinations.

SECTION IV SELECTION CRITERIA FOR REFEREES

4.1 GENERAL CRITERIA

- 4.1.1 Competency
- 4.1.2 Active at provincial, national, and international levels
- 4.1.3 Seniority
- 4.1.4 Attendance at clinics and examinations
- 4.1.5 Languages spoken
- 4.1.6 Age & Rank

4.2 NATIONAL CHAMPIONSHIPS & EVENTS

- 4.2.1 The chief referee for national events is appointed by the "National Referee Committee" and must be an International Referee.
- 4.2.2 Referees at Senior National Championships must be minimum National "A" certified and rostered.
- 4.2.3 Referees at Junior National Championships must be minimum National "A" certified.
- 4.2.4 Referees at regional point tournaments must be minimum National "C" or "C" candidates.
- 4.2.5 Process for Identifying Referees to National Championships
 - The "National Referee Committee" will establish provincial quotas for national championships based on the location of the event, the number of provincial referees of National "A" or higher and, for junior nationals, the number of athletes participating.
 - The Provincial Referee Committee will establish criteria to define an "active" referee (see section 2.3.7).
- 4.2.6 Under normal circumstances only Canadian citizens are eligible to referee at National Championships. The "National Referee Committee" reserves the right to consider provincial recommendations for non-Canadians to be selected as special cases.

4.3 CONFLICT OF INTEREST GUIDELINES

- 4.3.1 Any individual that participates as a coach, assistant coach or manager (either volunteer or paid) with the National team at a competition will be ineligible to referee at regional point tournaments, National Championships, and International Competitions, for a period of one year as measured from the date of their last involvement.
- 4.3.2 Provincial coaching staff members are not eligible to referee at domestic or regional point tournaments including the national championships. Upon official written notification of termination from the provincial coaching staff there is a three month waiting period before eligibility is restored. Provinces are requested to submit the names of their provincial coaching staff as changes are made to Judo Canada.
- 4.3.3 Referees must be aware of Judo Canada's "General Conflict of Interest Guidelines" (appendix B). When a referee determines that he/she is in a conflict of interest situation for a contest, he/she should request permission to be excused.

4.4 INTERNATIONAL SELECTIONS

- 4.4.1 Selection to the Olympic Games, and Senior World Championships falls under the responsibility of the P.J.U. with final approval by the I.J.F.
- 4.4.2 Selection to the Junior World Championships will be in accordance with the IJF Technical Package.
- 4.4.3 Selections to international events attended by the national team are made by the "National Referee Committee" based on IJF/PJU requirements, selection criteria, activity, competency and rotation.
- 4.4.4 For open international events the "National Referee Committee" will invite nominations from the Provincial Referee Committees. Once approved, Judo Canada will register the selected referees.

4.5 RESPONSIBILITIES OF REFEREES WITH NATIONAL TEAMS

4.5.1 Selected referees are expected to:

- Be part of the National Team and attend team functions when appropriate.
- Act as Ambassadors for Canada and adhere to the referee's code of conduct.
- Assist the coach with technical and referee matters.
- Provide a written report specific to refereeing matters when requested by Judo Canada.

4.5.2 All referees participating in international events fall under the jurisdiction of Judo Canada and its discipline procedures.

Impartiality

A referee must be fair, honest and impartial at all times. He / she must not display or harbour favouritism or prejudices in behaviour and expression.

Competence

A referee must be familiar with the rules and regulations governing the sport of judo. He / she must maintain his / her competency by being active in refereeing and keeping abreast of rule changes and interpretations.

Uniform

A referee must be properly attired as required by the IJF Refereeing Rules and Sporting Rules (pertaining to Refereeing aspects).

Promptness

A referee should be on the mat promptly before the contestants. He /she should be prompt when attending meetings, clinics or seminars.

Attentiveness

A referee must be attentive at all times. He / she must devote his full attention in officiating the contest.

Mutual Respect

A referee must respect the opinion of the other referees. Each referee must be able to express his / her opinion without fear of ridicule or criticism from others.

Team Work

All referees must work as a team in a cooperative spirit so that a contest may run smoothly without unwarranted interference. However, each member of a refereeing team should make independent judgements.

Criticism

A referee must not criticize other referees. Difference of opinion should be discussed with the referees concerned, or with the chief referee or referee committee.

Fraternization

A referee should minimize fraternization with athletes, coaches and spectators to remain impartial and to minimize the possibility of a confrontation or appearance of biases.

Coaching and Cheering

A working referee must not coach or cheer contestants in the tournament.

Confrontation

A referee must not have confrontations with athletes, coaches or spectators. If a referee is faced with such a situation, he should make all attempts to evade it and direct the grievance via the proper channels.

Conflict of Interest

A referee must avoid any direct or indirect conflict of interest.

Approved November 24, 1995

Preamble

In the Judo Community as in all other organizations, situations arise where the person involved in the decision making process will find that their ability to make the decision is compromised or their objectivity is impaired due to certain factors. With this in mind, the decision maker must respond by declining to take part in the process. The object of these guidelines is to make the decision making process as fair as possible and ultimately the removal of all indications of conflict or bias, whether perceived or real.

Definition

Conflict of interest is a conflict between a personal interest and an official responsibility of a person in a position of trust. Bias, is a predisposition or leaning towards a certain outcome.

Parties Involved

These Guidelines apply to all members of Judo Canada involved in any decision making process.

General Principles

In each matter relating to the interaction between two parties, the deciding party must be objective and be free from compromising influences.

Objectivity is impaired when the deciding party has a real interest in the outcome of the process or is biased towards a certain outcome to the extent that the deciding party would be unable to properly and competently carry out the decision making powers.

When the conflict does arise, the deciding party must declare the conflict and refrain from involvement in the decision making process and from attempting to influence the remaining decision makers. A declared conflict of interest or bias may be resolved within the group making the decision.

Allegations of conflict of interest or bias must be addressed immediately to insure fairness in the decision making process.

Application of the Guidelines

A deciding party should not:

- (a) do something knowing it will further the party's own interest, or it will further the interest of a person directly associated with the party, or will further the interests of a family member;
- (b) use a position or office to influence or seek to influence a decision to be made to further the party's own private interest;
- (c) use or communicate information not available to the general membership, that was gained in the course of carrying out the duties of office or powers, to further a private interest;
- (d) act when there is a predisposition towards a particular outcome;
- (e) accept gifts or benefits - does not include social obligations.

Resolution

Any unresolved conflicts of interest or allegation of bias shall be dealt with using the Judo Canada Grievance Procedures.