

**NATIONAL REFEREE COMMITTEE**  
**POLICY & PROCEDURES**



Developed by the  
Provincial Referee Directors  
and  
National Referee Committee

March 2018

## NATIONAL REFEREE COMMITTEE - POLICY & PROCEDURES

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

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### **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 International, national and interprovincial tournaments held within Canada.
- 1.2.3 Liaise with the Judo Canada Committees, national office staff and Board of Directors through the liaison officer
- 1.2.4 In cooperation with the National office, Maintain a database of information for all National and International Canadian referees. A copy of the database will be sent periodically to Judo Canada.
- 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)".

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- 1.3.3 Appoint sub-committees as needed to conduct training seminars, examinations, rostering evaluations and to oversee the National Ranking Points Tournaments.
- 1.3.4 Oversee examinations for the purpose of certifying National "A", "B" and "C" level candidates.
- 1.3.5 Oversee the evaluations, in order to produce, for the Canadian Championships, a list of eligible referees certified at the National A, confederate or continental levels.
- 1.3.6 Coordinate ongoing evaluation of National "A", Confederate, 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 CEO 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 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
- 1.4.4 The "National Referee Committee" members are subject to the approval of the Board of Directors of Judo Canada

### **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 or videoconference.

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- 1.5.2 A quorum will be defined as a minimum of 50% of members present. 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 BOD, will be distributed to the Provincial Referee Directors, Provincial Presidents, Provincial offices and all active IJF International and Continental Canadian referees.

## **SECTION II**

## **PROVINCIAL REFEREE COMMITTEES**

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### **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 and a database of certification information 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 30<sup>th</sup> of each year, a list of all active National "C" or higher certified Referees.
- 2.2.7 Provide Judo Canada, by September 30<sup>th</sup> of each year, a list of Provincial

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Referee Committee members and to notify Judo Canada as changes occur.

- 2.2.8 by January 15<sup>th</sup> of each year, P/T Chief referees will provide Judo Canada Ref Cttee, a report of evaluations of all active provincial A or higher refs in the Province.

### **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 Submit a list of referees that are competent and/or rostered for National and open International events to the "National Referee Committee" for selection or approval.

2.3.9 Ensure the National Referee Committee is informed of the list of Referees rated National A or higher who participated in events in their province as well as results of their evaluations (see 3.3.4). This information must be submitted within 7 days of the end of the tournament

2.3.10 For all National "A" and lower level referees who plan to referee at tournament outside of Canada, the Provincial Committee is required to request an approval from the National Referee Committee. All other referees need to inform the National Referee Committee Chair and make sure that the Competition Organizing Committee is informed of their

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intention to attend and that they have approved.

### **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").

## **SECTION III**

## **RULES FOR REFEREE CERTIFICATION**

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### **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 promoted 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 Registration of all candidates for National level referee certification

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examinations must be approved by their Provincial or National Committee and made on line at the [www.judocanada.org](http://www.judocanada.org) no later than 30 days in advance of the examination date. The examination fee of 150\$ payable to Judo Canada must accompany the application. Moreover, the candidates must pass a written exam which may also include a video component.

- 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 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".

- 3.2.2.1 National A and B exams are two days events.

- 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 referees, including two internationally-rated, as well as one member of the National Referee Committee. The examination must occur during a competition of at least Inter-Provincial level or higher. Exception to the level of competition required can be made if accepted by the National Referee Committee. Moreover, the candidates must pass a written exam which may also include a video component.

#### National "B"

The examination panel must comprise of at least two referees, including at least one international grade and a second of continental grade as a minimum. Preferably, one of the two examiners should be member of the National Referee Committee. Otherwise, the two examiners will be named or approved by the National Referee Committee. The exam must take place at an interprovincial or higher level competition. Exception to the level of competition required can be made if accepted by the National



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Referee Committee.

### National "C"

The examination panel must comprise of at least one International referee approved by the "National Referee Committee". The examination must take place during a competition of at least 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 less than 10 candidates are registered by the deadline, 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. If the recommended grade is National A, the candidate is accepted provided he/she passes a written exam which may also include a video component.

### **3.3 ROSTERING REFEREES FOR NATIONAL CHAMPIONSHIPS**

- 3.3.1 The Judo Canada Referee Committee's intention is to ensure that the most competent referees officiate at the National Championships and Canada Winter Games. 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 National 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. The rostering list will be updated every year.
- 3.3.2 To keep their certification, the Referees must remain active and competent.

3.3.3 All active International Referees are automatically rostered for the National Judo Canada's programs are sponsored in part by Sport Canada

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Championships.

3.3.4 The Judo Canada Referee Committee or its representative(s) will evaluate National A, confederate, and continental level referees at the following tournaments: Quebec Open, Ontario Open, Sask Open, Edmonton International, Pacific International, Eastern Canadian Championships and National Championships.  
International level referees are exempt from these evaluations.

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

### **3.4 PJC / IJF EXAMINATIONS**

3.4.1 The candidate must be a Canadian citizen.

3.4.2 The candidate must meet PJC and/or IJF eligibility criteria.

3.4.3 The required PJC and/or 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 PJC 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 Confederate examinations.

3.4.5 To be selected, a candidate must have officiated at a Canadian Championships in the last year.

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

## **SECTION IV**

## **SELECTION CRITERIA FOR REFEREES**

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### **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

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4.1.5 Languages spoken

4.1.6 Age & Rank

4.1.7 Availability

### **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 National Championships must be minimum National "A" certified and rostered.

4.2.3 Referees at regional point tournaments must be minimum National "C" or "C" candidates.

#### **4.2.4 Process for Identifying Referees to National Championships**

- The "National Referee Committee" selects the referees for the National Championships based on their competencies and whenever possible considers a geographic representation corresponding to the number of the participating athletes.
- The Provincial Referee Committee will establish criteria to define an "active" referee (see section 2.3.7).

4.2.5 Under normal circumstances only Canadian citizens and Permanent Residents 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 or as a private coach at a National competition, a National point competition or International competition, will be ineligible to referee at National point tournaments, National Championships, and International Circuit Competitions, for a period of one year as measured from the date of their last coaching involvement.

4.3.2 Provincial coaching staff members are not eligible to referee at domestic or National point tournaments including the National Championships.

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Upon official written notification of termination from the provincial coaching staff there is a 1 year 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, World Championships, Master Championships, Grand Slam and Grand Prix falls under the responsibility of the IJF.
- 4.4.2 Selection to the Pan-American Championships falls under the responsibility of the PJC.
- 4.4.3 Selections to some international events are made by the "National Referee Committee" based on IJF and PJC requirements, as presented in the Judo Canada Officials Development Model.

### **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.

## **SECTION V**

## **ETHICAL AND/OR PROFESSIONAL BREACH**

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### **5.1 General Criteria**

- 5.1.1 The Chief Referee or Judo Canada's National Referee Committee can

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temporarily relieve any Referee or Mat Chief who has contravened to the ethics and/or professionalism of his functions.

- 5.1.2 Strictly within 7 days of the temporary suspension, the Chief Referee or the National Referee Committee must inform the suspended individual of the grounds for the suspension.
- 5.1.3 The Referee in question will remain temporarily relieved of his functions for all national level events listed under paragraph 3.3.3 until he submits his written version of the facts.
- 5.1.4 The Referee in question will be authorized to participate in a national level event as soon as the National Referee Committee receives his written version of the facts, and this until a decision is made in accordance with Part IV of the Complaints and Grievance Policy.
- 5.1.5 In the case of a major ethical infringement, for instance, one of such magnitude that it tarnished judo's image and undermined the confidence of any athlete, coach or any other person associated with the sport of judo, the National Referee Committee may suspend the Referee until his case is reviewed and a final decision made pursuant to Part V of the Complaints and Grievance Policy. This temporary suspension could even extend to referee activities sanctioned in the province where the referee is registered.
- 5.1.6 If a situation like the one described in the paragraph above occurs, the National Referee Committee will inform the President of the Referee's Provincial Committee that the Referee in question must not work at any event, even of provincial level, until the National Referee Committee has made its ruling.
- 5.1.7 Following a determination pursuant to Part IV or Part V of the Complaints and Grievance Policy that there was an ethical and/or professional breach, the National Referee Committee could decide to not recommend this Referee for a higher grade and/or to not select him/her to the next Canadian Championships.
- 5.1.8 If the PLC and/or the IJF nominates a referee (i.e. to an international tournament) while he/she is under a sanction from the National Referee Committee for an ethical and/or professional breach, the National Referee Committee will evaluate if the magnitude of the infringement warrants a recommendation to cancel his/her participation in an international event. The National Referee Committee may decide to not recommend the reimbursement of this Referee's travel expenses.

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\*\*Referee affected by any above actions has the right to appeal as per Judo Canada Grievance and Appeal Policy available at: [\(update link\)](#)

### **Appendix 'A'**

### **CODE OF CONDUCT**

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#### **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.

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### **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**

During a tournament, 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**

During a tournament, a non-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.

### **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.



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### **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.