



Chief Referee Manual

September 2009

USA Judo Referee Commission

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This manual will outline the responsibilities and duties of a Chief Referee for International, National, Regional (events with ten or more clubs participating) and Local (events with under ten clubs participating) Judo Tournaments (Shiai) and Championships.

This manual is only a recommendation and guideline to provide the Chief Referee with some ideas of management. As a Chief Referee becomes more experienced, they may find better ways to be more fair and efficient in fulfilling the duties of Chief Referee.

Preface

The Chief Referee at any tournament will be a leader in ensuring that the tournament they are assigned will be held in a professional manner. Each contest will be conducted in a fair and impartial manner. The tournament environment will be safe and meet the standards of the USA Judo Refereeing Rules.

The Chief Referee can be selected in a number of ways. This will depend on the area of the Country that s/he is in. In some cases the sanctioning SGB requests that the Referee Committee in that State assign a Chief Referee. In some cases, the tournament director may request a particular person to be Chief Referee. In other cases the senior referee will act as Chief Referee.

In some areas the Chairman of the SGB Referee Committee acts as the Chief Referee.

The Chief Referee should be someone who has the most experience and the highest level certification. In some areas, the resident International referee assigns senior national referees to act as Chief Referee. This gives these national referees the opportunity to take on the Chief Referee duties. This includes holding the pre-tournament meeting and clinic, making referee assignments, handling coaches' disputes and providing feedback to those referees seeking evaluation.

The Chief Referee is responsible for the Refereeing Rules, the fairness and impartiality of each contest.

The Chief Referee is not responsible for the Sporting Rules. This includes Registration, Weigh-In, Draw, the Feeder System and Elimination Process (double elimination, double repechage, etc.).

At some events, if the Chief Referee is the most knowledgeable in the Sporting Rules requirements, they may have to provide guidance to the Tournament Organizing Committee (TOC) in these areas.

The TOC, which is led by the Tournament Director, has overall responsibility for everything that takes place at a sanctioned event.

Responsibilities

Sanction Compliance

The following areas are to be reviewed by the Tournament Committee of the SGB sanctioning authority. Generally, the Chief Referee has no oversight or responsibility in these areas, but should be familiar with them. The below listed areas are under Sporting Rules.

- Registration and (memberships)
- Weigh-In
- Draw
- Weight Divisions
- Pool Sheets
- Feeder System

Chief Referee Responsibilities

The Tournament Director and his/her staff are responsible for setting up all tournament equipment (mats, tables, chairs, scoreboards, flags clocks, etc.). Compliance with the sanction requirements should be conducted by a member of the SGB Tournament Committee, President or his/her designate.

For the safety of the athletes and the protection of the referees, the Chief Referee should insure that the following areas comply with the rules.

This part of the Chief Referee's duties can be the most difficult, as it may require you to inform the Tournament Director that the safety area must be increased, or three areas must be reduced to two to provide adequate safety area.

The Chief Referee may have to take even more severe corrective measures depending upon the circumstances.

However, as the Chief Referee is generally not a member of the Tournament Organizing Committee, the Tournament Director may decline the Chief Referee's recommendations.

The below listed areas are covered under the Refereeing Rules.

- **Competition Areas**

Ensure that the competition areas comply with USA Judo sanction guidelines. Contest area, Safety area, smooth surface, crevices, etc. The Chief Referee should physically check the competition areas before the pre-tournament meeting.

After the meeting have the senior referee on each competition area physically check for any mat separation, evenness, smoothness, mark placements, judges chairs and flags, etc.

- **Contest Equipment**

- 1 Are the Scoreboards adequate? Electronic or Manual?
- 2 Stop watches, Clocks?
- 3 Audible devices, beans bags?
- 4 Yellow and green flags? Nice, but not mandatory.
- 5 Referee and judges flags and holsters?
- 6 Blue and White tape. Are they on the right side?
- 7 Blue and White sashes or belts.

- **Technical Officials**

- Are there Scoreboard Operators in place?
- Are there Timekeepers in place?

- **Medical Personnel and Equipment**

Is the medical staff on the venue floor at the start of, during, and until the final contest?

1. First aid equipment (Just check if they have a bag.)
2. 10% (hypochlorite) chlorine wash solution in spray bottle and paper towels. Protective gloves. Waste bag for bloody paper towels and bandages.
3. Ice bags in small ice chest.

The tournament should not start without medical personnel and equipment. Your job as Chief Referee is to request that personnel and equipment are present prior to the start of the competition. The medical personnel should be present until the last contest is completed. Again, the Tournament Director has overall responsibility. As Chief Referee you need to recommend that the event not start until medical personnel are present.

In some small events medical personnel may not be available. If no medical personnel are available, the Chief Referee should make sure that the Tournament Director has a written emergency medical procedure in place which should include the phone number for the nearest ambulance (911, etc), the address for the event (to be provided to the ambulance or emergency dispatcher) and a designated staff member to call for emergency medical care when asked to do so by the referee and who is also designated to meet and direct the ambulance (after the emergency call is placed) to the site of the event. A cell phone or land line must be maintained at the event site to implement the emergency procedure.

Safety

The Chief Referee should ensure that the event s/he is assigned meets the SGB Sanctioning compliance rules.

This is for the benefit of the athletes and for the Tournament Director, tournament staff and referees.

Fairness

The Chief Referee must ensure to the best of his/her abilities that each contest is fairly and impartially officiated. The Chief Referee must spend most of their time observing as many contests as possible.

Duties

Definitions for Clarifications

Home event = In many regions the Chief Referee and referees are the same people time after time with one or two new people coming to an event. The same people act as Tournament Directors so the Chief Referee knows that they understand the needs of conducting a judo tournament that complies with the sanction requirements and the refereeing rules. These will be referred to as "Home" events.

Away event = An event a Chief Referee has been invited to, or assigned to, in which the Chief Referee is unfamiliar with the physical plant (venue, mats, tables, chairs, clocks, scoreboards, flags, etc.)

When the Chief Referee arrives he/she will be unfamiliar with the Local, Regional and National referees at this event.

The Tournament Director may be someone the Chief Referee has not worked with.

New event = A club or group of clubs first foray into hosting and conducting a Judo tournament.

General Tenor and Demeanor of the Chief Referee

When you are a Chief Referee you must present a professional, calm and courteous demeanor.

Stressing the seriousness of the duties, responsibilities and commitment of the referees at a Judo tournament is important; however it must be done in a subtle but effective manner.

A calm and relaxed tone presented by the Chief Referee at the morning meeting will set the mood for the rest of the tournament.

If the Chief Referee starts off threatening referees with harsh consequences at the morning meeting this dynamic will set that group of referees up for failure during the tournament. Tension must be reduced. However, efforts to improve all the referees' performances must continue. These constant corrections will result in improving the fair and correct results for each future contest.

Pre-Tournament Meeting

Ideally, there should be a separate and quiet room, close to the competition areas. This room should have chairs for all the referees. It is even better if the referees have tables to sit at so they can write notes, if the Chief Referee conducts a clinic and several topics are discussed and notes need to be taken.

At the better tournaments there will be coffee, tea, donuts, bagels, spreads and fruit available for the referees before or at this early morning meeting.

Sometimes all you may be provided as a Referee Room is a hallway or a semi quiet corner on the bleachers in the gym.

- **Welcome**

Welcome the referees to the Championships. Take a few minutes and have the referees get up and introduce themselves to the other referees that they do not know or know slightly.

- **Roll Call**

At events with more than 10-15 referees, the Chief Referee should have a sign-in sheet for the referees at the meeting.

This is especially important at away events. At home events the Chief Referee will generally know every referee.

Sometime during the meeting take the roll call from this list.

The cards or assignment sheet should be made from this list.

The list should request name, address, city, state, zip, phone, email, referee level. The Chief Referee can use this list to develop a complete referee contact list.

At home events where the same referees work event after event, a simple sign-in sheet will do. (name, city, state, level, current membership number). If any new referee(s) or referee(s) from another state do attend be sure to get their address and email for the mailing list.

At larger events if referees have RSVPed or signed in the night before, but are not present at roll call leave their name cards out until they physically show up. When the mat assignments are made we should be sure that everyone listed will show for their round. Those showing up late can be added during the assignment process or added after the mat assignments have been completed.

The Chief Referee should from time to time stress that all referees must be current members of USA Judo, USJF or USJA. This is important because of liability and medical coverage for the referees. If they are not members they are not covered.

- **Rules**

- 1 Duration of contests - Inform the referees of the Junior, Senior and Masters Contest durations.
- 2 Who can do Shime and/or Kansetsu?
- 3 Familiarize with Scoreboards. If it is an away event have the referees familiarize themselves with the scoreboards and audible devices on the mat they are assigned.
- 4 It is also prudent to suggest that the referees introduce themselves to the Technical Officials (Timekeepers, Scoreboard Operators, Bracket Writers) and review with them the use of the flags, and other duties.
- 5 At home events the Chief Referee and referees should be familiar with the Scoreboards.

- **Special Rules**

Especially at away events, the Chief Referee should review the regional policies. Some events do not allow juniors to do drop seoi nage. All the referees should know this.

Some mat covers may be taped with a different colored tape than red or green or blue (safety area). You must inform all referees if this 3-4" strip of tape (gray or black, etc.) is to be considered part of the contest area or part of the safety area. This is just an example of a special rule.

Different regions only allow kansetsu waza for senior brown and black belt divisions. In other regions all senior competitors can use kansetsu waza in competition. The referees should know any and all rule differences.

Rule Review (Clinic)

At each pre-tournament meeting you should spend some time discussing misunderstandings of the rules or common procedural errors. When you act as Chief Referee for several events in a row, you begin to see negative trends specific to the referee group which you are working with.

Identify a couple of the negative trends and suggest ways that they might be corrected.

The Chief Referee should review the latest changes or clarifications of the rules. Ask if there are any questions or confusing situations, which may have occurred in the past.

- **Support Technical Officials**

Remind the referees, when technical officials make a mistake, don't yell, just walk over and calmly ask what happened and explain the mistake. They are volunteers like you. Please be tolerant and polite. If they are making mistake after mistake, then approach the Chief Technical Official or the Chief Referee to replace them.

Ask the referees to thank the technical officials at the end of the event. Ask the referees to develop a rapport with the technical officials as they are a part of the entire officials team for that competition area.

- **Medical Location**

Inform the referees where on the venue floor the medical personnel will be stationed. The Chief Referee needs to find this information out prior to the meeting.

- **Medical Procedures**

It is important to stress from time to time that the referees are not to touch the injured contestants. The referee is to make an inquiry of the athlete when he/she suspects injury. The referee should ask the "injured" athlete whether they wish to see the doctor. If they say, "yes", call in the medical personnel. If they say, "no", then have them stand up as quickly as possible and continue the contest. (Follow current Medical Protocol.)

When dealing with children take no chances. Always err on the side of caution.

- **Lunch Break**

The Chief Referee should find out from the Tournament Director or Referee Liaison where the lunch room will be and when lunch will be served. That is when lunch will be available. From 12:00 noon until 3:00 PM or 11:00-4:00 PM or all day. We call this the lunch window.

The Chief Referee should inform the referees of the lunch window. Arrangements must be made on each mat area so that all referees are afforded the opportunity to eat lunch within the lunch window.

The Chief Referee will need to know if tickets are needed for lunch or I.D. badges or simply being dressed in one's referee uniform will get you through the door into the Official's Lunch Room. Inform the referees of which method will be used.

If there are tickets, the Chief Referee or designate should distribute them at the meeting or during the tournament prior to the lunch window.

At some events there may be no lunch room. Referees may be asked to go to the concession stand and give them a ticket for some food. In other cases the referee is given money to purchase food and drink at the concession stand.

- **Off Duty Protocol**

Inform the referees that when they are off, they should relax.

Ideally, we would like them to be in the off duty chairs, however referees may walk through the venue. It is important that they be told to be on time for their next rotation.

The Chief Referee should also inform the referees they must not coach their players while in their referee uniform.

Referees should never sit in the coaches' chair and coach during a contest or coach from the side lines. This behavior is strictly prohibited at all levels of competition.

This also includes watching another contest while you serve as a judge on a different area or coach from a judges' chair. (This has happened!)

We understand that many referees are coaches. At the Local and State (small regional) level events, referee/coaches may provide feedback to their players off the mat between contests. We would prefer this not occur, but understand. We would prefer this be done out of sight of the spectators.

However, at larger Regional, National and International events coaching of any kind is strictly prohibited. Those who engage in such actions are viewed by other coaches, contestants and spectators as biased. This will taint (tarnish) a referee's reputation of being fair and honest.

- **Transportation (When applicable)**

At larger events when transportation from the Headquarters Hotel and Competition Venue is provided, the Chief Referee needs to inform the referees of the details.

In these types of events there is generally an evening referee meeting prior to the Championships. The Chief Referee at this meeting should provide the bus schedule to the referees.

Also inform them of the exact pick up point at the headquarters hotel.

Take a few minutes and find out if referees who are at the HQ hotel or other hotels/motels do not have a ride. Other referees with room in their cars will offer those without transportation a ride to the competition venue. Just a little example of the practice of mutual welfare and benefit.

The Tournament Director should provide directions from the HQ to the competition venue. They should be typed out and copies made available. The Referee Liaison should bring these directions to the evening meeting, so they can be distributed to the referees who are driving to the venue.

- **Opening Ceremony Protocol**

Most local and regional events have an opening ceremony at the beginning of a tournament. They may simply have the referees line up in front of the players.

In larger events they may have a formal opening ceremony.

In these cases the organizers may want the referees to come out and line up in some special way.

If this is the case, the Chief Referee needs to be briefed by the Protocol Director about exactly what they want the referees to do and when. The Chief Referee should brief the referees about this process during the meeting.

- **Mat Assignments**

If competition area referee assignments have been completed. This is the time they should be announced to the assembled referees. For details see Competition Areas Assignments.

- **Texas Match Numbers**

If Texas Match Scheduling is being used, the Chief Referee should be provided by the Referee Liaison or Tournament Director the final number on each competition area. The Chief Referee should provide this number to the referees. This will give the referees an idea of when their Competition Area will be finished.

- **Thank You**

Always thank the referees for helping out. This is very important. There never seems to be a time at the end of the tournament to thank the referees as a whole. Doing it at the end of this meeting is the best time.

Most referees will drop by to the Chief Referee when their assignment is completed either to offer their services on another competition area or to say good bye as they have a long trip home. At this time the Chief Referee can again thank them for refereeing and wish them a safe trip home.

Competition Area Assignments (Mat Assignments)

One of the primary duties of the Chief Referee is making up mat assignments for the referees.

The Chief Referee should inform the referees at the pre-tournament meeting of their mat assignment prior to leaving the meeting. This is only possible if there is enough time to make the assignments during the meeting.

If there is no time, then be sure to tell the referees to check the Chief Referee Table in the competition venue after the opening ceremony is over to see which competition area they are assigned.

The Chief Referee should inform the referees of the method of rotation and the number of contests each time they are up as referee. This is generally two or three contests each.

The Chief Referee should make up the mat assignments, after the end of the pre-tournament meeting and/or before the Opening Ceremony.

When the Chief Referee is alone, it is very difficult to conduct the meeting and assign the referees to their mats during the meeting.

If there is another senior International or National Referee familiar with the strengths and weaknesses of the referees, and the Chief Referee trusts them, that referee can make up the mat assignments while the Chief Referee is conducting the meeting. This way the Mat Assignments can be given by the end of the meeting.

Rotation Methods

One Referee per Mat Area

In some regions of the country, referees are very hard to come by. In some cases the Chief Referee may have only one referee per competition area.

In this case, the referee must work until they need to stop for a nature break or for food or drink.

Some Regions allow competitive brown and black belts who will be fighting later in the day to referee in their judogi during the junior divisions in the morning.

Ideally, it would be nice to have three referees on the mat dressed in their official uniform, but sometimes this does not happen because of circumstances.

When there are a small number of referees, there are times that the Chief Referee may have to get on the mat and referee.

Some Chief Referees feel that they can do the chief referee job and referee during a tournament. This can be beneficial by providing a "modeling" source. Having the best referees working an event can provide a good example to Local, Regional and National referees. Learning by example helps tremendously in improving referee performance and setting the standard for quality and judgment.

Some Chief Referees choose not to referee in order to observe as many contests as possible.

Two Referees per Mat Area

Rotate them on thirty minutes shifts. It is best to change on the hour and half hour. If the first referee starts between 9:00-9:15 then s/he is off at 9:30. If s/he starts at 9:16-9:30 then he can handle the additional ten or fifteen minutes and would get off at 10:00 AM. Every other change should take place exactly on the hour and half-hour. Fifteen minute shifts are also acceptable.

Using a Referee and Only One Judge on the Mat Area.

There is debate about this. Most recommend not to have only one judge. You either have one referee or one referee and two judges. The only time one referee and one judge could work, is if the judge is a trainer (National or International Referee) working with a new or local or low level regional referee.

So when the trainer stands up, the referee trainee MUST listen and change his/her calls.

This doesn't work with one judge of equal level. The referee can simply ignore the single judge.

Some States' Chief Referees believe two heads are better than one and will have one referee and one judge on the mat.

Three Referees per Area.

You have a choice. A good Chief Referee does not want to work the few referees they have to exhaustion. A common method is to allow one referee to referee and change every 15 minutes. This has the three officials working for 15 minutes and off for 30 minutes. We have found over the years this is better than changing in 30 minute shifts.

When the senior athletes begin to compete and there may be 2-3 hours left in the tournament, the three officials may then take to the mat as a referee team. This time period (2-3 hours) will generally not exhaust most of the referees. The Chief Referee may jump in as a fourth once in a while to give the referees and opportunity for a nature or drink break.

Keeping the three officials on the mat for four, five, six or seven hours invites numerous mistakes due to fatigue and lack of focus and maybe the referees not coming to often in the future.

However, some Chief Referees feel having 3 officials on the mat is more important than the referee's comfort.

The Chief Referee may "request" of the Tournament Director, if the referees are few, to close down one of the competition areas so that more referees are available for the open areas. This would be a drastic action as it will extend the event by several hours.

Single Rotation

This is the most commonly used referee rotation system throughout the country. It is used for 4 and more referees per competition area.

This is where the referees referee in the order that is listed on the cards or list and get on the mat as a judge, then eventually leave as the referee. It is very important that the referees go in the order listed, as the order was made to ensure team strength.

This order of judging 4 and refereeing 2 in a 2 contest rotation or judging 6 and refereeing 3 in a 3 contest rotation was designed so that the referee would come off and get immediate feedback about their performance.

Four or More Referees per Mat Area.

When there are four referees, the first three on the list will open the competition area. The first listed referee will referee first. S/he referees two or three contests.

When the second set (Seniors) or third set (Juniors) of contestants leave the contest area, the second listed referee will stand from his/her judges' chair.

Remember, the referee should not move to the judge's chair or the judge stand until the contestants have left the contest area.

When the contestants have left, the referee will walk over to the judge (listed second) face the standing judge approximately six feet apart in the contest area. They should then bow to each other. The referee should then walk into the safety area to the edge of the competition area and bow and then take a break.

The standing judge would then move to the referee's position to start the next contest.

When the referee and judge bow and the first referee leaves and the second referee moves to the center of the mat, the fourth listed referee will sit in the vacant judge's chair before the new referee (listed second) reaches the center area of the mat.

When the second referee does his/her two or three contests, the other judge (listed third) will bow to the referee and move to the referee position. The first listed referee who has been on a short break should sit in the vacant judge's chair (listed third) before the new referee (listed third) reaches the center position of the referee. The referees will continue this rotation for the remainder of the day.

When there are four, five and even six referees it is better to have each referee, referee two (Seniors) or three (Juniors) contests.

With seven or more referees it is recommended that each referee referees two contests each and in some cases one contest each.

During junior contests, with four or five referees doing only two contest each, the off duty referee will only get approximately six minutes off with four referees and 12 minutes off with five referees. This off duty time is too short.

Doing three contests each lets the off duty referee(s) get approximately nine minutes off with four referees and 18 minutes off with five referees. This gives off duty referees more time to relax.

When there are six referees on a mat in single rotation, each referee doing three contests each will give the off duty referees approximately 27 minutes off.

Once the rotation cycle begins with the referees refereeing three contests each, a referee coming onto the mat will judge 6 contests from the same chair, then referee 3 contests and then leave the mat for a break.

If contests end quickly by ippon (throw or hold) within the first minute or so or fusen gachi is given, the referee should do an extra contest. This gives the off duty referee(s) a little more time to relax.

Do not rely on the minutes. In most cases the time will be shorter. This system is based on the number of contests, which can range from just a few seconds to three minutes with juniors and five minutes with seniors. This is one of the weak points about this system. The referee must constantly watch when it is their time to go on.

Once the cycle has begun, with an even number of referees on the mat, the replacement will always go to the same chair.

With an odd number of referees on the mat, the replacement will alternate from the front judges' chair to the back judges' chair or visa-versa.

This system is very easy to add or remove referees without any complications.

When is a Referee up in Single Rotation?

Obviously, when the referee before you gets up to judge you will be the next one up in the judges' chair.

It is easier to see who is refereeing and use that to determine when a referee is up. When the referee who is 3 names above you gets up to referee you will be the on-deck official. When that referee is doing his/her final contest as referee, the on-deck referee should go behind the judge's chair of the referee whose name is two above.

Order	Name	1	2	3	4	5	6
1	Sam	REF	OFF	OFF	FJ	FJ	REF
2	Dave	FJ	REF	OFF	OFF	RJ	RJ
3	Joe	RJ	RJ	REF	OFF	OFF	FJ
4	Carol	OFF	FJ	FJ	REF	OFF	OFF
5	Ed	OFF	OFF	RJ	RJ	REF	OFF

Ref = Referee,
FJ = Front Judge,
RJ =Rear Judge

Example: Carol wants to know when she is up? When Sam (third name above Carol) gets up to referee, Carol will be next to be up as a judge. Carol will stand behind Dave's (second name above Carol) chair. When Dave changes places with Sam, Carol immediately sits in Dave's judges' chair.

Team Rotation

When you have 6 or 9 or 12 referees per competition area you can use the "Team Rotation" method.

When there are six referees, the first team should stay on for one half-hour. It is best to change teams exactly on the hour and half-hour. Make time adjustments with the first team.

That is, first team will work more or less than 30 minutes.

To have the teams change after each member has done one contest ends up keeping the other referees on standby for too long of time. There is no real relaxing period.

When on rotation, the referees generally referee 2 contests then change with a judge. The team should continue this practice until the 30 minutes shift is over.

Where ever the team left off in the referee cycle, the next time they are on they should restart the cycle at that point. That is, if the second team member had only done one contest as referee in his second time up during his 30 minutes shift, then when his team went on again he would start refereeing and do one contest as referee, then sit down as judge and let the third member of the team, referee. Continuing this process, each team member should end up with about the same number of contests as referee.

When using teams during local and regional events, it is recommended that the first team of the day and the last of the day do the formal bowing procedure as prescribed in the Bowing Guide.

In order to save valuable time, all subsequent team changes, should have the on-deck referee team line up together to the left of the timekeeper's table (facing the mat) on the outside edge of the competition area.

This will signal the team that is on, that it is time to change teams. The team on the mat after the last contest of the shift would walk to the top of the competition area to the outside center edge of the safety area. If the area is adjoined to another area then they should walk to the outside edge of the contest area.

They should bow out as a team and then walk to their left (clockwise) around the outside of the competition area. If adjoined to another area then they should walk to the outside edge of the Contest area.

When they bow out, the on deck team standing together at the edge of the competition, should bow in. They should then walk straight to their positions. They should not go to the top of the mat together. There should be very little down time on the mat when these changes occur.

When there are three teams (9 referees) The Chief Referee should have the teams change on fifteen minute shifts. That has teams on for 15 minutes and off for 30 minutes. Some may choose the teams be on for 30 minutes and off for 60 minutes.

Attempts to use teams with other than 6, 9 or 12 referees is not recommended. It inevitably leaves certain referees with less opportunity to work as they must be left out of the rotation from cycle to cycle. If you have referees that do not mind this, then you can utilize this Rotation Method.

The Team Rotation Method is not used as often as the Single Rotation Method.

At some events, competition areas (mats) with 4, 5, 7 or 8 referees will use the Single Rotation Method, but areas with 6 or 9 referees use the Team Rotation Method. This is perfectly acceptable.

The Team Rotation Method's advantage for the referee is you know exactly when you are on duty. The next team must be in place on the hour or half hour. The Single rotation method requires the referee to keep his/her eye on who is refereeing.

One disadvantage of the Team Method is downtime on the mat when the teams change. It is up to the Chief Referee to stress that changes must be made quickly and with the least amount of downtime (no players on the mat or waiting for referees).

Lunch Rotation

When the lunch window is open, arrangements must be made so that all the referees will get lunch.

There is generally no need to make special arrangements for the following.

- Two Referee rotation- They have 30 minutes for lunch. There is no adjustment needed.
- Three Referee rotation- When on 15 minute shifts there are no problems because they have 30 minutes off.
- When team rotation is used. The teams that are off have from 30 minutes to 60 minutes for lunch.

When an area has 4, 5, 6 even 7 referees using single rotation, adjustments need to be made. Any logical method can be used.

With four referees, you just let the three others rotate with each other until the fourth comes back from lunch. Repeat until all have gone to lunch.

When there are five referees, four can rotate while one goes to lunch. Then each takes their turn to go to lunch.

When there are six referees using Single Rotation, going to teams will work well. It allows each team 30 minutes for lunch.

Team or Referee is Late for His/Her Shift

There are occasions when a referee or a member of a team may be late for the shift change. It is important for the smooth progress of the Championships that the team or referee who is supposed to come off remain on the mat until the late referee or team shows up.

If the on-deck referee or whole team doesn't arrive, the Chief Referee needs to be involved with any shuffling to ensure that team strength is maintained and the rotation can continue smoothly without any further disruption. The Chief Referee needs to use logic in replacing the missing referee.

Team Strengths - (Single or Team Rotation)

The Chief Referee must have a good understanding of the strengths (correct judgment and control) of the referees that are working an event. When the Chief Referee puts together a team (Three referees (Referee and two judges)) each team must be able to cope with any situation that occurs on the mat.

The Chief Referee must take some time to ensure that each group of three referees has adequate strength.

Try to place the weaker referees on with the strongest (as judges) to support them.

Stress at the meeting that the referees **MUST** go in the order of the cards. If the order is changed you may get local referees refereeing with local judges. In these cases the team's strength would be weak. At some events this is unavoidable.

At away events, if you do not know a particular referee's abilities, then make inquiry with a National Referee from that area whose opinion you trust and ask them what this referee's ability is. This will help when placing him on a team.

Neutrality

Internationally, the referee and judges cannot be from the countries of the competing athletes.

This is not feasible at most tournaments in the United States. Locally, try not to have referees from the same club on the same mat. Regionally, try to keep referee's from the same State away from each other. However, more important is to ensure each three referee team on the mat is of adequate strength.

The Chief Referee should make clear that a referee should excuse themselves (from refereeing or judging) from the mat when one of their children or sibling is competing. Any win by that child or sibling unless it is a powerful ippon will be tainted.

If a referee feels uncomfortable refereeing a contest with one of his/her students, that they know may be a controversial contest, they should excuse themselves. There is no stigma as to competence with this action. It is a prudent and judicious act protecting the athletes and referee. The Chief Referee should encourage such self-policing.

Under normal circumstances it is not possible for a referee who is also a coach of a player on the mat to leave. This would cause a great deal of chaos as many if not most referees are also coaches.

The replacement referee can be anyone available as long as it does not disrupt the rotation order and weaken the team.

The other referee should return to finish his cycle after his child or sibling has competed.

Team Cohesiveness

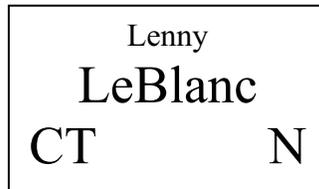
If you know that two particular referees do not get along, make every effort to place them on different competition areas.

If two referees do develop a problem with cooperation, then separate them as soon as possible.

This also includes moving referees that do not work well together (not because of a personality conflict) or problems arise because there is a lack of strength in a particular group of referees on the mat.

Mat Assignment Displays

The most common method of displaying the referee assignments is by using 3" x 5" index cards. The name of the referee, their State and their level should be on the card. This way the cards can be shuffled around while working out the strengths and neutrality of teams.



When there are a lot of referees per contest area it may help to cut the 3" x 5" cards in half. There are times when using 30-80 3"x5" cards requires table space that is very hard to find for the initial assignments. The smaller cards alleviates this problem.

After the cards are in there final arrangement the Chief Referee should have someone with good penmanship write out the names on a master list, preferably two (redundant). If this is not done and the cards are misplaced or accidentally dropped you will have to redo the assignment process.

This is also helpful if a referee doesn't hear their name or is late and tries to find out what mat they are on. Without a master list it would require the referee to go to each competition area to look for his/her name.

The master list can be copied and provided to each off duty referee table and each Referee examiner/evaluator.

Every Chief Referee should have with them a black and blue marker pen and at least 50 3" x 5" index cards.

The Chief Referee can produce cards with a computer and printer.

With a small number of referees just using a piece of paper will do. The Chief Referee may simply tell the referees which mat to go to.

The Chief Referee needs to keep a record of who refereed at each event. This record should be kept for several years by the SGB's Referee Committee.

A referee order list should be at each competition area. If each area has a jury, the cards may be displayed at each area to indicate the referee order. Changes in the order may be necessary.

Medical Personnel Briefing

At a home tournament situation when the same medical people are working the Championships, you as Chief Referee know they have been briefed on the medical rules.

When you act as Chief Referee at an away or new event, the medical personnel need to be briefed as to the medical rules. This medical briefing must be given before the competition starts.

Medical Briefing Comments

Ask the Medical Personnel (MP) to try to stay focused on the mats. Ask the MP's to remove their shoes when they go on the mat. Recommend that they have a fanny pack with gauze pads (4"x4"), adhesive bandages, gloves, paper towels, nail clippers, tape, small spray bottle of 10% choline disinfectant and a small plastic waste bag. This will handle 90% of the medical calls.

Demonstrate the Referee's gesture to the MP that they can come on the mat. Mention to them not to come on the mat until the referee signals for them.

Review with the Medical Personnel what they can do and cannot do according to the Rules in effect.

Opening Ceremony Comments

The Chief Referee may be called upon to announce over the PA system during the Opening Ceremony any special rules that may be in effect. Speak clearly and concisely.

Pre-Tournament Demonstrations

In many regions of the country, the bowing etiquette is not very good. It may be a good idea before the opening ceremony to take five minutes and have all the athletes sit on mats one and three and demonstrate on mat two the correct bowing procedure using two young athletes who you have rehearsed to do the bow procedure correctly.

You could use this demonstration time at other events to cover false attacks, or defensive posture. Make the tournament a learning experience. Only cover one or two topics at each event. 6-12 year olds attention spans are very short.

Referee Feedback

Referee Feedback is also known as evaluation, performance analysis and critique. Basically, it is a learning process for the referee to improve their performance as a referee.

It has been found in many studies that the fastest way to improve a learners' ability in their performance is to provide qualitative immediate feedback at an acceptable rate.

As Chief Referee, you will be a part of the education and training system for all referees in your area. Along with ensuring that all the contests are fair and impartial, the Chief Referee should take notes on each of the referees who work the event.

During the pre-tournament meeting you should let the referees know that you will provide feedback, if they wish it. You must stress that those who wish feedback should ask for it. Be very careful about providing feedback to those who do not seek it.

When providing performance evaluations you must remember three cardinal rules. One, there are very few people willing to referee. So when you provide feedback, be kind and gentle.

Secondly, when providing feedback only correct one or two items at a time. Always, let the referee know what they are doing well (positive reinforcement) before providing any corrections. If they constantly hear everything they do is wrong, their motivation to referee will decrease significantly.

Thirdly, if a referee has done a good job overall, then tell them that at the end of the day. This type of feedback will be a great morale boost.

The Chief Referee should write down the good points and corrective suggestions that a referee makes. We have found that using the extra 3" x 5" index cards is convenient.

Use one card for each referee. At the end of the event you can give the cards to the referees who requested feedback.

If there is time after an event, the Chief Referee may call together the referees for an After Action Meeting. At this meeting you should mention the good point and the not so good points. Calling this meeting is usually difficult, as each contest area ends at different times and everyone wants to go home.

Handling Coaches' Protests

You represent your State Governing Body and USA Judo. You must conduct yourself in a professional manner. You must be a diplomat and never raise your voice. You will be dealing with all the coaches in your area for many years. You must develop a good rapport with them. Every coach needs to feel that when they come to you, you will seriously listen to their comments, complaints and protests.

The first thing you must do as Chief Referee is to let the coaches know what situations can be protested against. Coaches must know that the only situations that can be reversed are technical errors, the wrong athlete being given the score, a score going to the wrong side of the board, errors in procedure, allowing kansetsu when it isn't allowed just to name a few.

There will always be differences of opinion on scores, on judgment calls and who threw in kaeshi waza. Most coaches understand this. There are a few coaches who have protested such things, these should be handled as complaints.

When a referee and judges call a waza-ari, that a coach thinks is an ippon, in cases like this no action should be taken. This is a judgment call.

This includes penalties that are not given, or given and when Osaekomi is called or toketa. This includes who receives the score in a close kaeshi waza. These are all judgment calls. Unless it is very obvious that the call was wrong no action should be taken by the Chief Referee.

When a coach protests a contest on the grounds the wrong player got the score, then the Chief Referee will be able to take action if the coaches opinion is confirmed and verified.

When technical mistakes or obvious errors occur then intervention is warranted.

Intervention in judgment situations is possible if the decision made is to the wrong player or far off the expected judgment.

The "observed" protest, in which the Chief Referee actually sees the situation, which is being protested, makes the decision for intervention much easier to make.

The second hand "hear say" situation, in which the Chief Referee hasn't seen the action becomes a challenge to resolve.

The easiest way to settle a dispute is to get both coaches together and ask what happened. If the opponent's coach agrees that the protester's player did the throw, this should settle the validity of the protest.

The Chief Referee should request a contest be stopped at an appropriate break in the action and speak with the referees on the mat. The coaches should not be present. If the referee's are told that the player's coach who got credit for a throw says the other player did it, this usually sways most referees.

If you develop a good rapport with the coaches they will come to you not with protests, but complaints. In these types of situations they would like you to look into certain calls a referee may be making. In many instances when the Chief Referee inquires of the referee about a particular matter, the referee's explanations can reveal a misunderstanding about a certain interpretation. At this time the Chief Referee would make the referee aware of the correct interpretation. This is an important part of the Chief Referee's job. The referee will thank you for clearing up the misunderstanding. The players and coaches will be happier because this misunderstanding would be rectified. This is another way the refereeing will improve in your State.

In some cases the protest process may take some time to come to a conclusion. In these cases even if the referee and players have left the competition area, resolution is still possible if the Chief Referee concluded that a reversible error has occurred.

On judgment calls, the Chief Referee must be very careful about interfering in a contest. There may be cases where a judgment call is made, which the Chief Referee feels is far off the expected result. The Chief Referee may always make inquiries of the referees, even during a contest, as to why they made the decision they made. These cases are very rare and should only be handled by Chief Referees with significant experience.

Watching Videotape of Controversial Contests?

USA Judo Referee Commission policy is videotape cannot be used to settle a protest situation. (April 2004). The exception to this is the official sanctioned use of CARE at the larger National Championships.

Some Chief Referees will tell the coach to bring the tape back in a hour after the incident is over for review, but it will not affect the outcome.

In the opinion of the Chief Referee, if an error was made after watching the video, the Chief Referee can inform the involved referee and judges of the error in order to educate the referees. This will help to prevent the incorrect decision from happening again. The Chief Referee can also apologize to the coach and let them know you will make every effort to correct this type of error in the future.

In many instances when the video is reviewed for educational purposes, the Chief Referee has agreed with the referee team. In some cases the coach is correct.

Some Chief Referees will never watch the video.

The review of videotape of referees in general and specific situations in particular has been found to be a very valuable learning tool. Make every effort to utilize videotape when it is available. It is a great training aid.

If a coach provides a particularly interesting video of an incident, some Chief Referees have asked that they be sent a copy (email) so that it can be used as a training aid at the next referee clinic.

When to Intercede?

When do you, as Chief Referee decide that all three referees or two of the three have made a significant error in judgment and that you want them to change a call?

A protest situation with enough proof from sources is grounds for interceding on behalf of fairness.

There are cases when the Chief Referee may see a technical error and take it upon themselves without a coaches prompting, to stop a contest to inform the referees of an error that the Chief Referee feels must be rectified.

It must be clarified that the Chief Referee as Jury or Referee Commission for a Championships may stop a contest and make inquiries of the referee and judges. The Chief Referee may explain that an error has been made and should be corrected. The Chief Referee may ask the referee and judges to change their decision, but cannot demand it or order them to change the call.

It is highly recommended that the referee and judges seriously take into consideration the Chief Referee's intervention. It is rare. Generally, when a Chief Referee asks for a change s/he believes that a genuine error has occurred. The referee should concede so the correct contestant win the contest.

National referees may intercede when local or regional referees are on the mat. It gets very controversial when national referees acting as Chief Referee, stops a contest being conducted by another national referee. If that National Referee is an N1 with many years of experience and has the respect of his/her peers, s/he may intervene, but s/he should be very careful about intervention.

When the opposing coach agrees that his/her player did not do the throw in which they received credit, this is enough proof to intervene in any case.

When to intervene is a matter of good cause, fairness, good judgment, tact, and above all experience.

The Chief Referee is always available when a Team wishes some guidance on a matter, which isn't clearly covered by the rules (Article 29 Matters). The referee and judges will request consultation with the Chief Referee (Jury/Referee Commission) in such matters.

The Chief Referee must from time to time mention to the referees that we (referees) are here to serve the competitors. Their well being and the fair and unbiased conduct during each and every contest is our primary mission.

A referee's ego, their pride, their conviction of judgment is secondary to the correct competitor winning a contest.

General Topics

Judogi Control

At larger events where enough referees are available you may wish to have Judogi Control at each Competition Area.

It can be achieved a number of ways. The Chief Referee may recommend that the referee that comes off goes to Judogi Control. This means every referee will work the Judogi Control Station two to three contests during each cycle.

This should only be employed when there are enough referees so that the off duty referees get adequate time off.

At most local and regional events there is generally not enough referees to have Judogi Control. The referees on the mat must enforce the Judogi requirements strictly. Generally, if the referees on the mat are diligent, there will be no problems.

One thing that some Chief Referees do is during the Opening Ceremony while the competitors are lined up s/he explains the Judogi parameters to the athletes, coaches, parents and spectators and then has the referees go through the lines and check the Judogis. Those who do not comply should be told to change their Judogi.

Removing a Weak Referee

This can be a very difficult part of the duties of a Chief Referee.

You must balance the competitors' well being and their right to a fair fight with the referees' opportunity to contribute to Judo.

Locally, you generally cannot afford to remove referees as in many cases there are too few. However in some cases it is necessary.

However, at larger events or areas where you have enough referees you must weigh the players' right to a safe and fair contest versus the referee's privilege to referee. Being removed as a referee, is for most a heart wrenching and traumatic experience. As Chief Referee you must be as diplomatic and gentle as possible.

When you remove a referee, s/he may chose to never referee again. Locally, this weak referee may be someone you have worked with for many years. S/he may be a good friend. They in many cases have faithfully refereed for years.

A referee may be removed because they react too slowly to dangerous situations. Their judgment is far off the expected mark and athletes are not getting a fair contest.

When you do remove a referee you need to explain the reason why. The competitor's safety is first. A correct outcome is most important. A good referee knows this.

Removing Chairs

A small matter, but important. Even though the rules specifically say for the judges to remove their chairs if they leave the competition area, there are times when they do not.

The Chief Referee must be ever vigilant to spot these unattended chairs and have them removed immediately so as to prevent an accident.

Individual Competition Area Juries

There are events when several high level referees may be in attendance. In some instances these individuals may be assigned to each competition area and act as Jury (of one) for that Competition Area. They can handle situations, which need clarification or rectification on behalf of the Chief Referee.

Chief Referee Table

As Chief Referee you should request that a Chief Referee table be set up in a prime position so that from that table one can get an unobstructed view of all the competition areas. There should be three to four chairs at this table for off duty referees and those seeking constructive evaluation.

At larger events where there may be a jury (National or higher referee not refereeing) at each contest area, there should be a table at each competition area set up next to the Technical Official's Table. This table should have several chairs. The Jury needs this table to take notes. If there is space at the Technical Officials table for one chair that will do in smaller venues.

Seating for Off Duty Referees

The Chief Referee should request from the Tournament Director or Referee Liaison, additional chairs marked for the off duty referees. These chairs should be placed at the edge of the competition area in order to provide them with an ideal view of the competition areas. These chairs should be "marked" for off duty referees as they have a tendency to fill with coaches and players when they are unoccupied.

Table Refreshments

The Chief Referee should ask the Referee Liaison or Tournament Director the possibility of providing hard candy and water at the table during the tournament. The referees need to keep their throats wet. During hot weather, drinking water during the day is very important to maintain a sharp mind.

Referee Invitations

In many areas, most tournament directors just send out the tournament flyers and hope that enough referees show up.

The tournament director should have a list of the Regions referees (email address, street address, city, state, zip and telephone number) and send an invitation and ask for an RSVP.

In some regions the Chief Referee will send an email invitation with a request (RSVP) if they will attend. It is nice to know how many referees a Chief Referee will have before the event occurs.

Dress Decorum

As the warmer weather starts it can get very warm in the competition venue. In some regions it is warm most, if not all of the year. If the venue is air conditioned there is no problem.

When the Chief Referee feels it is too warm to wear jackets, he should recommend to the referees to remove their jackets. Referees should not, on their own take off their jackets.

It looks very unprofessional for some referees to have their jacket on and others have them off.

In some cases, the Chief Referee may request that the first team have jackets on or the first round (Single Rotation) of referees have their jackets on. When the second team is up or the first referee in single rotation is on the mat again, they would remove their jackets.

If it is hot at the start of the competition, then start without jackets. Referees should know that they should have short sleeve white dress shirts, just for this reason.

When it is extremely hot, the Chief Referee should even consider having the referees remove their ties and unbutton the collar of their shirt.

In some States they have an official referee shirt, generally a polo type shirt. Some events give the referee a polo type shirt. The referees should use this shirt as long as all the referees are wearing this polo shirt.

It looks very unprofessional to have some referees with polo shirts on and other with jackets.

In some cases, when you do not have enough referees you do need to allow brown and black belts to referee in Judogi and/or coaches to referee in street clothes. Though this detracts from the professional decorum of a well conducted Championships, it is necessary to provide the athletes with proper officiating.

Referee Liaison (Coordinator)

At larger events in order to free up the Tournament Director from the needs of the Chief Referee, the Tournament Committee will select a Referee Liaison to handle all referee related issues for the event.

At smaller events 1-3 competition areas, 3-20 referees, the Chief Referee can handle it alone.

The Referee Liaison is generally a National Referee who has some understanding of the needs of the referees and Chief Referee.

The Referee Liaison would handle sending out invitations and collecting RSVP. The Referee Liaison would set up Clinic Rooms at hotels and venues, providing video equipment if needed, handling any requests of the Chief Referee and pass them onto the Tournament Director for implementation.

Coach Liaison

This position is generally used only in very large events. The Coach Liaison is generally a National Referee or a senior coach who handles all protest from the coaches. This person must be well versed in the refereeing rules of Judo. They must have a very calm demeanor and be able to remain calm during heated arguments. This person needs to help the coaches understand the rules and if actionable error is recognized forward the issue to the Chief Referee.

The Coach Liaison acts for the Chief Referee as a filter. Many protests are actually complaints which can not affect the outcome of a contest. **However there are legitimate reversible technical errors which must be brought to the Chief Referee's attention for rectification.**

These situations can take from 2 -30 minutes to resolve. With the Referee Liaison handling these protests/complaints it allows the Chief Referee to spend more time observing more contests.

If the Coach Liaison feels that a protest has merit, he will obtain the facts, then approach the Chief Referee and explain the situation. The Chief Referee can then reaffirm the facts from the parties involved, coaches and referees.

Only the Chief Referee can ask the referee and judges to change a decision. The Coach Liaison simply does the preliminary work to establish that a protest is valid.

Coaches' Meeting

It is a smart idea to invite the coaches to the referee meeting so they can be aware of the latest rule changes or interpretations.

If there is time and space, a Coaches meeting should be held to review rules, procedures and etiquette. The Chief Referee should be a part of this meeting . At the International level they call this meeting a Technical Congress. The Scoring rules are reviewed (pool sheet format, contest durations, etc.) along with many other issues.

The Chief Referee should cover any special rules and review the latest changes. The Chief Referee should review the protest procedure. The Chief Referee should review coaches' chair protocol and etiquette.

Accommodations

Most events that you will act as Chief Referee will be one day, short drive (one, two, or three hours) events in your local or regional area. In some big States, drives are much longer.

If you have been asked to be Chief Referee at an event a long distance from your home, do not hesitate to ask if a complimentary hotel room is available. The Tournament Director may invite you to his/her home or the home for one of the Tournament Organizing Committee.

Payment of Referees

In most States referees are paid nothing. All they get is lunch. In some cases they may get a polo shirt or a small gift. They also get the gratitude of the Tournament Director.

Some States are recommending that Referees be paid a modest amount. Some tournament directors are making an effort to pay the referees something.

This information need not be shared with the referees.

Rotation of Chief Referees

In Regions where several high level referees are available it is recommended that the Chief Referee position be rotated among them. This provides the Chief Referee experience to more than one person. This helps motivate the higher level referees, provides for a future of well trained referee leaders and provides variety for the working referees. Developing a strong future in the refereeing arena in your area is an important part of developing a strong Judo Community.

Most Chief Referees are active high level National or International referees. In some cases these Chief Referees do not referee enough. If the Chief Referee does not work they will lose their edge. This is another good reason to rotate the Chief Referee position.

Referee Etiquette

The Chief Referee should mention some of these points from time to time to the referees.

It is common politeness to respond to an RSVP. If you are unsure then initial provide a response of “maybe, will get back”. If your sure then say YES. If you will be arriving late or leaving early let the Chief Referee know in that initial email. If you know you cannot make it then say NO. Everyone should know that things come up, schedules change. If you say YES, but then a work or family event or emergency comes up, then let the Chief Referee know you will not be able to make it.

If a referee has to leave early, inform the Chief Referee at the morning meeting. This will allow the Chief Referee to place this referee on a mat that may have more referees than the others so when the referee leaves, the group of referees on that mat can continue without disruption.

The referee will arrive on time for the pre-tournament meeting.
The referee will be on time for their rotation.

From time to time, the Chief Referee should mention that referees should never talk about other referees weak performances with coaches, parents or players. They shouldn't even talk about it to other referees. Talking about situations is fine and educational. Please try to leave the referee's names out of the discussion.

Should a contest area close early, the good referee should offer their services to the Chief Referee to help out on another active area. If the Chief Referee knows the referee has a long drive home then usually the Chief Referee will thank the referee and let him/her go home.

New Referees - Recruiting

The Referee Chairman should encourage brown and black belts to get involved in refereeing. He/She should send recruitment notices to every club encouraging them to get their senior brown and black belts, especially those who have retired from competition out on the mat refereeing.

The Chief Referee at a tournament must make the transition of new referees to refereeing as smooth and painless as possible with out allowing critical errors on the mat.

Let us talk about recruiting referees on the spot. Though this is kind of tacky, sometimes it must be done. Sometimes the professional decorum of well dressed referees must give into providing the players adequate officiating. Many regions allow their fighting brown and black belts to referee in their Judogi. We prefer that to warm up suits. Especially those with club names on them.

The Chief Referee should also inquire if any of the coaches would like to referee. If you have been Chief Referee you know from the many events that you have attended that there are coaches who have refereed in the past and can do a good job.

Starting New Referees

There is no National policy on how new referees are to be introduced to actual contests during a sanctioned tournament. Regionally, there may be certain policies with regard to how a new referee may be introduced into working a sanctioned tournament.

The Chairperson of the State Referee Committee or the State Referee Committee may have a process to allow a new referee onto the mat during a sanctioned event.

The Chief Referee must follow local and regional policy. If there is none, then common sense and logic should prevail.

In some areas they allow new referees to judge only for the first few tournaments. Then the new referee is allowed to referee junior contests 6-9 years old. As the new referee grows more confident and competent they are allowed to referee older children and then novice adults.

All this time it is important that a National Referee be on the mat with the new referee at all times. In areas, where National Referees are not available then use the highest rated referee as a mentor and monitor for new referees. This monitor has the authority to stand at any time and correct the new referees decisions if they are incorrect.

After having worked as a referee at 8-20 events and shown improvement they should be afforded the chance to take the Local Referee Certification Examination at the next scheduled opportunity. (Everyone learns at different rates.)

Remaining Until the Last Contest

The Chief Referee or a designate should remain in the venue until the last contest has been fought.

Unusual Situation (Very rare, but does occur.)

In the event one of the judges or referee becomes incapacitated during a contest (crushed by athletes, illness, etc.) and the judge or referee must leave the contest, the contest can be continued with just two officials.

If the referee is incapacitated then one of the judges will finish the contest as referee.

Remember to remove the empty chair from the competition area. If one of the judges is incapacitated, then just remove the empty chair and continue the contest.

Of course the injured or sick official must be attended to properly prior to the continuation of the contest.

It would be wise of the referee and judge to seek guidance from the Chief Referee in such an unusual situation.

Final Comments

The Chief Referee should strive to manage the referees in a professional manner. We must always remember that referees are not paid professionals. They referee because they like to referee and they have a willingness to help the athletes and the Judo Community. (Mutual Welfare and Benefit.)

The Chief Referee should expect from the referees a dedication to seek to improve and strive to reach one's fullest potential.

The Chief Referee seeks to provide the athletes the best refereeing that can be provided.

Where continued referee evaluations and comments are crucial to improve refereeing, the Chief Referee must be cognizant of the volunteer referee's self esteem. Make corrections, but be gentle. Sometimes you need to only tell them they did well.

The referees do not referee because of the coffee in the morning, the good lunch or the gift. You know as a referee, they do it for themselves, the camaraderie of their fellow referees and Judo.

As Chief Referee you need to instill in the referees the need to constantly improve their judgment and refereeing skills. The referee must understand that the goal is to provide the contestants with fair and correctly judged contests.

Written by Richard J. Celotto
IJF-International Referee (IJF-A)

November 2004 (First Edition) June 2007 (Second Edition) August 2009 (Third Edition)

8.5 x 11 Format

Chief Referee Check-Off List

ia=If Applicable USRC-CRCOL 2004/7

#	Item	N	C
1	Airline		
2	Car		
3	Hotel Room (ia)		
4	Transport Venue/HQ		
5	Transport Airport		
6	Bus pick up location		
7	Bus Schedule (ia)		
8	Lunch Window		
9	Lunch tickets (ia)		
10	Medical Location		
11	Texas Match Number		
12	Referee Meeting Room		
13	Video (VCR/TV, DVD)		
14	Index cards/markers		
15	Handouts		
16	Notes		
17	Exams/Applications		
18	VENUE		
19	Competition area		
20	Contest Area		
21	Safety Area		
22			
23	Smoothness/Evenness		
24	Cover tight (ia)		
25	Cracks/Spaces		
26	Judges' flags/holsters		
27	Referee's flags		
28	Judge's chairs		
29	Mat cleanliness		
30	Marks (blue/white)		
31	EQUIPMENT		
32	Tables		
33	Chairs		
34	Scoreboards		
35	Clocks		
36	Flags (yellow/green)		
37	Audible devices		
38	Bean bags		

39	Chief Referee Table		
40	Off duty referee chairs		
41	Hard Candy		
42	Water/Juice		
43	MEDICAL		
44	Personnel present		
45	Equipment		
46	Medical Bag		
47	Chlorine Spray/wipes		
48	Gloves/waste bag		
49	Ice bags/cooler		
50	Med. Person Briefing		
51	Pre-Tournament Meeting • Sign-In		
52	• Welcome		
53	• Roll Call		
54	• Rules		
55	• Special Rules		
56	• Rule Review Clinic		
57	• Topics		
58			
59			
60	• Support Tech Off.		
61	• Medical Location		
62	• Medical Procedure		
63	• Lunch Schedule		
64	• Off-Duty Protocol		
65	• Transportation (I/a)		
66	• Opening Ceremony		
67	• Mat Assignments		
68	• Rotation Method		
69	• Thank you		
70	Coaches Meeting		
71	• Rule Changes		
72	• Protest Protocol		
73	• Chair etiquette		
74	Pre-Shiai Demo		
75	Open Ceremony Comments		
76			
77			

REFEREE SIGN-IN SHEET

State _____ Event _____

City _____ Chief Referee _____ Date _____

(Please Print Clearly!)

#.	Name Address City/State/Zip	Phone	Referee Level	USJI/F/A # (Circle)
		Email		
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

REFEREE MAT ASSIGNMENTS

	State	Event	City	Date
	Chief Referee		Tournament Director	
No.	MAT 4	MAT 3	MAT 2	MAT 1
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

