

2014



[REFEREE COMMITTEE – POLICIES AND PROCEDURES]

Revised and Approved by the Judo Ontario Referee Committee:

Date: 10 February 2014

Frank J. Vossen

Frank Vossen, Chair on behalf of the Committee

Approved by the Judo Ontario Board:

Date: 10 February 2014

Brian Kalsen

Brian Kalsen, President on behalf of the Board

Table of Contents	Page
Section 1: Mission Statement	3
Section 2: Objectives	3
Section 3: Activities.....	3
Section 4: Responsibilities and Jurisdiction	3
Section 5: Composition of the Provincial Referee Committee	4
Section 7: National and International Referee Participation Protocol.....	4
Section 6: Video Review Policy	4
Section 8: Referee Development Fund (RDF)	5
Section 9: Minimum Referee Standards at Provincial Competitions	6
Section 10: Rules for Provincial Referee Certification	7
General Criteria for Provincial Referee Examination.....	7
Section 11: Selection of Provincial Referees for Various Events	8
Section 12: Responsibilities of Referees Travelling with Ontario Teams	9
Section 13: Regional Referee Coordinators.....	9
Section 14: Screening Policy for Provincial Referees	9
Section 15: Code of Conduct for Provincial Referees	10
Section 16: General Conflict of Interest Guidelines	11

ACNOWLEDGEMENT:

The Judo Ontario Referee Committee gratefully acknowledges the work of previous Provincial Committees and the Judo Canada Referee Committee whose Policies and Guidelines were used as a framework for this document.

1. Mission Statement

The Referee Committee will endeavour to develop and train officials to the highest standard, with a thorough knowledge of the IJF Refereeing Rules, current NSO/PSO Age-Specific modifications and rule interpretations and that they officiate according to acceptable standards at competitions for all athletes held within Ontario and beyond.

2 Objectives

- 2.1 Provide suitable training and development opportunities for referees in the province of Ontario.
- 2.1 Keep current of the IJF Refereeing Rules as well as any NSO/PSO modifications thereto and provide the provincial membership with updated information.

3 Activities

- 3.1 Maintain and implement this provincial referee policy
- 3.2 Maintain a current list of Ontario referees and their activities
- 3.3 Liaise with the National Referee Committee, Regional Referee Co-ordinators and the Judo Ontario VP - Competitions
- 3.4 Provide supervision of referees at Judo Ontario sponsored events (e.g. Ontario Open, Ontario Youth Open, Provincial Championships and Qualifiers)
- 3.5 Co-operate with “Club-A” (Regional) and “Club-B” (Monthly) sponsored tournament organizing committees
- 3.6 Educate, evaluate and examine referees up to Provincial “A”
- 3.7 Issue provincial referee diplomas or other forms of recognition to Ontario referees
- 3.8 Develop an annual budget for the operation of the Committee’s activities
- 3.9 Recommend PSO rule changes or additions to the Judo Ontario Technical Committee

4 Responsibilities and Jurisdiction

The Provincial Referee Committee:

- 4.1 Has the responsibility for the correct interpretation, clarification and application of the IJF Refereeing and Sporting Rules, as well as any NSO/PSO Rules modifications and National/Provincial Referee Policies & Procedures.
- 4.2 Has jurisdiction over all referees in the province where not superseded by the National Referee Committee.
- 4.3 Will develop and periodically update priority lists of Ontario Referees for advancement to National “A”, “B” & “C” level and to nominate these candidates for evaluation to the National Referee Committee.
- 4.4 Will select referees for national and international events when permitted by the National Referee Committee.
- 4.5 Has the responsibility for organizing and conducting an annual provincial Refereeing Rules and Procedures seminar.
- 4.6 Will conduct referee evaluations and examinations at any Judo Ontario sanctioned tournament as it sees fit.
- 4.7 Will provide timely critiquing and feedback to referees on their performance.
- 4.8 Will keep and post minutes of its meetings.

5 Composition of the Provincial Referee Committee

- 5.1 The VP-Competitions will select and appoint the Chairperson of the Provincial Referee Committee subject to approval from the Provincial Executive Board.
- 5.2 The Chairperson will select the members of the Provincial Referee Committee. The Provincial Referee Committee will consist of no less than three and no more than five members.
- 5.3 Provincial Referee Committee Members are subject to final approval from the VP-Competitions and the Provincial Executive Board.
- 5.4 The Chairperson of the Referee Committee reports to the VP-Competitions.
- 5.5 Eligibility requirement for membership on the Provincial Referee Committee:
 - 5.5.1 Must be a Judo Canada National “A” or higher referee
 - 5.5.2 Must be a member in good standing with Judo Ontario and Judo Canada
 - 5.5.3 Must be able to read, write and speak one of the official languages of Canada
 - 5.5.4 Must be active as a referee in Ontario

6 Video Review Policy

- 6.1 At tournaments whether there is or is not an official video review system (e.g. CARE system) in use, Chief Referees, Mat Chiefs and Referees will never be allowed to view “privately-shot” video of matches for the purpose of validating or changing a call.

7 National and International Referee Participation Protocol

- 7.1 The Judo Canada Referee Committee requires that Canadian referees seek permission, in advance, to participate in high level national and international level events outside of Canada.
- 7.2 Examples of events requiring prior approval would include national championships in other countries, high level international events such as the U.S. Open, U.S. President’s Cup or U.S. Junior Olympics, the Balkan Judo Championships and any IJF/Continental union level event.
- 7.3 International events exempt from this protocol typically include club-sponsored shiais such as the following; the Liberty Bell Judo Classic, the Am-Can International Judo Challenge, The Drobeta Turnu-Severin International Cup in Romania, etc.
- 7.4 Participation requests should be sent to the Judo Ontario referee chair well in advance of the event date to allow him/her to coordinate the request with the Judo Canada referee chair.

8 Referee Development Fund

- 8.1 The Referee Development Fund (RDF) will be funded primarily from a surcharge on all tournament entry fees as described in the Judo Ontario tournament sanction policy.
- 8.2 The RDF shall be used primarily for the development of Judo Ontario referees.
- 8.3 Permitted expenses from the RDF include but are not limited to the following:
 - 8.3.1 Examinations; Costs for the conducting of Provincial referee examinations.
 - 8.3.1.1 Any costs associated from hosting National referee examinations less any surcharges recovered from out-of-province candidates.
 - 8.3.2 Clinics and seminars; Costs associated with hosting referee development clinics and seminars.
 - 8.3.3 Travel; Subject to prior approval, to subsidize selected referee's costs for attending major national or international tournaments to gain experience.
 - 8.3.4 Examination fees; Reimburse successful referees for the examination fees, including any imposed surcharges, charged by national or international referee evaluation organizations.
 - 8.3.5 Educational material; The cost of purchasing, copying, printing and reproduction of rule books, pamphlets and educational videos.
 - 8.3.6 Committee expenses; Operating costs for the committee including meeting costs, communication, supplies, printing & postage costs related to referee committee activities.
 - 8.3.7 Limited expenditures are any costs, up to a maximum of 25%, related to Judo Ontario's commitments to Judo Canada to provide referees for National Championships or "fight-offs".
 - 8.4 Procedure for claiming eligible expenses from the RDF:
 - 8.4.1 Expenditures by the Committee from the RDF require the pre-approval of the Committee and the VP – Competitions.
 - 8.4.2 Claimants must seek prior approval of eligible expenses from the Chair of the Referee Committee subject to clause 8.4.1 above.
 - 8.4.3 All claims require a submission of a Judo Ontario Expense Claim form and where required are to be supported with receipts for amount claimed.
 - 8.4.4 Re-imbursalment for use of a private vehicle travelling to an event is subject to Judo Ontario's policy and rate in effect at time of travel as well as clause 8.4.4.1 below.
 - 8.4.4.1 Note: The first 25 km of a one-way trip or 50 km of a round trip are not reimbursed and must be subtracted from the amounts being claimed. Distance between two points being claimed is calculated and will be verified using "MapQuest" or "Google Maps". Unless totally unavoidable, toll road/bridge fees are not reimbursable.

9 Minimum Referee Standards at Provincial Competitions.

- 9.1 International/Inter-Provincial/Selection tournaments (e.g. Ontario Open, Ontario Youth Open, Senior Championships)
 - 9.1.1 Chief Referee: minimum National “A” (Judo Canada Rostered).
 - 9.1.2 Mat Officials: minimum National “C”.

- 9.2 Provincial tournaments except Ontario Summer/Winter Games (e.g. Schools Championships)
 - 9.2.1 Chief Referee: minimum National “A”.
 - 9.2.2 Mat Officials: minimum Provincial “B”.

- 9.3 Ontario Summer/Winter Games
 - 9.3.1 Chief Referee: appointed by Provincial Referee Committee.
 - 9.3.2 Mat Officials: minimum currently active Provincial “A” (nominated by their region).

- 9.4 Club–A Tournaments: (Commonly referred to as “Annual” tournaments)
 - 9.4.1 Chief Referee: minimum Provincial “A”.
 - 9.4.2 Mat Officials: minimum Provincial “C”.

- 9.5 Club–B Tournaments: (Commonly referred to as “Monthly” or “Developmental” tournaments)
 - 9.5.1 Chief Referee: minimum Provincial “B”.
 - 9.5.2 Mat Officials: No minimum but subject to approval from tournament host.

- 9.6 In-house or Invitational/Closed Tournaments involving three or fewer clubs
 - 9.6.1 The Committee assumes no responsibility or jurisdiction over these events.

- 9.7 Non-sanctioned judo tournaments
 - 9.7.1 The Committee assumes no responsibility or jurisdiction over these events.
 - 9.7.2 Ontario referees officiating at non-sanctioned tournaments may be subject to discipline as stated in the Judo Ontario Sanction Policy.

- 9.8 Referees who are not eligible to officiate because of their current referee status may add other tournament officiating duties (e.g. time-keeping, score-keeping, operating the CARE cameras, etc.) to their resumes.

10 Rules for Provincial Referee Certification

10.1 General Criteria for Provincial Referee Examination

- 10.1.1 Provincial evaluations or examinations will not take place at closed provincial championships.
- 10.1.2 Candidates for Provincial “A” & “B” examinations require the prior approval of the Referee Committee Chair.
- 10.1.3 Candidates must be members in good standing of Judo Ontario.
- 10.1.4 Candidates must complete the Judo Ontario Referee Examination Application form including a summary of their refereeing activity since their last examination.
- 10.1.5 Candidates must have attended one Referee Clinic/Seminar since their last examination.
- 10.1.6 The jury for Provincial “A” & “B” examinations will be appointed by the Provincial Referee Committee.
- 10.1.7 In special cases, examiners may recommend that a candidate be certified above the level being sought.

10.2 There are four levels of Provincial Referee certification in Ontario:

Level	Competencies	Examination requirements and procedures
Prov. A	Most experienced provincial-level official. Able to act as Regional Referee Coordinator and/or as Chief Referee at regional/dojo-level events. Provides good leadership to team on mat and to mentor others. Eligible for consideration for national levels and provincial rostering.	Evaluations are conducted by two (2) Provincial Referee Committee members. Candidates require prior approval of Committee Chair Minimum rank: 1st kyu (Brown belt) Minimum age: 17 years Minimum time as Prov. “B” Referee: 1 year Referee a minimum of eight provincially sanctioned events since last examination within a two year window. Practical evaluation on mat.
Prov. B	More senior provincial-level official. Able to lead team on mat and start to mentor others. Demonstrate an ability to manage technical officials.	Evaluations are conducted by a Provincial Referee Committee member. Candidates require prior approval of Committee Chair Minimum rank: 2nd kyu (Blue belt) Minimum age: 15 years Minimum time as Prov. “C” Referee: 1 year Referee a minimum of six provincially sanctioned events since last examination within a two year window. Practical evaluation on mat. Demonstrate an ability to work as technical official.
Prov. C	More capable provincial-level official Able to work alone on U10/U12 matches.	Evaluations are conducted by the Regional Referee Coordinator or a Provincial Referee Committee member. Minimum rank: 3rd kyu (Green belt) Minimum age: 13 years Practical evaluation on mat.
Prov. D	Entry level official Demonstration of basic officiating skills Able to work regional, dojo-level events	Evaluations are conducted by the Regional Referee Coordinator or a Provincial Referee Committee member. Minimum rank: 4th kyu (Orange belt) Minimum age: 13 years Practical evaluation on mat.

11. Selection of Provincial Referees for Various Events

11.1. General criteria:

- 11.1.1. Referees must exhibit competency, impartiality and a positive attitude toward team work.
- 11.1.2. Referees must meet the minimum activity status to qualify for selection to provincial, national or international tournaments.
- 11.1.3. Activity is defined as participation during the previous twelve calendar months as follows:
 - 11.1.3.1. Referees of National status and higher will participate in two of the four major Provincial events (the Ontario Open, the Ontario Youth Open, the Ontario Junior Championships and the Ontario Senior Championships) plus a minimum of two sanctioned club events.
 - 11.1.3.2. Provincial level referees should participate in at least four provincially sanctioned events.
 - 11.1.3.3. At the discretion of the Referee Committee, a referee may substitute at least one major out of province tournament for activity credit.
 - 11.1.3.4. Referees will have attended one referee clinic during the previous twelve months.
- 11.1.4. Seniority (age and rank).
- 11.1.5. Official languages spoken.
- 11.1.6. Canadian Citizenship (when required).
- 11.1.7. Meet Judo Canada requirements (e.g. JC roster list).

11.2. For National Championships and Inter-provincial Tournaments

- 11.2.1. When requested by the National body, the Ontario Referee Committee will select from the Judo Canada list of Rostered Ontario Referees based on a rotating priority.
- 11.2.2. Selection of Referees for Inter-Provincial tournaments (e.g. Quebec Open, Edmonton International, etc.) will be dependent on the tournament's minimum referee level and the Committee's rotating priority list.

11.3. For Provincial Championships and Events

- 11.3.1. For provincial tournaments the Referee Chair of Judo Ontario will appoint a Chief Referee.
- 11.3.2. Only referees on Judo Ontario's Roster are eligible to officiate.
- 11.3.3. Only Judo Ontario members will be eligible to referee at Closed Provincial Championships however the Provincial Referee Committee reserves the right to consider qualified out-of province referees.

11.4. Provincial Fight-offs

- 11.4.1. Only nationally-rostered referees will officiate at a fight-off.
- 11.4.2. Referees selected will be "neutral" (i.e. not associated with either player).
- 11.4.3. When three "neutral" referees are not available, the central referee will be "neutral" and each judge will be associated with a player.

12. Responsibilities of Referees with Provincial Teams

- 12.1. Act as ambassadors for Judo Ontario and adhere to the Referee’s Code of Conduct.
- 12.2. Assist the Ontario Provincial coaching staff with technical and referee matters.
- 12.3. Provide a written report specific to referee matters for the selected event when requested by Judo Ontario.
- 12.4. Ontario Referees participating at International events and National Championships are subject to Judo Canada supervision.

13. Regional Referee Coordinators

13.1. Qualifications

- 13.1.1. Regional Referee Coordinators are appointed from within the Region in which they reside by the Regional Executive of that Region.
- 13.1.2. Regional Referee Coordinators must be active referees within their Region and be certified Provincial “A” or higher.

13.2. Mission statement

- 13.2.1. Ensure the highest level of officiating at regional events.
- 13.2.2. Provide seminars, evaluations and examinations within the region
- 13.2.3. Foster the development of certified referees and encourage young members to referee.

13.3. Activities

- 13.3.1. Maintain and enforce the policies of the Provincial Referee committee.
- 13.3.2. Work closely with tournament organizing committees in their region.
- 13.3.3. Twice yearly, submit an “Activity Report” to the Provincial Referee Committee.
- 13.3.4. Submit suggestions and observations pertaining to refereeing to the Provincial Referee Committee.

13.4. Responsibilities

- 13.4.1. Keep abreast of Provincial Referee Committee policies and activities.
- 13.4.2. Nominate eligible referees from the region to officiate at the Ontario Summer Games Judo Tournament.
- 13.4.3. Communicate information from the Provincial Referee Committee including provincial referee seminars, evaluations, examinations and opportunities to officiate.
- 13.4.4. Identify and nominate for examination competent candidates to the Provincial Referee Committee.
- 13.4.5. Conduct Regional referee seminars.
- 13.4.6. Examine regional referee candidates and certify up to Provincial “C”.

14. Screening Policy for Ontario Referees

- 14.1. All Ontario Referees are subject to Judo Ontario’s Screening Policy.
- 14.2. As such, referees are required to complete a Criminal Background Check (CBC) and Vulnerable Sector Screening (VSS) by their local Police Service and submit these to the VP-Operations or his/her designate.
- 14.3. Referees must annually complete the “*Judo Ontario Screening Disclosure Form*” and submit this to the Judo Ontario Office: Attention VP-Operations or designate.
- 14.4. It is usually beneficial and sometimes necessary to obtain and present the Judo Ontario “*Letter of Introduction*” to their local Police Service when individuals are applying for a CBC and VSS.

15. Code Of Conduct for Ontario Referees

Impartiality

A referee must be fair, honest and impartial at all times. He/she must not display or harbor favoritism or prejudices in behavior 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 by annually attending a Refereeing Rules and Procedures seminar.

Uniform

At International/Inter-Provincial tournaments, a referee must be properly attired as required by the IJF Refereeing Rules and Sporting Rules (as they pertain to Refereeing aspects). A more casual dress code (e.g. golf shirt and grey trousers) for referees, as may be supplied by tournament organizers, is sometimes adequate.

Promptness

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

Attentiveness

A referee must be attentive at all times. He/she must devote their full attention when 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

Referees must work as a team in a co-operative spirit so that a contest may run smoothly. However, each member of a refereeing team should make independent judgments.

Criticism

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

Fraternization

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

Coaching and Cheering

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

Confrontation

A referee must not have a confrontation with referees, athletes, coaches or spectators. If a referee is faced with such a situation, he/she must make all attempts to evade it and direct the grievance via the proper channels, usually to the Chief Referee or Tournament Director for that event.

Conflict of Interest

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

16. General Conflict of Interest Guidelines

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 Ontario 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 free from compromising influences.

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

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

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

Application of the Guidelines

A deciding party should not:

- 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;
- Use a position or office to influence or seek to influence a decision to be made to further the party's own private interest;
- 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;
- Act when there is a predisposition towards a particular outcomes;
- Accept gifts or benefits (this does not include social obligations).

Resolution

Any unresolved conflicts of interest or allegation of bias shall be dealt with using the Judo Ontario Dispute Resolution Procedures.