



JUDO FEDERATION OF AUSTRALIA (NSW) INC

POLICIES, PROCEDURES AND GUIDELINES FOR REFEREES

Developed by the
JFA (NSW) Referee Commission

Judo Federation of Australia (NSW) Inc
PO Box 6441
SILVERWATER NSW 2128
Tel: (02) 8116 9705 / Fax: (02) 8732 1602
office@judonsw.com.au
www.judonsw.com.au

VERSION 1

April 2011

Copyright Note

This document is the property of the Judo Federation of Australia (NSW) Inc. Written consent must be obtained from the President of Judo Federation of Australia (NSW) Inc prior to any use, dealing, duplication, dissemination, distribution or supply of this document by any means other than for the original purpose of the document. All information in this document is based on the material available at the time of preparation.

Document Control

This outlines the details of the document composition

Item	Description
Author	John Da Silva, NSW Referee Commission
Reviewed by	Kathy Meyer
Authorised by	Michael Briers, President, Board of Management, JFA (NSW) Inc
Document Owner	Judo Federation of Australia (NSW) Inc
First Issue Date	May 2011
Document Name	Judo Referee NSW_Policies_Procedures_Guidelines

Review History

Version Date	Reviewed Date	Endorsed	Content Reviewed/Purpose



Introduction	7
Purpose	7
Objectives	7
NSW Referees	8
Responsibilities of NSW Referees	8
NSW Referee Commission	10
Responsibilities of the NSW Referee Commission:	10
Terms & Responsibilities of NSW Referee Commission Members	12
Chairperson:	12
Responsibilities of the Chairperson:	12
Treasurer:	13
Responsibilities of the Treasurer:	13
Secretary:	14
Responsibilities of the Secretary:	14
Rosterer:	15
Responsibilities of the Rosterer:	15
Development & Mentor Coordinator:	16
Responsibilities of the Development & Mentor Coordinator:	16
Recruitment & Training Coordinator:	17
Responsibilities of the Recruitment & Training Coordinator:	17
Website Coordinator:	18
Responsibilities of the Website Coordinator:	18
NSW Referee Commission Meetings	19
NSW Referee Annual General Meeting	19
JFA NSW Referees and Referee Commission Members	20
Code of Conduct	20
Purpose	20
Objectives	20
Application	20
Standards of Behaviour	20
Breaches	21
Dismissal	22
Code of Behaviour for Officials	23
APPENDIX	24
PROCEDURES & GUIDELINES	24



NSW Referees	24
NSW Referee Commission.....	25
NSW Referee Commission Members	25
Procedures & Guidelines for the Treasurer:.....	25
Procedures & Guidelines for the Rosterer:	28
Procedures & Guidelines for the Development & Mentor Coordinator:	29
Procedures & Guidelines for the Recruitment & Training Coordinator:	29
Procedures and Guidelines of the Website Coordinator:	29
Tournaments	30
Procedures and Guidelines of Table Commission Members during the day:.....	30
Procedures & Guidelines of the Chairperson during the day:	31
Judo NSW Referee Development & Mentoring Program:	33
The Mentoring Process:	34
Judo NSW Referee Recruitment & Training Program.....	35
Recruitment & Training Program.....	35
Coordinators:.....	35
Recruitment:.....	35
NSW Referee Commission Meetings	36
NSW Referee Annual General Meeting	37
Eligibility & Procedures for NSW Referees to Participate at State/Opens/National/International Events	38
General Criteria for All Tournaments.....	38
State Level:	38
NSW International Open:.....	38
Other State International Open:.....	38
Australian National Championships:.....	39
OJU Events:.....	39
IJF Events:	39
Steps to become a NSW Referee	41
Prerequisites:	41
Procedures for new referees:	41
Procedures for Overseas and Interstate Referees:.....	41
Temporary licence:.....	41
NSW Referee Grading System.....	42
Junior referees – 16 years and below:	42
Bronze class:.....	42
Silver class:.....	42



Gold class:	42
Referees – 16 years and above:	43
State C class:	43
State B class:	43
State A class:	44
General Requirements:.....	44
Practical Area of Assessment:.....	44
NSW Referee Accreditation Program	45
NSW Referee Accreditation Scheme	45
Introduction:	45
Purpose:.....	45
Objective:	45
The Structure:	45
Benefits:	46
Strategy:.....	46
NSW Referee Accreditation Scheme Guidelines.....	47
NSW Referee Accreditation Pathways - Progression & Assessment Criteria	50
Dress Code Requirements:.....	52
Code of Conduct	53
JFA NSW Referee and Referee Commission Members.....	53
Procedures for a Dismissal.....	53
Judo NSW Referee Annual Awards Selection Criteria	54
Outstanding Referee of the Year	54
Most Promising Referee of the Year.....	54
Complaints Procedures & Guidelines	55
Disputing a Referee Decision During a Contest:	55
Disputing a Commission Member or Referee Decision Following Tournament Conclusion:	55
Conflict of interest	56
NSW Referee Skill Acquisition.....	58
How to learn a skill?.....	58
Stages of skill acquisition	59
The Cognitive Stage (Theory):.....	59
The Associative Stage (Practical):.....	59
The Autonomous Stage (Performance):	59
Practical Strategies:.....	59
Seminars/Courses:.....	59



Briefings, occasional on/off mat feedback, mentoring, other ways of information:	60
Communication strategies	60
Introduction	60
Guidelines for communication:	61
Standard Tournament Report.....	62
Definitions	63

Introduction

NSW Referee Commission is an affiliated body of JFA (NSW).

NSW Referee Commission reports to the JFA (NSW).

The NSW Referee Commission determined that there was a need to produce a NSW Referees Policies, Procedures and Guidelines where general information is contained in a single document.

Revisions and updates shall be made to adjust this document.

Purpose

The purpose of this Policies, Procedures and Guidelines document is to assist NSW Referees and other parties to understand how the NSW Referees and NSW Referee Commission operate and interact in the spirit of judo.

The aim of this document is to establish foundations for refereeing success at all levels up to international standards.

It will provide transparency and detailed information in regard to the Policies, Procedures and Guidelines of judo refereeing in NSW.

Objectives

To preserve the image and integrity of all NSW Referees and NSW Referee Commission.

To ensure compliance with the IJF refereeing rules and JFA (NSW) regulations.

To provide and develop the understanding of judo rules and ethics in NSW.

To uphold the spirit of judo.

NSW Referees

A Referee must be a current financial registered member of JFA (NSW), who holds a current NSW Referee Licence.

A Referee shall bound by and subject to the rules and regulations of JFA (NSW) and Judo NSW Referee's Policies, Procedures and Guidelines document.

All NSW Referees participating in any JFA (NSW) operated event shall fall under the jurisdiction of Judo NSW Referee Commission.

Responsibilities of NSW Referees

A Referee:

- 1 Referees shall follow the Table Commission and Chairperson direction during all tournaments.
- 2 Prior to the start of the competition, should be familiar with the contest area, location of the score boards, sound devices, position of the medical team, Table Referees Commission and the area reserved for the Referees.
- 3 All Referees must work as a team. When required, the Central Referee must call both Judges for consultation. Any consultation must be short, constructive and lead to a decision. The decision must represent the majority point of view. In the event the Central Referee and Judges are unable to reach a decision, the Central Referee must consult Table Commissioners.
- 4 The role of the judges on the mat is to support the Central Referee. Sufficient time must be allowed for the Central Referee to make calls.
- 5 A Referee may be overruled by the judges and required to make the appropriate call without consultation.
- 6 All Referees on the mat are responsible for monitoring the scoreboard, to ensure all decisions and times are recorded correctly.
- 7 The judges must be prepared to move, when necessary with the chair in hand, out of the way without losing visual contact with the contestants.
- 8 Must be attentive at all times during a contest.
- 9 Should be on the mat promptly before the contestants.
- 10 During the competition, Referees, when not on the mat, should remain in the section provided for the Referees and avoid conversations with athletes, coaches and spectators.
- 11 Must not publically criticise other Referees. Differences of opinion are to be discussed with the Referees concerned, Chairperson or Table Commissioners.
- 12 There are three Referee categories of activity. They are:
 - 12.1 Active:
 - 12.1.1 Seminar/Annual General Meeting – Required to attend the Annual Referee Seminar and Annual General Meeting.
 - 12.1.2 NSW metropolitan events – Required to attend at least 70% of all tournament run under the auspices of JFA (NSW).
 - 12.1.3 Country events – Required to attend at least one Country tournament run under the auspices of JFA (NSW).

12.1.4 PCYC, as well as Club affiliated events – Requested to attend other tournaments run under the auspices of JFA (NSW).

12.2 Semi-active:

12.2.1 Seminar/Annual General Meeting – Required to attend the Annual Referee Seminar and Annual General Meeting.

12.2.2 NSW metropolitan events – Required to attend at least 50% of all tournaments run under the auspices of JFA (NSW).

12.2.3 Country events – Required to attend at least one Country tournaments run under the auspices of JFA (NSW).

12.2.4 PCYC, as well as Club affiliated events – Requested to attend other tournaments run under the auspices of JFA (NSW)

12.3 Inactive:

12.3.1 Seminar/Annual General Meeting – Casual attendance.

12.3.2 NSW metropolitan events – Casual attendance.

12.3.3 Country events, PCYC, as well as Club affiliated events – Casual attendance.

NSW Referee Commission

- 1 A Commission Member is an active NSW Referee holding a minimum NSW Class A licence, elected by a majority of NSW registered Referees at the Annual General Meeting.
- 2 A Commission Member position is held for a term of two years.
- 3 A Commission Member may step down from the Commission, by sending a written notice by letter or email to the current NSW Referee Commission. The outgoing Commission Member must return all original documents, records and any property in possession belonging to the NSW Referee Commission.
- 4 A new Commission Referee Member may be appointed by the NSW Referee Commission to fill the casual vacancy until the next Annual General Meeting.

Responsibilities of the NSW Referee Commission:

- 1 Ensure all members are bound by and subject to the rules and regulations of JFA (NSW) and NSW Referee's Policies, Procedures and Guidelines document.
- 2 Ensure JFA (NSW) sanctioned events are conducted in accordance with JFA (NSW) regulations and IJF refereeing rules.
- 3 Report to the JFA (NSW) and National Referee Commission.
- 4 Establish, operate and evaluate any refereeing policies with all Referee Members.
- 5 Communicate to the JFA (NSW) on policy matters relating to refereeing.
- 6 Disseminate any amendments to the rules and their interpretations and any other relevant information to all Referee Members of JFA (NSW).
- 7 Promote the understanding of contest rules to the Judo community.
- 8 Write knowledge test exams for new Referee candidates.
- 9 Evaluate and examine NSW Referees at State level, approve and recommend NSW Referees for promotion to National level and above.
- 10 Provide seminars, briefings, specific trainings, evaluations, examinations, DVD's and other forms of data, to lift and improve the NSW referees standards.
- 11 Promote the recruitment and ongoing training, development and mentoring of referees at junior and senior level.
- 12 Monitor and develop quality standards for junior and senior Referees.
- 13 Provide support for Referees who intend to advance to National, OJU and International levels.
- 14 Select and nominate Referees for all JFA (NSW) sanctioned events and State International Opens.
- 15 Establish and promote refereeing awards.
- 16 Establish a strategic five year plan that is updated annually.
- 17 Approve and propose annual budget to the JFA (NSW).
- 18 Ensure all Referees cooperate with the tournament organisers, volunteers and paramedics at the tournaments.
- 19 A NSW Referee Commission Member must attend at least one International Open event in Australia annually.



- 20 When requested, a representative of the NSW Referee Commission shall provide a written report relating to events that have been attended.
- 21 NSW Referee Commission may sanction any member of NSW Referees for failure to comply with these Policies, Procedures and Guidelines.

Terms & Responsibilities of NSW Referee Commission Members

Chairperson:

- 1 The Chairperson is a judo Referee Commissioner elected by the NSW Referee Commission.
- 2 The Chairperson position is held for a term of one year.
- 3 The Chairperson may step down from the position, by sending a written notice by letter or email to the current NSW Commissioners, JFA (NSW) and the National Referee Commission with immediate effect. The outgoing Chairperson must return all original documents, records and any property in possession belonging to the NSW Referee Commission, to the new appointed Chairperson.
- 4 The Chairperson appointed by the NSW Referee Commission shall fill the casual vacancy until the next Annual General Meeting.

Responsibilities of the Chairperson:

- 1 Represents the NSW Referee Commission to the wider community.
- 2 Sets the strategic direction, goals and objectives of NSW refereeing in consultation with the NSW Referee Commission.
- 3 Lead and motivate Commission Members and delegate authority and responsibility where applicable.
- 4 Monitor the impact of new policy releases on refereeing. Conduct evaluations to ensure the changes meets expectations.
- 5 Provide an annual report to the Annual General Meeting and JFA (NSW) after consultation with the NSW Referee Commission.
- 6 Chairperson shall maintain a close contact with JFA (NSW) and their BoM.
- 7 Maintain contact with the National Referee Commission about any relevant issue(s) related to the NSW Referee Commission, NSW Referees and any interstate/international tournament.
- 8 Recommend a Referee(s) for promotion in consultation with the NSW Referee Commission.
- 9 Ensure that all current NSW Referees are financially registered with JFA (NSW).
- 10 Investigate and attempt to resolve in consultation with the NSW Referee Commission any complaint, misconduct or inappropriate behaviour of a Referee Member that could bring refereeing into disrepute or dispute.
- 11 Keeps records as required.

Treasurer:

- 1 The Treasurer is a judo Referee Commissioner elected by the NSW Referee Commission.
- 2 The Treasurer position is held for a term of one year.
- 3 The Treasurer may step down from the position, by sending a written notice by letter or email to the current NSW Commissioners, with immediate effect, and the Chairperson shall issue a notice to the JFA (NSW). The outgoing Treasurer must return all original documents, records and any property in possession belonging to the NSW Referee Commission, to the new appointed Treasurer or Chairperson.
- 4 The Treasurer appointed by the NSW Referee Commission shall fill the casual vacancy until the next Annual General Meeting.

Responsibilities of the Treasurer:

- 1 Provide two financial reports to the NSW Referee Commission. Such reports to be prepared for the six months ending, 30th June and 31st December each year.
- 2 Provide an annual report to the Referee Annual General Meeting after consultation with the NSW Referee Commission.
- 3 Provide a budget in consultation with the Chairperson for the next financial year.
- 4 Present the budget for approval to the NSW Referee Commission.
- 5 Send financial reports to the JFA (NSW), after consultation and approval of the NSW Referee Commission.
- 6 Provide JFA (NSW), after consultation and approval of the NSW Referee Commission, a Referee list with relevant accounts to be processed and distributed.
- 7 Provide JFA (NSW) any receipts related to refereeing expenses, approved by NSW Referee Commission.
- 8 In case of absence should inform the Chairperson to fill this role on temporary basis.
- 9 Keeps records as required.

Secretary:

- 1 The Secretary is a judo Referee Commissioner elected by the NSW Referee Commission.
- 2 The Secretary position is held for a term of one year.
- 3 The Secretary may step down from the position, by sending a written notice by letter or email to the current NSW Commissioners. The outgoing Secretary must return all original documents, records and any property in possession belonging to the NSW Referee Commission, to the new appointed Secretary or Chairperson.
- 4 The Secretary appointed by the NSW Referee Commission shall fill the casual vacancy until the next Annual General Meeting.

Responsibilities of the Secretary:

- 1 Ensure that the minutes of each meeting are taken.
- 2 Provide the minutes of each meeting to the NSW Referee Commission within seven days of the meeting being held to the Chairperson.
- 3 In case of absence should inform the Chairperson to delegate another Commission Member to fulfil this role on temporary basis.
- 4 Keep records as required of all meeting minutes.

Rosterer:

- 1 The Rosterer is a judo Referee Commissioner elected by the NSW Referee Commission.
- 2 The Rosterer position is held for a term of one year.
- 3 The Rosterer may step down from the position, by sending a written notice by letter or email to the current NSW Commissioners, with immediate effect. The outgoing Rosterer must return all original documents, records and any property in possession belonging to the NSW Referee Commission, to the new appointed Rosterer or Chairperson.
- 4 The Rosterer appointed by the NSW Referee Commission shall fill the casual vacancy until the next Annual General Meeting.

Responsibilities of the Rosterer:

- 1 Manage attendance and rosters for the Referees to attend JFA (NSW) judo tournaments.
- 2 Establish and maintain the process to request referees to participate at JFA (NSW) competitions.
- 3 Provide an annual report to the Annual General Meeting after consultation with the NSW Referee Commission.
- 4 Keep an updated attendance record of NSW Referees at tournaments and provide to the Chairperson.
- 5 In case of absence should inform the Chairperson to delegate another Commission Member to fulfil this role on temporary basis.
- 6 Keep records as required.

Development & Mentor Coordinator:

- 1 The Development & Mentor Coordinator is a judo Referee Commissioner elected by the NSW Referee Commission.
- 2 The Development & Mentor Coordinator position is held for a term of one year.
- 3 The Development & Mentor Coordinator may step down from the position, by sending a written notice by letter or email to the current NSW Commissioners, with immediate effect. The outgoing Development & Mentor Coordinator must return all original documents, records and any property in possession belonging to the NSW Referee Commission, to the new appointed Development & Mentor Coordinator or Chairperson.
- 4 The Development & Mentor Coordinator appointed by the NSW Referee Commission shall fill the casual vacancy until the next Annual General Meeting.

Responsibilities of the Development & Mentor Coordinator:

- 1 Develop, coordinate and manage the mentoring programs of JFA (NSW) Referees as described in “Development & Mentoring Program” in conjunction with the NSW Referee Commission.
- 2 Update the NSW Referee Commission with status and standard of NSW Referees.
- 3 Appoint and coordinate mentor(s) as required after consultation with the NSW Referee Commission.
- 4 Provide an annual report to the Annual General Meeting after consultation with the NSW Referee Commission.
- 5 In case of absence should inform the Chairperson to delegate another Commission Member to fulfil this role on temporary basis.
- 6 Keep records as required.

Recruitment & Training Coordinator:

- 1 The Recruitment & Training Coordinator is a judo Referee Commissioner elected by the NSW Referee Commission.
- 2 The Recruitment & Training Coordinator position is held for a term of one year.
- 3 The Recruitment & Training Coordinator may step down from the position, by sending a written notice by letter or email to the current NSW Commissioners, with immediate effect. The outgoing Recruitment & Training Coordinator must return all original documents, records and any property in possession belonging to the NSW Referee Commission, to the new appointed Recruitment & Training Coordinator or Chairperson.
- 4 The Recruitment & Training Coordinator appointed by the NSW Referee Commission shall fill the casual vacancy until the next Annual General Meeting.

Responsibilities of the Recruitment & Training Coordinator:

- 1 Develop, coordinate and manage the recruitment program for potential new Referees as described in “Recruitment & Training Program” in conjunction with the NSW Referee Commission.
- 2 Implement recruitment drives and other activities to increase the number of Referees, in consultation with the NSW Referee Commission.
- 3 Coordinate seminars in consultation with the NSW Referee Commission.
- 4 Update the NSW Referee Commission with status and analysis of new applicants.
- 5 Report and keep records of referee promotions/grades.
- 6 Coordinate and monitor candidates to their first grading state level certification.
- 7 Maintain a list of trainee Referees and their goals and progress until their first grade.
- 8 Coordinate knowledge and practical Referee tests.
- 9 Provide an annual report to the Annual General Meeting after consultation with the NSW Referee Commission.
- 10 In case of absence should inform the Chairperson to delegate another Commission Member to fulfil this role on temporary basis.
- 11 Keep records as required.

Website Coordinator:

- 1 The Website Coordinator is a judo Referee Commissioner elected by the NSW Referee Commission.
- 2 The Website Coordinator position is held for a term of one year.
- 3 The Website Coordinator may step down from the position, by sending a written notice by letter or email to the current NSW Commissioners, with immediate effect. The outgoing Website Coordinator must return all original documents, records and any property in possession belonging to the NSW Referee Commission, to the new appointed Website Coordinator or Chairperson.
- 4 The Website Coordinator appointed by the NSW Referee Commission shall fill the casual vacancy until the next Annual General Meeting.

Responsibilities of the Website Coordinator:

- 1 Develop, coordinate and manage all referee related content to be placed on the JFA (NSW) website, in conjunction with JFA (NSW) and the NSW Referee Commission.
- 2 Consult with the Chairperson or NSW Referee Commission regarding documents/information to be placed on the JFA (NSW) website.
- 3 Ensure updates are posted in a timely and efficient manner.
- 4 Provide an annual report to the Annual General Meeting after consultation with the NSW Referee Commission.
- 5 In case of absence should inform the Chairperson to delegate another Commission Member to fulfil this role on temporary basis.
- 6 Keep records as required.

NSW Referee Commission Meetings

- 1 Notice of intention for a NSW Referee Commission Meeting shall be given to the NSW Referee Commission Members and any current Honorary Commission Members by the Chairperson, at least seven days prior to the meeting.
- 2 Honorary Commission Members have advisory position in the Commission, without the right to vote.
- 3 NSW Referee Commission may invite any person(s) to attend and provide information to the Commission Meeting. Invited person(s) do not have the right to vote.
- 4 The Quorum for any meeting shall be a majority of Commission Members.

NSW Referee Annual General Meeting

- 1 The NSW Referee Annual General Meeting is open to any registered financial JFA (NSW) member.
- 2 At the Annual General Meeting, the Referee Commission Members at the end of their term shall step down and a new election will be held for the vacant positions.
- 3 Nominations to the NSW Referee Commission must hold a minimum active NSW class A license. Nominees must indicate their willingness to accept the nomination and a position on the Commission.
- 4 A Quorum of 51% of eligible Referees for voting is required. In the event a Quorum is not present a new meeting shall be convened as soon as practicable. If a second meeting did not reach the Quorum of 51%, the Annual General Meeting must be postponed to a later date where a decision can be made with a simple majority.
- 5 Only current graded Referee Members, eighteen years old and above, present at the Referee Annual General Meeting are eligible to vote for the NSW Referee Commission. Proxies are not acceptable to vote for election of Commission Members.

JFA NSW Referees and Referee Commission Members

Code of Conduct

Purpose

The purpose of this Code of Conduct is to:

- Clarify the standards of behaviour that are required of all JFA NSW Judo Referees and Referee Commission Members in the performance of their duties.
- Declare the types of behaviour that JFA NSW Referee Commission consider inappropriate and contrary to the interest of the sport of Judo and the “Spirit of Judo”, and which are subject to disciplinary proceedings.

Objectives

- To preserve the image and integrity of the sport of Judo in all JFA NSW Inc. sanctioned events.
- To establish standards of behaviour expected from all NSW Judo Referees.

Application

- All JFA NSW Judo Referees and Referee Commission Members will be bound by this Code of Conduct.
- The JFA NSW Judo Referee Commission is responsible for the effective management, monitoring and evaluating of this Code of Conduct Policy.

Standards of Behaviour

As a JFA NSW Judo Referee, you are expected to:

- 1 Perform your duties to the best of your ability and be accountable for your action/performance.
- 2 Carry out your duties in a professional, competent and conscientious manner.
- 3 Look for suitable opportunities to improve your knowledge and skills.
- 4 Act honestly and in good faith at all times.
- 5 Be consistent and objective when making decisions.
- 6 Be courteous and responsible in dealing with your colleagues, parents, Judo players, coaches, other officials and members of the public.
- 7 Focus on the spirit of the game.
- 8 Work collaboratively with colleagues, assisting each other's actions.
- 9 Show good sportsmanship.
- 10 Be mindful of your duty to the safety of all participants and yourself.
- 11 Set a good example by your own conduct, behaviour and appearance.
- 12 Demonstrate respect for competitors at all times. Show courtesy and avoid touching players.
- 13 Be aware that if your conduct has the potential to damage the reputation of JFA NSW Referee Commission and Judo itself, even if it is in a private capacity, this could lead to disciplinary action.

- 14 Once decisions or instructions have been made by the JFA NSW Referee Commission, or a JFA NSW Referee Commission representative: Referees are expected to follow the decision or instruction to the best of their ability.
- 15 In a case, when a Referee considers an instruction/decision on any issue by the JFA NSW Referee Commission unreasonable/wrong, the Referee has the right to address their concern in a civil manner and receive the Commission proper response.

A JFA NSW Judo Referee Commissioner, in addition to the above responsibilities, is expected to:

- 1 Establish a system within his/her area of responsibility which supports effective and timely communication and consultation with all Referees;
- 2 Promote collaborative and a positive working environment for all Referees;
- 3 Provide ongoing support and feedback to all Referees;
- 4 Provide leadership by working collaboratively with Commission Members and all Referees;
- 5 Take appropriate action if a breach of The Code of Conduct may have occurred;
- 6 Be open to constructive comments regarding instructions, keeping in mind your responsibility to respond appropriately to maintain collaborative and collegial environment; and
- 7 Be accountable for your actions.

Breaches

The consequences of inappropriate behaviour or breaches of this Code of Conduct, shall include:

- Caution;
- Verbal warning;
- Formal written warning
- Removal from a Judo competition;
- Suspension or
- Expulsion from JFA NSW Referees/Referee Commission.

Considerations in determining the action to be taken will include:

- The seriousness of the breach;
- The likelihood of the breach recurring;
- The risk the breach poses to involved parties and the “Spirit of Judo”; and/or
- Provision of effective counselling.

Actions applied to a proven breach of the Code of Conduct should be taken by collegial decision of the JFA NSW Referee Commission. The consequence of a breach of the Code of Conduct shall be determined by a vote of the JFA NSW Referee Commissioners. Referee Commissioners with a vested interest in the outcome of a decision are excluded from voting on the matter.

- Procedural fairness requires JFA NSW Referee Commission to:
- Inform Referee of the allegation made against Referee.



- Give Referee an opportunity to respond.
- Invite witnesses to provide evidence, if applicable.
- Consider all available evidence.

Dismissal

A dismissal by NSW Referee Commission of any Referee including a Member of the NSW Referee Commission due to the breach of the Code of Conduct, shall be proceeded as per following:

A Special Commission Meeting shall be called at the request of any Commission Member or Official. Such Meeting shall require 14 days written notice to all Commission Members and to the Referee being charged with a breach of the Code of Conduct.

The NSW Referee Commission can only make a decision with all Commission Members present in person or by proxy.

A Quorum of two thirds (2/3) of all Commission Members is required to reach a decision.

The Referee may request a Special Meeting to address their concern should they consider the decision to be unreasonable.

Code of Behaviour for Officials

The following code of behaviour for Officials is based on the Australian Sports Commission and JFA (NSW):

- Modify rules and regulations to match the skill levels and needs of young people.
- Compliment and encourage all participants.
- Be consistent, objective and courteous when making decisions.
- Condemn unsporting behaviour and promote respect for all opponents.
- Emphasise the spirit of the game rather than the errors.
- Encourage and promote rule changes that will make participation more enjoyable.
- Be a good sport yourself. Actions speak louder than words.
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Place the safety and welfare of the participants above all else.
- Give all young people a 'fair go' regardless of their gender, ability, cultural background or religion.
- Shall not accept gifts or benefits from any party.

APPENDIX

PROCEDURES & GUIDELINES

NSW Referees

Procedures & Guidelines for the NSW Referees :

- 1 Act at all times in the interest and the spirit of judo.
- 2 Must be fair, honest and impartial at all times.
- 3 Must be current with changes and interpretations of the IJF rules, JFA (NSW) regulations and NSW Referee Policies, Procedures and Guidelines.
- 4 Should be neat and clean in appearance.
- 5 Should be prompt when attending meetings, briefings and seminars.
- 6 Must be fit to officiate at a contest.
- 7 Should not be under the influence of alcohol or drugs whilst conducting official duties.
- 8 Must not be involved in coaching, cheering or encouraging contestants during a tournament.
- 9 Must not referee or judge any match where a family member is involved as either a Referee or a player.
- 10 During a contest, a Referee must not attempt to attract personal attention.
- 11 Must not have confrontations with officials, athletes, coaches or spectators. When a Referee is faced with such a situation, should make all attempts to direct incident via the proper channels.
- 12 Dismissal from refereeing – The NSW Referee Commission may sanction or dismiss any member of the NSW Referees for failure to comply or breach the Judo NSW Referees Policies, Procedures and Guidelines or JFA (NSW) Regulations. Provided that the majority of the NSW Referee Commission vote in favour of the dismissal.
- 13 Reinstate a Referee – The NSW Referee Commission may reinstate a member of the NSW Referees, provided that the majority of the NSW Referee Commission vote in favour of the reinstate.

NSW Referee Commission

Procedures & Guidelines for the Referee Commission :

- 1 Responsible for ensuring that records of personal details, rank, referee grades, attendance, activity level and other records of all NSW, Interstate, National and Overseas Referees attending NSW tournaments are kept up to date.
- 2 Update Referees Corner on the JFA (NSW) website.
- 3 Shall participate in commission meetings, briefings and Annual General Meeting.
- 4 Consider the interests of disabled athletes and Referees in Judo.

NSW Referee Commission Members

Procedures & Guidelines for the Chairperson:

- 1 Preside over and provide an agenda for any Referee briefing prior to the start of a competition.
- 2 Preside over and provide an agenda for any general meeting. In case of absence shall delegate another Commission Member to undertake these responsibilities.
- 3 Determine location and time of all meetings.
- 4 Coordinate the committee functions and prioritise issues.
- 5 Provide a casting vote in the event of a tied vote.
- 6 Provide JFA (NSW) BoM with copies of the minutes of meetings approved by the NSW Referee Commission.
- 7 Provide all JFA (NSW) Members with prompt and regular refereeing updates.
- 8 Nominate in consultation with the NSW Referee Commission a person to fill a temporary role.
- 9 Review and update procedures when necessary in conjunction with the NSW Referee Commission.
- 10 Coordinate in consultation with the Recruitment and Training Coordinator seminars and recruitment drives.
- 11 Organise Referee licences, patches and Referee ties for all NSW Referees whenever necessary.
- 12 Keep a register of all personal details for NSW, Interstate, National and Overseas Referees attending NSW Tournaments.
- 13 Rectify and combine all tournaments Referee attendance lists provided by the Rosterer and forward them to the Treasurer in December and June of each financial year.
- 14 Allocate Referees for tournament finals after consultation with the Table Commissioners.

Procedures & Guidelines for the Treasurer:

Subsidies: Funds allocated by JFA (NSW) to minimise costs incurred by the Referees and distributed by the NSW Referees Commission to its members. The amount of funds received by each individual is determined by the number of total claims made.

Costs must be incurred by referees before a request for a subsidy can be made.

Subsidies are distributed proportionally after determining the costs of all referees claiming a subsidy.

Should the organising body provide accommodation no subsidy shall be paid for accommodation.

No accommodation allowance will be paid where no costs have been incurred.

Treasurer shall allocate subsidies for:

- Attendance at Country, National and Overseas events.
- Attendance at Sydney events, seminars, training and recruitment days.
- PCYC and Monster events are not funded.
- Only graded Referees shall be eligible for subsidies.
- Only graded Referees nominated to attend tournaments by the NSW Referee Commission shall be subsidized. Other Referees may participate however they will not be eligible for a subsidy.

1 Subsidies for Overseas Tournaments:

- 1.1 Subsidies for Overseas events shall be divided proportionally to money spent by each Referee. (For example: Europe and New Zealand).
- 1.2 Referees must meet the Active Referee Criteria and the Criteria and Procedures for Referees to participate at any level tournament to be considered for Overseas subsidies.

2 Subsidies for National Championships:

- 2.1 Nominated Referees attending the Australian National Championships shall be subsidised proportionally to the distance travelled to attend.

3 Subsidies for Country Tournaments:

3.1 Accommodation Allowance:

- 3.1.1 Limited to one night, only for two day event tournament.
- 3.1.2 If Country events will be hosted for only one day and a Referee decides to go the day before, no accommodation allowance shall be provided. Note: distance shall be considered.
- 3.1.3 Share accommodation, a Referee shall have equal percentage of the accommodation allowance allocated.

3.2 Travel Allowance:

- 3.2.1 Sharing travel subsidies should be shared equally.
- 3.2.2 Additional allowance for more than 200Kms radius will be considered on a case by case basis.

3.3 Seminars, Recruitment and Training:

- 3.3.1 Subsidies accordingly as per allocated subsidies/allowances.
- 3.3.2 Other(s) Commission Member(s) may be able to participate however will not be funded.
- 3.3.3 Incentive annual bonus for new Referees – any new Referee attending more than five tournaments in a calendar year should receive a bonus

on the top of the normal attendance rates, depending on the number of new Referees and amount allocated.

3.3.4 Annual General Meeting Seminar shall not be subsidized.

4 Breakdown for subsidies:

4.1 Any Referee may enquire/consult the Treasurer or Chairperson about current break down for subsidies/allowances.

4.2 Sydney/Country competitions.

4.3 Accommodation Allowance.

4.4 Travel Allowance.

5 Payments of subsidies:

5.1 Costs for Country, Australian National Championships and Overseas events are accrued during each financial year. Subsidies are paid within one calendar month of the end of the accrual period.

5.2 Sydney events, seminars, training and recruitment days are accrued during each end of calendar year. Subsidies are paid within one calendar month of the end of the accrual period.

Distances from Sydney (Homebush) to the most common Country Tournaments:

South Coast Areas	Distance (km)
Wollongong	60
Shoalhaven	140
Nowra	150
Ulludulla	200
Western Areas	
Penrith	45
Wellington	340
Dubbo	460
Central Coast Areas	
Gosford	60
Newcastle	140
Maitland	150
North Coast Areas	
Port Macquarie	370
Coffs Harbour	520
Lismore	720

Procedures & Guidelines for the Rosterer:

- 1 Sends “call for Referees” notices, after the tournament has been sanctioned/approved by the JFA (NSW).
- 2 Communicates with tournament organisers for the need of Referees and provides any relevant related information to Commission Members (eg requests to organise a seminar and others).
- 3 Creates the Referee roster for JFA (NSW) competitions:
 - 3.1 Commission Member’s mat assignments.
 - 3.2 Referee’s mat assignments.
- 4 Provide list of Table Commission Members and Referees for their respective mats. The Rosterer shall allocate Referees per mat by considering the following:
 - 4.1 Balance of senior and junior Referees.
 - 4.2 Balance of experienced and inexperienced Referees.
 - 4.3 Balance of family related Referees.
- 5 Each tournament should be allocated per mat four Referees (adjustment may be required with junior and inexperienced Referees).
- 6 One NSW Referee Commission Member should be present at any JFA (NSW) sanctioned tournament.
- 7 When emailing call for Referee notices to junior Referees, their parents must be included in the emailing and must be included in any other subsequent email.
- 8 To consider residence distance (country referees), time availability from both young referees and parents (school/work), cost involved (travel/accommodation), when selecting young Referees for an event.
- 9 Reports to any changes in rostering procedures to Referees.
- 10 Reports when requested to the NSW Referee Commission when a Referee has been absent from three consecutive JFA (NSW) sanctioned tournaments without explanation.
- 11 Consults with the Chairperson allocation of the NSW Referees, Interstate Referees and Overseas Referees as well Referee Commission Members mat assignments for International Open events.
- 12 Keep and update data attendance records of NSW Referees.
- 13 Provide to the Chairperson for rectification Referee attendance list for all JFA (NSW) sanctioned, Interstate and Overseas tournaments within seven days of the completion of each tournament.

Procedures & Guidelines for the Development & Mentor Coordinator:

- 1 Maintain a list of Referees and their goals and progress to the next Referee grade level.
- 2 Identify possible Referee candidates for promotion/upgrading.
- 3 Identify and report to the Commission regarding high potential Referees.
- 4 Communicate and cooperate effectively with Commissioners responsible for implementation of the Recruitment and Training Program to create comprehensive system of Referees improvement.
- 5 Collect data indicating effectiveness of this program implementation.
- 6 The data should be collected through:
 - 6.1 Interview
 - 6.2 Questionnaires
 - 6.3 Analysis of the progress made by mentees in the Development and Mentoring Program
- 7 Present an Annual Evaluation Report to the NSW Referee Commission at the Annual General Meeting.

Procedures & Guidelines for the Recruitment & Training Coordinator:

Provide changes/updates to the knowledge test examination in consultation with the NSW Referee Commission.

Procedures and Guidelines of the Website Coordinator:

- 1 Provides all documents/information in read only format.
- 2 Activate and maintains “Referees knowledge test” on line, and sends it to the Recruitment Coordinator.

Tournaments

Procedures and Guidelines for Referees during the day:

- 1 Medical examination in NSW tournaments:
 - 1.1 A contestant playing any age group of under 16 may have as much free medical assistance as required.
 - 1.2 Any contestant playing the age group of “Junior Men/Women” and “Senior Men/Women” who require medical assistance, the IJF medical examinations rules will apply.

Procedures and Guidelines of Table Commission Members during the day:

- 1 Be punctual.
- 2 Cooperates with the tournament organisers, volunteers and paramedics at the tournaments.
- 3 Check venue :
 - 3.1 Mats are in a good condition.
 - 3.2 Ensure size of mat and safety areas comply with IJF rules.
 - 3.3 Blue and white markers for the players are positioned securely on each mat.
 - 3.4 Suitable chairs for corner judges are available.
 - 3.5 Three sets of blue and white flags per mat are available and easily accessible
 - 3.6 Minimum of two red and white sashes per mat are available.
 - 3.7 Scoreboards are suitable.
 - 3.8 Audible sounds differ on adjoining mats.
 - 3.9 Ensure medical team has been arranged and are aware of the procedures in dealing with injuries during the contest.
 - 3.10 Tables and chairs provided for the Referees.
- 4 Throughout the contest, ensure free zone is maintained and that there are no obstructions.
- 5 Table Commission Members shall allocate and manage the Referee teams, ensuring:
 - 5.1 Balance of senior and junior Referees.
 - 5.2 Balance of experienced and less experienced Referees.
 - 5.3 Referees are not allocated to contests of family members
 - 5.4 Rotation method is properly maintained and monitored
 - 5.5 Breaks are properly maintained and monitored.
- 6 When allocating Junior Referees Table Commission Members must take into account:
 - 6.1 Junior (under 16 and below) are able to Referee junior events only and are limited to refereeing their age group or below.
 - 6.2 Junior (cadets) are allowed to Referee any contest where shimewaza is used but not kansetsuwaza.

- 6.3 Junior Referees (under 14) must not Referee any contest where shimewaza and kansetsuwaza are used.
- 6.4 Junior Referees shall be under the direct supervision of NSW Referee Commission Members.
- 6.5 Junior Referees on the contest area must be at least with one senior Referee.
- 7 Monitor and ensure duty of care for junior Referees by protecting young Referees from over enthusiastic or abusive sideline behaviour.
- 8 Ensure duty of care of players.
- 9 Be available to assist with complaints at all times and report to the Chairperson.
- 10 If the “CARE” system is not available at a tournament, a Commissioner(s) shall not use any private video camera or other device to review any incident.
- 11 Table Commission Member(s) may discretely coach, instruct and correct Referees during a bout if there is a misinterpretation of the rules and advise Mentor or Recruitment and Training Coordinators.
- 12 Table Commissioners should intervene only if there is a great miscarriage of justice, such as a grave technical error.
- 13 Prepare briefing notes for the end of the event.

Procedures & Guidelines of the Chairperson during the day:

- 1 If the Chairperson is not present, should nominate another Commission Member who shall represent the Chairperson during their absence.
- 2 Be punctual.
- 3 Cooperate with the tournament organisers, volunteers and paramedics.
- 4 Ensure first aid is available before and during a tournament.
- 5 Ensure Referees are fit to referee.
- 6 Prepare briefing notes including:
 - 6.1 Welcome and thank officials for attending the event.
 - 6.2 Technical point for discussion.
 - 6.3 Comments from Commission Members.
 - 6.4 Comments from senior graded Referees in attendance.
 - 6.5 New questions and answers for queries from Referees.
 - 6.6 Provide appropriate National information.
- 7 Be available to assist with complaints at all times.
- 8 The Chairperson may coach, instruct and correct Referees during a bout if there is a misinterpretation of the rules.
- 9 Consult with the Commission Members about any controversial issues arising during the tournament.
- 10 Obtain any reports regarding injury/incidents.
- 11 Allocate referees for the finals.
- 12 Decide if a de-briefing is required to discuss situations.



- 13 Finalise briefing points based on the information received on the day (or his representative if the Chairperson is not present).

Judo NSW Referee Development & Mentoring Program:

The Judo NSW Referee Commission provides a Development and Mentoring Program, which provides consistent support, guidance, and help to young, new and continuing Referees, who are in need of a positive role model and development of their professional skills required to be effective and successful referees. The purpose of the Development and Mentoring Program is to help aspiring Referees adjust to the new and demanding environment of refereeing at competition level. The Development and Mentoring Program provides support in aspects of refereeing essential to maintaining a high level of engagement; and development of proficiency and expertise in refereeing. The goal of the Referee Development and Mentoring Program is to help referees gain the skills and confidence to become reliable and capable referees,

The mentor(s) should be a person(s) who helps Referees to recognize and maximize learning opportunities through:

- 1 Increasing confidence and motivation.
- 2 Providing constructive feedback on performance.
- 3 Helping translate theory into practice.
- 4 Providing opportunities to network with other referees to enhance career prospects.
- 5 Promoting learning through relationships.

The Development & Mentoring Program should benefit the mentor by:

- 1 Providing renewed enthusiasm and commitment to the mentor's own work.
- 2 Creating opportunities for mentors to share their knowledge and skills.
- 3 Recognising the expertise of mentors.
- 4 Providing opportunities for mentors to increase their knowledge.

Judo NSW Referee Commission Development and Mentoring Program will benefit not only individual people, but Judo NSW.

These benefits will be realised by:

- 1 Minimising the costs associated with training of Referees.
- 2 Maximising effectiveness of coaching Referees.
- 3 Re-energizing experienced Referees who undertake mentoring roles.
- 4 Mentees becoming Mentors.
- 5 Referees progressing to the next level of the Judo Referee Accreditation Scheme.

A mentor should be someone who:

- 1 Has an outstanding record as a Referee.
- 2 Is willing to contribute consistently to the program.
- 3 Nurtures a relationship that respects other points of view.
- 4 Engages in a positive relationship with the mentored person.
- 5 Provides leadership and reacts well to stressful situations.

The Mentoring Process:

Identify needs – Identify the needs of both the mentored Referees and the mentor.

Goal setting – Set the specific goals desired by the Mentee.

Establish a strategy – Both the Mentor and the Mentee must agree on the strategy to be employed to attain the desired goals.

Observation – Observation of the mentored Referee in action should focus on the identified needs and goals.

Analysis and feedback – Encourage the development of the mentee's ability to analyse his/her own performance. Provide positive feedback and constructive criticism.

Action planning – Design a plan of action to improve performance and develop strategies to attain the desired goals.

Review – Evaluate the strategies employed and their effectiveness to help the mentee attain their goals. If necessary change or enhance the strategies to ensure that the goals and needs of the mentee are attained.

Judo NSW Referee Recruitment & Training Program

Referee Recruitment is generally considered to be a difficult task. All sports find it difficult to attract and retain people prepared to become involved in refereeing, and judo is no exception.

Referees are valued and respected members of the Judo community as they are a critical and integral component of Judo.

It is essential to establish a program to recruit and develop Referees within Sydney and NSW Country areas, for the establishment and growth of our sport. Encouragement should be given to new Referees by senior and retired members of the referring community.

Recruitment & Training Program

Coordinators:

- 1 NSW Referee Commission shall nominate two senior Commissioner Referee Coordinators, to manage the recruitment and training of potential new Referees and, appoint suitable mentors to support them.
- 2 The two senior Commissioner Coordinators must possess a diverse range of interpersonal and Referee knowledge, skills and experience.

Recruitment:

- 1 The two Commissioner Coordinators shall implement recruitment drives to ensure the enrolment of new Referees.
- 2 Promote volunteer recruiting, retaining and management.
 - 2.1 Promote recruiting through:
 - 2.1.1 “Referees Corner”, tournaments, seminars, briefings, clubs.
 - 2.1.2 Former players/coaches, players, others.
 - 2.2 Promote retention of current referees by:
 - 2.2.1 Providing and developing a sense of responsibility and commitment.
 - 2.2.2 Providing balanced, fair rostering of Referees at tournaments.
 - 2.2.3 Rostering other(s) volunteer areas, such as Weigh-ins, scoreboards, check judogis, others.
 - 2.3 Management:
 - 2.3.1 Promote mentoring, check level of refereeing commitment, talent, benefits and others.

NSW Referee Commission Meetings

- 1 The order of business at the NSW Referee Commission Meeting shall be in the following order:
 - 1.1 Attendance/Apologies
 - 1.2 Minutes from previous general meeting
 - 1.3 Business arising
 - 1.4 Correspondence
 - 1.5 General business
- 2 Proceedings at NSW Referee Commission Meetings:
 - 2.1 The Quorum for any meeting shall have a majority of current Commission Members.
 - 2.2 A Special NSW Referee Commission Meeting may be called at the request of any Commission Member or Official. Such meeting only to be called with 7 calendar days notice.
 - 2.3 A Referee who wishes to present a motion for discussion at a Commission Meeting shall present the motion in writing to the Secretary or Chairperson at least 14 days prior to the meeting.
 - 2.4 The Chairperson shall chair every meeting. In the event of the Chairperson being unable or unwilling to chair the meeting the Commission shall elect a person to chair the meeting.
 - 2.5 All resolutions shall be decided on a show of hands and passed by a majority The number of the votes cast and the distribution of votes shall be recorded in the Minutes.
 - 2.6 In case of a tied vote, the Chairperson shall cast the deciding vote.
 - 2.7 The Secretary of the NSW Referee Commission shall ensure that the minutes of meeting are recorded.
 - 2.8 The NSW Referee Chairperson will provide JFA (NSW) with copies of the minutes, as soon as practicable.
 - 2.9 In case of dismissal of a Referee or a Commission Member due to the breach of the Code of Conduct, all Commission Members must vote either in person or by proxy.

NSW Referee Annual General Meeting

- 1 Notice of NSW Referee Annual General Meeting shall be sent to all members at least 21 days prior to the date of the meeting.
- 2 The order of business at the Annual General Meeting of the NSW Referee Commission shall be as follows:
 - 2.1 Apologies/Attendance
 - 2.2 Minutes previous Annual General Meeting Business arising
 - 2.3 Correspondence
 - 2.4 Reports: Chairperson, Secretary, Treasurer, Rosterer, Other(s)
 - 2.5 General Business
 - 2.6 Elections
- 3 Motions to be presented at the Annual General Meeting must be received in writing by the Secretary or Chairperson at least 14 days prior to the Annual General Meeting.
- 4 Only current graded Referees eighteen year old and above are eligible to vote.
- 5 At the conclusion of the Annual General Meeting, NSW Referee Commissioners will meet to decide the executive positions of each commissioner.

Eligibility & Procedures for NSW Referees to Participate at State/Opens/National/International Events

General Criteria for All Tournaments

Referees must:

- 1 Meet the criteria required for level of competition for which they are being nominated.
- 2 Comply with the Code of Conduct.
- 3 Be active members of NSW Referees.

State Level:

- 1 Must be State C Grade or above.
- 2 Junior Referees and Trainee Referees by invitation.
- 3 NSW Referee Rosterer:
 - 3.1 Shall send notice to all NSW Referees.
 - 3.2 Referees to reply.
 - 3.3 Rosterer provides NSW Referee Commission with a final list of Referees for approval.
 - 3.4 NSW Referee Rosterer to inform the approved NSW Referees of their selection.

NSW International Open:

- 1 State A licence and above.
- 2 Other referees by invitation.
- 3 NSW Referee Chairperson:
 - 3.1 Send invitation notice by email to each Australian State/Territory Commission's Chairperson, National Referee Commission and Overseas Referee' Chairpersons.
 - 3.2 Receive notification from invited Commissions of proposed Referees.
 - 3.3 NSW Referee Chairperson to inform the various Commissions of the selected Referees.
- 4 State Referees that wish to be examined for National promotion, must advise the NSW Referee Commission in writing a minimum of one calendar month prior to the tournament of their desire to be examined.
- 5 NSW Chairperson shall advise the National Referee Chairperson in writing of the candidates nominated for promotion.

Other State International Open:

- 1 State A licence and above.
- 2 Other referees by invitation.
- 3 NSW Referee Chairperson shall inform NSW Referees of their selection.
- 4 State Referees that wish to be examined for National promotion, must advise the NSW Referee Commission in writing a minimum of one calendar month prior to the tournament of their desire to be examined.

- 5 NSW Chairperson shall advise the National Referee Chairperson in writing of the candidates nominated for promotion.

Australian National Championships:

- 1 National Grade C licence and above.
- 2 Referees are selected by the National Referee Commission and JFA.
- 3 State Chairperson:
 - 3.1 Receives nominations from National Referee Commission.
 - 3.2 Advises NSW Referees of their selection.
 - 3.3 Confirms NSW Referees availability to National Referee Commission.
- 4 No Referee examinations will be undertaken at the Australian National Championships.

OJU Events:

- 1 Eligibility – minimum licence grade required to attend is OJU C.
- 2 A NSW Referee that wish to be promoted above National level, must refer to the National “Referees Policy and Administration Document” for criteria.
- 3 A NSW Referee with a National A Referee licence that wishes to be examined for OJU Referee licence, shall advise formally the NSW Referee Commission.
- 4 Approved request will be submitted by the NSW Referee Commission in a written form to the National Referee Commission and then to the OJU for approval.
- 5 Selection of Referees to participate at OJU events are done by the National Referee Commission and OJU Referee Commission.
- 6 Final list of selected Referees to attend OJU events will be advised in parallel to the NSW Referee Chairperson and to the selected NSW Referee.
- 7 The selected NSW Referee shall advise in parallel the NSW Referee Chairperson and the National Referee Commission of their intentions to attend.

IJF Events:

- 1 Eligibility – minimum licence grade required to attend is IJF B (Continental).
- 2 A NSW Referee that wish to be promoted above OJU level, must refer to the National “Referees Policy and Administration Document” for criteria.
- 3 A NSW Referee with a OJU A Referee licence that wishes to be examined for IJF Referee licence, shall advise formally the NSW Referee Commission.
- 4 Approved request will be submitted by the NSW Referee Commission in a written form to the National Referee Commission and then to the OJU for approval.
- 5 Selection of Referees to participate at IJF events are done by the National Referee Commission, OJU and IJF.
- 6 Final list of selected Referees to attend IJF events will be advised by the National Referee Commission in parallel to the NSW Referee Chairperson and to the selected NSW Referee.
- 7 A NSW Continental/International Referee shall advise in parallel the NSW Referee Chairperson and the National Referee Commission of their intentions to attend.



- 8 A NSW Referee with a Continental/International licence may be nominated by JFA, to attend International Tournaments notifying in parallel to the NSW Referee Chairperson and designated Referee selected.
- 9 Referee shall advise the intention to attend.
- 10 A NSW Referee with a Continental/International licence can apply to attend certain IJF events, by advising in parallel to Chairperson's of the National and NSW Referee's Commission, requesting approval to participate at such events.
- 11 Approved request will be submitted to JFA and then to OJU and IJF for consent/acceptance. Chairperson of the National Referee Commission shall inform the successful applicant Referee and the NSW Referee Chairperson.

Steps to become a NSW Referee

Prerequisites:

- 1 The Referee applicant must be a current financial member of the JFA (NSW).
- 2 Minimum judo grade required to become a referee is a 3rd kyu (green belt).
- 3 In NSW, the minimum age to Referee at JFA (NSW) sanctioned events is 13 years old.

Procedures for new referees:

- 1 To become a NSW State Referee, two components must be completed:
 - 1.1 Knowledge test
 - 1.2 Practical Examinations
- 2 Knowledge tests are conducted by a NSW Referee Commission Member. The knowledge test can be taken at any tournament or seminar, and the applicant will be advised of the outcome.
- 3 Practical examinations consist of refereeing at JFA (NSW) tournaments, evaluated by the NSW Referee Commission Members.
- 4 The successful applicant shall be awarded a NSW class licence.

Procedures for Overseas and Interstate Referees:

- 1 A Referee (including visitor referees) coming from another country or state, can be accepted on the basis of his/her accreditation.
- 2 NSW Referee accreditation can be given after the successful completion of the practical assessment.
- 3 If an overseas/interstate Referee cannot present current accreditation, the candidate will be considered as a new applicant.

Temporary licence:

May be provided for a transitional period where an inactive Referee returning to refereeing needs to adapt to new and updated rules.

NSW Referee Grading System

Junior referees – 16 years and below:

Bronze class:

- 1 Must be a current financial member of JFA NSW.
- 2 Minimum age of 13 years.
- 3 Minimum grade requirement – under 14, 3rd kyu (green belt).
- 4 May only be present on the mat with a State A or the highest ranking Referee on the day.
- 5 Must hold Bronze Class Licence for a minimum of one year before attempting a higher grade.
- 6 Assessments:
 - 6.1 Knowledge Test:
The applicant must have successfully passed the knowledge test provided by the NSW Referee Commission (with a minimum score of 75%);
 - 6.2 Practical Examination:
The applicant must referee at two (2) tournaments during which time the applicant must demonstrate adequate knowledge and basic control of the contest to the satisfaction of the NSW Referee Commission. During the tournament the applicant must referee as centre referee a minimum of six (6) bouts and referee as a corner judge for a minimum of twelve (12) bouts.

Silver class:

- 1 Must be a current financial member of JFA NSW.
- 2 Minimum age of 14 years.
- 3 Minimum grade requirement – under 14, 3rd kyu (green belt).
- 4 May only be present on the mat with a State A or the highest ranking Referee on the day.
- 5 Must hold Silver Class Licence for a minimum of one year before attempting a higher grade.
- 6 Assessments:
 - 6.1 Knowledge Test:
The applicant must have successfully passed the knowledge test provided by the NSW Referee Commission (with a minimum score of 75%);
 - 6.2 Practical Examination
The applicant must referee at two (2) tournaments during which time the applicant must demonstrate adequate knowledge and basic control of the contest to the satisfaction of the NSW Referee Commission. During the tournament the applicant must referee as centre referee a minimum of nine (9) bouts and referee as a corner judge for a minimum of eighteen (18) bouts.

Gold class:

- 1 Must be a current financial member of JFA NSW.

- 2 Minimum age of 15 years.
- 3 Minimum grade requirement – cadet, 3rd kyu (green belt).
- 4 May only be present on the mat with a State A or the highest ranking Referee on the day.
- 5 Must hold Gold Class Licence for a minimum of one year before attempting a higher grade.
- 6 Assessments:
 - 6.1 Knowledge Test:

The applicant must have successfully passed the knowledge test provided by the NSW Referee Commission (with a minimum score of 75%);
 - 6.2 Practical Examination
The applicant must referee at two (2) tournaments during which time the applicant must demonstrate adequate knowledge and basic control of the contest to the satisfaction of the NSW Referee Commission. During the tournament the applicant must referee as centre referee a minimum of twelve (12) bouts and referee as a corner judge for a minimum of twenty four (24) bouts.
- 7 Any junior referee who attains “Gold class” level may be graded to “State C” or higher, after approval of the NSW Referee Commission.

Referees – 16 years and above:

State C class:

- 1 Must be a current financial member of good standing with the JFA NSW.
- 2 Minimum age of 16 years.
- 3 Minimum grade requirement - Senior, 3rd kyu (green belt).
- 4 Assessments:
 - 4.1 Knowledge Test:

The applicant must have successfully passed the knowledge test provided by the NSW Referee Commission (with a minimum score of 75%);
 - 4.2 Practical Examination:

The applicant must referee at two (2) tournaments during which time the applicant must demonstrate adequate knowledge and good control of the contest to the satisfaction of the NSW Referee Commission. During the tournaments the applicant must referee as centre referee a minimum of twelve (12) bouts and referee as a corner judge for a minimum of twenty four (24) bouts at each tournament.
- 5 General requirement as detailed below.

State B class:

- 1 Must be a current financial member of good standing with the JFA NSW.
- 2 Minimum age of 16 years.
- 3 Minimum grade requirement - Senior, 2nd kyu (blue belt).
- 4 Must have refereed as a State C on a regular basis for a period of twelve months as an active Referee



4.1 Practical Examination

The applicant must referee at two (2) tournaments during which time the applicant must demonstrate competent knowledge and skills to control the contest to the satisfaction of the NSW Referee Commission. During the tournaments the applicant must referee as centre referee a minimum of twelve (12) bouts and referee as a corner judge for a minimum of twenty four (24) bouts at each tournament

5 General requirement as detailed below.

State A class:

- 1 Must be a current financial member of good standing with the JFA NSW.
- 2 Minimum age of 16 years.
- 3 Minimum grade requirement - Senior, 1st kyu (brown belt).
- 4 Must have refereed as a State B on a regular basis for a period of twelve months as an active Referee.

4.1 Practical Examination

The applicant must referee at two (2) tournaments during which time the applicant must demonstrate superior knowledge and skills to conduct the contest to the satisfaction of the NSW Referee Commission. During the tournaments the applicant must referee as centre referee a minimum of twelve (12) bouts and referee as a corner judge for a minimum of twenty four (24) bouts at each tournament.

5 General requirement as detailed below.

General Requirements:

Practical Area of Assessment:

Knowledge of the rules of Judo	Judgment: calls and signals
Presence: desired temperament and impartiality	Conduct during decision conferences on the mat
Presentation	Concentration
Positioning and distance from competitors	Cooperation
Voice	Decisiveness and confidence
Mobility	Conduct outside contest area

NSW Referee Accreditation Program

- 1 NSW Referee Accreditation Scheme
- 2 NSW Referee Accreditation Scheme Guidelines
- 3 Accreditation Pathways – Progression & Assessment Criteria
- 4 Skill Acquisition

NSW Referee Accreditation Scheme

Introduction:

Referees have a critical and important role in Judo.

The Judo NSW Referee Commission is committed to developing a NSW Referee Accreditation Scheme to ensure that all NSW Referees remain accredited and up to date. It is proposed that Accreditation will take the form of seminars and courses. By providing transparent procedures and guidelines, the Scheme aims to attract, identify, educate, mentor and provide a career path for Referees in NSW.

Purpose:

The aim of these seminars or courses is to:

- Provide in-depth knowledge of current Judo rules and codes and their interpretation. The course will cover both the theory and practical components of refereeing.
- Ensure best practice techniques are disseminated to all NSW Referees.
- Define career pathways, and
- Outline strategies to develop referees from grassroots to international levels.

Objective:

The objective of the Accreditation Scheme is to:

- Promotes and develops the understanding of Judo rules.
- Establish the foundation to increase the number of accredited referees.
- Ensure that NSW Referees maintain a high standard of refereeing, and
- Provide a defined career path for referees.

The Structure:

There are two main components of the Accreditation Scheme. They are theory and practice.

Theory:

- The aim of the theory component of the Scheme is to:
- Provide a comprehensive knowledge of current Judo rules;
- Provide skills and knowledge resources;
- Provide methods for the accurate evaluation of a match;
- Teach best practice refereeing;
- Provide tips and tools become a competent referee;

- Improve and master referee skills and interpretation of the rules;
- Improve decision making; and
- Provide career progression.

Practice:

- The aim of the practical component of the Scheme is to:
- Build skills, strategies and techniques for referees;
- Improve self confidence and self belief,
- Improves match control; and
- Provide team building skills.

Benefits:

- Continuing program to educate all levels of referees;
- Improved standard of refereeing;
- Cultivates a strong, supportive culture;
- Mutual respect between referees and players, coaches, managers, parents and community in general;
- Greater sense of achievement;
- Produce achievements; bring pride and greater credibility to all NSW referees;
- Higher degree of professionalism;
- Ability to plan annual schedule to achieve goals; and
- Promote international exchange programs.

Strategy:

- A co-ordinated program with short, medium and long term the objectives.
- Seminars, courses and targeted programs to address the needs of the refereeing in NSW.
- Growth of training opportunities for refereeing in regional and metropolitan areas of NSW to ensure that both regional and metropolitan areas become self-sufficient under the guidance of the NSW Referee Commission.



NSW Referee Accreditation Scheme Guidelines

	License Grades	Min Age	Judo Grade	Time	Experience to achieve	Activity	Australian Citizen	Approval	Nominated	Examiner	Examination Events		Examination Method			Maximum Age to Retain License
											Local	Conditions	Written	Oral	Practical	
State Under 16	Bronze	13	U14 3rd Kyu		3 Comp	Casual	No	Coach / Club	State Referee Commission	State Referee Commission	Local Events	1 Practical	Basic	Yes	Sufficient	
State Under 16	Silver	14	U14 3rd Kyu	1 Year	5 Comp in 1 Year	Casual	No	Coach / Club	State Referee Commission	State Referee Commission	Local Events	1 Practical	Basic	Yes	Sufficient	
State Under 16	Gold	15	U16 3rd Kyu	1 Year	5 Comp in 1 Year	Casual	No	Coach / Club	State Referee Commission	State Referee Commission	Local Events	1 Practical	Basic	Yes	Sufficient	
State	C	16	Senior 3rd Kyu	1 Year	1 Year	Semi-Active & Active NSW Competitions	No	State Referee Commission	State Referee Commission	State Referee Commission	State Events	Practical 2 x State tournaments	Yes	Yes	Referee & Judge 6 Matches each	No limit
State	B	16	Senior 2nd Kyu	1 Year	1 Year	Active NSW Competitions	No	State Referee Commission	State Referee Commission	State Referee Commission	State Events	Practical 2 x State tournaments		Yes	Referee & Judge 6 Matches each	No limit
State	A	16	Senior 1st Kyu	1-2 Years	1-2 Years	Active State/Opens	No	State Referee Commission	State Referee Commission	State Referee Commission	State Events	Practical 2 x State tournaments		Yes	Referee & Judge 6 Matches each	No limit
National	C	18	Senior 1st Kyu	1 Year	1 Year	Active State/Opens/Nationals	No	State Referee Commission	State Referee Commission	National Referee Commission	State Opens	2 x International Opens			Referee & Judge 6 Matches each	No limit

JFA (NSW) Referee Commission – Policy Procedure Guidelines

	License Grades	Min Age	Judo Grade	Time	Experience to achieve	Activity	Australian Citizen	Approval	Nominated	Examiner	Examination Events		Examination Method			Maximum Age to Retain License
											Local	Conditions	Written	Oral	Practical	
National	B	18	Senior 1st Kyu	1 Year	1 Year	Active State/Opens/Nationals	No	State Referee Commission	National Referee Commission	National Referee Commission	State Opens	2 x International Opens			Referee & Judge 6 Matches each	No limit
National	A	18	Senior 1st kyu	1-2 Years	1-2 Years	Active State/Opens/Nationals	No	State Referee Commission	National Referee Commission	National Referee Commission	State Opens	2 x International Opens			Referee & Judge 6 Matches each	No limit
Regional / Oceania	C	18	1st Dan Shodan	1 Year	1 Year	Active State/Opens/Nationals/Oceania	Yes	National Referee Commission	National Referee Commission	Oceania Referee Commission	Oceania Events	1 x Oceania Event			Referee & Judge 6 Matches each	60 Years Old Honorary Referee*
Regional / Oceania	B	18	1st Dan Shodan	1 Year	1 Year	Active State/Opens/Nationals/Oceania	Yes	National Referee Commission	National Referee Commission	Oceania Referee Commission	Oceania Events	1 x Oceania Event			Referee & Judge 6 Matches each	60 Years Old. Honorary Referee*
Regional / Oceania	A	19	1st Dan Shodan	1 Year	1 Year	Active State/Opens/Nationals/Oceania	Yes	National Referee Commission	National Referee Commission	Oceania Referee Commission	Oceania Events	1 x Oceania Event			Referee & Judge 6 Matches each	60 Years Old Honorary Referee*
Continental	IJF B	25-45	2nd Dan Nidan	2 Years	5 Years National A 2 Years OJU A 7 Years Judo	Active National/Oceania	Yes	National Referee Commission	Oceania Referee Commission	IJF Referee Commission	Continental Union Level	Minimum 4 Countries, Male/Female at least Junior age		Yes	Referee & Judge 6 Matches each	60 Years Old Honorary Referee*s

	License Grades	Min Age	Judo Grade	Time	Experience to achieve	Activity	Australian Citizen	Approval	Nominated	Examiner	Examination Events		Examination Method			Maximum Age to Retain License
											Local	Conditions	Written	Oral	Practical	
International	IJF A	29-50	3rd Dan Sandan	4 Years	4 Years IJF B 15 Years Judo	Active Oceania / Continental	Yes	National Referee Commission	Oceania Referee Commission	IJF Referee Commission	World Championship and Olympic Games	Minimum 8 Countries, Male/Female at least Junior age			Referee & Judge 6 Matches each	60 Years Old. Honorary Referee*

NOTES:

The above ages and times should be seen as a guideline.

In exceptional cases a grade should be based on ability and competency.

If a referee shows rapid progress, he or she should be graded accordingly.

An inactive Referee returning shall receive Provisional Licence equivalent to the previous rank and subject to further evaluation.

* Honorary Referee may Referee in Australia but not Overseas

Examination Events:

State A Grade: At this level a Referee may develop an annual attendance plan with the NSW Referee Commission

All National Grades: At this level a Referee should develop an annual attendance program plan with the NSW/National Referee Commission.

Regional/Oceania: At this level a Referee should develop an annual attendance program plan with the NSW/National Referee Commission and Oceania Referee Commission

Continental/International: At this level a Referee should develop an annual attendance program plan with the NSW/National Referee Commission and Oceania Referee Commission and attend 3-4 overseas tournaments per year)

Validity

State Senior: 2 Consecutive Years without refereeing, renewable after re-evaluation

National: Not refereeing at 2 Nationals. Renewable after re-evaluation

Regional/Oceania: 2 Consecutive Years without refereeing, renewable after re-evaluation

Continental: 4-6 Consecutive Years renewable after re-evaluation

International: 4-6 Years renewable after re-evaluation

NSW Referee Accreditation Pathways - Progression & Assessment Criteria

Interpretation/ Understanding	Under 16	State C	State B	State A	National/Oceania Continental/International
Policies, Procedures & Guidelines					
Policies	Sufficient	Sound	Competent	Excellent	Exceptional
Procedures & Guidelines	Sufficient	Sound	Competent	Excellent	Exceptional
Code of Conduct	Sound	Competent	Excellent	Excellent	Exceptional
Requirements	Adequate knowledge and basic control of the match/bout	Adequate knowledge and good control of the match/bout	Demonstrates competent skills to control the match/bout	Demonstrates superior skills to conduct the match/bout	Maintains superior skills under the pressure of international level events
Theory: IJF Rules					
Terminology	Sufficient	Competent	Competent	Excellent	Exceptional
Scoring	Sufficient	Sound	Competent	Excellent	Exceptional
Penalties	Sufficient	Sound	Competent	Excellent	Exceptional
Medical	Sufficient	Competent	Excellent	Excellent	Exceptional
Newaza	Sufficient (For U16)	Sound	Competent	Excellent	Exceptional
Other Contents	Sufficient	Sound	Competent	Excellent	Exceptional
Referee Manual	Sufficient	Sound	Competent	Excellent	Exceptional
Grey Situations:					
A) Score/No score	Sufficient	Sound	Competent	Excellent	Exceptional
B) Blue/White	Sufficient	Sound	Competent	Excellent	Exceptional
C) Edge Situations	Sufficient	Sound	Competent	Excellent	Exceptional

Interpretation/ Understanding	Under 16	State C	State B	State A	National/Oceania Continental/International
D) Newaza Contest	Sufficient	Sound	Competent	Excellent	Exceptional
E) Changing of the Rules	Sufficient	Sound	Competent	Excellent	Exceptional
Practical: IJF Rules					
Gestures/Signals	Sufficient	Sound	Competent	Excellent	Exceptional
Presentation	Sufficient	Sound	Competent	Excellent	Exceptional
Voice	Sufficient	Sound	Competent	Excellent	Exceptional
Positioning	Sufficient	Sound	Competent	Excellent	Exceptional
Mobility	Sufficient	Sound	Competent	Excellent	Exceptional
Confidence	Sufficient	Sound	Competent	Excellent	Exceptional
Level of Cooperation	Sufficient	Sound	Competent	Excellent	Exceptional

NOTES:

- * The above Interpretations/Understanding should be seen as a guideline.
- * Subject to different levels of knowledge/application of the rules and good judgements.
- * Subject to the ability of each Referee and the understanding/interpretation about what they see and how they react accordingly.
- * Exams marks as per following: Excellent, Above Standard, Standard, Below Standard, Concern.

Dress Code Requirements:

Dress code for all NSW Tournaments:

- Judo NSW Referee Polo shirt,
- Grey trousers,
- Black socks,
- Black shoes, and
- Black or navy blue jacket.
- The referee should wear the appropriate referee badge, if available.

Dress code for NSW International Tournaments:

- White dress shirt,
- JFA or dark tie,
- Grey trousers,
- Black socks,
- Black shoes, and
- Black or navy blue jacket.
- The referee should wear the appropriate referee badge, if available.

Code of Conduct

JFA NSW Referee and Referee Commission Members

Procedures for a Dismissal

- 1 A dismissal by NSW Referee Commission of any Referee including a Member of the NSW Referee Commission due to the breach of the Code of Conduct, shall be proceeded as per following:
 - 1.1 A Special Commission Meeting shall be called at the request of any Commission Member or Official. Such Meeting shall require 14 days written notice to all Commission Members and to the Referee being charged with a breach of the Code of Conduct.
 - 1.2 The NSW Referee Commission can only make a decision with all Commission Members present in person or by proxy.
 - 1.3 A Quorum of two thirds (2/3) of all Commission Members is required to reach a decision.
 - 1.4 The Referee may request a Special Meeting to address their concern should they consider the decision to be unreasonable.

Judo NSW Referee Annual Awards Selection Criteria

To recognise the level of interest, dedication and professionalism of NSW Referees, Judo NSW implemented two annual referee awards. They are:

- Outstanding Referee of the Year.
- Most Promising Referee of the Year.

The nominees for these awards are proposed by the refereeing community. Nominees must meet the following criteria.

Outstanding Referee of the Year

- Current graded NSW Referee
- Excellent level of contribution and commitment to refereeing in Judo NSW competitions.
- An outstanding level of competence in skill, knowledge and performance in refereeing.
- High personal and professional standards.
- Perform other activities (eg assisting with transportation, accommodation, recruiting, mentoring, attending seminars) related to refereeing.

Most Promising Referee of the Year

- Current graded NSW Referee including junior Referees
- Excellent level of participation and commitment to refereeing in Judo NSW competitions.
- Demonstrates a strong desire to improve level of knowledge, skills and performance in refereeing.
- High level of personal standard (co-operation, communication and presentation).

Selection for nominations:

- Nominations shall be based criteria.
- Nominations are for the 12 month period prior to the Referee's Annual General Meeting.
- Nominations must be submitted in writing 7 days prior to the Referee's Annual General Meeting.
- Selection for such awards shall be determined by the NSW Referee Commission based on the information given by the nominators.
- A candidate must be nominated and seconded.

Complaints Procedures & Guidelines

The object of the following guidelines is to make the decision making process as fair and transparent as possible.

Disputing a Referee Decision During a Contest:

- 1 NSW Referee Commission shall address and attempt resolve complaints as soon as possible.
- 2 When it is not possible to resolve an issue, the team coach or manager may instruct the player to remain on the contest area and submit a formal complaint to the Sports Commission/Tournament Director.
- 3 A formal, written complaint should be submitted to the Tournament Director in the form of an Incident Report. The Incident Report must include:
 - Name of person submitting the report and their club/position
 - Name of persons/Clubs involved
 - Details of incident
 - Date and signature of complainant
- 4 Sports Commission/Tournament Director must refer the Incident Report to the Referees' Chairperson/Table Referee Commission. The issue should be resolved within three (3) minutes of the Sports Commission/Sports Director receiving the complaint. The Referee decision made shall be final after which the player will leave the mat immediately.
- 5 When the "Care System" or other time delayed system is used, it may only be accessed by Referees, Table Commissioners, NSW Referee Commission Chairperson (or representative) and Sports Commission or Tournament Director. In special circumstances coaches directly involved in the complaint may be permitted to view the "Care System" for mentoring purposes after the conclusion of the contest. Private videos are not permitted to be used as evidence to challenge any decisions.
- 6 NSW Referee Commission Chairperson or the NSW Referee Commissioner's Representative, in consultation with the referees involved on the mat, and the Table Commissioners will discuss the complaint as soon as practicable and return their final decision.
- 7 The Sports Commission, Tournament Director and Referee Commissioners must manage the complaint in a fair and objective manner. Persons related to the complainant either at a club or family level must abstain from discussions relating to the Incident Report.
- 8 Once a decision has been reached, the complaint will be closed and no further discussion will be entered into.

Disputing a Commission Member or Referee Decision Following Tournament Conclusion:

- 1 NSW Referee Commission shall address and attempt resolve complaints as soon as possible.

- 2 When it is not possible to resolve an issue, the team coach or manager may instruct the player to remain on the contest area and submit a formal complaint to the Sports Commission/Tournament Director.
- 3 A formal, written complaint should be submitted to the Tournament Director in the form of an Incident Report. The Incident Report must include:
 - Name of person submitting the report and their club/position
 - Name of the persons/Clubs involved
 - Details of incident
 - Date and signature of complainant
- 4 All complaints shall be received in confidence.
- 5 All complaints shall be investigated by the NSW Referee Commission in confidence.
- 6 Anonymous and verbal complaints will be unacceptable.
- 7 Chairperson or the NSW Referee Commissioner Representative, in consultation with the referees involved on the mat, and the Table Commissioners will discuss the complaint.
- 8 Final decision will be made by the NSW Referee Commission and communicated by the Chairperson to the involved persons.

Conflict of interest.

If there is a conflict of interest between a referee official and the person making the complaint, the following will apply:

- 1 NSW Referee Commission shall attempt to address and resolve complaints immediately.
- 2 When it is not possible to resolve an issue, a formal complaint should be sent in writing to the Chairperson.
- 3 The Chairperson will ensure that all complaints shall be received in confidence.
- 4 The Chairperson will ensure that all complaints shall be investigated and resolved in confidence.
- 5 A formal, written complaint should be submitted to the Tournament Director in the form of an Incident Report. The Incident Report must include:
 - Name of person submitting the report and their club/position
 - Name of the persons/Clubs involved
 - Details of incident
 - Date and signature of complainant
- 6 Anonymous and verbal complaints will not be accepted.
- 7 If a complaint is made against any NSW Referee Commission member, submit a copy of the complaint to the Board of Management of JFA (NSW). The complaint will be investigated by two NSW Referee Commissioners and at least one Member of the Board of Management of JFA (NSW) Inc.
- 8 The investigation committee shall conduct whatever investigation it considers appropriate, before making a recommendation to the Board of Management regarding

- the course of action should be undertaken. The BoM may accept, reject or modify any recommended penalty.
- 9 The official involved on the complaint, shall refrain from discussing any matter relating to the complaint outside of the investigation.
 - 10 The Commissioners carrying out an objective and fair investigation.
 - 11 The Commissioners that are investigating the complaint must not be a person directly involved on the complaint, or a family member of either parties.
 - 12 Misuse or disclosure of any information arising from the investigation is prohibited.
 - 13 Any communication relating to the complaint shall be conducted in writing.
 - 14 All process of investigation, findings/conclusions and recommendations, shall be communicated to the NSW Referee Commission and other parties as soon as practicable.
 - 15 The BoM's decision is final.

NSW Referee Skill Acquisition

How to learn a skill?

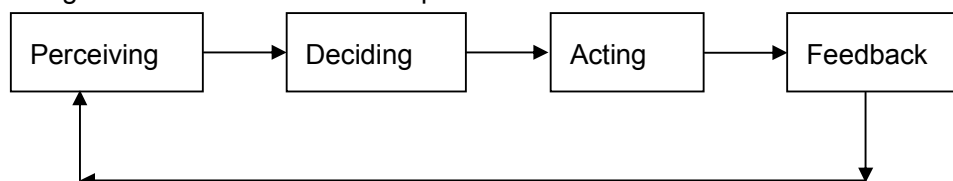
Definition: Performing with the correct action at the right time.

Developing skill is not a simple task which involves visualizing the movement; understand the components and applying what is known.

Skill acquisition is a cyclical process that requires the use of four components:

- 1 Perceiving
- 2 Deciding
- 3 Acting
- 4 Feedback

1 Perceiving: is often referred to as an input which comes in the form of information. The



Referee develops the perception of what happens and what needs to be done during a match/bout.

- 2 Deciding: occurs when the Referee uses that information or his knowledge, when attempt to perform their duty. This is also called Processing. The Referee interprets the details of an action during a match/bout and makes a decision.
- 3 Acting: as soon as a decision has been made, the Referee executes.
- 4 Forms of feedback:
 - Is derived from performing the skill itself or
 - Derived from other Referees on the mat or
 - Derived from Commissioners feedback.
 - The skill may or may not resemble the skill as it was taught.
- 5 The cyclic process of refinement continues until the Referee attains the desired movement or decision.
 - If the performance is unsuccessful, then the forms of feedback suggest that the Referee should modify or replace the action.
 - When the performance is successful, then the forms of feedback suggest that the Referee should repeat the action.

Stages of skill acquisition

The learning of motor skills has been categorized into a three stage process:

- The cognitive stage
- The associative stage
- The autonomous stage

The Cognitive Stage (Theory):

This is the first stage of learning a skill.

- The Referee must attempt to gain an understanding of the theory.
- The Referee must have an insight about how to perform the duty.
- Demonstrations, DVDs, Care System and any other information highlighting the important point can help guide the Referee through the skill.
- Commissioners must be careful not to overload with information that may confuse the Referee.

The Associative Stage (Practical):

This is the second stage of skill acquisition.

This is the practice stage.

- The Referee, having acquired an idea of what the skill is, needs to repeat the movement or decision to enhance the synchronization of their mind and reaction.
- Errors still occur but are smaller and less frequent than in the cognitive stage.

The Autonomous Stage (Performance):

This is the third stage of skill acquisition.

- Characterized by the ability to perform the skill automatically.
- Execution of the action/move is now properly sequenced and performed instinctively.
- Can concentrate on smaller cues/tasks while not necessarily giving the rest of the action much thought.

Practical Strategies:

Seminars/Courses:

- It is necessary for Referees who are subjected to long periods of instruction and skill development routines to take frequent breaks.
- This strategy works best when Referees are:
 - Highly motivated
 - Fresh
 - Unable to attend a number of tournaments

Briefings, occasional on/off mat feedback, mentoring, other ways of information:

- Referees subject to spread of short periods of intense instruction and skill development, but more liberally. Relief is gained by either have frequent breaks or alternating between refereeing times.
- This practice strategy works best when:
 - Referees have lacks of interest or motivation is low.
 - Matters for discussion are about difficult matches/bouts.
 - Long tournaments, long hours refereeing causes discomfort, fatigue and poor concentration.

Whole and part practice

- While some skills are relatively easy to learn, others require considerable practice and attention.
- Complex situations as commonly called “grey areas”, it is often difficult for Referees to conceptualize and divide in smaller parts to better analyse and after assembled them in a form of a complex skill.
- For this reason, Commissioners may use DVDs, Care System and demonstrations, to better explain and assist the Referee’s learning process.
- Generally the above practical strategies are the most effective and the most common used to teach new rules and complex situations (grey areas).

Communication strategies

Introduction

In modern time the possibility to communicate and to transfer information, significantly increased opportunity to work more effectively in short time frame.

Commission members should develop a credible communication strategy style that builds trust and cooperation, between us and between all judo community (internal and external communication).

- 1 Create an open communication culture.
- 2 Maximize functions of the Referee Commission, without creating over engagement of Commission Members in their busy lives.
- 3 Boost teamwork, morale and share values.
- 4 Commission Members and Referees come from different backgrounds and different cultures.
- 5 Should establish guidelines to avoid ambiguity in interpretation of information or ideas.
- 6 Establish guidelines for Referees to refrain from any personal feeling, incorrect behaviour or meaning comments.
- 7 Ensure all NSW Referee Commission and NSW Referees complies with all guidelines for communication, as well as any amendments and interpretation of the same.
- 8 Any contact related to NSW Referee Commission’s work with NSW Referees should be done after consultation with the Chairperson and/or NSW Referee Commission.

- 9 Contact with people or organisations outside of NSW Referees shall be done by the Chairperson or an approved delegate by the Commission/Chairperson.

Guidelines for communication:

- 1 **Specific Issues** – Any communication can be effective only when presented in a language that anyone can understand (remember: different culture, different background, and different perceptions).
- 2 **Overload** – Don't overload any issue, with too much information or too complex ideas (remember: keep it short and simple).
- 3 **Biases & Assumptions** – Be honest and transparent, be sure about any issue that you are communicating, to gain credibility (remember: read it a few times before sending it).
- 4 **One Way** – Communication is not just speaking. It is both speaking and listening. One way communication is no communication at all (remember: make sure we all understand each other's point of view and respect them).
- 5 **Ambiguity** – If any commissioner send a message not clear, the message can be interpreted in more than one way or others do not know what it means (remember: make sure that your message is very clear, unambiguous).
- 6 **Wrong Timing** – A message sent, should not come too late after the fact or it will lose its effectiveness. The "Better late than ever" advice may be true, but a timely message is the best.
- 7 **Negative Attitude** – Most people do not like negative communication and bad news. Refrain from passive, weak or negative communication. Even the most negative, critical or difficult issues will be better received when presented in a positive, affirmative style (remember: communicate, avoid confrontations about any issue, and be polite and objective).
- 8 **Teamwork** – Get involved, get motivated, provide inputs, share the load and values and share the success.

Standard Tournament Report

The below should be used only as a guide.

- 1 **Subject** – Tournament involved and date.
- 2 **Venue** – Location, conditions, sponsors, public attendance.
- 3 **Event** – Organisation, how did the competition run, mat areas, how many players, how the Referees were looked after by the organisation.
- 4 **Competition** :
 - 4.1 General observation.
 - 4.2 Specific comments –
 - 4.2.1 Golden scores, hantei decisions, Ippon.
 - 4.2.2 Concerns about: hansokumake, penalties.
 - 4.2.3 Injuries/incidents.
- 5 **Meetings and de-briefings** – Main points or any other.
- 6 **Referees** –
 - 6.1 Who and how many Referees attended the day(s).
 - 6.2 How many Referee teams allocated per mat, per day(s).
 - 6.3 Referee Commission on the day(s).
- 7 Referees Performance :
 - 7.1 General observations
 - 7.2 Specific comments –
 - 7.2.1 Individual progress or concern.
 - 7.2.2 Complaints or overrules (if any).
- 8 Any report should be simple, objective, positive, polite and constructive.

Definitions

Abbreviation or Word	Definition
IJF	International Judo Federation
OJU	Oceania Judo Union
JFA	Judo Federation of Australia
JFA (NSW)	Judo Federation of Australia (NSW)
BoM.	Board of Management
NSW	New South Wales
The Act	Associations Incorporation Act, 1984
AGM	Annual General Meeting
Eg	For example
Email	Electronic mail