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USA Judo Referee Committee

Tournament Staff Roles and Responsibilities Guide

For National Referee Evaluation/Examination Sites (N1) and USA Judo National Championships (N2, N3)

CHIEF REFEREE

The *Chief Referee* is either requested by a Tournament Director when submitting the Examination Evaluation form request for an N1 event, or is appointed by the Referee Committee when asked by the Tournament Director for assistance with the appointment. The appointment of the *Chief Referee* is approved by the USA Judo Referee Committee by vote.

In the case of the US Open, the President's Cup, the Youth National Championships, the Senior National Championships, and the National Junior Olympics/International Junior Olympics, the *Chief Referee* **MUST** be a member of the USA Judo Referee Committee.

The *Chief Referee* ensures the rules agreed upon in the preprinted flyer, and in accordance with the flier submitted for sanctioning, are adhered to. Acceptable USA Judo and IJF rules and regulations, modified as specified for each specific event, and made clear to the referees and coaches, must be agreed upon by the Tournament Director, the *Chief Referee* and the sanctioning body.

The *Chief Referee* is responsible for overseeing the Evaluators, the mat assignments for Mat Chiefs and working referees, and Mat Chief assignments as needed. At National events, the *Chief Referee* also ensures that the weigh-ins are assigned and manned, and that CARE system set up and tear down is coordinated. The Chief Referee may delegate or request assistance (participants willing) in carrying out some of these duties.

The *Chief Referee* is to uphold the integrity of the application of the rules with standard operating rules and regulations, and to monitor the conduct of the referee corps at the event.

Events that are examination events have additional responsibilities for the *Chief Referee*. The *Chief Referee* oversees the examination and weighs in on the passing or failing performance of each candidate. However, the Chief Referee's opinion holds equal weight as each of the other Evaluators. The Chief Referee cannot overrule the majority opinion. The *Chief Referee* is responsible for overseeing the administration and scoring of the written portion of the examination.

In the competition, when controversial situations arise, *the Chief Referee* will make the final technical decision using the best available tools to make the most logical, fair, unbiased and prudent decision possible, consistent with the conduct and administration of the event. The *Chief Referee* is also responsible for completing and submitting the written report after the conclusion of an event.

The *Chief Referee* **SHOULD NOT** actually referee on the mat or serve as a judge at the event unless there is an extreme shortage of referees on each mat. Should there be an insufficient number of referees on a mat, the *Chief Referee* may cover **ONLY** as a judge for lunch and bathroom breaks.

The *Chief Referee* must conduct the official meeting(s) for the event and be present from the beginning of the event including the mandatory meeting prior to the competition, until the conclusion of the evaluations. Should a transportation emergency arise and *the Chief Referee* is unable to get to the meeting on time, he/she must designate an emergency substitute to conduct the meeting until arrival. NO ONE should accept a *Chief Referee* assignment if it is known in advance that he/she will be unable to attend the entirety of the event from preliminary meetings until the conclusion of the evaluations for that event. If a scheduling conflict presents itself, the *Chief Referee* designated must recuse him/herself and request that the Referee Committee assign a new *Chief Referee* for the event.

EVALUATOR

There are two (or three) official *Evaluators* assigned to Evaluation and Evaluation/Examination events. Periodically an event will request additional *Evaluators*. The primary job of each *Evaluator* is to give both positive and educational feedback to every US referee working the event, based on direct personal observation, and to complete a written re-evaluation on each of the USA Continental “B”, Confederation “C” and National 1-4 referees at the event. Most of these events are N1 level events.

The re-evaluation forms are to include specific written comments to aid the individual in monitoring and adjusting performance, behaviors, and communication skills as a member of a team for growth as a referee. The form also has a rating which must accurately reflect the level at which the referee performed at that specific event. This may be produced electronically with a hard copy back up.

If the event also is an examination site, *Evaluators* assist with the administration and scoring of the written examination as well as assessing the candidate's mat performances.

They help the Chief Referee ensure that all required documents are collected and forwarded to the Referee Committee's record keeping assistants.

Evaluators SHOULD NOT referee at the event unless there is an extreme shortage of referees on each mat, in which case they may cover as a judge for lunch and bathroom breaks.

Although they may get input from Mat Chiefs, comments and evaluations should be based on personal observations by each *Evaluator* and the Chief Referee.

Periodically a Chief Referee might ask an *Evaluator* to: (1) serve as a Mat Chief during a finals block; (2) to serve as a temporary Mat Chief; (3) to serve as a judge only to spell the assigned Mat Chief for a bathroom break or lunch; (4) to assist if a mat team requests help rendering a decision.

Evaluators **ARE NOT** to insert themselves into a fully staffed match. *Evaluators* are only to assist or insert themselves at the specific request of the Mat Chief or by the direct request of the Chief Referee in a specific incident where the *Evaluator* was present during the match in question.

Evaluators must be present at the official meeting(s) for the event and be present from the beginning of the event including the mandatory meeting prior to the competition, until the conclusion of the evaluations. Should a transportation emergency arise and the *Evaluator* is unable to get to the meeting on time, he/she must contact the Chief Referee. NO ONE should accept an *Evaluator* assignment if it is known in advance that he/she will be unable to attend the entirety of the event from preliminary meetings until the conclusion of the evaluations for that event. If a scheduling conflict presents itself, the *Evaluator* designated must recuse him/herself and request that the Referee Committee assign a new *evaluator* for the event.

MAT CHIEF

The *Mat Chief* is assigned as the lead referee on the mat and serves to coordinate the actual referee rotation on the mat and to support the referees as a direct line of communication as an on-the-mat-Chief Referee. The *Mat Chief* should view all action during a match and utilize the CARE system as needed. If the *Mat Chief* is also a working referee, he/she is to assign a person to serve as the assistant Mat Chief when the primary Mat Chief is either refereeing or judging during a contest.

If time and circumstances allow, the *Mat Chief* is encouraged to provide feedback and words of wisdom to the other working referees on the mat, however, the primary function is to get the mat team functioning

smoothly. The *Mat Chief's* other main responsibilities are to get the team on the mat to gel and to set up a positive, collegial, professional environment that will allow the referees on the mat to work comfortably, interactively, and effectively. Doing so includes offering technical assistance and advice when needed without over directing the referees on the mat.

Should a controversy arise that the *Mat Chief* is not confident in handling, the assistance of the Chief Referee should be requested. The *Mat Chief* should not request assistance from an Evaluator unless the Evaluator was present during the entire match and directly observed the action in question. The *Evaluator* should not insert him/herself into the discussion. Their input should be requested by the *Mat Chief*. It is even more appropriate to request the assistance of the Chief Referee if help is needed.

It is appropriate for *Evaluators* to consult with Mat Chiefs about the performances of the working referees on the mat, but the comments written on the formal evaluations must be directly observed by at least one of the evaluation team members or directly communicated by the Mat Chief.

When an event has a specific finals block, the Chief Referee may choose to assign a specific *Mat Chief* to oversee the finals on a specific mat area. The *Mat Chief* serves to support the three working referees during a match to ensure that the decisions rendered are correct. Generally speaking, the *Mat Chief* intervenes when there is either confusion or disagreement within the team of three working the match or when the team requests assistance in rendering a decision.

The *Mat Chief* assists when the team is challenged and/or when the team is struggling to officiate a match. The *Mat Chief* should unilaterally

intervene during the match, but should only involve themselves when (a) a mistake of award in action between the white and blue competitor takes place, (b) assess when awarding of direct hansokumake for actions contrary to the spirit of judo or which may have further consequences for the athlete who has committed an infraction, or (c) in any other exceptional cases. Should a conflict arise between the *Mat Chief* and a mat team, the Chief Referee should intervene and render the decision for the given contest.

Sometimes an IJF International “A” referee is assigned to a mat to assist the *Mat Chief*, but for clarification in the delineation of the roles and responsibilities, those positions will not be recognized as the *Mat Chief*, and they are to defer to the wishes and decisions of the *Mat Chief*.

WORKING REFEREES

The *Working Referees* are those assigned to a mat who are refereeing and judging contests on that mat. They are to be professional on and off the mat and hold conflicting opinions to a team decision in confidence. They are to be current with the newest interpretations of the rules and strive to grow as a referee. They are supposed to know how to use their communication system (Radio) and the CARE system. They are not to interfere in any match in which they are not directly involved. Working referees are to be present during the entirety of the tournament, unless being given specific dispensation by the Chief Referee and Evaluation team.

Working Referees may seek assistance from the Mat Chief, and from the Chief Referee as needed to ensure that a correct decision is rendered.

COACH LIAISON

This position was established by the Coaching Committee. They serve as an intermediary between coaches and referees, explaining rules the coach may be unaware of. They help a coach determine if they have a legitimate issue to discuss, or whether it is a misinterpretation or misunderstanding of the rules. They typically listen in on any conversation between the coach and the tournament staff or Chief Referee and may input if requested.

It is a goal to improve the Coach-Referee interaction so it becomes much more collegial and mutually respectful, as we all want the same thing... for the most fair and correct decisions possible to be applied throughout a match.

Only the referee, 2 judges, Mat Chief, Chief Referee and possibly the Evaluators may view the CARE system for help in adjudicating a match. If coaches and Coach Liaisons are allowed to see the CARE system it should only be for educational and clarification purposes and should be done in a way that does not interfere with the conduct of the tournament (i.e. after the match is completed if there is “down time” or more often at the conclusion of competition on that mat area).

TOURNAMENT DIRECTOR & COMMITTEE

The *Tournament Committee* is responsible for obtaining the sanction, filling out the request for evaluation/examination site status, printing flyers, handling registrations, venue set up and take down with safe and appropriate mats and space, providing rooms for the referee meeting(s), hospitality arrangements, weigh-ins and weigh-in equipment, match setting, running pools (brackets), ensuring there are

prepared and educated timekeepers, scorekeepers and match setters, and appropriate medical staff and equipment.

The *Tournament Committee* ensures there is sufficient water and caffeine for the referees and candy (hard) is also helpful. The *Tournament Committee* must ensure the safety of the competitors, spectators, and working staff, including Referees, table workers, and security personnel.

The Tournament Director is ultimately responsible for communicating before the event with the Chief Referee to determine that everyone is on the same page, that the rules for the event are clear, and modifications to the IJF rules are clearly printed out and shared with tournament staff, referees, coaches, and athletes.

The Tournament Director, as a member of the *Tournament Committee*, has the responsibility to uphold the rules of the sport, even if it upsets a coach or competitor. When a Tournament Director becomes involved in a controversy, he/she must follow the rules which govern our sport. Generally speaking, the Tournament Director and the Chief Referee consult in highly controversial cases to ensure that they are acting as a united front in accordance with the rules.

REFEREE LIAISON

Some Tournament Committees utilize a National Referee or above who is a member of the hosting club or a local who has a good rapport with the Tournament Committee who handles the referee requirements prior to the event, handles transportation requests, any reasonable needs requested by the Chief Referee. The Referee Liaison handles requests of the Chief Referee during the tournament. This person better knows the needs of the referees and lightens the burden for the Tournament Director.

The Referee Liaison also during the tournament may act as a Coach Liaison assisting the coaches with question about the rules and assist coaches in getting a fair hearing in those cases which may be justified as reversible error incidents.