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PROFICIENCY AWARD SCHEME FOR TIMEKEEPERS AND RECORDERS

An approved award scheme for proficiency in timekeeping and recording is available to all interested persons. Examinees do not need, necessarily to be judo players but they must have a fair knowledge of the sport and must be 13 years of age or over for Junior awards and 16 years or over for Senior awards.

Examinees must be members of the A.J.A.

The categories of awards available are:

Junior Club Timekeeper
Junior County Timekeeper
County Timekeeper
Area Timekeeper and Recorder
National Recorder
Senior Recorder
International Recorder

Awards will be obtained by written examination followed by practical examination under contest conditions. These may be simulated in the examinees own club during normal practice sessions but must be supervised and run as if a competition was in progress.

Examinations up to 'Area' will be held on an area basis under the jurisdiction of an examination panel who will forward the completed papers to the Senior Recorder for marking. An examination panel will consist of the Area Senior Examiner and one 'National' or two 'Area'. The current non-returnable examination fee will be charged.

Application forms which are available from the Area Senior Recorder should, when completed, be accompanied by the membership license and the requisite fee and returned to the National Senior Recorder.

Information packs containing the methods of scoring, marking up of the paperwork and general advice plus examination papers are available from Area Senior Recorders.

The requirements needed by each examinee for successive categories of award are as follows:

JUNIOR COUNTY AND COUNTY THEORY

Full knowledge of the rules as they apply to Timekeeping and Recording.
Knowledge of refereeing terms and signals.
Full knowledge of scores and penalties.
Knowledge of equipment used in Timekeeping and Recording.

JUNIOR COUNTY AND COUNTY PRACTICAL

Must have served as a provisional Timekeeper at club level and have at least one year's experience of working on a recording table. Must have attended a Timekeeper/Recorder course and completed a 'Pre-County' assessment paper.

AREA TIMEKEEPER AND RECORDER THEORY

As for County plus:

Must have a working knowledge of how a competition is organised and run, how the weighing in and booking in procedures are carried out.

AREA TIMEKEEPER AND RECORDER PRACTICAL

Must have served as 'County' for at least two years. Must have attended at least two Area events as a Timekeeper/Recorder. Must have attended at least one Timekeeper/Recorder course. Must complete the official test paper.

NATIONAL RECORDER THEORY

Knowledge of all the above plus:

Knowledge and understanding of all forms of recording sheets and how to get the best out of using them to the advantage of the players. Knowledge of all booking in and weighing in procedures. Must be able to demonstrate control of the recording table and the continuity of running the competition for the benefit of the players and for the smooth and efficient running of the event. Also the use of the microphone.

NATIONAL RECORDER PRACTICAL

Must have held 'Area' award continuously for two years and have served as a Timekeeper/Recorder at four Area events and two National events during this time. Must take control of the National Competition at which they are examined by the National Senior Recorder. Must have attended at least two Timekeeper/Recorder courses since receipt of 'Area' award.

SENIOR RECORDER THEORY

Full knowledge of all the above plus:

Must have command of a competition situation and knowledge of how to use tact and diplomacy when dealing with problems. Full knowledge of how to arrange a competition from the booking of the venue, refreshments, entries etc.

SENIOR RECORDER PRACTICAL

Must have held 'National' award continuously for at least five years. Must be able to demonstrate the complete running of a competition and be examined by the National Senior recorder at a National event. Must have attended at least six National events since receiving National Recorders award.

SENIOR AND NATIONAL RECORDERS

These awards can only be applied for through the National Senior Recorder. They must be recommended by the Area Senior Recorder.

INTERNATIONAL RECORDER

This award will only be by recommendation and cannot be applied for. Examinees will be required to attend for interview with the National Senior Recorder to demonstrate: Ability, Proficiency, Diligence, Service (must have served as a Senior Recorder for at least five years continuously with attendance at every National event, where possible).

NOTES:

Renewals of awards will be free of charge every two years providing that all the necessary conditions are fulfilled and attendances made.

The award scheme does not necessarily mean that only qualified holders will officiate at competitions although they will always get preference.

Award holders will however have proved a level of efficiency which will mean that they would be expected to work anywhere in the country.

The decisions of all examination panels appointed by the Association will be final and binding.

COACHING SECTION

Coaching qualifications are as follows:

Junior Assistant Judo Instructor
Junior Judo Instructor
Judo Instructor
Senior Judo Instructor
Club Coach
Senior Club Coach
Regional Coach
Senior Coach
Assistant National Coach
National Coach

Any person wanting to obtain coaching qualifications should contact their Area Secretary / Area Senior Coach for information regarding courses. They should then attend as many courses as possible, until a standard has been achieved whereby the candidate feels ready to be assessed at the appropriate level. They should then approach their club coach who in turn will recommend them to the Area's Senior Coach, if he is satisfied with the standard of the candidate.

All awards must go through Area. All applicants must be current members of the A.J.A. 'Senior Club Coach' or above must be running their own A.J.A. registered club and hold a minimum of Area Referee award.

JUNIOR AWARDS

They can only be obtained on the recommendation of a **Qualified Senior Club Coach**. The junior must be a minimum of **13** years of age and the holder of a **Green** belt or above.

Junior Assistant Judo Instructor

Must be able to show new club members breakfalls, exercises, having good control over all junior players in the club and generally showing a good example.

Junior Judo Instructor

As above, but also be able to work directly with the club coach, showing lower grades techniques, helping them with terminology and generally setting a high standard and a good example of the sport both on and off the mat.

JUDO INSTRUCTOR

The judoka must be graded no lower than **Orange** belt and have been a member of the A.J.A. not less than **1 year**. They should be a reasonably competent player possessing the basic skills, knowledge and common sense required for the guidance and control of junior members and beginners in the club.

SENIOR JUDO INSTRUCTOR

Must hold the grade of **Green** belt and have been a member of the A.J.A. not less than **2 years**. The candidate will only be considered for this award after having held a 'Instructor' award for a minimum of **1 year**. Qualifications as for 'Instructor'

Both these awards must be recommended by a Qualified Senior Club Coach.

CLUB COACH

Must be graded **Blue** belt and have been a member of the A.J.A. not less than **3 years**, capable of working directly with the senior club coach, and in their absence ensure the smooth running of the mat. Should be competent and knowledgeable in most aspects of the sport. Must have held Senior Judo Instructor award for **2 years** and be recommended by a **Regional Coach**.

SENIOR CLUB COACH

Must be graded **Brown** belt and have been a member of the A.J.A. not less than **5 years**. Must be capable of running a judo club and of teaching all aspects of judo to both junior and senior players. Must have held Club Coach award not less than **3 years** before recommendation by a **Regional Coach** is considered.

REGIONAL COACH

Must be graded **2nd Dan** and be over **21 years** of age and have been an A.J.A. member not less than **5 years**. Must be fully active in all aspects of the sport and be able to conduct courses at the clubs within the Area, to improve the skills of the players and teaching/coaching abilities of the Club Coaches within that Area. Must have held Senior Club Coach award for not less than **5 years**. Recommended by **Senior Coach**.

SENIOR COACH

Must be graded **3rd Dan** and be over **25 years** of age and have been an A.J.A. member not less than **5 years**. Must be able to conduct all aspects of judo to all players and coaches of any Area. Candidates must have held Regional Coach for **5 years**. Recommended by Area to the **National Coach** and **N.E.C.**

ASSISTANT NATIONAL COACH

Minimum grade of **4th Dan** and been a member of the A.J.A. not less than **10 years** and having held all awards from and including Club Coach. Recommendation by Area to **National Coach** and **N.E.C.**

NATIONAL COACH

Very few coaches will ever attain this position as it is by appointment only. It is a very meritorious award, made to a person who has shown outstanding achievement, great dedication and a deep devotion to the A.J.A. and its members.

Please consult your Area Secretary for the current Coaching Award Fee. Renewals are done through the Area every 2 years. For successful renewal you are expected to be actively coaching at the required level of award.

REFEREEING SECTION

The Refereeing awards are as follows:

County Referee
Area Referee
National Referee
Senior Referee
International Referee

COUNTY REFEREE

Anyone wishing to qualify for this first award should contact the Area's Senior Referee or Area Secretary regarding courses arranged for this purpose. It is then their responsibility to attend such courses as is required in order to obtain the experience required before actually refereeing under grading or championship conditions. They should receive assistance from senior officials in the Area. When they consider themselves ready for the 'County' award they must approach the Area's Senior Referee who will make the decision whether to put the candidate forward for examination.

Candidates must hold a minimum grade of **Green** belt and be at least **16 years** of age.

There is a Theory Paper to be filled out, and passed, concerning timekeeping/recording and refereeing.

AREA REFEREE

Must hold a minimum grade of **Green** belt and be at least **16 years** of age. Must have held the 'County' award for a minimum **1 year**. Must have refereed at not less than two Area championships and three Area gradings, proof of which must be supplied at the time of application. This award can be examined at Area level.

NATIONAL REFEREE

Must hold the minimum grade of **Brown** belt and be at least **21 years** of age. Must have held 'Area' award for at least **3 years**. Candidates must have attended three National events before the National event they are examined at.

SENIOR REFEREE

Must hold the minimum grade of **1st Dan** and be at least **21 years** of age. A coaching award is also required. Must have held 'National' award for at least **3 years**.

INTERNATIONAL REFEREE

This position will only be offered to those who have shown consistent and sterling work in the field of refereeing at all levels. In order to obtain this position due understanding of the examination of candidates is an essential element.

For 'County' and 'Area' awards the candidates Area send the appropriate fee and paperwork to the National Refereeing Secretary who will deal with the award. For all higher awards the recommendation comes from the Area to the National Refereeing Secretary who then arranges for examination of the candidate.

Renewal of awards is every 2 years. The candidate must be active at whatever level of award they hold. If they are not, the award will not be renewed.

Dan Grade Points System.

Under 35 years of age.

Grade	Min. time at grade	Min. Age	Points	Qualifications
1st Kyu-1st Dan	1 year	21	150	Ass. Judo Instructor
1st Dan-2nd Dan	2years	25	150	Judo Inst. + Area Referee
2nd Dan-3rd Dan	3 years	--	150	Ass. Club Coach + Area Referee
3rd Dan-4th Dan	4 years	--	150	Club Coach + Area Referee

For 5th Dan and above: Services to Judo

35 – 39 years of age

As for under 35 years but only 100 points to accrue.

40 years and over

The time limits are the same but only 50 points to accrue.

Qualifications are: For 1st Dan 'Ass. Club Coach'. For 2nd Dan 'Ass. Club Coach and Area Referee'. For 3rd Dan 'Club Coach and Area Referee'. For 5th Dan 'Same as 35 years'.

Additional Requirements

In order to accrue any points each year. candidates must attend 1 Area event and 1 National event each year.

N.B. 4 events only per year may be used for scoring purposes. There is a limitation period of 3 years (see later explanation). Only Blue belts and above count for scoring purposes.

Area Events 2 Championships, 4 Gradings. (Max. of 2 per year for scoring purposes).

National Events 2 Championships. (Both for scoring purposes).

Candidate must inform organisers at time of entry for competition that they wish their points to be calculated for scoring purposes. If one competitor is injured and the candidate is ahead on points at the time of injury then these points shall be counted in the scoring calculation.

In a Grading, candidates can only score either (a) in a pool situation against others also grading or (b) when taking their own "line-up" not in a line for others. If a member of the "line-up" is a green belt being considered for blue the points scored against him/her shall only be valid if the blue belt promotion is confirmed. All promotions must be achieved within a 3 year period ** from date of registration. If age band is reached within that 3 year period, 50% of the points scored will be carried across to start towards the new age/points requirement for promotion.

** This is a rolling 3 year period; i . e. in under 35 years category — 1st year candidate scores 50 pts; 2nd year 50 pts; 3rd year 30 pts = 130 pts — insufficient for promotion. Providing candidate is still under 35 years, in the 4th year score from year 1 is deleted leaving a score of 80 pts. In that 4th year candidate scores 80 pts; therefore in 3 year roll over period the score is 160 points — sufficient for promotion.

In championships candidate will only be able to count points scored in their own weight category e.g. — 86kg competitor will NOT be able to count scores gained in "Open Weight" category. An "Open Weight" candidate can only score against other "Open Weight" players NOT those of a lower weight who may choose to enter the "Open Weight" category.

Points can only be scored against A.J.A. grades. For 1st Dan and above, only points scored against Dan grades will count.

JUDO ETIQUETTE

Bad Language in the Dojo and Judo Venues - English has long been accepted as a language full of niceties and expression. Modern day usage seems to have imported unwanted elements of the American language which do not sit well with many persons, particularly the prolific use of words normally associated with copulation and being used in nearly every other sentence. It is not conducive to a highly disciplined sport like ours. On the tatami the remedy is in the hands of referees. At club level or in the vicinity of judo venues it must be handled by the club via the coach, marshal, etc.

In addition general behavior reflects upon the club and the Association and it is felt this could be improved. Once again club officials and coaches have to bear the brunt. Good example by leaders serve as a good example for the players, particularly the young.

The Dojo- Either the club or at National events. Part of Japanese tradition has been to bow on entering or leaving the dojo - this serves a twofold purpose (A) Respect for the area for the teaching of “the way” and (B) Acknowledgement of the facilities that enable us to partake in our sport. Young persons, we are told do not want formality yet other martial arts that thrive demand it. Perhaps if we insist then some of the mystique of a Japanese sport will return and more members might be forthcoming.

Compromise would seem reasonable. Therefore, we suggest when first entering a dojo a rei should be made and when leaving for the last time a rei should also be made. Movements made in between may

be allowed to take place without bowing. Some instructors may prefer to remain more traditional and bow on each occasion. We do not see this should be discouraged.

Competition Formalities - When stepping on to the tatami acknowledgement should be made by a rei. The judoka should be ready for immediate contest, suit adjusted, belt correctly tied etc. We do not consider it necessary to regiment the movement to the centre of the mat 12’ apart.

Club Dojo Formalities - In addition to the above a judoka should wait and ask permission to join or leave the mat from the senior grade in charge of the mat. Most clubs cannot afford the luxury of a senior sensei, as in Japan who sits and oversees every movement; therefore a club instructor/coach must be aware of who is on and who is off the mat at any time (if only for safety and insurance purposes).

Start of Contests/Randori etc. - The Rei is a salutation of respect to the opponent whether for competition or practice. It should therefore be performed correctly not in a sloppy manner. The Tachirei (standing bow) should be with the body upright, heels together, hands at the sides. The rei is made by bending from the waist, the eyes looking at the opponent. The Za-rei is carried out in a similar manner but from the kneeling position, as performed at the beginning and end of teaching sessions at the club.

Respect Generally - The Dan Grade is something to aim for by the majority of judoka. Having obtained it, responsibility is acquired, but respect has to be earned - by responsibility, accountability and example. Young players need to have guidelines and these guidelines must apply to all, including the Dan grades. Failure to observe them will ensure the young person does the same.

Officials - If asked by officials to do something that is reasonable, for example to move to the correct side of the contest barrier the request should be complied with gracefully. Too many competitions now seem to be managed by those with camcorders etc. intent on satisfying their own interests.

Juniors - The above applies when asked by an adult or parent to comply with a request.

Use of Japanese Terminology - Comments have been received that Japanese terminology should be used more often to preserve the traditions of our sport. If this is declining at club level we would support measures to reinstate the use of Japanese but not to the detriment of modern methods / English entirely. We believe there is a place for both alongside each other.

Clean Judogi - The origin of a white suit was based on Jigoro Kano's thoughts on cleanliness and hygiene. It seems to us to be perfectly reasonable we should insist on retaining that traditional element of our sport. N.B. The judogi is part of an international uniform and as such should not be defiled by autographs of personalities.

Badges on judogi The competition rule book (Article 3e) at present allows a maximum of 3 badges.

(A) 1 club or 1 Association badge

(B) 1 current coaching award

(C) 1 current refereeing award

These badges must be worn on the skirt of the jacket i.e. below belt level.

If a National Squad badge is worn (as in (A) above) this should be above the belt (normally on the chest area). N.B. The squad badge should be considered as one of the 3 badges allowed.

Comment: Our own views are that Referee's and Coaches do not need to be identified whilst wearing a judogi (B) and (C) above could be eliminated.

Wearing of Footwear off the Tatami. - This needs to be reiterated by coaches to players. Article 3(c) of the Rule book states "Soft slippers must be worn when OFF THE MAT but these must be removed before getting onto the mat area.

Comment: Part of Judo tradition is the wearing of Japanese Zori. However, we recognise many young persons might well prefer a modern soft slipper. The wearing of footwear off the mat cannot be stressed enough. Good foot hygiene ensures most of us keep feet free of infection and cuts etc.

Referee's Decisions - Whilst not always palatable to the contestant, coach, and sometimes parent, it should be accepted as being an honest assessment (in conjunction with the judges if present) of the contest. However, being human, errors may occur. Should the contestant and their coach feel aggrieved then the correct procedure should be followed and the subsequent decision, accepted.

AGE GRADING

General Rules:

To qualify for age grading the candidate must be at least **35 years** of age. The minimum contest grade required as a starting point for age grading is senior **Green belt**.

Gradings to Blue and Brown belt can be dealt with at Area level. Your Area will have its own criteria for these gradings. Usually extra syllabus, kata's, participation in Area events, coaching and refereeing awards. Also, years as a member of the A.J.A. Contact your Area Secretary for details.

For 1st Dan and above it is by Area recommendation only to the National Executive Committee. Again, the Area must satisfy itself that the candidate deserves the upgrade. The N.E.C. on receipt of the candidates license and full judo history will vote at their next meeting.

Time Lapses:

Green to Blue and Blue to Brown: **Area** rules.

Brown to 1st Dan: **3 years**.

1st Dan to 2nd Dan: **4 years**.

2nd Dan to 3rd Dan: **5 years**. Must hold a Refereeing Award and a Coaching Award.

3rd Dan onwards: **7 years**.

It must be pointed out that upgrading is not automatic when your time is completed.

INJURY GRADING SYSTEM

This system provides a novice/6th kyu/5th kyu/4th kyu if they are unable to contest, to be graded, on production of proof of a permanent medical condition that prevents fighting.

Once you choose this system you cannot be graded under any other.

Junior members on this system are governed by their Area's own rules.

To Attain:

6th Kyu (white belt)

Normal syllabus. Must be 100% correct.

All future syllabus must have no failures. 100% correct at all times.

5th Kyu (yellow belt)

Normal syllabus

1st set of Nage-no-kata

6 months before next grading

4th Kyu (orange belt)

Normal syllabus

1st/2nd sets of Nage-no-kata

6 months before next grading

3rd Kyu (green belt)

Normal syllabus

1st/2nd/3rd sets of Nage-no-kata

Assistant Judo Instructor Award

1 year before next grading

2nd Kyu (blue belt)

Normal syllabus

1st/2nd/3rd/4th sets of Nage-no-kata

1st set of Katame-no-kata

County Timekeeping Award

Judo Instructor Award

2 years before next grading

1st Kyu (brown belt)

Normal syllabus

Full Nage-no-kata

1st/2nd sets of Katame-no-kata

Next Timekeeping Award or Refereeing Award

4 years before next grading

1st Dan (black belt)

Normal syllabus

Full Nage-no-kata Full Katame-no-kata

Club Coach Award

Next Timekeeping Award or next Refereeing Award

Grade given at N.E.C.

AMATEUR JUDO ASSOCIATION

SAFEGUARDING GUIDELINES

AN ADVISORY DOCUMENT TO BE USED BY CLUBS AND AREAS

The A.J.A. accepts that in all matters concerning child protection the welfare and protection of the child is of paramount importance.

It is the policy of the A.J.A. to safeguard the welfare of children and all others involved in its activities by protecting them from physical, sexual and emotional harm.

Child abuse is usually considered to fall into one of four broad categories:

1/ Physical Abuse. Where a person physically injures or hurts a child or fails to prevent physical injury or suffering to a child. Frightening a child by throwing heavily may fall into this category.

2/ Sexual Abuse. Where a person uses a child or adolescent for his/her own gratification. The judo environment, which may involve physical contact with children, could offer an opportunity for some forms of sexual abuse to go unnoticed.

3/ Neglect. Exists where an adult fails to meet a child's basic need for food, warmth, protection etc. In a judo situation this could include a coach not ensuring a child is safe or exposing it to unreasonable physical demands.

4/ Emotional Abuse. Where a person causes a child emotional distress or fails to provide emotional support. In judo this could encompass a "pressure to win" environment or setting unreasonable targets and "blaming" the child when he/she does not achieve them.

Recognizing Abuse

Child abuse is not easy to recognize and it is understood that most coaches and responsible persons will not be expert in such recognition. It is therefore expected that most coaches will discuss any concerns with a club or area official.

If you suspect a child is being abused:

- * Immediately tell your Club or Area Chairman
- * Record the facts as you know them and give a copy to your Club or Area Chairman
- * Ensure that the child has access to an independent adult
- * Ensure that no judo situation arises which could cause further concern

If a child discloses to you abuse by someone else:

- * Allow the child to speak without interruption, accepting what is said
- * Alleviate feelings of guilt and isolation, while passing no judgment
- * Advise that you will try to offer support, but that you must pass the information on
- * Same steps as 1-4 as in suspecting a child is being abused

Procedure following allegation or suspicion of child abuse:

- * Write down notes: dates, times, names, facts and observations and verbatim speech
- * Immediately contact (preferably within 24 hours) the designated AJA Safeguarding Officer. Please contact HQ (0121 240 3666) for contact details.

AMATUER JUDO ASSOCIATION

CONFIDENTIAL

PERSONAL DISCLOSURE FORM FOR ALL COACHES AND VOLUNTEERS WORKING WITH CHILDREN AND YOUNG PEOPLE

The Amateur Judo Association is committed to the welfare and protection of children and young people. Anyone holding a position of authority within the A.J.A. or at an A.J.A. club is required to complete a personal disclosure form.

The National Executive Committee of the A.J.A. take their responsibilities in this area very seriously and as an affiliate to the national governing body, we are required to demonstrate that we do so.

Child protection in relation to sport remains the subject of consideration by the authorities and agencies and in the interests of best practice, we will continue to take appropriate advice and to adjust our procedures when necessary to maintain our high standards of care.

Full Name (Please print)

Any surname previously known by
(Please print)

Address

Postcode

Date of Birth

Place of Birth

Name of Club

Area

**HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE OR BEEN
THE SUBJECT OF A CAUTION OR OF A BIND OVER ORDER?**

YES

NO

IF YES PLEASE STATE BELOW THE NATURE AND DATE(S) OF THE OFFENCE(S)

**I declare that the information I have given is correct and I undertake to inform the
General Secretary of the A.J.A. of any changes within 10 days of occurrence.**

Signed

Date