



United States Judo Association Technical Officials Manual

Published by the USJA Technical Officials Committee

© 2003

Revised 7-13-2004

Revised 1-18-2010

USJA Technical Official Training Manual

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USJA Technical Officials Training Manual

PREFACE

The purpose of this document is to provide written reference materials for persons wishing to become trained and certified by the United States Judo Association (USJA) as Technical Officials (Levels E, D, and C). Although this manual should provide all the information needed to pass the written exam and could be used as a home study guide, it is really meant to be used as the text for the formal training program presented by certified instructors.

Level-E

The target audience for the Level-E section and certification program is made up of those who are dedicated and loyal volunteers - mainly interested Judo parents and low level Judo players who graciously volunteer their time to serve as technical officials, particularly at local and regional level tournaments. As such, a certain amount of basic Judo knowledge is covered that can be skipped over by more experienced candidates. If a candidate already has quite a bit of experience as a technical official and finds that the material covered here is too basic, that candidate may wish to seek certification as a Level-D Technical Official.

Level-D

The target audience for the Level-D section and certification program consists of the coaches, experienced technical officials, and sensei who wish to become certified to train and supervise Level-E technical officials. In addition, the process for creating brackets for tournaments has been included in this section, as this material is generally a little advanced for most beginner technical officials. Level-D technical officials are free to train beginners and certify new Level-E technical officials if they feel up to it.

Level-C

The target audience for the Level-C section and certification program consists of the tournament directors, coordinators, technical advisors, coaches, and highly experienced technical officials who wish to become certified to train and supervise Level-D technical officials. This material includes the process for training and evaluating Level-D technical officials, procedures for overseeing all aspects of a Judo tournament, and training on how to serve as a mediator in the event that conflict resolution is needed.

INTRODUCTION

The USJA Technical Officials Training and Certification Program has been instituted to meet the continuing need for well-trained and qualified technical officials to serve at USJA-sanctioned tournaments. Although the program is designed to serve the specific needs of the USJA, it also meets the requirements of the International Judo Federation (IJF) (References 1-5), and expands upon and is compatible with similar training programs and materials published by the United States Judo Incorporated (USJI, a.k.a. USA Judo) (References 6-7).

The aim of the program is to provide a service, rather than to regulate or control. The program has been designed to train and motivate new technical officials, and to update the skills and recognize the professionalism of the many volunteers who already serve with such dedication as technical officials. There is no desire on the part of the USJA Technical Officials Committee to place any extra burden on tournament directors by mandating that volunteers must be certified before they can serve as technical officials. Rather, the committee seeks to support tournament directors in their existing efforts to train their volunteers by supplying a training curriculum, by training and certifying Level –D technical officials who can provide training and motivation to the volunteers, and by giving recognition to those volunteers who actually receive the training. In keeping with its service-oriented mission, the program is meant to be revenue neutral.

The training and certification program consists of three modules. The first module is designed to train Level-E technical officials. The goal is to develop qualified technical officials who can serve in any of the following positions:

1. Contest Timer
2. Osaekomi Timer
3. Scorekeeper
4. Bracket Keeper
5. Registration Official/Weigh-In Official

In order to become certified, a person must pay the training and examination fee, receive the training, pass the written exam, and also pass a practical exam which consists of working as a technical official at a tournament under the supervision of a Level-D technical official who can certify the candidate's performance. The certification is good for three years, and in order to stay current with the level of certification, a Level-E technical official must work at least three tournaments and attend one referee or technical officials' clinic during those three years.

The second module is designed to provide training and certification for Level-D technical officials. This program is meant to cover the more intricate and complicated details involved in technical officials' work, and to develop qualified supervisors and trainers of Level-E technical officials. Specifically, the second module is meant to train, develop, and certify people to serve as table supervisors and head scorekeepers (also known as pairing officials). The second module also presents a training curriculum that Level-D officials can use to train, evaluate, and certify new Level-E technical officials. People certified as Level-D technical officials are required to go back to their home regions and begin training and certifying new Level-E technical officials. The standards for achieving certification and for maintaining certification are detailed on Chart 1.0 on page 4 of this manual

The third module is designed to provide training and certification for Level-C technical officials. This program is meant to cover the major details of running a tournament and serving as a mediator for conflict resolution. Specifically, the third module is meant to train, develop, and certify people to serve as each of the following:

1. Tournament Coordinators
2. Technical Advisors
3. Mediators
4. Coach's Liaison
5. Mat Supervisors

In addition, the third module provides a curriculum for training, evaluating, and certifying Level-D and Level-C technical officials. People who are certified as Level-C technical officials are encouraged to return to their home regions and set up self-sustaining programs for training, evaluating, and certifying new Level-C, D, and E officials.

The standards for achieving certification and for maintaining certification are listed on Table 1.0 on page 4 of this manual.

At this time, only members and former members of the USJA Technical Officials Committee can certify new Level-C candidates. In the future, as more Level-C technical officials are certified, it will be possible for candidates to be certified with the approval of two Level-C technical officials at a sanctioned testing site.

QUALIFICATIONS FOR INITIAL CERTIFICATION AND MAINTENANCE

Table 1.0

Level	Valid	Qualifications	Maintenance	Points
E	3 yrs	<ol style="list-style-type: none"> 1. Attend 1 “E” or “D” level clinic 2. Pass Written exam with 70% 3. Pass Practical exam with 70% 	<ol style="list-style-type: none"> 1. Attend 1 clinic per year (Technical Official or Referee) 2. Work 2 events 	2/year*
D***	3 Yrs	<ol style="list-style-type: none"> 1. Attend 1 “D” or “C” level clinic 2. Current Level “E” certification with proof of technical official activity 3. Minimum 18 years of age 4. Pass Written exam with 80% 5. Pass Practical exam with 80% 	<ol style="list-style-type: none"> 1. Attend 1 clinic level “D”. 2. Certify 2 E levels 3. Give 1 E level clinic 4. Work 2 tournaments as a Level-D or -C tech. 	4/year* +1 point for each “E” certified
C****	3 Yrs	<ol style="list-style-type: none"> 1. Attend 3 Clinics in 3 years, 1 of which must be a Level-D or -C 2. Minimum 18 years of age 3. Shodan or higher rank 4. Current Level-D with proof of activity 5. Pass Written exam with 90% 6. Regional Referee Certification** 	<ol style="list-style-type: none"> 1. Attend 1 clinic level “D”. 2. Give 2 clinics (D or E), work as a tournament director, coordinator, technical advisor, coach liaison, mat supervisor, referee, or provide service to the technical committee or subcommittee. 3. Certify 1 Level-E or D per year 	6/year* +2 Points for each D certified +3 points for each C certified.

* For the first 5 years only

** This requirement can be waived if the candidate has a vast amount of experience in running tournaments, or is a nationally active coach or a national or international level competitor (activity must be within the last 5 years).

*** Regional and National level referees will upon receipt of application will be certified as Level D technical officials.

**** International level referees with experience as tournament directors and as head referee will upon receipt of application and fee will be certified as Level C technical officials.

BACKGROUND MATERIAL

It is not necessary to be an experienced Judo player to be a competent Level-E or Level-D technical official. In fact, in most cases it is not even necessary to be a Judo player at all. At international level Judo competitions (those sanctioned by the IJF), all of the technical officials must be experienced Judo players who are also certified as national level referees (1). But at the local and regional levels (and sometimes national level), many of the technical officials are drawn from that pool of dedicated parents and lower level Judo players whose main qualification is a willingness to serve. If that describes you, then you will find this section especially helpful. This section provides a brief summary of how a Judo tournament works, how the game of Judo is played, and what the basic duties are of all the people who make a Judo tournament run smoothly.

At a high level, a Judo tournament works like any other type of tournament. So, any experience you might have with tournament competition of any kind, from soccer to basketball, will be helpful. A Judo competition is perhaps most similar to a wrestling tournament, however, where the players are divided into “divisions” by weight, age, and gender. Sometimes divisions are also created to divide high-ranking players from novices. A winner is selected from each division by means of some type of elimination system, such as double or single elimination.

The whole tournament is organized and supervised at a high level by the tournament director. The tournament director is assisted by a head referee, who supervises all the other referees (and who enjoys a great deal of autonomy and deference due to his or her position), and by the head scorekeeper and various table supervisors who, together, supervise the other technical officials.

The technical official who is in charge of collecting the registration forms and the money from the players before the tournament begins is called a registration official. The person who oversees the weigh-in process is called the weigh-in official. The person who is in charge of assigning the players to divisions is called the head scorekeeper, or pairing official. Once the tournament begins, the person who records the progress of the players on special “bracket sheets” as they advance through the elimination system is called the bracket keeper (also known as the draw recorder). Often, the registration officials, weigh-in officials, and the bracket keeper all report to the head scorekeeper.

The competition takes place on a special mat, called a “tatami”, which is regulated with respect to size and materials. The players are required to wear a special uniform, called a “gi”, which must also meet certain requirements with respect to fit, materials, and cleanliness. It is the job of the referees to inspect the mats and enforce the uniform standards. It is the job of the coaches and players to ensure that the uniform is up to standard (at major tournaments this is accomplished by checking the uniform with the use of a standardized caliper called a Sokuteki) prior to stepping on the tatami for a match (2).

The bracket keeper (or an assistant) will help the players know when it is their turn to play and direct them to the proper mat. One player is designated as blue, and will be given a blue sash or belt by the bracket keeper's assistant, and the other player will be designated as white and will be issued a white sash belt to wear around the waist. Some tournaments are requiring competitors to bring their own white and blue belts to ensure a proper fit. The different colored sashes are used to help the referee and the scorekeepers distinguish the players from each other. At higher level tournaments, all players are required to bring in both a blue and a white gi, so that they can wear whichever color is required for that round of competition.

The match itself is supervised by a referee, who is assisted by two corner judges. It is the duty of the referee to insure that the match is conducted safely and according to the rules of Judo. The referee awards scores and penalties as appropriate. Sometimes the corner judges will get involved if there is a particularly difficult decision to make. Appeals, complaints, or problems regarding the officiating are directed to the head referee, jury, or coach's liaison, who may also consult with a committee of referees called the referee commission. The scores and penalties assigned by the referee are recorded by the scorekeeper. When there are enough technical officials to do so, particularly when manual as opposed to electronic scoreboards are used, it is desirable to assign a scorekeeper for each player, since sometimes the action moves very quickly and it can be hard for one scorekeeper to keep up with what both players are doing at the same time.

The time allotted for matches in a particular division is determined ahead of time by the tournament director, and is usually published ahead of time in the tournament flyer. Often, seniors matches are 5 minutes, masters matches are 3 or 4 minutes, and juniors matches are 2 or 3 minutes. The timekeeper for the match is called the contest timer; he or she starts and stops the clock in accordance with the referee's instructions. The bracket keeper is responsible for making sure that the contest timer knows the proper match length for each division, since it is normal to have several different divisions competing on the same mat. There is only one period in the match, but the clock can be stopped for various reasons.

At the beginning of the match, the players generally bow at the edge of the mat and advance to player's sash color. They bow to each other, and take one step forward indicating readiness. The referee calls "hajime" which means "begin" and the contest timer starts the clock. The match and the contest clock are then paused any time the referee calls "matte" which means "stop" and restarted when the referee again calls "hajime." When the match is finished, the referee will call "soremade" which means "that is all." The players will then return to their starting positions and the referee will indicate which player is the winner. The players then bow to each other and leave the mat.

The primary objective of a Judo match is to throw your opponent onto his or her back with speed, force, and control. If this occurs, it is like a knockout in boxing, and the match is over immediately. The score awarded for such a knockout-like technique is called "ippon." If the throw is almost an ippon but is lacking in one of the elements of

speed, force, or control, then a score of “waza-ari” is given. Two waza-ari add up to a type of win called “waza-ari awasete ippon.” If the player is thrown and lands on his or her side with both shoulders in a stacked position, or lands on the buttocks with the lower back touching the mat, the score is “yuko.” A player may receive any number of yuko, but no amount of yuko is worth a single waza-ari. The referee will award a score by audibly calling out the score and by making a signal with his or her arm. It is important for all technical officials to memorize the referee gestures for various scores, as shown in Appendix A, since many of the verbal signals end up sounding very much alike. If the match goes the full length without an ippon, then the player with the highest score wins. In the case of a tie, the tie is broken with a sudden death period in which the first person to score in any way wins. This procedure is called golden score.

In golden score, the scoreboard is left as it was at the end of the match and only the time clock is reset (12). This new period has a shorter length of time, correlating to the length of time of the original match. Chart 1.1 on page 10 shows the conversion as determined in 2009 by the I.J.F. and the U.S. Referee Commission. If, at the end of golden score the match is still tied, then a judge’s decision is rendered by the referee and two judges.

There are two levels of penalties in Judo: slight infringements, which usually have to do with not playing aggressively in some way, and grave infringements, which usually have to do with safety violations, and which result in immediate disqualification. A slight infringement is called “shido,” while a grave infringement is called “hansoku-make”.

Effective January 1, 2010 the IJF has decided that any initial attack made where Tori uses his hands or arms to grasp, hook, or grab the legs of the opponent shall be assessed a Hansoku-Make penalty. This penalty is for that match only (same as Head Dive, and illegal Gi), and the competitor may compete in further matches. This penalty will not be assessed for kaeshi-waza (countering) and renraku-waza (combination). In the case of renraku-waza the leg pick (kata-ashi-dori) must occur immediately after a clear initial attack has occurred. In kaeshi-waza the leg pick may be utilized as soon as the opponent has attacked. Lastly, the leg pick may be utilized when an opponent has deliberately taken a two on one or same side grip.

A penalty for shido results in a warning on the first offense, is upgraded to a yuko for a second offense, a waza-ari for the third offense, and hansoku-make or disqualification for a fourth offense.

There are two other ways to score ippon and win the match before time has expired. The first is to make your opponent give up or submit by placing him or her in a choke or arm bar. Either technique is painful and potentially dangerous to your opponent, so the use of these techniques is prohibited for younger players. The tournament director will usually indicate the divisions in which these techniques will be restricted on the tournament flyer. The other way to score points, up to and including ippon, is to pin your opponent on his or her back for a certain length of time. The longer the time, the higher the score, starting with yuko for 15 seconds, waza-ari at 20 seconds, and ippon at 25 seconds. The referee signals a pin has occurred by calling “osaekomi” and indicates that

the pin has been broken by calling “toketa.” The osaekomi timer keeps track of the time that the pin has been in effect, and signals that information to the referee after the pin has been broken. The referee then assigns the appropriate score. In all matters concerning the conduct of the match, the technical officials only respond to the referee. If the corner judges overrule the referee, it is still the referee who must order the scoreboard changed.

In terms of the personnel staffing of a Judo tournament, therefore, we have a tournament director who coordinates with the head referee and supervises the table supervisors and the head scorekeeper. The head referee supervises the other referees who, in turn, are in charge of seeing that the contests are conducted safely and according to the rules of Judo. The table supervisors oversee the contest timer, the osaekomi timer, and the scorekeepers who work at each mat. The table supervisors also interact with the head referee and the tournament director on behalf of technical officials if there are any problems.

The head scorekeeper usually oversees the registration and weigh-in officials who do their work before the tournament starts, as well as the bracket keepers who record the results of the contests. There are also various other positions available, such as announcer and computer operator, but those positions will not be covered in this manual. A glossary of Judo terms that technical officials need to know is given in Appendix B.

DUTIES OF LEVEL-E TECHNICAL OFFICIALS

This section will describe the duties of the contest timer, osaekomi timer, scorekeeper, bracket keeper, and the registration/weigh-in officials. For each position, a general description of the position will be given. This will be followed by more specific instructions on the duties of each position. Quick reference cards for each position are included in Appendix C.

CONTEST TIMER

General Description

The contest timer keeps track of the amount of time that the contestants have actually been playing, not the amount of time that has elapsed since the match began. The match time starts whenever the referee gives the signal “hajime” and pauses whenever the signal “matte” is given. In addition, the referee may pause the match by calling “sonomama,” which means that the players should freeze in their current positions. The match time then continues when the referee calls “yoshi,” which is the signal for the players to continue.

If using manual scoreboards, a small yellow flag is raised whenever the contest clock is paused and lowered whenever the clock is running. This is for the benefit of the referee, so that he or she can tell when the clock is running or paused. If no flags are provided, the contest time stopwatch can be raised or lowered instead. When the contest time expires, a bell is sounded. If the referee is unable to hear the signal, which sometimes happens in a crowded auditorium, a small beanbag is tossed toward the feet of the referee to get his or her attention. If electronic scoreboards are used, however, the contest time is displayed for all to see. As a result, the referee can easily discern when the clock is running or not, and when the match time has expired, so it is not necessary to raise or lower the flag or use beanbags.

Specific Instructions for Contest Timers

Specific instructions for the contest timer are provided below. These instructions are adapted from the technical official section of the IJF Referee Manual (2). These instructions assume that manual scoreboards are being used. If electronic scoreboards are being used, simply omit any references to flags and beanbags.

First, make sure that both contestants from the previous match have left the contest area, and then reset the clock. Take note of the division and appropriate match time. The bracket keeper is supposed to notify the contest timer whenever there is a change of division that requires a change to the match time. If you are ever uncertain as to the

proper match time, ask the table supervisor to get that information from the bracket keeper, who is often seated at a table across the mat.

Watch the referee at all times, and indicate your readiness to begin by looking at the referee and raising the yellow flag (if none is provided, raise the stopwatch above your head). On hajime, start the stopwatch and at the same time lower the yellow flag (or stopwatch). On matte or sonomama, PAUSE the stop watch, DO NOT RESET IT, and raise the yellow flag. On hajime or yoshi, restart the stopwatch, and lower the flag.

Just as the match time expires, provided there is no osaekomi (a pin in progress), sound the bell (if no audible device is provided, throw the beanbag). The referee will then announce "sore made," ending the match. If match time has expired but osaekomi has been called (meaning a pin is in progress), stop the watch but do not sound the bell until either ippon is scored or until the referee calls toketa or matte.

Always be ready to render an opinion, if asked by the referee, as to the relative sequence of events occurring at the end of the contest. For example, you may be asked to determine whether the referee made a certain call before or after match time expired.

If the score is tied at the end of regulation match time, a sudden death period is played until the first score by either player. This sudden death period is called golden score. The amount of golden score contest time for each division is found on Table 1.1 below.

Table: 1.1

Match Length	Golden Score Time
5 Minutes	3 Minutes
4 Minutes	2 Minutes
3 Minutes	2 Minutes
2 Minutes	1 Minute

Be careful not to reset the stopwatch until the referee has called soremade and both contestants have left the contest area, because it is possible that the initial decision of the referee that ended the match could be overturned by the two corner judges. In that case, the match would need to be restarted from the same time on the contest clock.

Occasionally, and this usually occurs toward the end of the tournament when there is only one division left to finish up on a particular mat, the contest timer will be asked to time a rest period prior to a contestant's next match. In that case, simply start the stopwatch immediately, and sound the bell when the allotted time (up to 10 minutes) has expired.

OSAEKOMI TIMER

General Description

The osaekomi timer keeps track of the amount of time one contestant is able to hold his opponent down in a pin. When the referee determines that a pin has been achieved, the verbal signal “osaekomi” is announced. When the pin has been broken, the verbal signal “toketa” is announced. Occasionally, the referee will feel the need to stop the action during the pin to issue a penalty or another instruction. In order to avoid nullifying the advantage of the player on top, the referee will place his or her hands on the players and give the command, “sonomama,” which means “don’t move.” The players are then supposed to freeze in place. Then the referee will issue the penalty or do whatever is necessary and then issue the command, “yoshi,” which means “continue.” The referee’s gestures that accompany these signals are shown in Appendix A.

When the pin is complete, the osaekomi timer will hold up a card or paddle for the referee to see that gives the equivalent score for the pin as shown in Table 1.2 below. The referee will then award the score.

Table 1.2

Osaekomi Time in Seconds	Equivalent Score
0-14.9	No Score
15.0-19.9	Yuko
20.0-24.9	Waza-ari
25	Ippon

Specific Osaekomi Timer Duties

Specific osaekomi timer duties are described below. First, be sure to reset the stopwatch, if necessary, after both contestants from the previous match have left the mat and before the start of a new contest. Carefully observe the competition at all times, and be particularly alert whenever the players end up on the mat, because a pin could occur at any time. When “osaekomi” is called to indicate the start of a pin, start the stopwatch and raise the green flag (if no flag is provided, raise the stopwatch). Also, look at the scoreboard (or ask the scorekeeper) to determine if the contestant performing the pin already has a waza-ari. If this is the case, a win will be achieved with a second waza-ari at 20 seconds instead of the normal 25 seconds.

If sonomama is called during the pin, PAUSE the stopwatch (DO NOT RESET IT) and lower the green flag. This is only a temporary pause in the action. Upon hearing the command of yoshi, resume timing the pin and raise the green flag.

If toketa is called before a win is achieved, stop the stopwatch, lower the green flag, and hold up the score equivalent sign or paddle corresponding to the amount of time the pin was held (see Table 1.2 above). Reset the stopwatch and be ready for another osaekomi to be called (unless the match time has expired). If a new osaekomi is called before you have a chance to hold up the time from the last osaekomi, your first priority is to restart the time for the new pin, then hold up the score from the last pin, and then worry about the flag.

If osaekomi has been called and the match time expires before the amount of osaekomi time needed to achieve a win, the match continues and the osaekomi timer continues timing until a win is achieved or until matte or toketa is called. Immediately sound the bell or throw in the beanbag. Stop the clock, lower the green flag, and display the score from the pin (if any) by holding up the appropriate card or paddle.

Sound the bell (or throw in the beanbag) as soon as a win is achieved by osaekomi. This will end the match. When throwing in the beanbag, try to toss the beanbag toward the feet of the referee so that it will cross the referee's line of sight as it slides. It is a good idea to practice throwing the beanbag a few times before the tournament begins so that you can get a good feel for how heavy it is and how far it will slide after landing. It would be considered very unprofessional (and unwise) to strike either the referee or the players with the beanbag.

In the case of a tie at the end of regulation match time, a golden score round is played until the first score of any kind is achieved. The only slight exception to this rule is that, if osaekomi is called during the golden score round, the match does not end as soon as the time necessary for a yuko (15 seconds) is achieved. Instead, the players are allowed to continue until either an ippon is scored, the match time expires, or until the referee stops the action due to a broken pin or going out of bounds. The reason for doing this is that team competitions and certain elimination systems keep track of how the players win their matches. More points are given for winning by ippon than for winning by yuko, so an osaekomi during golden score round is allowed to go to its natural conclusion to avoid unnaturally limiting the number of points that a player can score.

SCOREKEEPER

General Description

There are often two scorekeepers, especially when manual scoreboards are used. One keeps track of the blue contestant, and the other keeps track of the white contestant. The scorekeepers keep track of the scores and penalties assigned by the referee. Scorekeepers must only take instructions from the referee, and must ignore coaches, spectators, and even corner judges. If the corner judges disagree with a score, they must attract the attention of the center referee and get the referee to change that score. Only then should the scorekeeper change the score. The scoring and penalty system is summarized in Table 1.3 below.

Table 1.3

Score (in order from lowest to highest)	Equivalent Penalty
No Score	Shido 1
Yuko	Shido 2
Waza-ari	Shido 3
Ippon	Hansoku-Make (Direct or Shido 4)

A score of ippon or a penalty of hansoku-make automatically ends the match. Two waza-ari add up to give a type of win called waza-ari awasete ippon. A player may accumulate any number of yuko, but no amount of yuko is worth a single waza-ari.

When one player is assigned a penalty, the opponent is awarded an equivalent score beginning with the second shido. In 2009, the rule was adopted that the first shido awarded would be a warning (free). The first shido is recorded on the scoreboard but does not count in the event of a tie or at the end of golden score (2). However, a player may only have one penalty marker at a time, and the opponent may have only one equivalent score (associated with penalties) at a time. When a subsequent penalty is assessed, the first penalty marker is taken down from the opponent's scoreboard and the next equivalent score is displayed. This procedure is admittedly somewhat complicated, and requires the close attention and cooperation of both scorekeepers.

When awarding a score, the referee will sometimes indicate the color of the tori (the person who executed the technique and who should receive the score) by pointing to the colored tape on the mat that corresponds to the player who got the score, but usually this is done only when the referee feels there may be some confusion about who should get the score. An example of this would be when one player counters a move initiated by the other player. It is assumed that the scorekeeper can tell which player was in control and will know who should get the score. In practice, however, it is often the case that the scorekeeper is uncertain due to a lack of experience or perhaps just a bad viewing angle. The more familiar with Judo techniques a technical official becomes, the easier it will be

to recognize who initiated the technique, whether there was an effective counter-attack, and who was in control when the players hit the mat.

In order to minimize errors, it is good practice for the technical official team to double check each other by using a system called the “echo.” When using the echo system, the referee might call out, “yuko.” One technical official would then echo the referee’s command, and add the color of tori, as in, “that’s yuko for white.” The scorekeeper would echo back, if in agreement, something like, “yuko white,” and record the score. If the technical official team cannot agree on who should get the score, it is the duty of the scorekeeper to record the score according to his or her best judgment. The referee is supposed to check the scoreboard within about 5 seconds to insure that the score was recorded properly. If not, the referee will notice that the score was incorrectly recorded; the referee should approach the table at the next break in the action and correct the score. If, however, the correction is vital to the outcome of the match, the referee may indicate while action is still continuing. If the corner judges notice that the score was incorrectly recorded, they will stand to attract the attention of the referee, who will then instruct the scorekeeper to change the score. If neither the referee nor the corner judges correct the score and the technical official team is still uncomfortable, the table supervisor can take the matter to the head referee or jury, who will alert the referee on the mat if necessary. The table supervisor can go to the head referee or jury any time the technical official team believes the referee has made a serious error, such as awarding the match to the wrong player.

As of 2009, the medical examination is no longer recorded on the scoreboard. There are some tournaments that still utilize the 2003 medical rules for junior competitors. However, even with this modification, the medical is no longer recorded on the scoreboard and is kept track of by the referee team.

Occasionally, the referee’s call will be overruled by the two corner judges. In this case, the referee cancels the previously expressed opinion by signaling the incorrect call with one hand, while the other hand is waved over the head, as shown in Appendix A. The new call is then signaled and voiced, and the scorekeeper changes the scoreboard accordingly.

Effective January 1, 2010 the IJF has decided that the scores and penalties that are accrued during match time will carry over into the golden score period. What this means for the technical official is that the only item that must be changed on the scoreboard is the match time. If the tournament is utilizing manual scoreboards then the board is left as is. If however, electronic scoreboards are in use then the operator must be careful to reset only the match time to the appropriate amount of golden score time as seen on chart 1.1.

(12)

Specific Duties for the Scorekeepers

Specific duties for the scorekeeper(s) are as follows. Watch the competition area (specifically, the referee) at all times. After the contestants from the previous match have left the contest area, clear the scoreboard. Record all scores and penalties on the scoreboard for the appropriate contestant (blue or white) as the referee announces them. Whenever a penalty is assigned, be sure to place the correct penalty marker on the scoreboard of the offending player, and to assign an equivalent score (only on shido 2 or 3) to the other player. Also, remember that there can only be one penalty marker on the scoreboard at a time for each player. Never alter the results on the scoreboard until both contestants have left the competition area unless instructed to do so by the referee.

BRACKET KEEPER

General Description

The primary duty of the bracket keeper is to record the progress of the players using the bracket sheets made by the head scorekeeper or bracket maker. A secondary duty is to assist the players in arriving at the proper mat at the proper time for their matches, making sure each is wearing the proper colored gi or sash, so that there is never an unnecessary break in the action on a mat while waiting for a player to arrive. This process is called “staging” the players. As the competition is completed for each division, the bracket keeper relays the results to the announcer who, in turn, takes care of presenting the awards. Often, the bracket keeper has one or more assistants to help with these duties.

Elimination Systems

The bracket keeper must understand the various elimination systems in order to know how the players are to advance on the bracket sheets. This section will give a basic description of five common elimination systems; examples of each type of bracket are given in the Level-D section, on pages 23-27:

1. Single Elimination
2. Double Elimination
3. Modified Double Elimination
4. Round Robin
5. Repechage

Single Elimination

The most characteristic feature of the single elimination system is that players are eliminated from the competition after their first loss. The result is that the winner will be undefeated, and the second place contestant will have only lost to the winner. The two people who lost to the finalists tie for third. If a single third place winner must be identified, then the two people who lost to the finalists compete for third place.

Double Elimination

The double elimination system is characterized by the feature that it takes two losses to be eliminated from the competition. This ensures that everyone gets at least two matches, which is a desirable feature in developmental tournaments. An interesting twist to the double elimination system is the fact that it is possible to come back to win the tournament even after losing a match. A double elimination bracket consists of a winner’s bracket and a loser’s bracket. The winner of the winner’s bracket plays the

winner of the loser's bracket. If the winner of the winner's bracket defeats the winner of the loser's bracket, then the competition is over; the winner of the winner's bracket wins first place and the other player takes second place. However, if the winner of the loser's bracket defeats the winner of the winner's bracket, the players must play again for the championship, since neither can be eliminated as each have only one loss. The loser of the loser's pool final wins third place. Some tournaments will use two third place brackets in order to determine two third place winners or hold a consolation match for the second third place.

Modified Double Elimination

Modified double elimination is similar to true double elimination, except that once a player loses in the winner's pool it is impossible to come back and win first place. In this system, the first place winner will be the undefeated winner of the winner's bracket. The second place winner will be the winner of the loser's bracket and will have only one loss. The third place winner will be the loser of the final match in the loser's bracket and will have two losses.

Round Robin

The round robin system is often used when it is desirable to give the players as many matches as possible, such as in a developmental tournament. The main characteristic of the round robin system is that each player competes against every other player in the division. The players are ranked first by number of wins, and then, if there is a tie, by the number of points earned by each player. Players earn points according to the way they win their matches. The number of points awarded for each type of win is as shown in Table 1.4 below. The point system is taken from the IJF Referee Manual (2).

Table 1.4

Points	Type of Win
10	Ippon, Hansoku Make, Kiken-Gachi, Fusen-Gachi, or Sogo-Gachi
7	Waza-ari
5	Yuko
1	Yusei-Gachi (Judge's Decision)

As each match ends, the bracket keeper will record the results of the match in the competition round tables. It is important to remember to not only record who won, but the point value as well. Because it is easy to make a mistake, it is important for the information to be double-checked (audited) by a bracket keeper or a table supervisor. When the division is completed, the total number of wins and points are added up and the competitors are then ranked, first by the number of wins, then by the number of points, and finally by head-to-head competition. In the event of a tie that cannot be broken using the above scenario, the competitors must play again. This will only occur in a three-way tie in which each of the competitors has defeated the other by the exact same score or point total.

Repechage (2)

The repechage system is the most complex of the systems covered here, but it cannot be omitted because it is the one most commonly used at national and international level competitions. This system begins in a manner similar to modified double elimination, in that the first place winner is the winner of the winner's bracket and the second place winner is the loser of the final match in the winner's bracket. However, the two third place winners are determined by using two loser's brackets. The main difference between repechage and modified double elimination is that competitors may only play in the loser's pools if they had advanced to the quarter-finals of the division before losing a match. This means that only six competitors will be allowed to compete for two third places (4 quarter final losers and 2 semi-final losers). In addition, the losers of the semi-final matches cross-over in the bracket so that they cannot face any players they have already met and defeated. Repechage is generally only used in divisions of 16 or more; it serves as a means of reducing the total number of consolation matches to be contested in the loser's bracket.

Match Scheduling Systems and Athletic Staging

The purpose of a match scheduling system is to make sure that players get the maximum possible rest time between matches (10 minutes minimum), to avoid unnecessary downtime on a mat while players are resting, and to allow players to know approximately when their next match will be. An athlete staging system is a way to make sure that the proper athletes are lined up and ready to compete on their assigned mat to avoid delays due to missing competitors. There are many match scheduling and athlete staging systems, and most can be used with any type of elimination system, such as double or single elimination. By far, the most popular match scheduling and athlete staging system is the Texas Match Card system. We will not cover in detail the method by which a head scorekeeper sets up the Texas Match Card system for a tournament. However, since the bracket keeper plays a big part in administering the Texas Match Card system, we will outline the basics of the system below.

Texas Match Card Basics

The head scorekeeper will assign players to divisions and then, based on the number of players and the elimination system being used, will estimate the amount of time needed to perform all the matches necessary to complete each division. Then, the head scorekeeper will assign divisions to mats in such a way that the time needed to complete all the divisions on each mat is approximately the same. For each, the head scorekeeper will then assign sequential match numbers to every match in every round of every division. Usually, the match numbers are assigned so that the first round is played in every division, then the second round is played in every division, and so forth. By doing

so, the chance that a mat might have to wait for a player to get the required 10 minute rest period between matches is minimized.

It is the duty of one of the assistant bracket keepers to prominently display the mat number and the number of the match currently being played on that mat. Usually, this is done by means of a large mat number sign and a deck of match numbers that are attached to a tall pole. This assistant is also usually in charge of crowd control; he or she makes sure that the athletes do not mob the bracket keeper's table or get too close to the mat while waiting "on deck."

Each player is given a Texas Match Card by the head scorekeeper with the number of the player's first match and the appropriate gi or sash color (blue or white) written on it. Approximately 5 matches before a player's next match, he or she should approach the bracket keeper's table and hand his or her card to the assistant bracket keeper; this is done to make sure that there's no pause in the competition while waiting for a missing athlete to arrive. If an athlete does not show up as their match number approaches, the assistant bracket keeper will issue a first call, a second call, and then a final call for the athlete. If the athlete does not report to the table by the lat call, that athlete will lose this match by default. The assistant may also issue the white or blue sashes to the players as their turn to compete approaches.

The bracket keeper will advance the players along the bracket sheet. The bracket keeper or assistant will also record on the Texas Match Card the match number of each athlete's next match as shown on the bracket sheet. After each match, the players then pick up their completed Texas Match Cards at the bracket keeper's table and each initials his or her card to indicate agreement that he or she either won or lost the match. This helps to immediately spot any errors on the match cards. The players will then keep their cards to remind them when to report back to the table for their next matches.

Specific Duties of Bracket Keepers

We have covered a great deal of general information that is necessary for working as a bracket keeper. We will now summarize the specific duties of the bracket keeper and his or her assistants.

Notify the contest timer of the proper contest time whenever the match time changes due to different divisions being played on the same mat. Prominently display the mat number. If the Texas Match Card system is in use, the match number should also be displayed where it can easily be seen. Some system must be used to stage athletes and to prepare them to enter the competition area at the right time while wearing the correct color of sash or gi. Page athletes who do not show up on time and signal the referee if an athlete misses the final call; the referee will then award the match to the opposing player, and the missing player will receive a loss. Record the results of each match on the bracket sheets, and advance the athletes according to the elimination system being used. If the Texas Match Card system is being used, complete the match card for the recent

match, showing the results of the match, and fill in the opponent's rank. If you discover that by some mistake the wrong players are in the match, immediately stand up and signal the referee to stop the match so that the error can be corrected before the players injure one another. Make sure that each athlete is given a maximum of 10 minutes rest period between matches. As each division is completed, send the results to the announcer, who will present the awards.

Special Situations

Occasionally, a player may be removed from a division either by hansoku-make (disqualification), kiken-gachi (injury), or fusen-gachi (withdrawal). In the event that any of these situations occur, there are specific procedures for how they should be dealt with in the tournament bracket.

Hansoku-Make (Disqualification)

When a player commits a grave offense for which the penalty of direct hansoku-make is given, that player is removed from the division and cannot continue in that division. If, however, the player commits an indirect hansoku-make for head diving or attempts to compete with an illegal gi, the player only loses that match and may continue in the division.

Effective January 1, 2010 the IJF has decided that any initial attack made where Tori uses his hands or arms to grasp, hook, or grab the legs of the opponent shall be assessed a Hansoku-Make penalty. This penalty is for that match only (same as Head Dive, and illegal Gi), and the competitor may compete in further matches. This penalty will not be assessed for kaeshi-waza (countering) and renraku-waza (combination). In the case of renraku-waza the leg pick (kata-ashi-dori) must occur immediately after a clear initial attack has occurred. In kaeshi-waza the leg pick may be utilized as soon as the opponent has attacked. Lastly, the leg pick may be utilized when an opponent has deliberately taken a two on one or same side grip.

The tournament director may decide to strip the player of any award that they would have received prior to a direct hansoku-make. In such a case, the award is not given or presented and is not given to the next competitor on the list, because that competitor did not have a stake in that match or a chance for that award. For example, in the finals of a division, the white player bites the blue player. In retaliation, the blue player then punches the white player. After consultation, the referee and judges give both players direct hansoku-make. This results in no award of first or second place. The two third place competitors do not receive the disqualified players' awards, as neither competitor was involved in that match.

Kiken-Gachi (Injury)

When a competitor loses a match as a result of injury, he or she is allowed to return to the division as long as the medical personnel, the player, and the player's coach are all in agreement that he or she can continue.

Fusen-Gachi (Withdrawal)

In the event that a competitor cannot continue in a division and is forced to withdraw, the opponent he or she would have fought receives a win. The player is removed from the division and any additional opponents would all receive wins. For the purpose of a round robin division, all future opponents would receive a win worth ten points. All previous match results would remain the same.

The tournament director may decide that, in the event of a withdrawal, all previous match results become void, the player who has withdrawn does not receive a medal (if he or she had earned one), and previous opponents move up in standing (only in a round robin). Otherwise, the player would receive any awards he or she has earned.

REGISTRATION/WEIGH-IN OFFICIALS

General Description

In general, the registration officials are in charge of handling the athletes' entry forms, accepting registration fees, checking the age and identity of each player, and verifying that each player is a member of an appropriate Judo organization. The weigh-in officials take care of the weigh-in process, verifying the weight of each athlete.

Registration Officials

The registration official must verify that each registration form is filled out properly. It is extremely important that officials ensure that the player is qualified to compete in the divisions indicated. For example, the age and gender of the player must be appropriate for the division(s) indicated. As such, it is necessary to check the identification papers of each athlete. The tournament director will determine what forms of identification are acceptable. At some lower-level tournaments, a driver's license is acceptable. However, at higher-level tournaments, a copy of the athlete's birth certificate or passport must accompany the registration form. The athlete must also be a member of one of the three national Judo organizations (USJA, USJF, or USJI) and have current insurance coverage in order to compete in USJA sanctioned events; the organization, membership number and expiration date must be noted on the registration form and verified to ensure that the player is placed in the proper division. Usually, this can be accomplished by checking the USJA, USJF, or USJI membership card.

Also, it is important to verify that all the appropriate certificates and liability waivers are signed by the athlete, the coach, and a parent or guardian (if the player is a minor). The

applicable waivers should be included in the application packet and it's the responsibility of the registration officials to ensure that the applicable forms are filled out and signed. For example, if the player is not a black belt, then a black belt who knows the person's skill level (usually, his or her coach) must sign a certificate to verify that the player has sufficient skill to safely compete in the tournament. All players (or their parents) must sign a waiver and release of liability in order to be able to compete. An additional waiver is required to be signed by the parents of minor children. A signature of the player or a parent is required for the certificate indicating what to do if the player is uncontested in his or her weight category. For national championship events, a certificate of citizenship is required. If a minor child will be competing without a parent or guardian in attendance, then a power of attorney form must be signed, giving the coach or some other adult permission to seek medical treatment and perform other necessary actions on behalf of the parent. All these procedures are required in order to make certain that the players are properly assigned to their divisions, to ensure the safety of the players, and to avoid exposing the USJA, the Judo club sponsoring the tournament, and the tournament officials to unnecessary legal liability.

Weigh-In Officials

Usually, based on the information contained in the registration form, a weigh-in card is generated by the registration officials and given to the player to take to the weigh-in officials in the weigh-in rooms. The weigh-in official, who must be the same gender as the player being weighed, accepts the weigh-in card from the player and weighs the player. The official weight of the player is recorded on the weigh-in card, which is then initialed by both the contestant and the weigh-in official. This is to prevent the player from saying that the weight was recorded improperly and that he or she ended up in the wrong division. The weigh-in official keeps all of the weigh-in cards and turns them over to the head scorekeeper, who will use the information contained therein to perform the draw and place the players in divisions.

Specific Duties of Registration/Weigh-In Officials

Specifically, the registration officials must accept the registration fees and registration forms from each player. The forms must be checked to make sure that they are filled out properly and that all applicable waivers and certificates have been signed by the proper people. The registration officials must check the membership card from one of the three national Judo associations to verify the rank and current insurance coverage of each player. The age of each contestant must also be verified using an acceptable form of ID, such as a birth certificate or passport. The gender, age, rank, and estimated weight of the player must be checked against the division(s) in which the player wishes to compete to verify that the placement in a given division is correct. Once all of the player's registration materials have been verified, a weigh-in card is generated and the player is sent with his or her card to the gender appropriate weigh-in room. The weigh-in official must collect the weigh-in card from the player, weigh the player, initial the card, and get

the player to also initial it. When the weigh-in is complete, the weigh-in cards must be turned over to the head scorekeeper to perform the draw.

DUTIES OF A LEVEL-D TECHNICAL OFFICIAL

This section will describe the duties of the bracket maker, registration supervisor, table supervisor, and head scorekeeper/lead pairing official, and will provide a curriculum for training, evaluating, and certifying new Level-E technical officials.

BRACKET MAKER

The bracket maker has a complex and important job. Failure to properly prepare the brackets can result in a disorganized, unfair, and even unsafe tournament. As such, it is generally considered above the level of a beginning technical official.

Most tournament directors list the pairing method in the tournament flyer. In order to successfully and safely make the brackets for a tournament, a bracket maker must have the following information:

1. Copy of the Tournament Flyer: At some events, especially small and medium sized events, there are numerous exceptions to standard weight, age, and skill categories, and these are listed on the flyer. For example, many tournaments guarantee that junior competitors will all receive trophies or medals. This would require divisions small enough to allow this, since most tournaments only award first, second, and third places.
2. Tournament Registration Forms or Information on Players: You simply cannot make good brackets without the right information. Specifically, you need to know the following:
 - a. Name
 - b. Gender
 - c. Weight
 - d. Age
 - e. Rank
 - f. School
3. Blank Bracket Forms: Since many tournaments run differing pairing systems for different divisions, you will probably need copies of all of them.
4. Any Specific Instructions from the Tournament Directors Not Listed Above: Sometimes a tournament director might want certain things done in a bracket, such as making sure two twins from the same school are on opposite sides of their divisions, or that the lowest ranked competitor in the division gets the bye (if there is one). There should also be a detailed breakdown of what decisions the

bracket maker is allowed to make and what decisions must be routed through the tournament director.

5. Problem Sheet: Basically, this is a written form for detailing problems or circumstances that have arisen and must be addressed. It should also indicate what the final solution was and who agreed to that solution.

Round Robin Brackets

A round robin division is basically where each member of a division fights every other member of that division once. The winner of the division is the person with the most wins; if there is a tie, the winner is the person who achieves whatever tie-breaking criteria is being used. The most common tie-breaking method is awarding points for the type of win, as detailed in Table 1.5 below. The total points method is most commonly used when a tie exists between three competitors. A tie between two competitors is most commonly solved by the head-to-head tie-breaker, in which the winner of the tie breaker is the winner of the match between the two competitors who have finished in a tie.

Table 1.5

Points	Type of Win
10	Ippon, Hansoku Make, Kiken-Gachi, Fusen-Gachi, or Sogo-Gachi
7	Waza-ari
5	Yuko
1	Yusei-Gachi (Judge's Decision)

However, the tournament director is free to come up with whatever system he or she wishes, as long as all the players know about it. The bracket keeper is the person who will actually use the system, but the bracket maker needs to have an awareness of what information must be recorded to effectively use the system. Round robin divisions are generally used for divisions with three to five competitors. They are terrific for ensuring that everyone gets a lot of matches, but can be time-consuming for larger divisions. For example, a five-person round robin division would have ten matches, but an eight-person round robin division would have 28 matches. If, for some reason, a match is unable to take place due to either injury, withdrawal, or disqualification, then the player who is able to compete will receive a win worth ten points as if they had won by ippon.

3-Person Round Robin Division: _____ **Age:** _____

Competitor	1	2	3	Total Points	Place
1.	X				
2.		X			
3.			X		

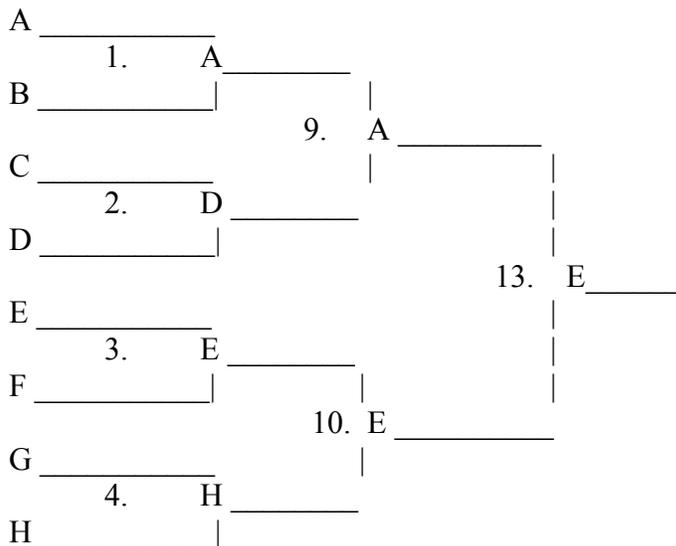
Schedule of Matches	Winner	Point Values For Quality of Win		Tie Breaker Procedure
		Type	Points	
1 vs 2		Ippon	10	Number of Wins
2 vs 3		Waza-ari	7	Points
1 vs 3		Yuko	5	Head to Head
		Decision	1	Replay Division

Single Elimination

Single elimination is a system by which only the winners advance and the losers are eliminated, until the final two contestants play. The winner of this match is the first place winner, and the loser is the second place winner. Both of the contestants who lost the semi-final matches are third place winners.

Single elimination is a very quick method of completing divisions. For example, a division of eight players would yield only seven matches. The problem with the single elimination system is that, if the two best players fight in the first round, then one of them would be eliminated and a lesser player might get the second or third place medal.

Generally, single elimination is seldom used in Judo tournaments, except in the case of team competitions, and usually because of time considerations. For example, even with single elimination, an eight team, five competitors per team, division would result in 35 matches. Another time when single elimination might be used is when all of the competitors are ranked so that the only way the first and second ranked competitors can fight would be in the final round.

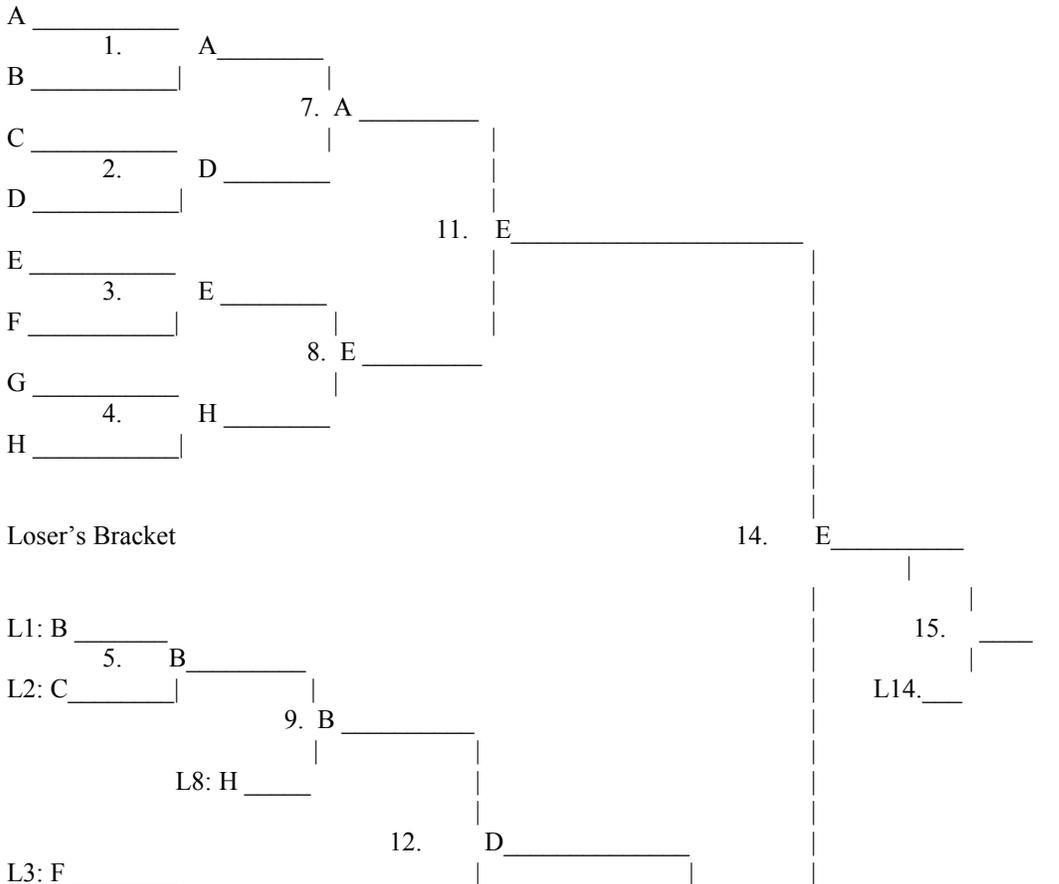


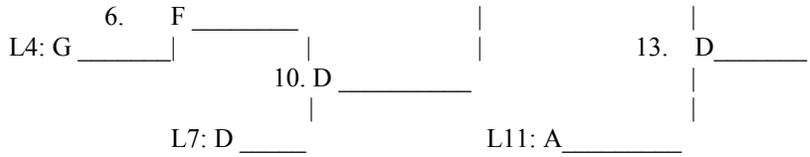
Based on the above bracket: E is the first place winner, A is the second place winner, and H and D are both third place winners.

True Double Elimination

True double elimination is a system whereby each competitor is still in the contest until he or she has lost twice. A player can lose in the first round and still come back up through the loser's bracket and win the division. Not only does this prevent the problem of having the two best players fight in the first round, but it allows a competitor to recover if he or she loses a match to a less skilled player. However, upon the second loss, a player is eliminated from advancing in the division.

Although it's a much fairer system than single elimination, using true double elimination will take much longer to resolve the division. Using a standard 8-person division, it could take up to 15 matches to determine first, second, and third place winners in this division; there would be more matches than single elimination but less than round robin divisions. A two-person "best two out of three" division is, in actuality, a two-person true double elimination division.

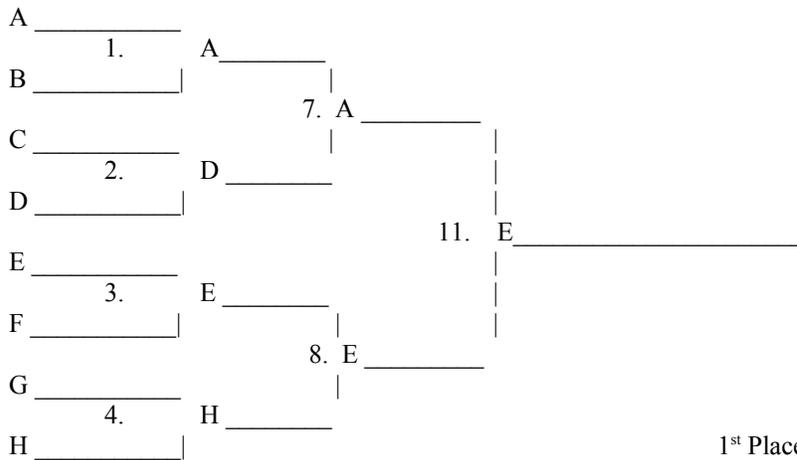




Based on the above bracket, E is the first place winner and D is the second place winner. If only one third place award is given, then A is the winner; if two are given, then A and B are the winners. Match number 15 is only necessary if P had beaten E in match number 14.

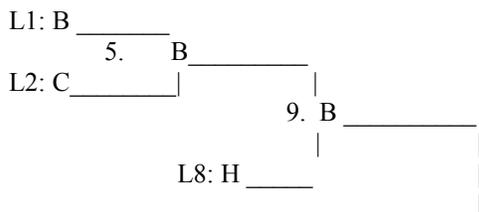
Modified Double Elimination

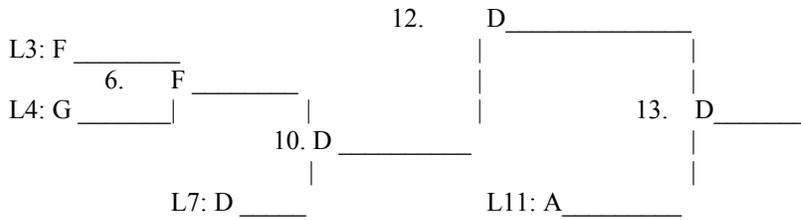
This elimination system is also known as the “true winner” division, because it is set up so that a player who has never lost in the division never has to play someone who has lost in the division. There is a “loser’s bracket” to determine the advancement of those who have lost a match. At the completion of this division, the first place winner will have no losses, the second place winner will have one loss, and the third place winner will be the last person the second place winner defeated. This is somewhat quicker than true double elimination, as it has a maximum of 13 matches for an eight-person division. At one time, this was the most popular elimination system, but it has, of late, been replaced with either the round robin system (for smaller divisions) or the true double elimination system (for larger divisions).



1st Place: E
 2nd Place: D
 3rd Place: A
 3rd Place: B (if two are awarded)

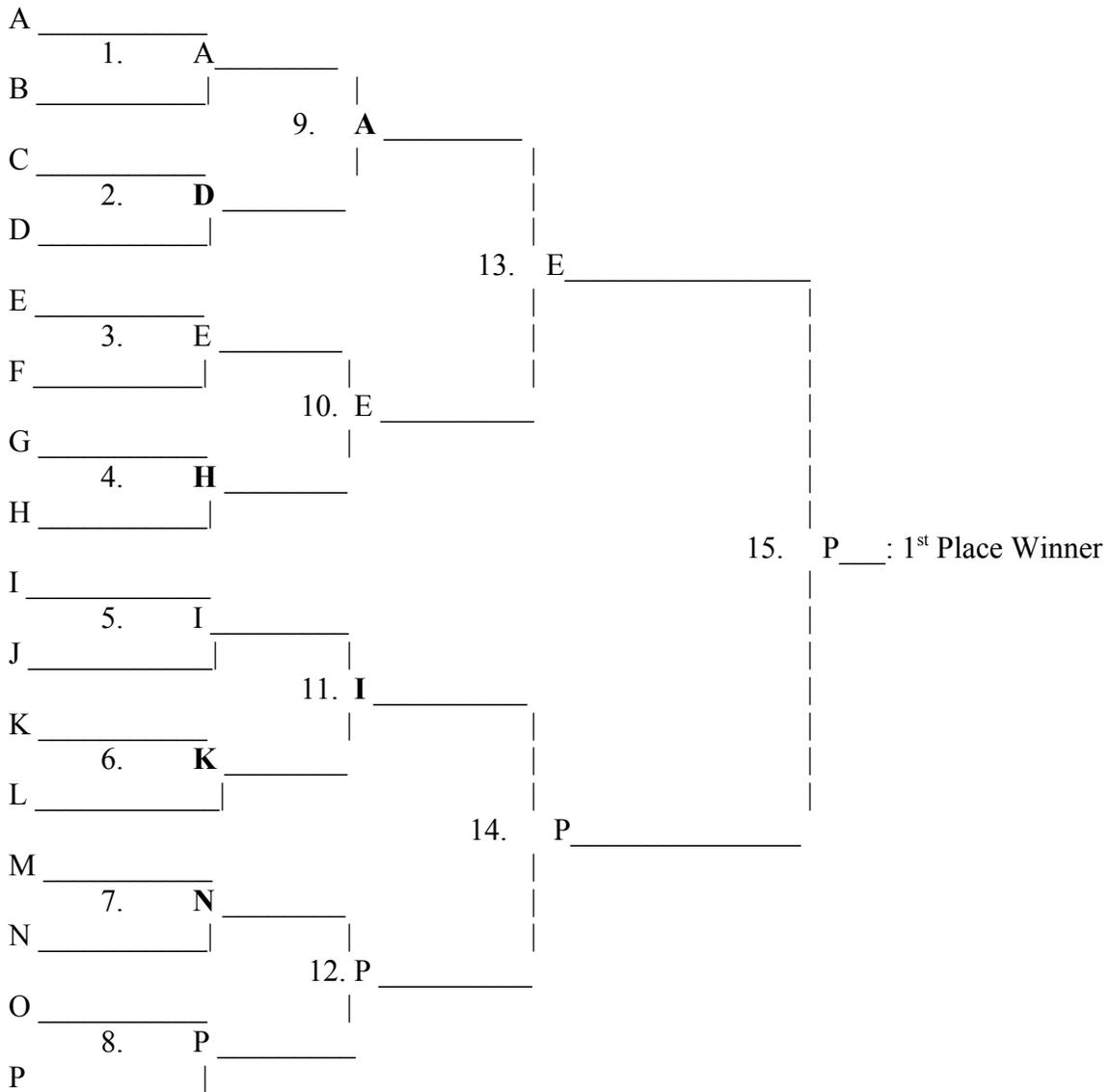
Loser's Bracket





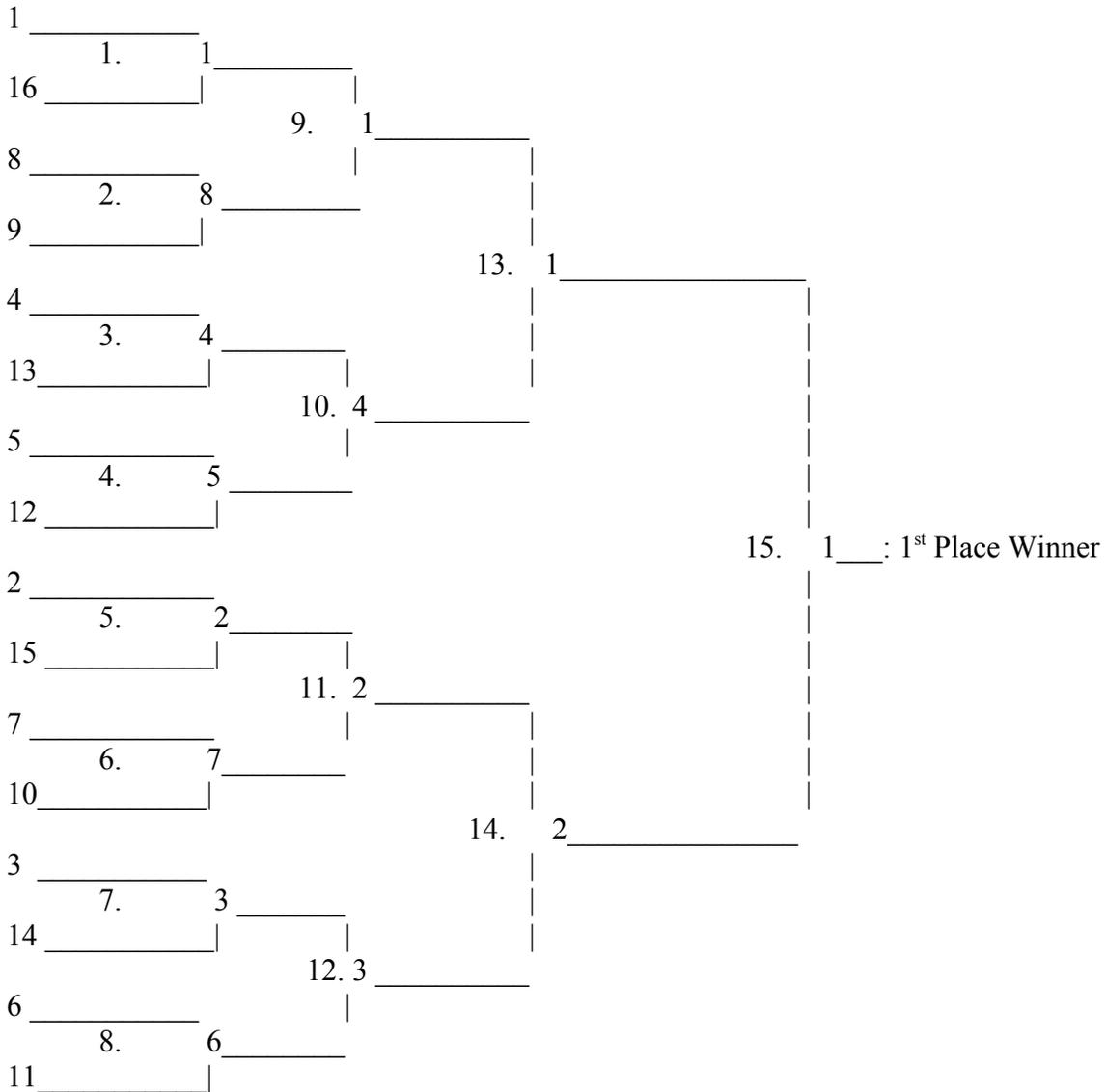
Repechage

The repechage systems are elimination systems generally reserved for large divisions (usually more than 30 players). The winner of the division will have no losses; the second place winner will be the loser of the final match. For third place, two consolation brackets are used and are filled with only those competitors who have made it to the quarter-finals and lost. The losers of the semi-finals are crossed over to the finals of the two third place matches. Since the repechage system is so commonly used at big tournaments, we have provided an example of that system showing a 16 player pool.



Ranking

Generally, competitor ranking only occurs at the major “point” tournaments. Stated simply, players are ranked beginning from 1 and progressing upward to a number determined by the tournament director (usually 16). Players are then ranked so that the #1 and #2 players cannot meet until the final of the winner’s bracket, and so that the #1 player would always face the lowest remaining seed – if the tournament progresses to its natural conclusion. An example of this for a 16 person division is provided on page 27. If any byes are given, they start with the #1 ranked player and work their way down.



For this bracket, the higher seed won every match. However, even if the lower seed had won, the bracket would not have been reseeded. If there had been only 14 people in this division, then the # 1 and #2 competitors would have received byes and automatically advanced to the quarter-finals.

Texas Match Card System

The Texas match card system is not an elimination system, but rather a system for scheduling the match times for the competitors. Basically, each potential match in each division is assigned a number and a mat, and the player receives a “match card” which shows his or her first match. After the player completes the match, the table workers write the next match number on the card and return it to the player.

This system is pretty efficient, especially at large tournaments with a lot of divisions and/or players. In order to properly institute the system, you need to do the following:

1. Divide all of the players into their divisions, create the appropriate bracket system (round robin, double elimination, etc.) for each division, and count the maximum possible number of matches per division.
2. Divide the divisions among the allotted mats so that each has approximately the same number of matches. NEVER split a division among separate mats.
3. Give each possible match on each mat a number, starting at one and moving up. Make sure that you leave enough numbers between the matches in a division so that the players do not have to worry about fighting matches within 10 minutes of their last matches.
4. It is vital that the scheduling is done and sufficient time is left before the start of the tournament to double-check all of the match numbers, staying alert for problems such as repeated numbers, moved mats, etc. Most tournaments that use this system close registration the day before the tournament.
5. Each player must receive a match card which lists the player’s name, division, mat, first match number, and belt color (blue or white).
6. It is important that you double check that each division has been assigned to a mat and that match numbers have been assigned to each possible match.
7. It is important that you double check that each player in each division has a match card and that the first match number for each player is correctly noted on the card.

ABC Tournament
9/1/09
Any Town, USA

Name: _____ Rank: _____

Division: _____ Mat #: _____

Winner’s Bracket

	Round 1	Round 2	Round 3	Round 4	Round 5	Round 6	Round 7
Match #							
Belt Color							

Results							
Loser's Bracket							
	Round 1	Round 2	Round 3	Round 4	Round 5	Round 6	Round 7
Match #							
Belt Color							
Results							

REGISTRATION SUPERVISOR

The registration supervisor is generally the person responsible for making sure that all of the competitors have properly completed their entry forms, verifying each one's age, rank, gender, insurance coverage, etc and ensuring that copies of all necessary documents have been provided. He or she must also make certain that the players are weighed in correctly and accurately, and that all of them are properly assigned to their divisions in preparation for the tournament itself.

Obviously, it is impossible in all but the smallest of tournaments for one person to do all of these activities, so the registration supervisor must try to place his or her technical officials so that these tasks can be completed as efficiently as possible. In the Level-E section of this manual, individual job descriptions of each are explained. Instead of repeating this information, this section will focus on some useful tips for delegating these tasks. Some of these things are not really "technical official" duties, but would fall under the control of the registration supervisor.

1. **Registration Table Workers:** are responsible for making sure that all of the forms are properly completed, that the registration fees are collected, and that any verifications of age, rank, insurance, etc have been made. This job requires someone who is detail oriented and thorough, but who can also deal well with the public. Even at small tournaments this is at least a two-person job; at larger ones there may be several people working the registration table. This is not a good job for someone who has been up all night taping mats together, or someone who has difficulty dealing with strangers, is quick-tempered, or has trouble dealing with a lot of tasks at once. This is usually a good place for parents, especially those with good personalities. It is also a good place for older, higher-ranked students, but often they are needed more elsewhere for other tasks. At medium to large tournaments, you will save yourself a lot of time and energy by making sure you have at least one very competent problem-solver at the registration area.
2. **Weigh-In Workers:** are very important to the tournament, but their task is relatively simple compared to other technical officials' duties. The key factor for choosing someone here is that the person should be able to consistently perform this job without bias and without being influenced by calls of "it's just a quarter of a pound." Obviously, you need to either have separate male and female weigh-in sites or you should be able to alternate the weigh-in sites between genders. Also, let your workers know that all

minor competitors should be accompanied by a coach or parent. Emphasize to them that legible handwriting is a must.

3. **Bracket Makers:** have the most difficult job of the pre-tournament technical officials. As detailed earlier, they are responsible for gathering and collecting all entry forms (or player information), sorting the players into their respective divisions, creating brackets for those divisions, and then assigning those divisions among the available mats. Usually, the registration supervisor does this, receiving some assistance at larger tournaments. A bracket maker needs to have a good head for systems and patterns, and whoever is in charge of this section needs to have a really good manner of dealing with people. It is important to note that there will always be problems in making brackets that adversely affect the running of the tournament. Always allot more time than necessary for making the brackets, and be prepared to remake every division at least once. If you try to “cheat” a division on a last minute change, it will usually end up coming back to haunt you. Do it right the first time.
4. **Additional Personnel:** such as runners, greeters, and assistants might be necessary and are especially beneficial at larger tournaments, but these tasks should take the lowest priority when filling the slots.

TABLE SUPERVISOR & HEAD SCOREKEEPER/LEAD PAIRING OFFICIAL

The table supervisor and head scorekeeper (or lead pairing official) are the mat-side supervisors for the actual tournament; they must effectively run their areas during the chaos of a tournament day. In addition, these individuals must place those under them in the positions for which they are best suited, in order to create optimal efficiency.

The **table supervisor** is the individual who controls and runs the scoring table. He or she is responsible for making sure that the match time is properly counted, the scores are properly placed, and the match is scored correctly. At smaller tournaments, the table supervisor usually has to cover one of the other jobs as well (usually scoring). At larger tournaments, the table supervisor can stand behind the table and supervise all of the other jobs. If you are training several new technical officials at a table, it is best to have a table supervisor who is not tied down to a specific job.

Prior to the start of the tournament the table supervisor should talk to the head referee of each mat, and all of the referees on that mat if possible. The table supervisor should also be the liaison between the referees and the scoring table crew. Finally, the scoring table supervisor needs to have a system of communication with the head scorekeeper/lead pairing official to find out such information as the division being fought, so he or she can

find out how long match times are for each match. Remember, the scoring table does not deal with players, coaches, fans, or anyone else, with the exception of the referees and, to a limited extent, the lead bracket keeper.

TRAINING AND CERTIFYING LEVEL-E TECHNICAL OFFICIALS

Once a technical official is certified at Level-D, he or she is now charged with the responsibility of training and certifying new Level-E technical officials. In this way, the program becomes self-sustaining in much the same way as the referee and coaching certification programs in the USJA have become. All of the information necessary to train Level-E technical officials can be found in the Level-E section of this manual. What follows is a suggested course of training that has previously been used to successfully instruct and certify new technical officials.

Training

Many judoka already have a basic working knowledge of how to operate a scoreboard, but may lack the experience of working under actual conditions or under an experienced technical official. Some judoka have worked tournaments for years, and not only do they know the job well, but they have probably instructed others.

To begin training takes little more than teaching your beginner and intermediate level players how the scoreboard works. This is done by either bringing in or making a scoreboard for use in the dojo. During randori, have a series of “tournament style” matches and assign students the jobs of scorekeeper, timekeeper, and osaekomi keeper. As the matches progress, comment and provide instruction on the different functions. This will enable the potential candidates to get some experience and familiarize themselves with signals, calls, and procedures. Not everything can be taught this way, but it is an easy way to encourage an interest in technical official work.

Within a month, hold a Level-E certification clinic. This will enable you to go over the additional responsibilities of a Level-E technical official, and provide candidates with the information necessary to become strong technical officials and to pass the written and practical exams. After the clinic, continue to allow students numerous opportunities to practice during randori. Lastly, time this so that within a month or two the candidates will have the opportunity to be tested at a tournament.

Testing

Either the day before, or on the day of a tournament, hold a short clinic on technical official work and have the candidates take the written exam. In order to take the test, a candidate must provide the following items:

1. A completed application (a blank application can be found on page 36)

2. A testing fee of \$10
3. A Certification fee of \$15 (upon successful completion of the exam)
4. Proof of Identity (Driver's License, Non-Driver ID, School ID, or Passport)

Written Exam

The written exam consists of 50 questions, each worth 2 points. A minimum score of 70% is needed to pass the exam. A candidate may complete the exam before or after taking the practical test, but it must be completed before that candidate leaves the testing site. In addition, the exam is open book, and a copy of the manual must be available for use during the exam.

Practical Exam

Once a prospective official has been trained and has taken the written exam, a practical test must be given to ensure that the candidate can carry out his or her duties proficiently. The practical also serves as a chance to see the candidate perform under the stress of actual tournament conditions and observe how he or she interacts with players, coaches, referees, officials, and spectators.

The practical exam takes place during the tournament; the Level-D technical official observes the candidate working as a scoreboard operator, osaekomi timer, bracket keeper, and match timer for a minimum of 24 matches (6 matches at each station). While the examiner is observing the candidate, he or she is taking notes on the candidate's performance and evaluating him or her based on the rubric found on Table 1.6 on page 35. Deductions are made for each error, ranging from minor (-2 points) to major (-10 points). A candidate must score a minimum of 70% on the practical in order to pass the exam

Upon successful completion of the test, the examiner may provide the candidate with immediate feedback and should complete the paperwork on the application. The application should then be signed and sent off to the USJA Headquarters: 21 N. Union Blvd, Colorado Springs, CO 80909-5742. Within a few weeks, the candidate should receive a certificate in the mail.

Chart 1.6: Errors and Point Deduction

#	Error	Point Value
1	Clears scoreboard prior to players leaving the mat	-10
2	Changes scoreboard prior to center referee signal	-10
3	Incorrect players on the mat	-10
4	Incorrect match time	-5
5	Incorrect match rules	-5
6	Incorrect award of match on bracket	-10
7	Does not reset/clear the scoreboard prior to the next match	-5
8	Does not record direct hansoku-make on bracket sheet	-10
9	Does not set up on-deck players with announcements	-5
10	Records osaekomi score before referee signal (manual boards only)	-2
11	Records medical on scoreboard	-2
12	Score given to wrong player when easy to ascertain	-2
13	Does not start/stop clock	-2
14	Is distracted at table during match	-5
15	Fails to signal end of match or osaekomi	-5
16	Does not reset board for golden score	-5
17	Does not record score	-5
18	Does not start osaekomi clock	-5
19	On consecutive osaekomi fails to start the clock	-5
20	Hits referee/judge/competitor with bean bag	-10
21	Fails to put up score on difficult or confusing throw	-2
22	Fails to record penalty or incorrectly records penalty	-2
23	Does not continue osaekomi at end of match	-10
24	Ends osaekomi at 15 seconds during golden score	-10
25	Incorrect bracket sheet	-5
26	Incorrect points award for round robin	-5
27	No sash/belt or competitors on wrong sides of mat	-2



UNITED STATES JUDO ASSOCIATION

Application for Certification as a USJA certified Technical Official
Includes Answer and Evaluation Sheet

21 North Union Boulevard, Suite 200, Colorado Springs, CO 80909-5742

Toll Free Number: (877) 411-3409 Telephone: (719) 633-7750

Fax: (719) 633-4041

Website: www.usja-judo.org Email: membership@usja-judo.org

Section 1: Applicant Information																		
(Circle one)		(Circle one)																
New	Renewal	USJA Member: Yes or No	Membership Number: _____															
Name: _____		Date of Birth: _____																
Address: _____																		
City: _____		State: _____	Zip Code: _____															
Club Name: _____		Age: _____																
Telephone: _____		Email: _____																
Section 2: Certification Information																		
Applying for (Check 1): Level-E: _____ Level-D: _____ Level-C: _____																		
If testing for Level-D or C must show prior certification to Examiner																		
Name/Location of Tournament: _____																		
Examiner: Name (Please Print)		Signature	Certification Level															
_____		_____	_____															
Written Score: _____		Practical Score: _____	Date: _____ Passed: _____															
Section 3: Technical Official Certification Fee																		
Technical Official Certification Fee: \$15.00 send certification fee and this form to the USJA National Headquarters upon completion																		
Payment Enclosed: Check (Payable to USJA): ___ Visa: ___ Master Card: ___ Discover: ___																		
Credit Card: _____		Expiration Date: _____																
Authorized Signature: _____																		
Section 4: Written Examination Answer Sheet																		
<table style="width: 100%; border: none;"> <tr> <td style="border: none;">1. A B C D E</td> <td style="border: none;">11. A B C D E</td> <td style="border: none;">21. A B C D E</td> <td style="border: none;">31. A B C D E</td> <td style="border: none;">41. A B C D E</td> </tr> <tr> <td style="border: none;">2. A B C D E</td> <td style="border: none;">12. A B C D E</td> <td style="border: none;">22. A B C D E</td> <td style="border: none;">32. A B C D E</td> <td style="border: none;">42. A B C D E</td> </tr> <tr> <td style="border: none;">3. A B C D E</td> <td style="border: none;">13. A B C D E</td> <td style="border: none;">23. A B C D E</td> <td style="border: none;">33. A B C D E</td> <td style="border: none;">43. A B C D E</td> </tr> </table>				1. A B C D E	11. A B C D E	21. A B C D E	31. A B C D E	41. A B C D E	2. A B C D E	12. A B C D E	22. A B C D E	32. A B C D E	42. A B C D E	3. A B C D E	13. A B C D E	23. A B C D E	33. A B C D E	43. A B C D E
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4. A B C D E 14. A B C D E 24. A B C D E 34. A B C D E 44. A B C D E
 5. A B C D E 15. A B C D E 25. A B C D E 35. A B C D E 45. A B C D E
 6. A B C D E 16. A B C D E 26. A B C D E 36. A B C D E 46. A B C D E
 7. A B C D E 17. A B C D E 27. A B C D E 37. A B C D E 47. A B C D E
 8. A B C D E 18. A B C D E 28. A B C D E 38. A B C D E 48. A B C D E
 9. A B C D E 19. A B C D E 29. A B C D E 39. A B C D E 49. A B C D E
 10. A B C D E 20. A B C D E 30. A B C D E 40. A B C D E 50. A B C D E

Section 5: Practical Examination Evaluation Sheet

Match #	Comments	Match #	Comments
1		13	
2		14	
3		15	
4		16	
5		17	
6		18	
7		19	
8		20	
9		21	
10		22	
11		23	
12		24	

Total Deductions: _____	Practical Score: _____
Passed: _____	Failed: _____
Examiner: Print Name	Examiner's Signature

DUTIES OF A LEVEL-C TECHNICAL OFFICIAL

This section will describe the duties of the tournament director, tournament coordinator, technical advisor, mediator, coaches' liaison, and announcer, and will provide a curriculum for training, evaluating, and certifying new Level-D technical officials.

TOURNAMENT DIRECTOR/ COORDINATOR/ TECHNICAL ADVISOR

Tournament Set-Up

The Level-C technical official's function is to make certain that the venue is set up correctly and within the specifications established by the US Judo Incorporated and the IJF. In the event that the venue cannot support these specifications, then solutions must be reached regarding equipment, mat size, and rules modifications. Personnel must be trained or brought in to assist with everything from set-up to breakdown and to act as Level-D and Level-E technical officials.

International Judo Federation Standards

The dimensions of the mat should be 8m X 8m or 10m X 10m, with a safety area of 3m on the outside and 4m between mat areas. Mats should be pressed foam or straw and/or of dense foam with appropriate cover. They must be firm and non-slippery, capable of absorbing the shock of ukemi. In some cases, the mat may be placed on a raised platform not to exceed 18m X 18m in length and 1m (generally less than 50cm) in height. Different colors of tatami or mat cover should be used in order to delineate between contest and safety areas. The elements must be aligned without gaps and in such a way as to be smooth of surface and fixed so that they do not become dislodged. (2)

The scorer's table should include (from left to right) timekeepers, scorers, and scoreboard. There should be two scoreboards that indicate scores and penalties horizontally, not to exceed 2m in length and 50cm in height. If electronic boards are being used, the timers and scoreboard will be in one position; back-ups should be run on manual boards and on stopwatches in the event of a power outage. There should be 2 stopwatches for osaekomi, 1 for match time, and 1 held in reserve as a back-up. (2)

The referee flags (3 white and 3 blue) should be kept at the scorer's table. In some cases, the tournament director will affix a canister or holster to each of the judge's chairs to hold the flags, with the center referee's flag kept at the table. In the event that all three

flags are at the table, then the center referee will retrieve them and distribute them to the judges.

In addition, as noted in the level 1 manual, a green flag (for osaekomi) and a yellow flag (timekeeper) should be at the timer's or scorer's table. A bell or other audible signal should be at each table and should have a unique sound for each mat area. Two bean bags or a soft plush device should be handy to signal the referee in the event of the audible signal failure.

Tournament Rules

All tournament rules should be established prior to the tournament and should be included on the tournament flyer.

Modifications of IJF Standards

Inevitably, local and regional tournaments may have to modify rules in order to take into account the size of the venue and the available mat space. **Exactly what modifications are being made must be noted on the tournament flyer and application.** For example, a tournament may not have enough mats for the IJF recommended safety area and therefore must state that there will be a smaller than normal safety area and that dynamic edge will not be used, or that a smaller than usual contest area will be used but dynamic edge will still be in effect.

The medical rules in the United States may be modified to either pre-2003 or current IJF medical rules. In some instances, both medical rules may be utilized and applied based on differences in age or ability. For example, at many tournaments, pre-2003 medical rules are still used for junior divisions, and the IJF rules are used for seniors.

Lastly, contest rules may also be modified based upon age and ability. For example, choking will be permitted for all contestants ages 13 and up and arm locks will only be permitted in brown and black belt divisions. It must be determined ahead-of-time what pool system will be utilized and how many places will be awarded. In most cases, the tournament director will have already decided what rules will be in effect and what modifications will be necessary. In some cases, the head referee may need to modify rules concerning the size of the mats and whether or not dynamic edge can be safely applied. In these instances, any rule changes should be announced to the competitors, coaches, officials, and spectators prior to the start of the tournament. In the event that a change in the pool system is made, this must be done prior to the start of the division and it should be announced to the competitors, officials, and coaches (though this is not necessary if the tournament flyer already indicates that various pool systems will be used).

Venue Set-Up

Signs and Directions

Prior to the start of any tournament, a few volunteers should set up signs along the recommended route to the tournament to make it easier for competitors and spectators to find their way. This requires laminated or water-proof signs that can be nailed on a post or set up on the ground to direct people to the venue.

Once at the site, paper signs need to be set up to provide directions around the venue to locations such as registration, weigh-in, concessions, and other areas. The entrance to the venue can often be used as the site of registration as well as a point from which to collect any spectator fees. For staffing this area, refer to the following registration information.

Registration

Registration should be set up in two different areas (pre-registered and same-day registration) to avoid confusion. Each area should have a designated table or tables where workers can sit and aid the competitors as they enter the venue. The staff at each table should consist of two or more technical officials and a technical supervisor who is in charge of overseeing the registration. In the event that both areas are housed together, then only one technical supervisor will be needed to serve as registration supervisor.

For pre-registration, technical officials should check the competitor's national organization card and locate his or her weigh-in card. After this initial check-in, the competitor should then be guided to weigh-in. In the event that a competitor is not a member of a national organization, forms should be made available for registration in an organization; if necessary, an entire area can be set up for this purpose alone.

For same-day registration, technical officials should provide and collect registration forms, verify national organization membership, and collect fees for the tournament. As soon as this is completed, an index card should be written up and the competitor directed to weigh-in.

Weigh-In

Two separate weigh-in areas should be provided where male and female competitors can weigh in. This is to provide privacy for each gender, as in the case of making weight, many competitors will often remove all clothing prior to stepping on the scale. This would not be possible or practical in a public area. Because of this possibility, many tournaments will hold weigh-ins in the venue's locker facilities or at different times. The weigh-in staff should consist of two technical officials, one who records the weight on the index card and one who checks the weight with a scale. Each weigh-in area should consist of one table, two scales (one back-up), and pens and/or pencils.

Medical Area

The medical area should be located centrally to the mat areas and should have access to and view of all mat areas in use. In addition, it should be cordoned off to provide an area free from crowding or foot traffic. It should be staffed with a minimum of one EMT or trainer per mat area and should contain a table and chairs for examination or treatment, coolers to store ice, accident/treatment forms, and pens or pencils. Most EMT's and trainers carry their own supplies. However, it is always a good idea to check with the medical staff prior to the event in case it is necessary to purchase any medical supplies. When possible, provide the highest emergency care that is available, including seeing if an ambulance and crew can be stationed at the event. At a large venue, two medical stations may be necessary, in order to provide care quickly to all of the mats.

Mat Area

For the proper set-up and appropriate dimensions of the mat area, see the IJF standards on page 38. The mat area should be surrounded by a portable barrier or fence, when possible, to keep the amount of spectators, competitors, and coaches to a minimum. Two chairs for the coaches should be placed on one side of the mat, at either side of the scoreboard or opposite to the scoreboard (depending on the venue). At each mat area, a table should be set up for the referees and committee members to sit at when they're not working the matches. In addition, a table for the head referee should be set up in a central location that provides good views of all mat areas (if there is a commission or jury, a head referee table will not be necessary). A table or scoreboard should be set up in a position that's central to each mat area; if there's enough room, an additional table and a number of chairs should be set up behind it to seat the competitors and stage the next series of matches. Personnel for this area should include four technical officials to serve as scorers, timers, bracket keepers, and stagers, and one technical supervisor to act as a table supervisor for the mat area.

Concessions

The concession stands or areas where food, beverages, equipment, and souvenirs are sold can be located either in the same room as the mat areas or in an auxiliary room or hallway adjacent to the competition area. In a larger venue, space can be set aside to house both the competition area and the concession stands, but in a smaller venue, a cafeteria, hallway, or other space should be utilized.

Concessions can provide a way for a tournament director to offset the cost of renting a facility and recoup some of the money used for expenses. However, some venues run their own stands, independent of the tournament. If you can run concessions for your tournament, make sure that ample space is available for food service, and that, if needed, permits are filed for serving hot and cold refreshments and for any cooking that may be required. Be certain that workers are following any codes that are in force.

Hospitality Room

A hospitality room is a room or other dedicated location that is set away from the main area of competition and that affords space for workers, officials, and coaches to eat and relax during breaks. At most tournaments, this is usually a classroom or cafeteria that is located in the same building as the competition venue. The room should be equipped with tables and chairs where people can sit to eat and drink, as well as tables for setting out the food and drinks for the workers and officials. At minimum, tournaments provide this courtesy for the workers, officials, and referees. However, some tournaments are now extending this to coaches as well. In any event, this location should be off-limits to any and all competitors and spectators. Personnel for this area should be one or two volunteers responsible for making sure that the food is put out or replenished and that drinks are chilled, heated, or refilled and ready to be served.

Spectators

Most large venues (high schools and colleges) have bleachers available for the spectators and competitors to use while watching matches. If two sets of bleachers are available, one side may be reserved as a holding area for the competitors and the other side for the spectators. Competitors should be housed in the bleachers nearest to the officials' tables, and spectators and coaches should be in the bleachers farthest from the tables. This will reduce the amount of foot traffic and crowding near the technical officials and referees. Personnel for this area should include a number of volunteers or tech officials to serve as security; they should make sure that only authorized people have access to the competition area and that the spectators, athletes, and coaches are kept on the bleachers. Additionally, a portable barricade can be set up in order to prevent the scorers' tables from being crowded by unauthorized personnel.

Public Relations

In many cases, a tournament can hire a photographer or have various members of the host club take photos. In addition, contacting the local newspapers and television stations will often result in having reporters or television crews appear at the tournament to write about and photograph or film the event. This provides exposure for the sport and recognition of the event. In some cases, simply writing up an article about the event and submitting it for publication in local newspapers will often get that event acknowledged in and around the local community.

Fund Raising

To help offset the costs of holding an event, in addition to spectator fees and concession stands, many tournaments will utilize a 50-50 or other form of raffle to help raise funds for the event. In order to accomplish this, simply have various volunteers go about the crowd “selling” raffle tickets, and, at an appropriate cut-off time, draw and announce the winner.

Sponsorships

Both small businesses and large corporations often have funds set aside for this purpose. However, it often takes a bit of work to establish contact and to come to an agreement. Some possibilities are to create a tournament program that can be printed up and handed out to every spectator who comes to the event. Ad space in that program would be sold to the various businesses. Space for signs or banners to be displayed or booths to be operated can also be sold; this helps to provide exposure for the company and valuable income for the tournament. Some companies, for a fee, will provide mats which are then sold to the public at a discount. Depending on the agreement, these companies might take a share of the income raised from selling the mats. Each company varies on how much this service will cost.

Stipends

A stipend is compensation paid out to various tournament officials, usually referees and medical staff, because many referees have travelling expenses and medical staff are often utilized on days when they could have been working. Many tournaments are now paying referees for their service on a sliding scale. In addition, some tournaments offer referees a hotel room instead of a monetary stipend, although in a few cases both a room and a stipend are granted to referees. The following is an example of the sliding scale utilized by the Metropolitan Judo Association:

1. Local: \$15
2. Regional: \$25
3. National: \$50
4. International: \$75

Furthermore, it is recommended that ample compensation be provided to medical personnel.

MEDIATOR

Conflict Intervention and Mediation

No matter how perfectly and carefully tournaments are planned, inevitably, circumstances will arise that will need intervention and mediation. The technical advisor for the tournament must be ready, when called upon, to settle these disputes. In most cases the solution will be clear-cut, as stated in the rules, and will simply need a calmer influence to explain to the coach, player, or official what the rule is and why it is being applied. If there is a complaint or case regarding a referee or contest rules, then the matter should be referred to the head referee or committee for review, interpretation, and judgment. In all other cases, the technical official will need to mediate.

Remember that, for the most part, the coaches, players, parents, and spectators are well meaning, but they may be acting on a misinterpretation, misunderstanding, or a lack of knowledge of a given circumstance. Also, remember that in some cases, regardless of what is said, the person complaining may never be satisfied with the ruling. The technical advisor should refer these few cases to the tournament director with an explanation of the interpretation and ruling that has already been given by the technical advisor. If there is to be a change in procedure, it will then come from the tournament director. This, however, does not mean that the procedure has been changed according to the IJF rules or any rules in this manual, but just that it is being applied to that isolated incident at that tournament. Additionally, there are circumstances where a tournament director cannot overrule the procedures, and this must also be voiced by the technical advisor.

Several things to remember when mediating a conflict are:

1. Remain calm and professional at all times.
2. Keep your voice low and respectful to all parties involved.
3. If one of the parties becomes animated, stop the mediation and take steps to de-escalate the situation.
4. If one of the parties becomes insulting or threatening, stop the mediation and take steps to de-escalate the situation, or, in the case of threatening behavior, refer immediately to the tournament director.
5. Hear both sides of the conflict equally and ask for additional input if needed. If the conflict could be better handled by the head referee or tournament director, then refer the parties to one of them.

6. Record the name of each person involved in the dispute, the reason for the conflict, and the resolution (if any) or outcome. Have each person initial the form prior to discussion. If circumstances require signing off on it by a coach and/or parent, then have this done at the end of mediation.
7. Remember that not all resolutions will be satisfactory to both parties.

Definitions

1. The term **disputant(s)** shall mean any coach, referee, competitor, spectator, or official involved in a tournament or competition that is sanctioned by USJA, USJI, or USJF who has a situation that is in need of mediation as a result of a disagreement with any action that has occurred within or during a tournament or competition and at the tournament site.
2. The term **mediation** is a structured conflict resolution process in which a person with no interest in the outcome of the conflict/dispute assists the parties in reaching a negotiated settlement of their differences (11). The mediation process is employed immediately when a dispute occurs and cannot be instantly settled. A mediator helps the parties to communicate, negotiate, and reach a settlement. In addition, the mediator provides interpretation of existing rules and can provide a judgment and resolution on any conflict that does not fall within existing rules and guidelines.
3. The term **certified mediator** refers to any certified technical supervisor or to a technical advisor who has received training and certification from the USJA/JI/JF.

Purpose

Mediation provides a means for hearing a dispute between officials and competitors who have not yet received satisfaction in the resolution of this matter.

Steps to Entering the Mediation Process

1. Open Communication between disputants is encouraged and, in some cases, may resolve the dispute. In some cases, there may be a simple misinterpretation of procedure that can be resolved by the Level-D technical official at the table. However, if no resolution is made at this level of communication, then the disputants can request or be referred to the appropriate official for resolution. This includes but is not limited to the tournament director/coordinator, technical advisor, and head referee.
2. If, at any time, the disputant or official feels that the level of satisfaction that is offered does not resolve the dispute, the complaint can be referred to the tournament director. The tournament director's resolution is final.

Problems and Procedures

Problems occur at every event. What makes the event go smoothly is having a series of carefully planned procedures to deal with the problems that occur. This section includes the common problems experienced by technical supervisors, advisors, coordinators, and tournament directors, and the solutions that have been applied. These solutions were developed by simply applying the IJF competition rules, US medical rules, and USJA/JI technical official manual procedures that already exist. In some cases, solutions were found for problems that were not previously covered, and they worked so effectively that they have become the standard by which such problems are solved. Not every problem is addressed here; for additional problems and procedures, consult the [IJF Competition Rules](#), [USA Judo Refereeing Rules](#), and the [USJI Technical Officials Manual](#).

Problems Before, During, and After a Match

1. **Blue gi on white side, no other gi available:** If the uniform requirement has been clearly stated on the tournament application, then the competitor in the blue gi is given the chance to either change the uniform or be disqualified. If blue/white has not been clearly stated on the application, the following solutions could be applied:
 - a. Other competitor is in a white gi; have them switch places and notify the table.
 - b. Borrow a white gi top and allow the competitor to compete half blue/half white if necessary (local/state tournament).
 - c. Allow both competitors to compete; place white belt on “white competitor” (local/state tournament).
2. **Abusive coach or spectator:** Intervene with the coach and attempt to de-escalate the situation. If the abusive tactics continue, then the person should be ejected from the venue. Stop the match, pull the referee team from the mat, and inform the tournament director and the head referee and/or jury. In most cases, this situation may have already been handled by the head referee or jury member assigned to that mat area.
3. **Coaches/Spectators crowding the table area:** Notify the head referee and tournament director of the problem and stop the competition. The matches will continue when the spectators and coaches are in the bleachers and away from the tables. Exception to this rule is when the coaches are collecting the match cards and/or inquiring about the status of the next match for a player.

4. **Player/Coach protest:** Pull the referee team from the mat area, and refer the disputants to the head referee or referee supervisor for the mat area. In most cases, this situation may have already been handled by the head referee or jury member assigned to that mat area.

5. **More than one coach per team on a mat area:** Speak to the people in question and have all but the “head coach” leave. If they refuse to leave, then stop the match and have all personnel move away from the coaching area except the coach for each competitor. All others must return to the spectator seating. If necessary, do not continue the match or matches until the spectators comply.
6. **Competitor steps on the mat with an illegal gi:** If the referees examine the gi and find it to be illegal, the player is disqualified. This should be announced to the competitors and coaches prior to the tournament. A soku-teki should be available for use by the coaches prior to the tournament.
 - a. Modification of this rule is to allow the competitor to change his or her uniform; this can be at the request of the tournament director with the agreement of the head referee or referee commission.

These situations are examples of problems that have arisen and the solutions that have been applied in the past. Additional situations may occur that will require interpretation of the rules and/or assessment of the situation that has led up to the conflict.

Scoreboard, Timer, and Bracket Keeper Problems

1. **Incorrect ending of match as a result of osaekomi/end of time:** If not caught by the referee, an immediate meeting between the mediator, referees, and the table operators should be held to assess what has occurred and ensure that a mistake hasn't been made. If the result does not affect the outcome of the match or point totals (round robin), then the result of the match should stand and the competitors should be bowed off under normal conditions. However, if the actions affect the outcome, the head referee and/or jury must be consulted on the correct procedure to return and restart the match.
2. **Competitor receives hansoku-make for head-diving:** Competitor loses that match only and may continue in the division.
3. **Incorrect brackets:** In the event that the brackets are filled out incorrectly and this can be verified, the division should be replayed from the point of the error for all matches that were affected by the error. Explain this as necessary to the various coaches, competitors, referees, and officials.
4. **Direct hansoku-make and awards:** In the event of a direct hansoku-make, in a match that would result in an award, the competitor committing the hansoku-make does not receive an award or the points for team competition. This may be modified as follows:

- a. The competitor receives the award. This is recommended for local/state tournaments or junior competitions.
5. **Kiken-gachi and round robin points:** Kiken-gachi point value for round robin competition is 10 points or the same as an ippon. Any matches that the person has played prior to injury are kept with regards to wins/losses and points. The kiken-gachi only affects any unplayable future contests.
6. **Kiken-gachi and awards:** If a player loses a match by kiken-gachi and cannot continue in the tournament, then the player will receive any award for which he or she has placed. If a competitor voluntarily removes himself or herself from the tournament, then any awards are forfeit. However, this rule can be modified for the purpose of local and regional tournaments.
 - a. The competitor steps out onto the mat and bows in, and, at hajime, taps out or informs the referee that he or she is unable to continue.
7. **Player/Coach protest due to scoring error:** Consult with the refereeing team to ensure that the scoreboard is correct. If not, then change the board to reflect the correct score. If the board is correct, explain to the coach and refer to head referee or jury and/or to the tournament director, if necessary.
8. **Competitor loses consciousness during the match as the result of a throw or due to landing on their back, head, neck, or spine:** Competitor is out of the tournament, including any other divisions that he or she is competing in. This is for safety considerations and as a precaution against a concussion or serious injury.

Medical Procedure

1. Medical situation occurs on or off the mat.
2. Notify medical staff; the referee will indicate if the staff is needed during a match.
3. Medical staff responds and examines; in the case of blood only, the injury may be treated if it occurs during a match.
 - a. If the injury or situation takes place before or after a match, then the staff may treat the injured party.
 - b. If, during the examination, the medical staff feels that the competitor cannot continue, the match is over and the injured person can be treated.
4. The medical staff has as much time as needed to ascertain whether the injured person can or cannot continue.
 - a. This includes stabilizing an individual and calling emergency services.
5. An injury report is written up for the individual. Simply: name, injury, time, prognosis, outcome (whether treated or continued in match).
6. All injury reports are turned in to the tournament director or the director's designated official.
7. In the event an emergency requires that the injured party not be moved from the area, then the individual is monitored at the site (mat area, medical area, etc) by medical personnel until EMS arrives.

Furthermore, it is recommended that a meeting be held prior to the tournament with the head referee, tournament director, technical advisor, tournament coordinator, Level-D technical officials, and medical staff to go over the medical rules for the tournament and what is permissible under those rules for the medical staff. If the IJF medical rule (post 2003) is in effect, then only the referee can summon the medical staff; they cannot be requested by the player.

Registration Problems

1. **Competitor does not have membership in a national organization:**
Membership sign-up forms for each of the three national organizations should be available for the competitor.
 - a. **Forgot/Lost membership card:** Have competitor fill out a membership application for one of the three organizations, and provide a check for the membership amount. Provide an address/e-mail/fax number where a copy of the competitor's valid card can be sent within 48 hours of the completion of the tournament. If the copy arrives, rip up the application and send the check back. If not, forward the check to the appropriate organization for membership.
2. **Competitor has pre-registered but has no weigh-in card at pre-registration:**
This is generally due to a mail problem. The competitor fills out a new application and release. Write up a new index card, check national organization card, and allow the competitor to compete without an additional fee.
 - a. An additional fee can be collected and then refunded when the original fee arrives in the mail.
3. **Competitor is the only member of their gender to compete in a division:** The competitor can be offered a refund of fees, a first place trophy by fusen-gachi, or can be combined with the next higher division or placed in a division with the opposite gender. In this case, each national organization has rules that govern the cut-off age for mixed gender competition. If this is permissible, the coach, competitor, and parent must agree to the proposed solution (either mixed gender division, or higher weight class/higher rank) and sign off on the paperwork.
4. **Competitor is the only member of their age group to compete in the division:** The competitor can be offered a refund of fees, a first place trophy by fusen-gachi, or can be combined with the next higher division or placed in a division with the opposite gender. In this case, each national organization has rules that govern the cut-off age for mixed gender competition. If this is permissible, the coach, competitor, and parent must agree to the proposed solution (either mixed gender division, or higher weight class/higher rank/higher age group) and sign off on the paperwork.

Weigh-In Problems

With regard to weigh-in procedures, a competitor produces his or her index card and steps on the scale. The weight is recorded on the index card and the card is sent to the

bracket maker. The only exceptions are for official weigh-ins or declared weight weigh-ins; if the competitor fails their weigh-in, that competitor is disqualified from the tournament. However, for most local, state, and national tournaments, the competitor may enter the next higher weight class with no penalty. In the event a competitor misses the scheduled weigh-in for his or her age/rank/weight, he or she can elect to compete in a higher division (age/rank/weight) as long as that weigh-in has not been completed. In this case, the coach, competitor, and parent must agree to the proposed solution and sign off on the paperwork.

COACH'S LIAISON

The coach's liaison acts as an intermediary between the coaches and the referees in the event of a protested decision. At most major tournaments (usually point tournaments sanctioned by USA Judo Inc.), one or more coach's liaisons are appointed. The liaison's sole purpose is to act as a mediator between a coach and the tournament official(s) (usually the head referee or jury). In the event of a protest (at the national level), a coach will hold up a yellow flag which signifies a protest is in effect. The coach's liaison will approach the coach to find out the nature of the protest, and then bring the complaint to the jury or head referee. At smaller tournaments, the liaison may bring the protest to the referees, the head referee, or the tournament director. If there is a Level-C appointed as mediator by the tournament director, then the liaison may approach that person for a ruling. Remember, as a coach's liaison, your job will be to simply bring the issue to the attention of the tournament officials.

ANNOUNCER

The announcer has the job of broadcasting the events of the day over the public address (PA) system. This can be everything from announcing which divisions are on which mats, to awarding winners and making special announcements. In some cases, the announcer will announce the matches, competitors, and the winners from a central location. In this case, the announcer may also be the bracket keeper for the tournament or for a mat area. The person should have a good speaking voice and should be capable of pronouncing a wide variety of names.

TRAINING LEVEL-D TECHNICAL OFFICIALS

The process of training Level-D technical officials is no more difficult than that of training Level-E technical officials. The difference is that, for the most part, the Level-D candidate already has experience in working at tournaments in various capacities. To this end, a Level-D clinic should consist of providing the candidates with the information found in the Level-D section of this manual. The clinic should be held well in advance of a tournament to allow the candidate to become familiar with the information. It may be a good idea to set up various role-playing scenarios at the clinic in order to aid the candidate in his or her ability to address problems, interact with the public, find solutions, and document everything that occurs. Give the candidate several blank sheets and have him or her fill out the brackets and set up a Texas match card system in order to practice the procedure for setting up that system. Because this information cannot be assimilated in one day (unless the candidate has a vast amount of experience in setting up and running events), it may be necessary to provide a mentoring system through regular contact (follow-up clinics, e-mails, phone calls, etc).

Testing

Either the day before the tournament or the day of the tournament, hold a short clinic on technical official work and have the candidates take the written exam. In order to take the test, a candidate must provide the following items:

1. A completed application (a blank application can be found on pages 36-37)
2. A testing fee of \$10
3. A certification fee of \$15 (upon successful completion of the exam)
4. Proof of Identity: (driver's license, non-driver ID, school ID, or passport)

Written Exam

The written exam consists of 50 questions, each worth 2 points. A minimum score of 80% is needed to pass the exam. A candidate may complete the exam before or after the practical test, but it must be completed before he or she leaves the testing site. In addition, the exam is open-book, and a copy of the manual must be available for use during the exam.

Practical Exam

Once a candidate has taken a Level-D technical officials clinic and passed the written exam, it is necessary to examine him or her under tournament conditions. This is more difficult than it appears, because many of the duties that a Level-D technical official will perform are not always easily observable during a tournament. Interactions with the public may go unobserved, as does handling situations that involve problems at registration and weigh-in. Observation can be made of the duties performed as bracket makers and as table supervisors. In addition, a review of problem resolution can be made by interviewing the candidate after the tournament and by evaluating the problems and solutions record sheet. Issues that occur and are observed should be recorded on the practical exam page of the application, including any deductions, comments, and suggestions. A minimum grade of 80% is necessary to pass the practical exam.

Chart 1.7: Level-D Errors and Deductions

#	Error	Point Value
1	Incorrect bracket sheet	-10
2	Does not correct scoreboard error	-5
3	Does not give correct rules information to scorer's table	-2
4	Incorrect division for competitor	-10
5	Does not intervene in coach/player and scorer's table incident	-10
6	Incorrect procedure	-5
7	Incorrect instructions to Level-E technical officials	-5
8	Fails to refer coach/player/official to Level-C technical official or other correct tournament official for continued arbitration	-5
9	Incorrect seeding/byes on bracket sheet	-2
10	Incorrect bracket sheet for division (Uses 16 for 8 man pool)	-2
11	Unnecessary delays due to lack of division readiness	-2
12	Supervisor is rude or unprofessional	-10
13	Supervisor does not police the table area for excessive personnel, coaches, players, spectators	-2
14	Supervisor shows up late for tournament	-10
15	Incorrect delegation of authority	-2

Upon successful completion of the test, the examiner may provide the candidate with immediate feedback and complete the paperwork on the application. The application is then signed and sent off to the USJA Headquarters: 21 N. Union Blvd, Colorado Springs, CO 80909-5742. Within a few weeks, the candidate should receive a certificate in the mail.

LEVEL-C TRAINING AND CERTIFICATION

Training and certification for Level-C involves attending a Level-C clinic and passing a written exam. The exam consists of 50 questions, each worth 2 points. The candidate needs a minimum score of 90% to pass the written exam. In addition, the candidate must be a certified regional referee*. This is to ensure that the candidate is well-versed in the procedures and rules of Judo competition. The following is a list of items the candidate must show at the time of testing.

1. A completed application (a blank application can be found on pages 36-37)
2. A testing fee of \$10
3. A certification fee of \$15 (upon successful completion of the exam)
4. Proof of Identity: (driver's license, non-driver ID, school ID, or passport)
5. Proof of previous certification level (copy of USJA card, or Level-D certificate)
6. Proof of referee certification (copy of USJA card, or regional referee certificate)*
7. A list of tournaments and events (clinics and tournaments: including the capacity in which the candidate served: referee, tournament coordinator, tournament director, etc)
8. A list of technical officials that have been certified by the candidate

* This requirement can be waived if the candidate has a vast amount of experience in running tournaments, is a nationally active coach, or is a national or international level competitor (activity must be within the last 5 years).

At present, only the Technical Officials Committee can certify Level-C technical officials.

Upon successful completion of the test, the examiner may provide the candidate with immediate feedback and complete the paperwork on the application. **The application is then signed and sent off to the Chairman of the Technical Officials Committee, Mr. Charles Schweizer, 3194 Perry Avenue, Oceanside, NY 117572**, who will then approve the certification and forward it to the USJA Headquarters: 21 N. Union Blvd, Colorado Springs, CO 80909-5742. Within a few weeks, the candidate should receive a certificate in the mail.

If no Level-C technical officials are available in your area, or if you wish to send in completed Level-C exams and applications, please contact the Chairman of the Technical

Officials Committee, Mr. Charles Schweizer, by e-mail at esg939603@yahoo.com for additional information on certification procedures.

CONCLUSION

In summary, the purpose of this manual has been to provide an introduction to the USJA Technical Officials program. The manual's various sections give information on how to organize a tournament, train technical officials, and rectify any disputes that occur. By studying the material in this manual, you should be prepared to pass the written certification exams for Level-E, D, and C, and you should be able to train and certify technical officials. You can become certified as a technical official by paying the certification fee and passing the written and practical examinations.

On behalf of the USJA Technical Officials Committee, we thank you most warmly for your service to the sport of Judo, and wish you well as you serve as a certified technical official.

ACKNOWLEDGEMENTS

All of the sections, including the introduction, background information, duties of a Level-E technical official, duties of a Level-D technical official, and Appendices A-C of this manual were developed in 2003 as part of the Technical Officials Manual and the Technical Supervisors Manual by Mr. Jeff Miller, Dr. Terry Chambers, and Mrs. Edie Connolly. The majority of the information and the program itself would not have been possible if it were not for the efforts and research of these individuals, who formed the first USJA Technical Officials Committee.

This manual has been updated and additional information added. The recommended training program, Level-E and Level-D rubrics, and the Level-C certification program were developed by Mr. Charles Schweizer, Chairman of the USJA Technical Officials Committee.

My thanks to Ms. Nancy Panula, Mr. James Wall, and Mr. Earl DeValle for their hard work and dedication in providing the certification clinics and tests in New York, Florida, and Louisiana

Special thanks to Mr. Parnel Legros, Chief Instructor of the Starret and Legrosports Judo Clubs, and Mr. Ron Egnor, Chief Instructor of the New London Judo Club, for various conversations and suggestions on how to better run a Judo tournament.

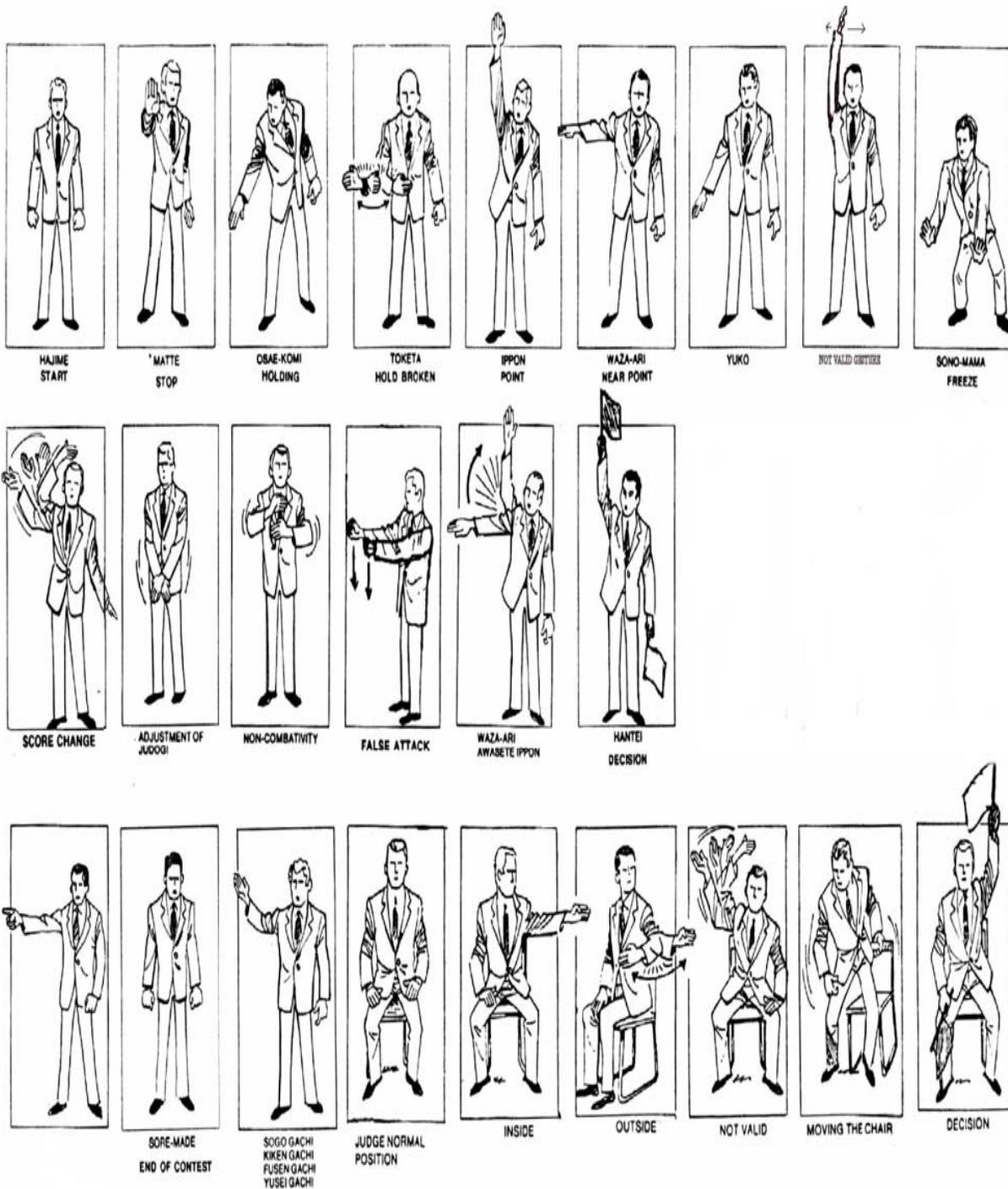
Special thanks to Mr. Rick Celotto, Chairman of the USJA Referee Commission, who developed the referee certification application upon which the technical official certification application is based.

Special thanks to Mrs. Jill Schweizer for editing the manual.

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APPENDIX A REFEREE GESTURES AND SIGNALS



APPENDIX B
GLOSSARY OF JUDO TERMS FOR TECHNICAL OFFICIALS

Japanese	English
Gi	Uniform
Hajime	Begin
Hansoku-Make	Disqualification or grave infraction
Ippon	Full point (results in a win)
Matte	Stop
Osaekomi	Hold down or pin
Shido	Minor infraction
Sonomama	Don't move
Soremade	Match is over, That is all
Toketa	Hold down or pin broken
Tatami	Judo mat
Waza-ari	Half point
Yoshi	Continue
Yuko	Almost waza-ari

APPENDIX C
QUICK REFERENCE CARDS FOR TECHNICAL OFFICIALS

CONTEST TIMER

The contest timer keeps track of the amount of time that the contestants have actually been playing, not the amount of time since the match began. Specific actions that should be taken for each referee's command are shown below. This table is adapted from the on-line version of the IJF Referee Manual (2). It is assumed that manual scoreboards are being used. If that is not the case, disregard the instructions for the yellow flag.

Referee's Command	English Meaning	Contest Stopwatch	Yellow Flag
Hajime	Begin	Start	Down
Yoshi	Continue	Restart	Down
Matte	Stop	Stop, do not reset	Raised
Sonomama	Freeze	Stop, do not reset	Raised
Osaekomi	Hold Down	Keep stopwatch running even if contest time expires, until ippon, soremade, or toketa is called	Not Used
Toketa	Pin Broken	If time has expired, stop, sound the bell, contestants must leave the tatami before resetting	Not Used
Ippon	Full Point	Stop, contestants must leave the tatami area before resetting	Not Used
Waza-ari Awasete Ippon	2 Half Points make 1 Full Point	Stop, contestants must leave the tatami area before resetting	Not Used
Soremade	That is all, the match is over	Stop, contestants must leave the tatami area before resetting. If time expires, sound the bell, do not reset until contestants leave tatami	Not Used

OSAEKOMI TIMER

The osaekomi timer keeps track of the amount of time one contestant is able to hold his opponent down in a pin. The actions that the osaekomi timer should take based on the referee's instructions are shown below. This table is adapted from the on-line version of the IJF Referee Manual (2). It is assumed that manual scoreboards are being used. If that is not the case, disregard the instructions for the green flag.

Referee's Command	English Meaning	Osaekomi Stopwatch	Green Flag
Osaekomi	Hold Down	Start	Raise
Sonomama	Freeze	Stop, do not reset	Down
Yoshi	Continue	Resume timing	Raise
Toketa	Hold Broken	<p>Stop and score accordingly: 0-14 seconds: No Score 15-19 seconds: Yuko 20-24 seconds: Waza-ari 25 seconds: Ippon</p> <p>If the watch reads 20 seconds and a previous waza-ari or shido 3 has been assessed to the opponent (sogo-gachi), ring the bell.</p> <p>Watch reads 25 seconds ring the bell (ippon), do not reset until contestants leave the tatami.</p>	Down

SCOREKEEPER

There are generally two scorekeepers, one for the blue contestant, and one for the white contestant. The scorekeepers keep track of the scores and penalties assigned by the referee. Scorekeepers must only take instructions from the referee, and must ignore the corner judges, coaches, and spectators. The scoring and penalty system is summarized in the chart below.

Score (in order from lowest to highest)	Equivalent Penalty
No Score	Shido 1
Yuko	Shido 2
Waza-ari	Shido 3
Ippon	Hansoku-Make (Direct or Shido 4)

A score of ippon or a penalty of hansoku-make automatically ends the match. Two waza-ari add up to waza-ari awasete ippon, and confer a win. A player may accumulate any number of yuko, but no amount of yuko are worth a waza-ari.

When one player is assigned a penalty the first time, shido 1 is recorded on the scoreboard but the opponent does not receive any equivalent score. On the second penalty (shido 2), the first penalty marker is taken down and a new marker put up over shido 2, and the opponent receives a yuko. On the third penalty (shido 3), the penalty marker is removed and a new marker put up over shido 3, and the opponent receives a waza-ari. This procedure is admittedly somewhat complicated, and requires the close attention and cooperation of both scorekeepers.

Do not clear the scoreboard until both contestants have left the mat.

BRACKET KEEPERS

The bracket keeper is responsible for recording how the players advance on the bracket sheets. Characteristics of popular elimination systems are given below.

Single Elimination: Once you lose, you are out of the tournament. The winner will have never lost; the second place winner will have lost to the winner.

Double Elimination: You have to lose twice to be put out of the tournament. It is possible to win even if you have had one loss.

Modified Double Elimination: Each player is guaranteed at least two matches. The winner will be undefeated, the second place winner will have one loss, and the third place winner will have two losses.

Round Robin: You compete against everyone in your division, and the winner is determined by the number of wins, and then by the number of points. The number of points given for each type of win is shown below.

Points	Type of Win
10	Ippon, Hansoku Make, Kiken-Gachi, Fusen-Gachi, or Sogo-Gachi
7	Waza-ari
5	Yuko
1	Yusei-Gachi (Judge's Decision)

Repechage: This system begins in a manner similar to modified double elimination, in that the first place winner is the winner of the winner's bracket and the second place winner is the loser of the final match in the winner's bracket. However, the two third place winners are determined by using two loser's brackets. The main difference between repechage and modified double elimination is that, in repechage, competitors may only play in the loser's pools if they had advanced to the quarter-finals of the division before they lost a match. This means that only six competitors would be allowed to compete for two third places (4 quarter-final losers and 2 semi-final losers). In addition, the losers of the semi-final matches cross over in the bracket so that they cannot face any players they have already met and defeated.

REGISTRATION/WEIGH-IN OFFICIALS

Registration officials accept the registration fees and registration forms from each player. The forms must be checked to ensure that they are filled out properly, and that all applicable waivers and certificates have been signed by the proper people. The registration officials must check the membership card from one of the three national Judo organizations to verify rank and insurance of each player. The age of each contestant must also be verified using an acceptable form of ID such as a birth certificate or passport. The gender, age, rank, and estimated weight of the player must be checked against the division(s) in which the player wishes to compete to verify that the correct division(s) is or are checked off on the forms. Once all the registration materials of the player have been verified, a weigh-in card is generated for that player, who is then sent with the card to the weigh-in room for his or her gender.

The weigh-in official must collect the card from the player, weigh the player, initial the card, and get the player to also initial it. When weigh-ins are complete, the weigh-in cards must be turned over to the head scorekeeper to perform the draw.

