

Procedures for Chief Referees & Evaluators at National Referee Examination, Evaluation and Credit Events

It is the responsibility of the Chief Referee of each of these events to assure that all required documentation, reports, and funds are transmitted in a timely manner as indicated below. Generally, this is accomplished directly by the Chief Referee. However, it is permissible to use the help of others. If others are made responsible to accomplish these tasks, the Chief Referee must notify the Chairman and Assistant to the Chairman by e-mail as soon as possible. Note: the accuracy and timeliness of all reports and financial actions remains the responsibility of the Chief Referee.

Normally, the Chief Referee and the “official” evaluators assigned by the RC are not to referee at the event. Their primary functions are to oversee the refereeing functions, act as jury members and conduct a fair and accurate evaluation of individual referee performance at the event. Evaluators should be rotated from mat to mat in a timely manner so that they will be able to observe each referee sufficiently to render a fair evaluation of every referee. If the competition is conducted over a two (or more) day period and the rotation is conducted such that each evaluator is not able to observe each mat area sufficiently each day, the referees assigned to each mat should remain the same from day to day, to the maximum extent practical.

It is usually beneficial to referees to receive constructive critiques immediately after they come off the mat when the action is fresh in their mind. The amount and level of the critique should be adjusted for each referee and will also depend on the specific evaluator and their other mat-side responsibilities. In addition, each referee has the right to know their rating for the event. They may stay (until all evaluations are completed) and receive their evaluation from the Chief Referee or may request (via e-mail) their evaluation from the Assistant to the Chairman.

Each referee is to be evaluated solely on their performance at this specific event and should be rated relative to the standards of their certification level. It is expected that A-level referees typically perform at a higher level than B-level referees who in turn typically perform at a higher level than C-level referees, etc. Thus a specific performance that might earn a “Good” rating for a B-level might earn an “Excellent” rating for a C-level referee or an Excellent Candidate (0c) for a national level referee. This is just an example (to show that the same performance can result in different ratings depending on the certification level of the referee being evaluated) but be aware that there is not an automatic equivalency chart that says a B-level “Good” equals a C-level “Excellent”, etc. How the referee “usually performs” nor what he/she did at a previous event should influence their rating for this event. Remember, this is a rating for this one event only – the referee’s rating (within National level) only changes on January 1st of each year, unless the referee is put on (or comes off) “Probation”, which takes effect immediately.

The Chief Referee and/or Evaluators should arrange and conduct a referee clinic (minimum 3 hours) prior to the event. A list of participants should be sent to the RC Chairman as part of the event report.

The Chief Referee should work with the Assistant to the Chairman of the RC to assure all required forms, etc. are in-hand prior to the start of the event. It is recommended that, for Examination, Evaluation and Credit events, a paper-copy of the back (or second) page be taken to the venue, and the names of the referees entered before or during the event. (Someone other than a member of the evaluation team can transcribe the names from the re-evaluation sheets to that page.) Except for Credit events, after the tournament, during the re-evaluation phase (and the examination results, for test sites), the evaluators should mark each referee's evaluation on the individual sheets completed by each referee in attendance AND on the paper form beside that referee's name. That can then be transcribed onto the computer-version of the Report form, along with the rest of the report. A “draft” report should be sent to those who participated in the evaluations and their comments incorporated in the final report. The re-evaluation or credit sheets shall be sent to the Assistant for recording of referee credit and event evaluation. It is highly desirable to scan these re-evaluation/credit sheets and send them also as attachments to the electronic report. The electronic report should be sent to the Chairman, the Assistant and each assigned evaluator, and a copy saved on the computer or other storage device (for example. flash drive) of each of these parties.