

**Policies:**

- The USJF Referee Development & Certification Sub-Committee (RDCS) shall be responsible for maintaining and updating on a regular basis a list of recognized/approved Referee instructors.
- Any request for a Referee workshop desiring grant money shall submit a written formal Request for Grant Referee Instructor which will be formally approved by the USJF RDCS
- Instructor contracting shall be between the sponsoring yudanshakai or dojo and the instructor with a copy of the contract going to the USJF RDCS

**Procedure:**

Approved Instructor List

1. A formal written list shall be compiled and maintained by the Chairperson of the USJF RDCS or his/her designee
2. A formal record (written and/or electronic) of individuals being tested for certification shall be kept by the USJF RDCS Chairperson or his/her designee along with the results.
3. The list shall state the name of the Yudanshakai, Referee, Level of Certification, and date of expiration.
4. The list shall be placed on the USJF Website and updated at a minimum quarterly.

Request for Referee Grants

1. When a Yudanshakai or dojo receives grant money for a Referee Workshop an application for Request for Grant Referee Instructor shall be completed. (The Referee workshop instructor must be an active approved USJF member).
2. The completed application shall be reviewed by the Chairperson of the USJF Referee Development and Certification Committee or his/her designee for completeness and accuracy.
3. The Chairperson or his/her designee shall communicate to the members of the Referee sub-committee the request (electronic, fax, or mail) and shall get approval for the workshop and instructor through a majority rule vote.
4. Once approved, the Referee Workshop will be formally endorsed, sanctioned through USJF, and listed in the sanctioned event list of the USJF Website.
5. Once the clinic is completed, the host is required to submit a clinic report outlining the attendance, issues discussed, and activities that took place so that it may be shared with other Yudanshakais. This report is due 30-days after the completion of the clinic.

Instructor Contracting

1. As part of the Request for Referee Instructor, a section shall be dedicated to the offer for services rendered.
2. Any approved Referee Instructor has the right to refuse offering services.
3. After the workshop is approved, the offer shall be formalized to the instructor who must accept the offer in writing.

### Request for Grant Referee Instructor

**Type Workshop**

- Beginning Referee
- Intermediate Referee
- Advanced Referee

**Workshop Topic:**

- Rules and Regulations
- Refereeing & Judging
- IJF update
- Coaching and Competitor
- Other \_\_\_\_\_

#### WORKSHOP INFORMATION:

**Sponsorship Information:**

Name of Key Contact \_\_\_\_\_ Yudanshakai/dojo \_\_\_\_\_

Address \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile) \_\_\_\_\_ (fax) \_\_\_\_\_

e-mail \_\_\_\_\_@\_\_\_\_\_.\_\_\_\_\_

**Event Information**

Date	Time(s)	General Topic

**Event Location:** Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Event Instructor information**

Requested Instructor \_\_\_\_\_ Level of Certification \_\_\_\_\_

**USJF RDCS Review Process**

Is this instructor on the USJF RDCS Approved Referee Instructor List?  Yes  No

Reviewed for accuracy \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
USJF RDCS Member

**Vote for workshop:** Date of Vote \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

How conducted?  Electronic  Mail  Phone  Fax

Results: (If there are any special condition or special issues it should be noted here)

Referee Development & Certification Sub-Committee – **RDCS Sponsored Workshop Policies & Procedures**

I, \_\_\_\_\_, representing \_\_\_\_\_ offer the following  
 (sponsor) (yudanshakai or dojo)

to the Referee Instructor for the Referee workshop:

Offer	Item	Cost	Description of Offering
<input type="checkbox"/> Yes <input type="checkbox"/> No	Travel costs	\$	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Room and Board	\$	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Stipend	\$	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Duplication of materials	\$	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Honorarium	\$	
	Total Assistance Requested	\$	

**Please note these terms:**

- Approval for grant funding will be issued from the Chairperson of the USJF RDCS or his/her designee.
- Upon completion of the clinic, please submit all receipts and the final clinic report to the Secretary of the USJF RDCS.
- Once the submitted documents are reviewed by the Secretary, funding will be released for payment.