

# **NATIONAL GRADING and KATA POLICY DOCUMENT**



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## **I. ACRONYMS**

JSA	-	Judo South Africa
IJF	-	International Judo Federation
AJU	-	Africa Judo Union
IMS	-	Information Management System
JKGM	-	Junior KYU Grading Master
KGM	-	KYU Grading Master
JDGM	-	Junior DAN Grading Master
DGM	-	DAN Grading Master
SDGM	-	Senior DAN Grading Master

## **II. MISSION STATEMENT**

The aim of the National Grading and Kata Commission will be to promote the sport of Judo through the recognition of its members' proficiency, achievement, contribution and excellence with a reasonable and well-defined grading system and adherence to the main principles of the sport Judo as defined by its founder.

## **III. JSA GRADING AND KATA COMMISSION**

### **A. Structure**

The National Grading and Kata Commission, hereafter referred to in this document as the Grading Commission, consists of five members excluding the National Grading Coordinator who will act as the Chairperson. Additional members may be co-opted if and when required.

The National Grading Coordinator is appointed by the JSA Coaching and Education Director and subsequently ratified by the Judo South Africa (hereafter referred to as JSA) Executive and Council.

The National Grading Coordinator can select his own committee members provided they are not all from the same District and are registered members of Judo South Africa, subject to approval by the Coaching and Education Director and ratified by the JSA Executive and Council.

This process should take place as soon as possible after the selection process for the JSA Executive.

The Coordinator of Grading reports to the JSA Coaching and Education Director on the activities of the Grading Commission. All correspondence will be copied to the Coaching and Education Director who, in turn, will forward all relevant documentation to the JSA General Secretary to be distributed if so requested.

## **B. Grading Commission Members**

The members of the Grading Commission should be maintained within the JSA IMS for the period in which they are selected.

## **IV. JOB DESCRIPTIONS**

The function of the Grading Commission in general can be summarized as follows:

- To facilitate, coordinate and provide the necessary leadership in the DAN grading process and the development of Kata in general in South Africa;
- On a continuous basis review and refine the assessment processes and procedures for the awarding of ranks to and the promotion of members on a fair and credible basis;
- When necessary, review and revise all fees associated with Grading and Kata;
- Provide a process to ensure that a standardized approach for techniques is maintained within the grading syllabus;
- Ensure that all records are kept meticulously and that these records are up to date; and
- Provide all members of JSA with an equal opportunity to gain promotion in rank as an official.

### **A. National Grading Coordinator**

The National Grading Coordinator is responsible for all matters related to the technical aspects of the sport Judo. This includes, but is not limited to:

- Appointment of the Grading Commission members;
- Liaison with Commission members on technical matters;
- Promotion of Judoka;
- Promotion of Grading Masters;
- Promotion of Kata Judges;
- Continuous development of KYU and DAN grading syllabi;
- Coordination, and, if required, the presentation of KYU and DAN Grading courses;
- Appointment of Grading Masters for Grading Examinations;
- Appointment and testing of Kata judges for National, Continental and International tournaments;
- Keeping the National Database up to date.

### **B. Grading and Kata Commission**

The Grading Commission controls the grading network of JSA.

It is the responsibility of the Grading Commission to review and update the Grading Policy Document on a regular basis. Any changes effected to the Grading Policy Document by the Grading Commission must be ratified by the JSA Council before they can be accepted as policy.

The Grading Commission's main task is to facilitate Grading Examinations and Kata Competitions in South Africa under the auspices of JSA by:

- Reviewing and approving applications for National Dan Grading Sessions when received from Districts
- Reviewing and approving the budget received from the Districts for a National Dan Grading and forwarding the approved budget to the Coaching and Education Director for submission to the JSA National Treasurer;
- Appointing and/or approving suitable Grading Masters for approved National Dan Grading Examinations, if required;
- Conducting Grading and/or Syllabi courses on a National Level when required or requested;
- Providing suitable coaches for approved Grading and/or Syllabi Courses, when required or requested;
- Providing for and assisting the process for training Grading Masters to participate in Dan Grading Examinations;
- Provide for the training, standardization and promotion of Kata Judges
- Appointing Kata Judges for Kata events on National, Continental and International Level;
- Reviewing and evaluating recommendations on grading related matters submitted by District Coordinators;
- Evaluating and updating KYU and DAN grading syllabi as and when required;
- Recommending the upgrade of JSA members to senior grades;
- Considering any applications for any special dispensation or concession with regard to the set syllabus, (*For example, any Judoka who is classified as visually impaired, deaf, or having a physical and/or medical disability such as a missing limb may require concession*) providing that such concession does not materially affect or alter the efficacy or performance of a technique or the understanding of the candidate;
- Ensuring that Grading Examinations proceed according to the rules and regulations as defined by the Grading Commission.

## C. District Grading Coordinators

Communication to Districts is through District Coordinators. These individuals should be maintained in the JSA IMS System and therefore will not be listed as part of this document.

The District Coordinator takes responsibility for Grading matters in his/her District and ensures that all Grading Masters are current with all procedures and regulations.

It is the duty of each District Coordinator to ensure that all grading information is kept up to date and that the National Coordinators are timeously informed of any changes that may occur.

The duties of the District Coordinator include, but are not limited to:

- The promotion and education of Kata Judges within his/her area;
- Application for National Dan Grading Examinations;
- Ensuring all documentation related to a Dan Grading is completed and forwarded to the Grading Commission no more than five (5) days after a National Dan Grading is completed.
- Maintaining an updated list of all levels of Grading Masters in his/her area and informing the National Coordinator of Grading of any changes;
- Ensuring that the necessary upgrade information is sent to the National Coordinator of Grading well in advance of the upgrade examination;
- Keeping the National Coordinator informed of any grading related matters taking place in the district and results thereof.

## V. DAN GRADING MASTERS AND KATA JUDGES

### A. Levels of Grading Masters

The following five (5) categories of Grading Masters are acknowledged by JSA:

<b>Grading Master</b>	<b>Recommended by</b>	<b>Approved by</b>
Junior KYU Grading Master	Club	District
KYU Grading Master	Club	District
Junior Dan Grading Master	District	Grading Commission
Dan Grading Master	Grading Commission	JSA Executive <sup>1</sup> (Council)
Senior Dan Grading Master	Grading Commission	JSA Executive <sup>1</sup> (Council)

*Table 1: Grading Master Categories*

Only those individuals who appear on the list of suitably qualified Grading Masters, are allowed to grade Judoka registered with JSA.

It is also a requirement that Grading Masters whose names appear on the list of Grading Masters be registered with JSA and be an accredited coach with JSA.

Any disregard of the above will result in the individual who transgresses being reported to the JSA Disciplinary Committee.

*Note 1– To be ratified by the JSA Executive and reported to JSA Council*

## **B. Levels of KATA Judges**

All effort should be made to elevate our Grading Masters as Kata Judges as well. With the popularity of Kata Tournaments on Continental and World platforms, the Grading Commission should endeavor to qualify Kata Judges on a National, Continental and International Level.

The following five (5) categories of Kata Judges are acknowledged by JSA:

<b>Kata Judge</b>	<b>Katas</b>	<b>Approved by</b>
IJF Level	Any of the Katas as listed by the IJF Kata Commission	IJF
Continental	Nage-no-Kata, Katame-no-Kata, Kime-no-Kata	Continent (AJU)
National A	At least four of the Five Katas	Grading Commission
National B	At least three of the five Katas	Grading Commission
National C	Nage-no-Kata and Katame-no-Kata	Grading Commission

*Table 2: Kata Judges*

## **C. Appointments**

The Grading Commission controls the appointment of Dan Grading Masters and Kata Judges.

Practical monitoring will be done by the Grading Commission.

Grading examiner qualifications are renewable every two years by attending a Judo-relevant Course to maintain the status/qualification. This is to ensure a continued level of standard. Failure to comply will result in the individual being disregarded for Grading Examinations until re-examined

To be in contention for appointment as a Grading Master, the necessary application form must be submitted to the Grading Commission, duly authorized by a responsible person in a District.

### **1. JUNIOR DAN GRADING MASTER**

To qualify as a Junior Dan Grading Master:

- The candidate will be required to judge the complete Nage-no-Kata at a National Kata Tournament or a Dan grading;
- The candidate will be evaluated based on the scores given compared to the scores of the other Judges or Grading Masters;



- The candidate will be required to complete a written test on Nage-no-Kata.

## **2. DAN GRADING MASTER**

To qualify as a Dan Grading Master:

- A written test on Nage-no-Kata, Katame-no-Kata and Kime-no-Kata must be done; and
- The relevant Katas must be judged at a National Kata Tournament or Dan Grading.

## **3. SENIOR DAN GRADING MASTER**

To qualify as a Senior Dan Grading Master:

- Written tests on Kodokan Goshin-Jitsu and Juno Kata must be completed; and
- The relevant Katas must be judged at a National Kata Tournament or Dan Grading.

## **4. KATA JUDGES**

Kata Judges will be evaluated and appointed at a National Tournament.

Those who wish to obtain a Continental appointment, must participate at the AJU Tournaments where the appointment will be confirmed.

Those who wish to obtain an IJF appointment, must participate in the examination process when it is conducted at an IJF Tournament and pass the IJF examination.

## D. Minimum Requirements for Appointment as Dan Grading Masters

The following minimum requirements are applicable for the appointment of persons interested or in a position involving the promotion of Judoka.

QUALIFICATION	Junior KYU Grading Master	KYU Grading Master	Junior DAN Grading Master	DAN Grading Master	Senior DAN Grading Master
	(JKGM)	(KGM)	(JDGM)	(DGM)	(SDGM)
Grade requirement	ShoDAN	ShoDAN	NiDAN	SanDAN	GoDAN
Coaching Level	Level 0 / 1	Level 1	Level 1	Level 2	Level 2
Referee Status	Prov. C	Prov. B	Prov. A	National B	National A
Age	18	20	21	25	35
Time in previous	0 years	1 year	2 years	3 years	5 years
Examining hours since previous status	0 hours	10 hours	20 hours	40 hours	80 hours
Course Attendance	N/A	N/A	2 yearly (1)	2 yearly (1)	2 yearly (1)
Appointment Approved by	District	District	Grading Commission	Grading Commission	Grading Commission
May grade up to	ORANGE	BLUE	Junior Black Belt	SanDAN	All Grades
Condition	Alone	Alone	Not alone	Not alone	Not alone

Table 3: Grading Master Categories - Minimum Requirements

Note 1: Courses should be District Open or National DAN Grading Courses

The requirements for Kata Judges are as required by the National, Continental and International rulings.

## E. Other Criteria

All Dan Grading panels must consist of suitably qualified and validated Grading Masters from more than one District;

A Grading Master from another area may be appointed to officiate in the Grading Examination;

At least one Grading Commission Member must be present at a Dan Grading Examination as an observer. This person may also act as a Grading Master at the Dan Grading Examination if so required;

Grading Examinations for 1<sup>st</sup> KYU are controlled and overseen by the District Grading Coordinator and conducted by Junior Dan or Dan Grading Masters from the relevant District;

It is the responsibility of the District to notify the National Grading Coordinator of all successful 1<sup>st</sup> KYU promotions that took place.

The following table defines the minimum Requirement for a Grading Panel at a Grading Examination:

## Minimum Grading Panel Requirements

Grade	MINIMUM requirement for VALID Grading Examination
1 <sup>st</sup> KYU	Junior Dan or Dan Grading Masters – 2 Grading Masters
For Junior Black belt	Min 3 Junior Dan Grading Masters - OR – 1 Junior DAN Grading Master and 1 DAN Grading Master
For ShoDAN	Minimum 3 Dan Grading Masters
For NiDAN	Minimum 3 Dan Grading Masters
For SanDAN	Minimum 2 Dan Grading Masters and 1 Senior Dan Grading Master.
For YonDAN & Higher	Minimum 3 Senior Dan Grading Masters.

Table 4: Grading Panel Requirements

Note:

Although the table above indicates minimum requirements, JSA has implemented a computerized system which requires five (5) Grading Masters and this is the preferred number of experts to perform a Grading Examination.

There might be instances when the statement above is not possible. Hence the definition of minimum requirements. The following table simplifies the minimum requirements as stated.

Grade	JKGM	KGM	JDGM	DGM	SDGM
1 <sup>st</sup> KYU			√√		
Junior Black Belt			√√√		
Junior Black Belt			√	√	
ShoDAN				√√√	
NiDAN				√√√	
SanDAN				√√	√
YonDAN and Higher					√√√

Table 5: Grading Panel Requirements - Graphical

Note: DAN Grading Masters for SanDAN and higher must be conversant in all the Katas relevant for the grade which he or she is required to judge or examine and should hold a rank, equivalent or higher to the rank for which he or she is appointed to judge or examine.

## F. Reporting and Maintaining the National Database

The National Grading Coordinator is responsible for providing the Coaching and Education Director, after each National Dan Grading, with updated information with regard to Dan Grades and Dan Grading Masters.

This includes all reports and relevant documentation to ensure proper governance for the ratification process by the JSA Executive.

The National Database makes provision for technical data such as Dan Grading results, Grading Master and Kata Judge appointments to be kept online.

It will be a requirement that the National Grading Coordinator ensures that all results be entered into the National Database System currently in use by JSA.

## VI. GRADING SYSTEM

### A. KYU and DAN Grading Syllabi

The purpose of the grading system is to visibly indicate the knowledge of the judo player by the color of the belt he/she wears.

A complete syllabus has been compiled for each grade and is intended to progressively and systematically develop the player's knowledge and understanding of the sport Judo. This information is contained in the following documents.

- ADDENDUM 1 - KYU Grading Syllabus
- ADDENDUM 2 - Junior Black & Dan Grading Syllabus

In order to qualify for upgrade or promotion, it is required that a candidate give a practical demonstration of all the required techniques in the JSA approved syllabus relevant to the rank to which he/she is seeking promotion. Any exception to this rule will be motivated by the District Grading Coordinator to the National Grading Coordinator.

The recommended minimum age for the different KYU grades are shown in the table below:

KYU Grade	Description	Recommended Age
8 <sup>th</sup> Kyu	White/Yellow belt	6 years of age
7 <sup>th</sup> Kyu	Yellow belt	6 years of age
6 <sup>th</sup> Kyu	Yellow/Orange belt	7 years of age
5 <sup>th</sup> Kyu	Orange belt	8 years of age
4 <sup>th</sup> Kyu	Orange/Green belt	9 years of age
3 <sup>rd</sup> Kyu	Green belt	10 years of age
2 <sup>nd</sup> Kyu	Blue belt	11 years of age
1 <sup>st</sup> Kyu	Brown belt	12 years of age

*Table 6: Recommended Minimum Age for KYU Grades*

*Note: Age is calculated as on the 31<sup>st</sup> of December of the year in which the grading takes place*

### B. MON Grade Indicators

Grade	Description	Belt Configuration
4 <sup>th</sup> Kyu	Orange/Green Belt	Two 20 cm green socks - one on each end of orange belt OR Green line through entire orange belt
6 <sup>th</sup> Kyu	Yellow / Orange	Two 20 cm orange socks - one on each end of yellow belt OR Orange line through entire yellow Belt
8 <sup>th</sup> Kyu	White / Yellow	Two 20 cm Yellow socks - one on each end of white belt OR Yellow line through entire white Belt

*Table 7: Mon Grade Indicators*

The following grading system/rank structure, using different colored belts to indicate progress, is applied in South Africa: (Full Belts)

<b>Japanese Terminology</b>	<b>Grade</b>	<b>Colour of Belt</b>
Kukyu	9 <sup>th</sup> Kyu	White Belt
Hachikyu	8 <sup>th</sup> Kyu	White/Yellow belt
Shichikyu	7 <sup>th</sup> Kyu	Yellow Belt
Rokyu	6 <sup>th</sup> Kyu	Yellow/Orange belt
Gokyu	5 <sup>th</sup> Kyu	Orange Belt
Yonkyu	4 <sup>th</sup> Kyu	Orange/Green belt
Sankyu	3 <sup>rd</sup> Kyu	Green Belt
Nikyu	2 <sup>nd</sup> Kyu	Blue Belt
Ikkyu	1 <sup>st</sup> Kyu	Brown Belt
Ikkyu	1 <sup>st</sup> Kyu+	Junior Black Belt (Black belt with 20cm White ends)
ShoDAN	1 <sup>st</sup> Dan	Black Belt
NiDAN	2 <sup>nd</sup> Dan	Black Belt
SanDAN	3 <sup>rd</sup> Dan	Black Belt
YonDAN	4 <sup>th</sup> Dan	Black Belt
GoDAN	5 <sup>th</sup> Dan	Black Belt
RokuDAN	6 <sup>th</sup> Dan	Red and White Blocked Belt or Black Belt
ShichiDAN	7 <sup>th</sup> Dan	Red and White Blocked Belt or Black Belt
HachiDAN	8 <sup>th</sup> Dan	Red and White Blocked Belt or Black Belt
KuDAN	9 <sup>th</sup> Dan	Red Belt
JuDAN	10 <sup>th</sup> Dan	Red Belt

*Table 8: The Japanese Rank System*

*NOTE: All red and white blocked belts and red belts (6<sup>th</sup> to 10<sup>th</sup> Dan) are non-competition grades and belts to be worn for ceremonial and coaching purposes only.*

*For example: A 6<sup>th</sup> Dan doing Randori will wear his/her black belt. A red and white belt is ONLY worn with a white Judo-Gi*

## **VII. GRADING PROCEDURES**

This section contains information on KYU grading, DAN grading and DAN grading courses.

### **A. KYU Grading**

All grading up to 2<sup>nd</sup> KYU (Yellow to Blue) are conducted at club level by qualified and approved JSA KYU Grading Masters who must forward the results to the District Grading Coordinator.

1<sup>st</sup> KYU grading examinations are controlled on a District level and conducted by Grading Masters as per the tables 4 and 5.

All 1<sup>st</sup> KYU grading results must be submitted to the National Grading Coordinator within one month after the grading by the relevant District for updating of the National Database.

The District Coordinators must ensure that the approved JSA Grading syllabus is applied.

### **B. Junior BLACK BELT Grading**

The Junior Black Belt grading is unique to South Africa and does not reflect in International standards. It will in future be controlled on a District level. It will therefore not be included in normal Dan Grading Examinations.

Junior Black Belt grading must be conducted by Grading Masters as per tables 4 and 5.

The grading fees charged by the District should not exceed that of a ShoDAN grading as specified by the Grading Commission.

The upper age limit for Junior Black is set to be twenty (20) years of age. Any Judoka who reaches this age and still holds the rank of Junior Black, must either apply for and pass a ShoDAN grading or revert to wearing a Brown (1<sup>st</sup> KYU) Belt.

### **C. Dan Grading**

#### **1. GENERAL**

Dan Grading Examinations are controlled by the Grading Commission and only ranks from ShoDAN and higher will thus be awarded and subsequently be recognized.

Any JSA member who purports to hold a grade other than that awarded or recognized by JSA or any other IJF member country, may be liable to disciplinary action.

All Dan Grading Examinations are National events and open to any member of JSA who applies through, and is approved by, his/her District and subsequently the Grading Commission.

In order to ensure that a National Dan Grading Examination is viable in an area, a minimum of ten (10) candidates will be required for a Dan Grading.

In the event of grading fees not being sufficient to cover the cost of the Dan Grading, the hosting DISTRICT is liable for the shortfall or deficit.

All Dan Grading Examinations will be preceded by a standardization session and/or course for the Grading Masters.

Any Grading Master who wishes to be active at a Dan Grading Examination, must attend such a session and/or course.

All Dan Grading participants (Uke and Tori) will wear white suits (judogi) for the grading examination. The same rules apply as for contest Judo – no jewelry or hard objects, a white T-shirts for females etc.

Grading Masters will be suitably attired in clothing as prescribed for Referees.

A Grading Commission Member and an appropriately qualified Grading Master from another District must be present at all Dan Grading Examinations (Take note that in this case it might be the same person).

A candidate who fails a ShoDAN Grading will not be awarded a Junior Black Belt, even if the candidate meets the requirements for Junior Black Belt.

## **2. APPLICATION FOR A DAN GRADING EXAMINATION**

Application to host a National Dan Grading Examination must be made by the District Coordinator on behalf of the District where it will take place, at least four (4) months before the proposed grading.

An application should be accompanied by the appropriate documentation;

- Application form; and
- Provisional Budget.

The final budget as well as the checklist with the names of the candidates must reach the National Grading Coordinator at least six (6) weeks before the proposed Dan Grading Examination.

### **TAKE NOTE:**

- *NO LATE ENTRIES WILL or SHOULD BE ACCEPTED. District Coordinators must set and maintain cut-off dates accordingly.*
- *The relevant District Grading Coordinators must verify that all information is valid and supported by the relevant documentation before submitting it to the National Grading Coordinator;*

The National Grading Coordinator will check the names supplied against National records for eligibility (i.e. license, age, grade, volunteer hours, etc.) and forward it to the Grading Commission.

The Grading Commission will then perform a final check that all potential candidates fulfill the necessary criteria and revert back to District Grading Coordinators if there are any discrepancies.

### **3. DAN GRADING COURSES**

Each District may arrange and conduct its own Dan Grading Course.

Course fees and expenses are for the District that conducts the course.

The District must ensure that suitably qualified person(s) are conducting such a course.

District courses should be open to any person who wishes to attend such a course.

### **4. FEES AND COSTS**

The hosting District is responsible for all expenses regarding visiting Grading Masters in the event that the income from the Dan Grading Examination does not cover all the costs involved.

The grading fees from the participants will be used to subsidize the costs.

Ten percent (10%) of the gross grading fees must be paid to JSA for administration and Grading Commission costs.

All costs (such as printing of certificates and mark sheets) will first be paid from the grading fees.

Fees must be paid on the first day of the grading by the relevant District.

Should a District require the services of a JSA coach to prepare candidates, the District is responsible for all costs incurred (travel, accommodation, meals and honoraria).

The course fee from candidates is payable to the District and is set by the District.

### **5. RATIFICATION**

All reports and results of Dan Grading Examinations must be submitted to the National Grading Coordinator for approval and then to the JSA Executive for ratification.

A pre-requisite for this process is that the list of all candidates be circulated to all the Districts prior to the upgrading process for scrutiny.

The result of the ratification process must be submitted to the next JSA Council meeting for notification.



Issued certificates and record books will indicate the actual date of grading.

A copy of the results will be sent to the Coaching and Education Director for distribution to the General Secretary.

The National Grading Coordinator will ensure that the results are entered into the National Database as soon as possible.

## **D. Application for DAN Grading Certificates**

### **1. JSA CERTIFICATES**

The Grading Fee will include the cost of one original JSA Dan Grading Certificate which will be issued to candidates on successful completion of the grading.

Replacement JSA Dan Grading Certificates will be furnished on production of satisfactory documentary proof of the Grade.

An administrative fee as per Addendum 7 - Grading Fees Structure is applicable in the above case.

### **2. KODOKAN GRADING**

JSA will recognize any officially obtained Kodokan grade.

Kodokan Grading may only be done by official Kodokan Grading Masters and Kodokan grades will be accepted by JSA on receipt of the relevant documentation and/or certificate.

Grading fees for Kodokan Grading are set by the Kodokan or the Kodokan examiner present at the grading and will be in addition to the JSA grading fee if the grading takes place in South Africa.

## **E. Fee Structure for Grading, Courses and Certificates**

See Addendum 7 - Grading Fees Structure for the various fees associated with each rank promotion.

## **F. DAN Grading Application Form**

See ADDENDUM 4 - Application for Dan Grading.

## **VIII. GRADING REQUIREMENTS**

### **A. Volunteer Service**

For each promotion, whether it is a rank, Grading Master or Kata Judge, it is a requirement of JSA that the candidates contribute a certain number of hours known as Volunteer hours.

These hours may be obtained by performing any number of the different tasks associated with a tournament. These may include:

- Refereeing/Judge;
- Kata Judge;
- Grading Master;
- Technical Official;
- JSA or District Administrative Assistant;
- Administrative tasks such as Weigh-in Master;
- Coach or Facilitator at a National Course.

These hours need to be logged on a scorecard and verified by the appropriate person in charge of the specific area in which the candidate made him/ herself available at an applicable tournament. (see last clause in this section)

Once the candidate has graded successfully, the process of accumulating Volunteer Hours for the next rank starts again from zero.

However, technical hours such as those for Refereeing, Kata Judges, Grading Masters and Technical Officials accumulated, need to be retained by the candidate as the hours for these categories will be used in their advancement in these areas.

Take note that hours for grading for ShoDAN can be logged at District, possible Regional and National Events whereas for NiDAN and higher, only National Hours will be taken into consideration (*See Table 9: Accumulation of Hours*).

### **B. Criteria for Application for Promotion**

Every grade has specific minimum requirements with which candidates must comply before upgrading can take place.

*NOTE: The award of any JSA grade will be subject to the applicant being in good standing with his/her District and with JSA. An appeal may be lodged with the Grading Commission in the event that an applicant believes he/she has been unfairly disadvantaged.*

#### **1. KYU GRADES**

- Minimum of 3 months waiting period between grades;
- Must be a registered member of JSA.

## 2. JUNIOR BLACK BELT

- Must be a licensed member of JSA for the previous two years (24 Months);
- The minimum age for obtaining a Junior Black Belt is 14 years;
- The maximum age restriction for wearing a Junior Black Belt is 20 years of age. Thereafter the wearer should attempt qualification as a ShoDAN or wear a Brown Belt;
- Candidates must perform five (5) sets of Nage-no-Kata as Tori and Uke;
- Successful candidate will wear a black belt with two 20cm white ends;
- The promotion process takes place under the auspices of the District Grading Coordinator with a grading panel as shown in tables 3 and 4;
- The pass mark is set at 55%.

## 3. DAN GRADES - 1<sup>ST</sup> DAN TO 5<sup>TH</sup> DAN

The following lists some of the main requirements for promotion to 1<sup>st</sup> DAN to 5<sup>th</sup> DAN.

- Must be an active registered member of JSA as per table 11;
  - **Note: Active is defined as continuous registration. Any break in the registration process without notification to the National Grading Coordinator, will result in a longer waiting period**
- Must be an active Judoka and/or be actively involved in an administrative capacity, as an official, and/or a coaching capacity during waiting times and have the minimum points required to qualify for promotion;
- For all grades ShoDAN and higher, candidates must have the required hours logged on their scorecards. These may be the official JSA scorecards, if available, otherwise the spreadsheets (Addendum 6a and 6b) may be used;
  - **Note: All candidates must have proof of volunteer hours obtained**
- It is not a requirement to attend a Dan grading course before a Dan grading, but it is advisable to do so;
- For 1<sup>st</sup> Dan to 5<sup>th</sup> Dan, candidates must pass the relevant syllabus and meet the following JSA and IJF criteria as listed in the table 11 below;

- Points can be accumulated according to the table displayed in the document “ADDENDUM 3 - Awarding of Points revised”. These points need to be presented on a scorecard and must be verifiable;

#### 4. ADDITIONAL REQUIREMENTS FOR 5<sup>TH</sup> DAN

In addition to the other requirements outlined in this Policy, candidates are required to submit an essay of between 500 and 1000 words, which will illustrate their understanding of Judo, and which may contribute to the sport, and be included in any JSA publication, pamphlet or instructional material for the benefit of others.

NOTE: This should be lodged with the National Co-Ordinator of Grading, copied to the District Co-Ordinator, at least 7 days before the actual grading date to ensure that it receives due consideration.

Guidelines on the preparation of such a document are indicated below.

- The deadline of **at least 7 days before the grading** is essential to assure the candidate of fair consideration by the Grading Commission;
- For clarity, it should be presented in typed form, preferably double-spaced so as to be legible and provide opportunity for notes or comments by examiners;
- The essay should reveal personal knowledge, thoughts, or experience of a particular aspect of Judo by the candidate, and not be a series of general statements such as one finds in any Judo article intended for the general public;
- It should, as far as possible, be original and be evidence of many years of involvement in the study of Judo;
- If other authorities are quoted, they should be acknowledged and the source quoted (e.g. Internet site, Publication, Author, etc.).

Although it is advisable to obtain Volunteer hours at National level, it is an accepted fact that it is easier said than done. To accommodate those who do find it difficult to attend National Events, the following table provides a guideline as to the accumulation of hours by presenting themselves at local events.

In order to assist those Judoka who are not readily available for national duty, but are serious about their sport, attending local events in any of the capacities as outlined above, may accumulate the required hours as indicated below.

Level	Time
District (Closed)	1 hour per event
District Open / Regional Event (*)	4 hours per event
National and International (*)	All hours may be counted
International Seminars (**)	2 hours per Seminar per day

Table 9: Accumulation of Hours

\* – Participant to be present for the duration of the tournament

\*\* - JSA sanctioned seminars

In order to provide competitive candidates an advantage, the principle employed by the IJF will be used for JSA 1<sup>st</sup> to 5<sup>th</sup> DAN candidates. There will be two categories – A and B with A being for competitors and B for those who do not formally take part in tournaments on a National level. This is indicated in the table below.

CATEGORY	COMPETITOR	Official / Judge /Referee/Coach
A	Medalist at National SA Open Tournament or International Tournament in Cadet, Junior, Senior, Kata or Masters Divisions	International Qualification
B	No formal competition results on National SA Open Tournament level	Local or National Qualification

Table 10: JSA Grading Categories

Therefore:

- For Category “A” the minimum waiting period applies;
- For Category “B” the waiting period between grades is 1 year longer; and
- Any International medal result will be valid throughout a candidate’s grading history.

The requirements for promotion to the ranks of 1<sup>st</sup> DAN to 5<sup>th</sup> DAN will be as follows.

<b>DAN GRADE REQUIREMENTS FOR 1<sup>st</sup> to 5<sup>th</sup> DAN</b>						
<b>Promotion To</b>	<b>Minimum Age</b>	<b>Grade Required</b>	<b>Minimum Time In current grade</b>	<b>Period of Active and Continuous Registration to JSA</b>	<b>Points / Volunteer Hours Required</b>	<b>KATA Knowledge</b>
1 <sup>st</sup> KYU	12	2 <sup>nd</sup> KYU	6 Months	<b>1 Year</b>	N/A	NAGE no KATA
ShoDAN	16	1 <sup>st</sup> KYU	1 Year	<b>2 Years</b>	100 / 20	NAGE no KATA
NiDAN Category "A"	18	1 <sup>st</sup> Dan	2 Years	<b>4 Years</b>	150 / 40	NAGE no KATA KATAME no KATA
NiDAN Category "B"	18	1 <sup>st</sup> Dan	3 Years	<b>5 Years</b>	150 / 40	NAGE no KATA KATAME no KATA
SanDAN Category "A"	21	2 <sup>nd</sup> Dan	3 Years	<b>7 Years</b>	200 / 40	NAGE no KATA KATAME no KATA KIME no KATA
SanDAN Category "B"	21	2 <sup>nd</sup> Dan	4 Years	<b>8 Years</b>	200 / 40	NAGE no KATA KATAME no KATA KIME no KATA
YonDan Category "A"	25	3 <sup>rd</sup> Dan	4 Years	<b>11 Years</b>	250 / 50	NAGE no KATA KATAME no KATA KIME no KATA GOSHIN JITSU
YonDan Category "B"	25	3 <sup>rd</sup> Dan	5 Years	<b>12 Years</b>	250 / 50	NAGE no KATA KATAME no KATA KIME no KATA GOSHIN JITSU
GoDAN Category "A"	30	4 <sup>th</sup> Dan	5 Years	<b>16 Years</b>	300 / 50	NAGE no KATA KATAME no KATA KIME no KATA GOSHIN JITSU JUNO KATA
GoDAN Category "B"	30	4 <sup>th</sup> Dan	6 Years	<b>17 Years</b>	300 / 50	NAGE no KATA KATAME no KATA KIME no KATA GOSHIN JITSU JUNO KATA

Table 11: JSA DAN Grade Requirements

The rank of Junior Black is regarded as an intermediate grade specific to JSA and implemented to maintain the continued participation in the sport for younger candidates. Although this rank is now the responsibility of the Districts, its requirements are still part of the Grading Commission.

<b>GRADE REQUIREMENTS FOR JUNIOR BLACK</b>						
<b>Promotion To</b>	<b>Minimum Age</b>	<b>Grade Required</b>	<b>Minimum Time In current grade</b>	<b>Period of Active and Continuous Registration to JSA</b>	<b>Points / Volunteer Hours Required</b>	<b>KATA Knowledge</b>
1 <sup>st</sup> KYU	12	2 <sup>nd</sup> KYU	6 Months	<b>1 Year</b>	(1)	NAGE no KATA
Junior Black	14	1 <sup>st</sup> KYU	6 Months	<b>2 Years</b>	(1)	NAGE no KATA

Table 12: Junior Black Belt Requirements

*Note: (1) To be determined by District*

Candidates are also required to pass the practical examination and/or demonstration of skills as per the official JSA Dan Grading Syllabus (See Addendum 1.2).

From 1<sup>st</sup> to 6<sup>th</sup> DAN, ranks shall be awarded under the auspices of IJF Member National Federations, in our case, JSA.

## **5. HIGHER GRADES - 6<sup>TH</sup> DAN AND HIGHER**

JSA have adopted the requirements for High DAN grades (6<sup>th</sup> Dan and higher) from the International Judo Federation.

6<sup>th</sup> Dan (RokuDAN) is the responsibility of the National Federation (JSA) to approve, whereas 7<sup>th</sup> Dan lies with the Continental Union (Africa Judo Union) and 8<sup>th</sup> Dan and higher with the IJF.

High Dan Grade Applications (7<sup>th</sup> Dan and higher) will be reviewed once every four (4) years.

To provide an unbiased appraisal of candidates, a Committee, referred to as the High Dan Committee, must be appointed in the fourth year of the JSA Administration to preside over the selection of candidates to be recommended to the JSA Executive to be awarded a rank of 6<sup>th</sup> Dan or higher.

6<sup>th</sup> Dan recommendations will be forwarded to the JSA Executive for ratification.

If the recommendation for 7<sup>th</sup> Dan and higher is accepted or ratified by the JSA Executive, the official application for ratification by the AJU and IJF will be put into motion by the Coaching and Education Director of JSA.

*Please Note: If it is deemed necessary, 6<sup>th</sup> Dan promotions will be reviewed every two (2) years;*

The recommendation for the promotion to 6<sup>th</sup> Dan needs to be done by the Grading Commission with the approval of the JSA Coaching and Education Department.

Final ratification rests with the JSA Executive.

Further information on the procedures to be followed are contained in the following documents:

- Addendum 10 - Procedure and requirements for applying for 7th DAN
- Addendum 11a - Application for High Dan (6<sup>th</sup> DAN) Promotion
- Addendum 11b - JSA -Eligibility Check for High DAN (7<sup>th</sup> DAN) Promotion
- Addendum 12a - DAN Grades IJF Regulations
- Addendum 12b - IJF Grade Application Form

## 6. CATEGORIES FOR QUALIFICATION FOR HIGH GRADES

The IJF defines their promotion categories as A, B, C and D. The candidates may apply based on their representation in the sport.

The table below summarizes the approach of the IJF as adopted by JSA.

CATEGORY	COMPETITOR	REFEREE	OFFICIAL	NATIONAL COACH	CLUB COACH
A	Medalist at Olympics or World Championships	IJF	IJF Continental	Athletes of category "A" (WC medalists)	
B	Senior National Team	Continental	National	Athletes of category "B"	International Competitor
C	Medalist at Senior National Championships	National	Regional	Athletes of category "C"	National Competitor
D	OTHER	OTHER	OTHER	OTHER	OTHER

Table 13: Categories for the Qualification for High Grades

Once the candidate has determined in which category he or she falls, the next criteria, the waiting period, needs to be determined.

This information is shown in the tables 11 through 18.



## 7. DAN GRADE REQUIREMENTS FOR 6<sup>TH</sup> DAN

GRADE	CATEGORIES	MINIMUM AGE	TIME IN PREVIOUS GRADE	KATA KNOWLEDGE
6 <sup>th</sup> DAN	A	30	6 Years	ALL KATA
	B	35	8 Years	ALL KATA
	C	40	10 Years	ALL KATA
	D	50	12 Years and 25 Years since 1 <sup>st</sup> Dan	ALL KATA

Table 14: Waiting period for 6th Dan

For 6<sup>th</sup> Dan and above, candidates must meet the criteria as contained in the table above.

An application must be recommended by the District to the Grading Commission.

The applicable grading fee must be paid to JSA.

The rank of 6<sup>th</sup> DAN shall be awarded under the auspices of IJF Member National Federations, in our case, JSA.

## 8. DAN GRADE REQUIREMENTS FOR 7<sup>TH</sup> DAN

GRADE	CATEGORY	MINIMUM AGE	TIME IN PREVIOUS GRADE	KATA KNOWLEDGE
7 <sup>th</sup> DAN	A	38	10 Years	ALL KATA
	B	45	10Years	ALL KATA
	C	50	10 Years and 25 Years since 1 <sup>st</sup> Dan	ALL KATA
	D	62	12 Years and 30 Years since 1 <sup>st</sup> Dan	ALL KATA

Table 15: Waiting period for 7th Dan

The procedure used in presenting candidates to the JSA Executive is outlined in "Addendum 10 - Procedure and requirements for applying for 7th DAN".

To be in accord with 7<sup>th</sup> DAN promotion, a candidate must be or have had a contribution to the sport Judo on Continental level.

The rank of 7th DAN shall be dependent on the outcome of the decisions made by the JSA High DAN Committee, the approval by the JSA Executive and the ratification by the AJU Directorate.

## 9. DAN GRADE REQUIREMENTS FOR 8<sup>TH</sup> DAN

GRADE	CATEGORY	MINIMUM AGE	TIME IN PREVIOUS GRADE	KATA KNOWLEDGE
8 <sup>th</sup> DAN	A	50	10 Years	ALL KATA
	B	60	15Years	ALL KATA

Table 16: Waiting period for 8th Dan

The rank of 8th DAN and higher must, after opinion of the Continental Directorate, be sent to the IJF Grade and “DAN” rank Commission Director who will examine files and will propose the appointments.

## 10. DAN GRADE REQUIREMENTS FOR 9<sup>TH</sup> DAN

GRADE	CATEGORY	MINIMUM AGE	TIME IN PREVIOUS GRADE	KATA KNOWLEDGE
9 <sup>th</sup> DAN	A	60	10 Years	PRACTICAL AND THEORETICAL KNOWLEDGE OF ALL KATA

Table 17: Waiting period for 9th Dan

## 11. DAN GRADE REQUIREMENTS FOR 10<sup>TH</sup> DAN

GRADE	CATEGORY	MINIMUM AGE	TIME IN PREVIOUS GRADE	KATA KNOWLEDGE
10 <sup>th</sup> DAN	A	70	10 Years	PRACTICAL AND THEORETICAL KNOWLEDGE OF ALL KATA

Table 18: Waiting period for 10th Dan

The rank of 10th DAN can only be awarded unanimously by the IJF Executive Committee.

### C. Upgrading (to qualify) for International Participation

If the rules of an international competition specify that a competitor needs to be of a higher grade than what the SA entrant holds, he/she will be allowed to wear the higher grade for that specific competition only.

In these cases, however, they will have to participate in a JSA Grading Examination on their return to confirm the grade. Failing this, the player’s status will revert to his/her JSA registered rank.

## D. Examination for Disabled Players

At the outset, let us agree that Judo is Judo – the second most practiced sport in the world. An Olympic sport since 1964, and one in which (it seems to be believed) the coveted “black belt” signifies success – an understanding that Jigoro Kano’s Principles of Judo have been learned and will continue to govern future learning.

It follows, that to wear any belt in the grading system, one must have demonstrated a grasp of the syllabus required for promotion, so that one is as worthy as any other holder of the same rank. The majority of visually or hearing-impaired Judoka have perfectly functioning (and sometimes athletic) bodies and reflexes that enable them to function as well as unaffected athletes on the mat.

Affected Judoka need to be capable of executing the same techniques and demonstrating the same principles as any other candidate, regardless of whether any “physical or auditory assistance” is introduced to enable the candidate to cope with the requirements of Kata. A Grading Master or Panel will need to be aware of the candidate’s ‘handicap’ to enable him/them to consider the degree of allowance that is appropriate.

This might involve a participating Uke/Tori signaling his intentions by sound signals or other means to enable the candidate to cope with his/her disadvantage, while still satisfying the requirements of the syllabus.

With the above in mind, Judoka with physical disadvantages cannot be expected to execute the movements of many of the techniques in the JSA syllabus and while they should be encouraged to participate to the best of their ability, they should **not** be led to believe that (other than the concessions described above) Judo itself can, and will be altered, to provide a ‘second best’ qualification or ‘version’ of its rank structure. It is not fair on the Judoka concerned.

If, here and there, some allowance is made for ‘interpretation’ of the ‘look’ of a technique (for a candidate who has never seen it performed), well and good, but a demonstration should not deteriorate into a farce - a succession of unrecognizable movements. Dan grades particularly, are looked up to by KYU grades and beginners, their assistance and advice sought and their higher rank respected. It is essential to maintain a general standard that reflects well on Judo, not an individual who is dependent on ‘sympathy or charity’ for his/her rank.

It can therefore be expected that in certain cases the following may also be applicable.

- Where applicable, the candidate must write a written examination on the relevant Katas;
- May be required to judge Kata from a video;
- A verbal and/or written examination will be done to evaluate the required Judo knowledge applicable to his/her grade;
- All other requirements relevant to the grade must be met (points, time etc.).

## **E. Grading in other Countries**

Prior to leaving the country, an application must be made to the Grading Commission who will then recommend or reject the application. Final approval rests with the JSA Executive;

The application must state the reason for grading in another country.

Confirmation by the Judo Federation of the country concerned that it will accept the candidate for evaluation by official grading master(s) of that Federation needs to be supplied to the Grading Commission.

Only promotions conducted by the Judo Federation of the country affiliated to the IJF and the Kodokan will be recognized.

IJF or Continental Unions recognition and certificates must also be applied for through the countries where the grading took place.

JSA will not apply for recognition and certificates from the IJF or Continental Unions on behalf of these persons.

### ***IJF STATUTES Article 24 - Grades and "DAN" ranks***

*"The IJF officially recognizes only those grades and "DAN" ranks which are awarded by the Member National Federations to their own members, to the exclusion of all others.*

*A National Federation may not award a grade and/or a "DAN" rank to a member of another Member National Federation without the written agreement of that Federation. Any grade or "DAN" rank awarded without this agreement will not be validated by the IJF.*

*Each Member National Federation is in charge of representing the IJF for the purpose of ensuring compliance with International regulations on grades and "DAN" ranks throughout its national territory."*

## **F. Upgrading without Examination**

### **1. HONORARY BLACK BELT (NON-JUDOKA)**

An Honorary Black Belt is a symbolic award and is not worn by the recipient.

An Honorary Black Belt can be awarded for extra-ordinary service to the sport;

Criteria for this award are determined by JSA Executive and Council. The award is presented by JSA Executive and Council.

This symbolic award only recognizes excellence or service to Judo and is not a "technical grade".

Any grade awarded by the JSA Executive and / or Council without proper proof of a Grading Examination, will be regarded as a "non-technical" grade, hereafter referred to as a "Council Grade". Any receiver of such a grade will not be allowed to apply for further promotion to a higher rank.

Thus, only grades or ranks approved by the Grading Commission and ratified by the JSA Executive, will be viewed as an official grade or rank.

## **2. COMPETITIVE ACHIEVEMENTS**

Where a candidate participates in the Olympic Games or medals are obtained in Senior Continental, Senior Worlds and/or Commonwealth Games, upgrading without examination may be considered, but the candidate must attend and participate in a National or District approved Grading Course.

## **3. MERIT**

In extreme medical cases, upgrading will be based on meritorious service or contribution to JSA and/or participation in Judo at a significant competitive level. For High Dan ranks, Continental and International contribution is a requirement.

To be considered, a candidate must fulfill the following criteria as a minimum:

- Provable past competitive performance;
- Provable contribution to South African Judo and higher;
- Supported by current points and requirements as per Grading Policy;
- Recommended by the District or National Federation;
  - The Grading Commission will require the candidate to attend a National Dan Grading;
- Candidate will be required to do a written examination or the judging of a Kata from a recorded video based on the IJF Kata Evaluation System.

## **G. Evaluation of Candidates**

### **1. AGE**

The minimum required age of the candidates for ShoDAN to GoDAN promotion is calculated as on the 31<sup>st</sup> of December of the year in which the grading takes place. NO EXCEPTIONS will be allowed.

Candidates for RokuDAN and higher should have fulfilled all requirements, age included, on the 1<sup>st</sup> of January in the year in which applications are submitted.

## **2. TIME**

The minimum waiting time ( full years or months) between Dan grades is applicable even if the candidate has obtained the required points since his/her last grading.

Waiting times between grades **must** be continuous and the candidate must be registered with JSA for the complete period - **active** years.

## **3. POINTS**

Points can be obtained by any combination from the Tables in Addendum 3 (ADDENDUM 3 Awarding of Points).

## **H. Pass Requirements**

The eligibility for promotion depends on a number of requirements which may include the following:

- The attitude, maturity and character of the candidate;
- The proficiency of the candidate on a technical and/or competitive level(s);
- The candidate's general experience in the sport, contribution on any level and also the time in any grade.

It is therefore important for any candidate to fulfill all the requirements as indicated in this document for a specific grade or rank.

Practical demonstration of the syllabus, both Kata and Theory, for any specific qualification is an important requirement and therefore the following recommendations must be adhered to.

- The pass mark for all Katas is set at 60%;
- A candidate must achieve 60% in each of the sections of Kata and Theory to obtain the relevant rank.

## **I. Table for Accumulation of Qualifying Points**

Refer to ADDENDUM 3 - Awarding of Points for the different categories.

## **IX. KATA COMPETITIONS**

### **A. Kata Divisions & Age Groups**

This information is contained in the document ADDENDUM 8 Kata Divisions & Age groups

### **B. Judging Process**

See Addendum S1 - Judging Template for Judo Show

### **C. Show Kata (Creative Kata)**

#### **1. ENTRY FORM**

See ADDENDUM 9 - Creative Kata entry form

#### **2. METHOD OF JUDGING**

Before the tournament commences, the National Grading Coordinator will appoint a panel of Judges to perform the judging process.

### **D. Kata Judges**

#### **1. SELECTION OF KATA JUDGES**

The National Grading Coordinator will select Judges of the appropriate grade/level for the Kata being judged.

The Grading Commission will sanction the selection of Kata Judges at National events.

The Grading Commission will propose the selection of Kata Judges for International events and present it to the Selection Panel of the JSA Executive for ratification.

Kata Judges wishing to attend IJF / AJU Kata Judge examinations and participate in the IJF Kata course must enter through JSA.

#### **2. CRITERIA FOR JUDGING**

The judging of Katas at National Tournaments is based on the IJF Kata evaluation methods prescribed in the document "Kata Competition – Criteria for the Evaluation", prepared by the IJF Kata Commission. This document is freely available from the Grading Commission and also obtainable from the IJF Web Site.

The method for computing the results is the IJF Kata Marking System, which, in the case of Nage-no-Kata, evaluates techniques performed left and right as one technique for Groups 5 and 6.

For Groups 1 to 4, the system has been tailored for JSA to allow the marking of Nage-no-Kata techniques both left and right individually.

In addition, this system allows JSA to use it for Dan Grading Examinations as well where we view the techniques of Nage-no-Kata performed right and left as separate entities.

This requires that the names of Kata pairs and Judges be pre-entered into the system.

Mark sheets for the Judges will then be printed for the pre-entered Kata pairs.

The system will also prevent Judges from a District judging a Kata pair from his or her District.

Judges will enter their scores on these mark sheets printed from the system. The marks will then be entered into the system by the appointed officials.

The system will then calculate the results automatically.

Take note of the following:

- There may be no family or coach connection between Judges and competitors;
- Judges to mark independently;
- Judges to endorse mark sheets with their full names to enable analysis/identification;
- When there are 3 Kata Judges, the average of all three scores will be calculated;
- When there are five (5) Kata Judges, the highest and lowest scores for each technique will be dropped and the remainder averaged;
- Written examination for Kata Judges and Grading Masters may be done prior to Kata competitions to ensure uniformity.

## **X. DAN GRADING AND KATA MARKING SHEETS**

Please see Refer to Addendums M1 to M7 to be used in Grading Examinations. These documents will be reviewed periodically and revised if deemed necessary.



## **XI. PROCEDURES FOR CONDUCTING DAN GRADINGS & COURSES**

The District Grading Coordinator shall have completed all documentation and arrangements prior to the arrival of the Grading Commission's representative.

The Coaches for a Dan Grading preparation course and the Grading Masters who will be officiating at the grading shall have been approved by the Grading Commission prior to the commencement of that course or grading.

To ensure uniformity and to clarify any ambiguities, a standardization session for Grading Masters must be held prior to the commencement of a Dan Grading.

The venue, facilities and mats shall be of a standard and size conducive to the safe performance of Kata and other aspects to be demonstrated.

Applicants for a course or a grading shall, to the satisfaction of the Grading Commission Member responsible for that specific grading, have produced all credentials, paid all relevant fees and observed all necessary requirements before commencement.

Any applicant who is found by the Grading Commission Member to have failed to fulfill his/her responsibilities in this regard may be disqualified.

Dan Grading Examinations shall be conducted in a dignified, orderly manner and without interference, comment or censure from the spectators or the participants.

The Grading Commission Member may ask any person whose conduct is disruptive or against the spirit of Judo to leave the venue.

All Grading Masters officiating at a Dan Grading Examination shall be dressed appropriately (Similar to the referee attire). Jackets may be removed on days when the temperature becomes uncomfortable.

## **XII. FINANCIAL REQUIREMENTS**

All National Dan Grading Examinations will be conducted on a National basis and hosted by the District that applied for the opportunity to host such an event through the prescribed channels.

An opportunity could arise where the Grading Commission might decide to arrange a Dan Grading Examination under its own auspices and will then take full control of such an event.

All funds generated in respect of, or as a result of, Dan Grading preparation courses and/or Dan Grading Examinations shall be accounted for by the District concerned. These funds, after the amount due to JSA, need to cover the costs of presenting the Dan Grading Examination:

- Course fees;
- Grading Master Honoraria;
- Travel and accommodation costs of the Grading Commission Member;
- Travel and accommodation costs of the External Grading Master;

- Printing of JSA Certificates to be awarded to successful applicants;
- Printing and administration costs;
- Travel costs of the Local Grading Masters;
- Rental of venue/facilities;
- Meals/refreshments during the grading for all the Grading Masters.

Where applicable, application for JSA Financial assistance or subsidies towards Dan Grading Examinations and courses must be made to the JSA Development Director who will make a recommendation to the JSA Coaching and Education Director and Treasurer. If the application is successful, the relevant costs will be carried by JSA.

To ensure proper accountability of a Dan Grading Examination, a number of documents have been devised. These are as follows:

- Addendum X1 - APPLICATION TO HOST NATIONAL DAN GRADING.doc
  - This document is used to apply to host a National Dan Grading Examination
- Addendum X2 - Budget and Financial Reporting.xlsx
  - This form, an EXCEL Spreadsheet, contains 3 sheets, namely:
    - Provisional Budget
    - Final Budget
    - Income and Expenditure
  - The spreadsheet must accompany the application form with the Provisional Budget details filled in.
  - Once the dates and other details such as the candidate list, are finalized, the spreadsheet needs to be sent to the National Grading Coordinator to determine the viability of the grading examination
  - On completion of the grading, the final sheet needs to be completed and forwarded to the National Grading Coordinator together with all the other documentation and reports
- Addendum X3 - GM Subsistence Allowance V2.xlsx
  - Any monies paid out to Grading Masters need to be recorded here and duly signed by the person receiving it
- Addendum X4 - Dan Grading Summary Report.xlsx
  - This must be completed as soon as possible to determine the list of candidates and their eligibility. It also serves as record of the final result of the grading for reporting purposes
- Addendum X5 - Payment Advice Template.xlsx
  - Any monies paid into JSA's account need to be documented using this form. It should accompany all the other documentation together with the proof of deposit.

### **XIII. LIST OF SUPPORTING DOCUMENTS AND FORMS**

ADDENDUM 1 - Kyu Grading Syllabus.doc  
ADDENDUM 2 - Junior Black & Dan Grading Syllabus.doc  
ADDENDUM 3 - Awarding of Points.doc  
ADDENDUM 4 - Application for Dan Grading.docx  
ADDENDUM 5 - Kyu or Dan Grading Master Application (2).docx  
ADDENDUM 6a - Points Card 1.xlsx  
ADDENDUM 6b - Points Card 2.xlsx  
ADDENDUM 7 - Grading Fees Structure.docx  
ADDENDUM 8 - Kata Divisions & Age groups.pdf  
ADDENDUM 9 - Creative Kata entry form.doc  
ADDENDUM 10 - Procedure and requirements for applying for 7th DAN.docx  
ADDENDUM 11a - Application for High Dan (6th DAN) Promotion.docx  
ADDENDUM 11b - JSA -Eligibility Check and Application for High DAN (7th DAN) Promotion.docx  
ADDENDUM 11c - JSA -Eligibility Check and Application for High DAN (7th DAN) Promotion.pdf  
ADDENDUM 12a - DAN Grades IJF Regulations.docx  
ADDENDUM 12b - IJF Grade Application Form.docx  
ADDENDUM M1 - DAN GRADING MARK SHEETS Front Page.doc  
ADDENDUM M2 - Nage No Kata Mark Sheets Junior Black.doc  
ADDENDUM M3 - Nage No Kata Mark Sheets.doc  
ADDENDUM M4 - Katame No Kata Mark Sheets.doc  
ADDENDUM M5 - Kime No Kata Mark Sheets.doc  
ADDENDUM M6 - Goshin Jitsu Mark Sheets.doc  
ADDENDUM M7 - Juno Kata Mark Sheets.doc  
Addendum to be included in Doc - Dan Grade (Adapted) waiting time Table proposal.docx  
ADDENDUM X1 - APPLICATION TO HOST NATIONAL DAN GRADING.doc  
ADDENDUM X2 - Budget and Financial Reporting.xlsx  
ADDENDUM X3 - GM Subsistence Allowance V2.xlsx  
ADDENDUM X4 - Dan Grading Summary Report.xlsx  
ADDENDUM X5 - Payment Advice Template.xlsx