

## OFFICIALS' RESPONSIBILITIES

1. Tournament Director: The Tournament Director is responsible for the fair and smooth running of the Tournament Divisions. His responsibilities fall into several areas: overseeing the Staging Manager, assigning judges to rings, supervision of rings and problem resolution. His priorities are (1) safety, (2) fairness and (3) development of personnel.
  - a. Assignment of Judges: The Tournament Chairman will attempt to assign judges from different schools to a ring, however, if absolutely necessary, two of the judges may be from the same school. No Judge should be assigned to judge his own student, a classmate in his school or a family member. This is not a question of that judge's ability to be fair but rather a reflection of the CTF's desire to have no apparent cause for a competitor, instructor or spectator to perceive bias. The CTF wishes that its most senior and experienced judges be assigned the role of Center Judge. Corner judges also need to be closely monitored and any judge lacking attention or judgment should be immediately replaced and counseled. Inexperienced judges and new black belts should work as timekeepers and scorekeepers for several tournaments before being assigned to judging positions.
  - b. Supervision and Problem Resolution: The Tournament Director and the Master Level Referees are in the best position to monitor the performance of all judges and other tournament officials. They should note both excellent as well as subpar performance and pass this information on to that person's instructor. Past performance of the judges should be a primary consideration in Judge's Ring Assignments.
  - c. The Tournament Director is the first step in the Problem Resolution process. Most problems should be handled at this level without the need to involve the Tournament Chairman.
  - d. The Tournament Director should advise the Chairman of the Tournament of any significant or repetitive problems which he may encounter.
2. Staging Manager:
  - a. The Staging Manager should make sure that all competitors have properly signed Tournament Cards, are in the appropriate age group and have appropriate gear.

- b. The Staging Manager is responsible for assigning the competitors to their divisions as set out below.
    - i. Competitors are divided by rank, age and sex into various divisions. If there are significant differences in the size of the various competitors, then they may be divided into weight classes for sparring.
    - ii. In order to have competitive divisions, it is ideal to have divisions of 7 or more so that there are more losers than winners in a division. In younger divisions, boys and girls can compete together quite well, however, only with the consent of their parents.
    - iii. In beginner divisions (white & yellow belts), males and females can compete in the same division without risk.
    - iv. In junior divisions, the recommended age span is 2 years.
    - v. The Tournament Chairman must approve combining divisions. Then parental consent is required for a junior competitor to compete in a “higher” or more difficult division (i. e. older age group, higher rank group or females with males-except white & yellow belts).
    - vi. **Safety of the competitors is our primary criteria in the establishment of Tournament Divisions.**
    - vii. Black Belt Divisions are preset based on the National Championship rules.
3. Master Referee: The Master Referee will be responsible for the centering any tournament division including National Championship Black Belt Divisions as well as any other officiating responsibility requested. They shall conduct Tournament Rules Clinics necessary to provide the for training and evaluation of all ring officials. They are primarily responsible for the training and evaluation of Center Judges during tournaments by allowing them to center rings under their supervision. Master Referees are also responsible for setting up all Double Elimination brackets.
4. Chief Referee: The Chief Referee will be responsible for the centering of regular black belt divisions at Nationals and the black belt and advanced belt divisions at all other tournaments as well as any other officiating responsibility requested.

They may also be asked to corner National Championship Black Belt Divisions. The Chief Referee is responsible for training and evaluating all officials assigned to his ring.

5. Center Referee: The Center Referee should only center beginner and intermediate belt divisions, never black belt or advanced adult divisions. They may conduct forms in any division of lower rank except National Championship divisions. The Center Referee is responsible for training and evaluating all officials assigned to his ring.
  
6. Duties of a Center Judge conducting sparring matches:
  - a. The Center Judge (*may be a Master, Chief or Center Referee, as appropriate for the division level*) will be responsible for starting and ending each sparring match. He has complete authority over both contestants and all ring officials. His duties are to:
    - i. Ensure the safety of the competitors by
      1. Inspecting all competitors' equipment prior to the beginning of each match and making sure it is proper equipment
      2. Control the tempo of the match and give warnings or penalty points for rules infractions when they may occur. He also has the power to disqualify a contestant at any time. However, it is suggested that he discuss rule violations with corner judges before charging penalty points or disqualifying a contestant (normally the first violation is a warning; the second, another warning; the third, an automatic loss of point).
    - ii. Call for and award points.
    - iii. Stop time when necessary for injury, equipment problems or special instructions to the officials or competitors.
    - iv. Supervise the timekeeper and scorekeeper. Make certain that the scorekeeper properly records all points.
    - v. Announce the winner by holding up the winner's hand to complete the match.

7. Duties of the Center Judge conducting the forms competition:

- a. Determine that no conflicts of interest exist among the judges and competitors. Determine if the form was completed properly, including all moves in the proper sequence. If a form is not completed properly, the Center Judge should advise the other judges.
- b. Review the scorekeeper's records for accuracy prior to announcing the winners.
- c. See that the results and competitor's cards are taken to the officials' table.
- d. Announce the names of the winners at the end of the competition and make the presentation of the first-place awards in each division.

8. General Responsibilities of the Center Judge:

- a. Under no circumstances should any official other than a Master Referee, judge one of their own students, other students from their own school or a member of their immediate family. This rule is not an indication of lack of trust in the judgment or fairness of our officials, but is necessary to maintain the undisputable appearance of fairness, which is of paramount importance to our competitors and spectators.
  - b. Explain rules to all ring officials and competitors
  - c. Collect competitors' entry cards and make certain all cards have the proper signature. ALL CARDS MUST BE SIGNED AND TURNED IN AT THE END OF THE MATCH TO THE OFFICIAL'S TABLE.
  - d. Maintain control of the ring and ensure all judging is accurate and unbiased.
  - e. Supervise the corner judges. Instruct them where necessary. Training of the corner judges is an essential part of the tournament process.
  - f. Supervise the timekeeper and scorekeeper, making certain they are handling their responsibilities accurately and review all paperwork for completeness and accuracy.
  - g. If there is a problem or question, he should consult with one of the Tournament Directors or the Chairman of the Tournament.
9. Senior Corner Judges: The Senior Corners should act as corners in rings requiring a higher level of experience, e.g. higher rank or adult competitors. They may act as a corner in any division except National Championship Black Belt Divisions.

10. Corner Judges Duties: The judges (three per ring including the Center Judge) score each match according to the rules in parts E & F below. Corner judges should address any questions they may have to the Center Judge. It is extremely important that corner judges remain extremely alert and focused on the match in their ring.

11. Timekeeper's Responsibilities: The timekeeper must control the stop watch. At the expiration of the two (2) minute round, the timekeeper should loudly yell "Time" and simultaneously throw in the bean bag. The timekeeper should only stop time when directed by the Center Judge. They must continually remain alert and attuned to the match and the Center Judge's instructions.

Scorekeeper's Responsibilities: The scorekeeper must accurately record and tally the scores as indicated by the judges in forms divisions and the Center Judge (only) in sparring divisions. The scorekeeper must remain alert and write legibly and completely on the scorekeeping forms. The Scorekeeper will repeat the score as indicated by the Center Judge during sparring matches. The scorekeeper should also legibly record the names of all ring officials as well as the beginning and ending times on each division's forms.