

NANKA JUDO YUDANSHAKAI
PROMOTION HANDBOOK AND
GUIDELINES

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1 Introduction

This handbook describes the procedures and supporting information for the submission of a Rank Promotion to Nanka Yudanshakai and the USJF. It consists of an amalgamation of the USJF and Nanka Promotion requirements along with clarification on some of the current interpretations of these rules.

It is hoped that this handbook will provide the necessary information to assist applicants and their Instructors to determine and prepare for an application for rank promotion through Nanka Judo Yudanshakai and the USJF.

It is intended that the information contained in this handbook is for informational purposes and that Nanka has the right to update, modify and revise any aspect of the process and requirements for rank promotion without notice.

Nanka is a member of USJF and uses the policies and procedures as stipulated by the USJF for rank promotion with some minor modifications.

Handbook is applicable for all promotions from Sankyu (3rd Kyu) and above.

2 Nanka Judo Yudanshakai Promotion Policies and Procedures (2007)

The following sections are extracts from the NANKA Constitution and By-Laws that pertain to the Rank Promotion process.

2.1 AUTHORITIES AND POLICIES

2.1.1 USJF Rank Requirements and Procedures

(Ref. ~~www.usjf.com~~ under National Office documents and forms)

2.1.2 USJF Board of Examiners

Authorizes NANKA to promote members up to the rank of Godan (5th Dan). Higher rank promotions passed by Nanka are forwarded to the USJF Board for approval.

2.2 NANKA BYLAWS

Article VII – Judo Ranks

- a. By Dojo Head Instructor for promotions up to Shodan and
- b. By the Junior Board of Examiners for promotions from Shodan through Sandan and
- c. By the Senior Board of Examiners from Yodan and Higher ranks. **Article IX, Section 9.13 Promotion Committees**
 - a. Junior and Senior Boards
 1. The Boards of Examiners shall consist of a Junior Board of Examiners and a Senior Board of Examiners. Both Boards of Examiners shall elect its Chairperson and Secretary from among the members of its respective Board each year.
 2. Both Boards of Examiners shall establish the rules, procedures, regulations, and Qualifications regarding the promotion of judo rank within the jurisdiction of NANKA subject to the Board of Directors' approval.
 3. Both Boards of Examiners shall meet at least once a year to review and approve promotions.
 - b. Senior Board of Examiners

The Senior Board of Examiners shall consist of yudansha with the rank of Rokudan (6th Dan) or higher, who are Regular Members in good standing with NANKA. The Senior Board of Examiners shall promote individual Members to; the rank of Yodan (4th Dan) and higher. The Senior Board will have a quorum of ten (10) percent of the eligible Members with not more than two (2) Members from a single Member Dojo.
 - c. Junior Board of Examiners

The Junior Board of Examiners shall consist of one Member each from all the Member Dojos with a rank of Sandan (3rd Dan) or higher. This person has to be a

Member of NANKA for at least two (2) years and appointed by the Head Instructor of each dojo. The Head Instructor of a Member Dojo shall be empowered to appoint, remove, or replace its Member to the Junior Board of Examiners from among the Dojo Members including themselves. The Junior Board of Examiners shall promote individual members through the rank of Sandan. The Junior Board will have a quorum of ten (10) percent of the eligible members with not more than two (2) Members from a single Member Dojo.

- d. NANKA's policy is to follow the USJF's requirement and procedures except for NANKA's modifications in areas such as fees, kata, refereeing and techniques.

2.2.1 Clarifications

2.2.1.1 *General*

In order for ranks to be recorded and registered with the USJF, Nanka must confirm all promotions of Sankyu to Shodan and approve Nidan and higher.

2.3 PROMOTION SYSTEM REQUIREMENTS

2.3.1 GENERAL REQUIREMENTS

Extracted from USJF Handbook Section VI

There are general requirements for promotion that must be satisfied as a precondition for promotion, regardless of rank in question. Promotion of individuals who are not members of the Nanka/USJF is not allowed. Testing and evaluation may be conducted by a combination of oral, demonstrative, and/or written examinations.

Eligibility for promotion shall be based upon the following General requirements, not necessarily in this order:

- a) Moral character, attitude, and maturity
- b) Competitive ability
- c) Technical proficiency
- d) General experience, contributions, and time in grade
- e) Recommendation by candidate's instructor

2.3.2 Time in Grade

Time in grade is that time spent at the applicant's present rank and is not cumulative from date of any previous promotion. Time in grade is computed from the time the candidate's present rank was registered with the National Office and is determined solely from the number of years of USJF annual registration since last promotion.

Time in Grade (TIG) for competitors and non-competitors including types of service contributions allowing a reduction of TIG. See sections 3 and 3.3 on the following:

“Minimum Time in Grade and Age Requirements”

“Reductions of Time in Grade by Contribution”

2.3.3 Technical Knowledge & Proficiency

IJF Rules – Attending refereeing clinics and assisting in tournaments, (i.e., refereeing, scoring, timekeeping, medical).

Kata – Understanding basic techniques through the Randori Katas (Nage-no-Kata and Katame-no-Kata).

Techniques – Demonstrating knowledge in a wide variety of techniques.

Competition – Covered under competitor's TIG.

2.3.4 Candidate Classification

In order to evaluate properly candidates for promotion, two classifications of players are established.

2.3.4.1 *Competitor*

A Competitor shall be required to spend less time-in-grade and will be given greater weight for his or her competitive accomplishments towards promotion consideration. The Competitor candidate is allowed only the 5% discount on time-in-grade requirements if they are a USJF Life Member or USJF President's Club Life Member. Service and certification discounts to reduce time-in-grade requirements are not permitted for Competitor candidates..

2.3.4.2 *Non-competitors*

A non-competitor is an active member who participates and contributes at all levels of the sport except for competition. Non-competitors may be examined and promoted in the same manner as competitors except that the requirements shall be stricter, including a longer time in grade. A non-competitor may change his classification to that of "competitor" provided he or she passes all other requirements outlined for "competitor."

A major promotion criterion for Non-Competitors is service to the USJF. Contributions by Non-Competitors can be made at several different levels, including dojo, Yudanshakai, national, or international levels. Major contributions in these areas for the USJF can be to offset required points or Time-in-Grade.

2.3.5 Technical Proficiency

Applicants for Brown and Black Belt rank must demonstrate their knowledge of judo techniques as they progress through the ranks. At each rank level the applicant is required to demonstrate their knowledge covering techniques for the new rank and previous ranks. Normally, testing will be the responsibility of the Head Instructor, who may substitute other techniques including counters and combinations. The Board of Examiners reserves the right to conduct tests.

2.3.6 Kata Proficiency

The following are the Kata proficiency requirements for ranks Shodan to Sichidan and may be satisfied by at least one of the following:

- Authorized Kata Certificate of Merit ("C" level certification) for the required Kata.
- Attend and obtain a certificate of participation for the required Kata plus \$100 fee.
- Proof of Kata tournament participation in the required Kata division.

The following table shows the required Kata proficiency to obtain the given rank.

Kata	Kata Proficiency Required for the rank of:						
	Shodan	Nidan	Sandan	Yodan	Godan	Rokudan	Sichidan
Nage-no-Kata	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Katame-no-Kata	--	Yes	Yes	Yes	Yes	Yes	Yes
Juno Kata	--	--	Yes	Yes	Yes	Yes	Yes
Kime-no-Kata	--	--	--	Yes	Yes	Yes	Yes
Goshinjutsu	--	--	--	--	Yes	Yes	Yes
Itsutsu-no-Kata	--	--	--	--	--	Yes	Yes
Koshiki-no-Kata	--	--	--	--	--	--	Yes

Individuals currently holding USJF Teachers' Certification in a specific kata shall be exempt from any future kata examination of the specific kata required for promotion while maintaining such certification currently.

2.3.7 Refereeing

Black Belt applicants to Shodan must attend a referee clinic within the previous year and must perform duties as a referee or other tournament staff functions.

2.3.8 USJF Membership

In order for the USJF to process a promotion the candidate must be a current paid up ~~primary or secondary~~ member of the USJF at the time of the application.

A Shodan applicant must show current membership plus one year prior membership.

For Nidan and above; they must have current membership plus three years prior membership.

If the applicant does not have the required membership history, the history may be purchased for \$30.00 per year.

For applicants who are life members of the USJF then there is a flat fee of \$20.00 whether they need one or three years.

(These prices are valid at the date of publication of this handbook. Please check with Nanka Promotion Board for any updates.)

2.3.9 Background Check

All applicants for Shodan and above must undergo the USJF background/screening program per USJF documented procedure. Failure to complete this process will terminate the applicant's promotion process.

Please use latest USJF Form 590 available from the USJF website.

Proof of Background Screening provided through other Judo National Bodies is acceptable, as long as it is current and with at least of 1 year before expiration. Proof must be included with the application.

2.4 PROCEDURES

The Head Instructor of the applicant is responsible for recommending and submitting the application to the appropriate Board with the required fees. Also, the Head Instructor is responsible to assure that the application is complete and the applicant has fulfilled the promotion requirements. The appropriate Nanka application sheet included with the promotion application must be completed and presented to the relevant Promotion Board.

Brown Belt and Black Belt applications are attached, including a fee schedule and instructions. The forms are on the Nanka web site and are in the Microsoft Word format so that it can be typed on the computer.

Applications for Shodan and above must include the USJF background/screening verification documentation per USJF documented procedure.

Paid up membership is required prior to submission of the application, including make-up fees, as follows:

Sankyū through Shodan – current year plus the previous year.

Nidan and higher – current year plus three 3 prior years.

Dan rank awarded by other Judo organizations can be acknowledged by USJF, however USJF ratification or certification of rank will require at least three (3) years of continuous USJF membership two (2) years in the case of promotion to Shodan immediately preceding application and following proof that all USJF rank requirements have been satisfied. If the

acknowledgement requires a jump of two or more rank levels, the applicant will have to pay for the jumped ranks as well.

The required period of continuous USJF membership shall be counted from the current year membership as well as membership paid (as explained below) for the immediate preceding year in the case of Shodan rank and three preceding years in the case of rank above Shodan. Whenever a gap exists in the required period of continuous USJF membership, a makeup fee will be charged for each required period of continuous USJF membership, a makeup fee will be charged for each required year of continuous registration in an amount equal to that portion of the current annual membership fee payable to USJF exclusive of any portion of the membership fee attributable to insurance or annual registration fee payable to the Yudanshakai.

For judoka who were awarded their rank from another Judo Organization, Nanka will support the recognition of the rank by the USJF (per their conditions) and is dependent upon the following requirements.

1. Applicants must provide proof of Rank (i.e. Rank certificate, letter from issuing organization, etc.)
2. If proof of rank is insufficient or not available Nanka Promotion Board reserves the right to review and evaluate the applicant to determine if the applicant meets the general and specific requirements for the requested rank recognition. The rank recognition request should be supported by the applicants Dojo Head Instructor or a recognized Nanka/USJF sponsor.

In order to promote, USJF has to recognize and verify the applicants current rank if it has been awarded by another organization. To do so the applicant must send a copy of their current Rank Certificate to the USJF along with a letter asking the USJF to verify and recognize the rank. Once this is done, the applicant can then apply form promotion within USJF. The verification process is free.

Once rank has been recognized all future ranks are subject to the requirements as required by Nanka and USJF.

3 MINIMUM TIME IN GRADE AND AGE REQUIREMENTS

No reductions of time-in-grade by contribution of service, if taking the competitor option for promotion.

3.1 COMPETITORS CLASSIFICATIONS

Class

- A Team member of the Olympic, World Championship and/or Senior Pan American Games. Placing 1st, 2nd, or 3rd at class A international tournament (does not include Masters Shiai).

- B Placing 1st, 2nd, or 3rd at the US Senior Open (A/ B level tournament) and/or any other point receiving senior international tournament (does not include Masters Shiai).
- C Placing 1st, 2nd, or 3rd at regional black belt divisions. Placing 1st, 2nd, or 3rd at Fall Classic Tournament, President’s Cup, National Collegiate, Youth & Scholastic Nationals, US Senior National, and any non-point qualifying international competition. Kata competitors that place 1st, 2nd, or 3rd in an IJF or PJC sanctioned international event as an officially selected representative of the United States.
- D Competes in Shiai and/or kata in any sanctioned tournament and earns points based on performance according to the number of wins and rank of opponents, which includes Master’s competition at local, regional, State, National, and International levels of competition, to a limit of a 30% reduction of the time in grade listed for a non-competitor at that rank for Godan and above.

Table 1: MINIMUM TIME IN GRADE & AGE

Grade	Class A	Class B	Class C	Class D	Min. Age
Shodan	None	None	None	Pts earned	14 yrs
Nidan	0.5 yr	1 yr	1.5 yr	Pts earned	16 yrs
Sandan	1 yr	2 yrs	2.5 yrs	Pts earned	18 yrs
Yodan	1.5 yr	3.5 yrs	4 yrs	Pts earned	21 yrs
Godan	3 yrs	5 yrs	6 yrs	Pts earned	22 yrs
Rokudan	5 yrs	7 yrs	9 yrs	Pts earned	27 yrs

Table 2: MINIMUM TIME IN GRADE, POINTS & AGE for Class D

For Promotion to the Rank of	Competitor				Min. Age
	5 Points	10 Points	15 Points	20 Points	
GOKYU	--	--	--	--	--
YONKYU					
SANKYU	6 months.	3 months.	--	--	--
NIKYU	9 months.	6 months.	3 months.	--	--
IKKYU	1 year	9 months.	6 months.	3 months.	--

SHODAN	2 years	1 year	9 months.	6 months.	14 years
NIDAN	3 years	2 years	1.5 year	1 year	16 years
SANDAN	4 years	3 years	2.5 years	1.5 year	18 years
YODAN	5.5 years	4 years	3 years	2 years	21 years
GODAN	6.5 years	5 years	4 years	3 years	22 years
ROKUDAN	8 years	6 years	5 years	4 years	27 years
SICHIDAN	10 years	8 years	6 years	5 years	33 years

3.2 BATSUGAN Criteria

Promotions by Batsugan are determined by the following.

1. Brown Belt - Four (4) consecutive Ippon wins of same rank or higher.
2. Black Belt - Five (5) consecutive Ippon wins of same rank or higher.

Tournaments are normally promotional or Kohaku to qualify for a Batsugan.

3.3 REDUCTIONS OF TIME IN GRADE BY PROMOTION POINTS (FOR COMPETITORS)

3.3.1 Promotion Points

Promotion points may be counted for only one specific promotion and may not be carried over for consideration in other rank advancements. Points may be credited only for wins against opponents of equal or higher rank and must be obtained in either USJF "sanctioned" events or other event as specified by the Yudanshakai Board of Examiners or the USJF Board of Examiners. An opponent may count only once in the tabulation of tournament points for any particular rank. Promotion evaluation contests may be held for the purpose of substantiating the candidate's competitive ability.

Shiai Promotion Points are typically earned by wins over opponents of equal rank, in qualified tournaments, Ippon wins over an opponent of equal rank is one (1) point, while a Wazari win over an opponent of equal rank is one-half (1/2) point. Yudanshakai may also elect to award promotion points to candidates defeating opponents of higher or lower rank. A recommended guideline is as follows:

	Shiai Promotion Points Awarded According to Opponent Rank and Type of Win. Opponent					
	2 Ranks	1 Rank	Same Rank	1 Rank 2 Ranks	3 Ranks Lower	Lower Higher Higher Higher
Ippon	1/3	1/2	1	1-1/2	2	3
Wazari	1/6	1/4	½	3/4	1	1 - 1/2

Kata Promotion Points are typically earned through placement in Kata competitions. The amount of points earned is a function of the level of competition and placing earned. Please use the matrix below to determine the points earned at a particular event.

Kata Promotion Points Awarded According to Level of Competition and Placement

Place/Points	International	National	Regional	Local
1st	3.0	2.0	1.5	1.0
2nd	2.0	1.5	1.0	0.5
3rd	1.5	1.0	0.5	0.3
4th	1.0	0.5	0.3	0
5th	0.5	0.3	0	0

If there are fewer than five (5) teams competing in an international, national, regional, or local Kata competition, the points awarded using the matrix above will be decreased by 2/3.

3.4 PROPOSED MINIMUM TIME IN GRADE AND AGE FOR NON-COMPETITORS

For Promotion to the Rank of	Non Competitor	
	Time in Grade	Min. Age
GOKYU	--	--
YONKYU		
SANKYU	9 months.	--
NIKYU	1 year	--
IKKYU	2 years	--
SHODAN	3 years	14 years
NIDAN	4 years	16 years
SANDAN	6 years	18 years
YODAN	8 years	21 years
GODAN	10 years	22 years
ROKUDAN	12 years	27 years

SICHIDAN	15 years	33 years
HACHIDAN	19 years	42 years

3.5 REDUCTIONS OF TIME IN GRADE BY CONTRIBUTION (FOR COMPETITORS AND NON COMPETITORS)

Reduction of time-in-grade by contribution of service is for non-competitors only. Maximum reduction of time-in-grade is 30%

1. USJF Charter Club Head Instructors - Must be teaching entire time in grade.

50 and more members	10%	10 to 19 members	3%
30 to 49 members	7%	1 to 9 members	1%
20 to 29 members	5%		

2. Assistant Instructors - Must be teaching entire time in grade.

50 and more members	5%	20 to 29 members	2%
30 to 49 members	4%	10 to 19 members	1%

3. Referee & Technical Staff

Work and Average of 6 or More Events per Year during entire time in grade.

Referee Class - A/B/C/N	6%	Technical Staff - National Events	6%
Referee Class - Regional/Local	4%	Technical Staff - Regional/Local Events	4%

Work and Average of 3 or More Events per Year during entire time in grade.

Referee Class - A/B/C/N	3%	Technical Staff - National Events	3%
Referee Class - Regional/Local	2%	Technical Staff - Regional/Local Events	2%

4. Kata Judge & Kata Technical Staff

Work and Average of 2 or More Events per Year during entire time in grade.

Kata Judge Class A	6%	Kata Technical Staff - National Events	6%
Kata Judge - Regional/Local	4%	Kata Technical Staff - Regional/Local Events	4%

5. Kata Instructor Certification

7 Categories: Nage, Katame, Ju, Kime, Goshinjutsu, Itsutsu, Koshiki

Class A	1% per kata category
Class B	0.5% per kata category
Class C	0.25% per kata category

6. Teacher Certification and Coaching Certification

Class A	10%	Class D	3%
Class B	7%	Class E	1%
Class C	5%		

7. USJF Life Member 5%

(Applicable to competitors as well as non-competitors)

8. Service as Yudanshakai Officer 10%

9. Service as USJF Officer 10%

4 NANKA Judo Yudanshakai Promotion Application Procedures

4.1 PROMOTION APPLICATION FEES (05/15/2013)

	New Rank	Application Examination	Records Search	New Rank	Certificate USJF Fee	Nanka Processing Fee	Total Fees	USJF Life Member Subtract	Nanka Life Member Subtract
Competitor	3 Kyu	\$10	-	\$5	\$5		\$20		
	2 Kyu	\$10	\$10	\$5	\$5		\$30		
	1 Kyu	\$15	\$10	\$5	\$5		\$35		
	1 Dan	\$20	\$10	\$5	\$125	\$20	\$180	-\$125	-\$20
	2 Dan	\$20	\$10		\$150	\$30	\$210	-\$150	-\$30
	3 Dan	\$20	\$10		\$175	\$35	\$240	-\$175	-\$35
	4 Dan	\$35	\$10		\$200	\$35	\$280	-\$200	-\$35
	5 Dan	\$35	\$10		\$225	\$40	\$310	-\$225	-\$40
	6 Dan	\$35	\$10		\$250	\$45	\$340	-\$250	-\$45
	7 Dan	\$35	\$10		\$300	\$45	\$390	-\$300	-\$45
8 Dan	\$35	\$10		\$350	\$45	\$440	-\$350	-\$45	
Non-competitor	3 Kyu	\$20	-	\$5	\$5		\$30		
	2 Kyu	\$20	\$10	\$5	\$5		\$40		
	1 Kyu	\$25	\$10	\$5	\$5		\$45		
	1 Dan	\$30	\$10	\$5	\$125	\$20	\$190	-\$125	-\$20
	2 Dan	\$30	\$10		\$150	\$30	\$220	-\$150	-\$30
	3 Dan	\$30	\$10		\$175	\$35	\$250	-\$175	-\$35
	4 Dan	\$35	\$10		\$200	\$35	\$280	-\$200	-\$35
	5 Dan	\$35	\$10		\$225	\$40	\$310	-\$225	-\$40
	6 Dan	\$35	\$10		\$250	\$45	\$340	-\$250	-\$45
	7 Dan	\$35	\$10		\$300	\$45	\$390	-\$300	-\$45
8 Dan	\$35	\$10		\$350	\$45	\$440	-\$350	-\$45	

4.2 INSTRUCTIONS FOR SUBMITTING

1. Cover Form and checklist, Application Form 20 must be typed with complete information.
2. All fees must be included with your application form. New rank, Nanka, and USJF fees will be refunded in the case of a denied promotion. For USJF and/or NANKA Life Members the related processing fees will be waived.
3. Copy of previous Nanka or USJF Certificate of Promotion must be included with your application form.
4. You may attach additional sheets with supporting information i.e. kata & refereeing clinics, tournament staffing (i.e. refereeing, scoring, time keeping, medical) and technical examination sheet.
5. The Nanka “Promotional Requirements” contains additional details on promotion requirements regarding refereeing, kata and technical proficiency.
6. Kata- Certification (Kyu ranks and Shodan and Nidan).
7. Paid up USJF annual fees at time of application, Shodan and below current year plus previous year. Nidan and above current year plus three (3) previous years.
8. All promotions are contingent upon the Board’s review. Rokudan and higher ranks require approval by the USJF Board of Examiners.

For ranks that require the use of the USJF promotion Form 20, please refer to Appendix I for details on completing the form.

4.3 Application Process

Promotion applications for Yodan and higher are submitted at least 45 days prior to the announced USJF Promotion Committee meeting. The applications together with the correct USJF Dan fee and the required supporting documents should be sent to the USJF National Office.

Applications for Godan and higher rank that are rejected by the USJF cannot be resubmitted for at least two years. Applications for Yodan and lower rank that are rejected cannot be resubmitted for at least one year. CLARIFICATION: An application which has been “tabled” upon due consideration or that has been “withdrawn” by the Yudanshakai shall not be treated as a “rejected application”.

APPENDIX I

USJF Promotion Application Procedures

To be promoted to a black belt, or to be promoted from one black belt degree to the next one, an application (Form 20) must be submitted.

The first page of the Promotion Form must be complete and **typed**. There must be information in sections 1 through 8. The first page of the promotion form cannot have **any** handwritten information with the exception of the Yudanshakai Endorsement, number 9.

Unanswered categories on Form #20 may result in rejection or tabling of the application. The applicant and other responsible persons involved in completing form 20 should not assume that the Board of Examiners or Promotion Committee will supply missing information.

If the promotion is out of the authority of the Yudanshakai and the form 20 is going to the Board of Examiners it must be typed and completely filled out. If it is incorrect, the form will be returned and/or a response sent with the corrections that are needed. If the corrections are not received at the national office prior to the deadline for receiving the promotions forms to go to the Board of Examiners they will have to wait for the next Board of Examiners meeting.

Make sure that you use the latest version of Form 20. This can be obtained from either the Nanka or USJF Websites.

On Form 20 Version 4.0.0 and later make sure to check the classification boxes on top of the first page.

1. **Personal History:** Name, address, birth date, etc.
2. **Promotion History:** If the applicant is being promoted to Shodan, application must include Ikkyu date; it is necessary for the form to include the dates of all previous promotions. If the exact date is not known the year will be sufficient. The USJF No. is for the USJF **rank number** not the membership number. If rank was not through the USJF the organization where the rank was obtained should be typed in under USJF No. If the applicant has a Kodokan rank the number should be typed in under KDK No.
3. **Judo Affiliation:** States where the applicant began judo, with what yudanshakai/organization, the instructor at the club, and the date they started. Both beginning and present affiliation need to be entered.
4. **Major Shiai Record:** This describes when the applicant competed, in which event, the name of the opponent, their opponent's rank, and the result of that match. Shiai dates must be after the certificate date of the **last black belt** promotion received. If there are no Shiai records since the last promotion then

the applicant is a non-competitor meaning they have no shiai record. The words "Noncompetitor" must be typed in the space provided. The Major Shiai Record may

be typed on a separate page if there are not enough spaces on the form 20. If a separate sheet is attached, "See Attached" will need to be typed in.

5. **Kata Proficiency:** Must have the required kata(s) for the recommended rank. This space must state something qualitative.
6. **General Ability:** Type in the average weekly practice, the favorite waza, and general attitude of the applicant.
7. **Awards/Championships/Contributions:** Should state individual's accomplishments or "None".
8. **Educational History:** As long as something is marked it is fine.
9. **Yudanshakai Endorsement:** This part is important. Must enter a date, the rank to which the applicant is to be promoted, state a reason for the promotion, the applicant's Yudanshakai, and it must be signed by a President or someone on the Board of Examiners from the Yudanshakai. This section does not have to be typed but it is preferred it is typed with the exception of the signature.
10. **US KDK Endorsement:** This box does not need be completed. It is only if the applicant is going to request a Kodokan certificate. The USJF does not send in any information to the Kodokan. The Yudanshakai is responsible for sending in Kodokan certificate requests.
11. **Reduction in Time and Grade Forms:** The Reduction in Time and Grade forms do not have to be typed. It is preferred if they are typed. If they are not typed they must be printed. Cursive will not be accepted. The forms will be returned if they are in cursive. If there is nothing entered on the form they do not need to be sent in. Only the pages filled in should be sent in with the form 20.

Page two is for the reduction of time in grade for Instructors and Assistant Instructors of registered USJF clubs. There are certain reductions that can be taken off time in grade for USJF members registered with the club. The only members counted in the reduction are USJF members. If the club has USA Judo members and/or USJA members they do not count towards the member count of reduction in time in grade.

When the national office receives promotions they are date stamped the date they are received at the National Office. If the promotion was received within 45 days of the signed date on the form 20 the rank will be dated the date the form was signed. If the form 20 is received after the 45 days or there are corrections needed that take more than the 45 days, the date of the promotion will be the date the form 20 was received at the national office. If the promotions

are going to the Board of Examiners the promotion will be dated the date of the promotion meeting if they are passed.

Registration

1. The applicant must be a current member of the United States Judo Federation. They must either be primary or secondary; **booster and inactive life membership are not acceptable.**
2. For a Shodan; applicant must have current membership plus one year prior membership.
3. For Nidan and above; they must have current membership plus three years prior membership.
4. Promotions to go before the Board of Examiners: Applicant must be currently registered at the time he/she goes before the board since his/her promotion date will be the date approved by the board not the date received in the national office.
5. If the applicant does not have the needed membership history, the history may be purchased for \$25.00 per year. If the applicant is a life member then the fee is \$15.00 whether they need one or three years.

Promotion History

If the applicant is being promoted to Nidan or above, if the previous promotion was not obtained through the USJF a copy of the applicants rank certificate is needed. The USJF verifies all rank. If the rank cannot be verified the applicant will not be able to be promoted to the recommended rank.

Background check

All applicants **18 years of age or older** applying for promotion must have a background screening. If the applicant has a background check through another organization or employee background within the last four years they may send a copy to the national office. Background checks from USA Judo and USJA are accepted by the USJF. Employee background checks must be a 48 state check, must be on employer letter head, signed by the department head, and state what kind of background check was done and when. Background checks must be current when sending in promotion recommendations and must be current at the time of the Board of Examiners meeting.

Promotion authority

If the recommendation of promotion is above the rank authority of the yudanshakai, the promotion will go to the Board of Examiners the next scheduled meeting as long as all the required criteria is met.

Response Form

1. If there is a problem and the promotion cannot be processed or the promotion is being held to go before the Board of Examiners, a response form will to be filled out and sent to the promotion chairperson.
2. If the promotion only needs to go before the board, a response form will be sent informing the chairperson when the promotion recommendation will go to board.
3. Promotion recommendations from the clubs and individuals will be returned. Only the yudanshakai can send in a promotion recommendation.

PROMOTIONS REJECTED, TABLED OR WITHDRAWN

If the Board of Examiners rejects a promotion, depending upon the rank, the promotion cannot be sent back to the board for one to two years. When promotions are rejected from Nidan to Yodan they cannot go back to the Board of Examiners for at least one year. Godan and above cannot go back to the Board of Examiners for two years. Tabled promotions can usually go back to the Board of examiners the next meeting unless otherwise stated by the Board of Examiners.

All tabled, rejected or withdrawn promotions ready to go back to the Board of Examiners must be requested to be taken back 45 days prior to the meeting by the yudanshakai. If promotion recommendations are not requested by either mail, fax, email or phone to go back to the Board of Examiners by the cut-off date the recommendations will have to wait until the next meeting.

History

Date	Comment	Approved
11/14/12	Initial release	Jr. and Sr. Promotion Boards
12/12/12	Modify the Nidan Kata requirement from Tori only for Katame-No-Kata to both Tori and Uke	Jr. Promotion Board
04/27/13	Added the USJF fee changes effective May 15 th , 2013	
07/17/13	Added the recent USJF time in grade changes	