

## GRADING BOARD CHECKLIST:

1. Judo Canada Passport Book attached with grading application forms.
2. Judo Canada Passport must have page 2 signed by candidate and all grading dates must be filled in and signed by the Sensei.
3. Payment for proper amount made out to Judo Saskatchewan. (Amount will be on the grading notice)  
\*\*\*Kodokan Certificate fees and applications are separate and there are different requirements for grading.
4. Letter of Recommendation from Club Sensei or Grading Board must be signed.
5. Candidates Resume, dated and sign in ink. Must be typed and not handwritten.
6. NGBe-1, NGBE-2, NGBe-3A and NGBe-3B forms must be completed on Judo Canada forms from the Judo Canada Website.
7. Fill in all dates with (year/month/day).
8. NGBe-2 form (summary of points) completed in pencil. Remaining forms to be completed in ink.
9. NGBe-2 form for active years: do not put any points for the first year. Also, do not include the last year unless it is a full 12 months.
10. NGBe-2 form for all other points: record them in the years they were obtained.
11. NGBe-2 form must be signed and dated by the candidate and Sensei in ink.
12. When completing NGBe-3A and 3B forms, try to keep everything in chronological order so it is easier to follow and confirm.
13. Each category must be on a separate line except for competition or kata participation points which has a specific column in the form and can be combined with other results.
14. Candidates name and current rank must appear at the top of every page.
15. Shiai points: No more than 2 wins against the same opponent in the same tournament.
16. Shiai points: A candidate may claim points earned in a maximum of 4 provincial and 4 inter-provincial tournaments each year. All National Championships will count as well.
17. Candidates under 20 years old must have a minimum of 1/3 of their points from Shiai.
18. Candidates 21 years and older must have 25% of their points from technical activities and/or Shiai.
19. Club Sensei's with at least 25 students can claim 30 points and Assistant Sensei's can claim 15 points per year if they are NCCP certified and if they coach 120 hours per year.
20. Candidate must provide a copy of the NCCP certification card.
21. Candidate must provide documentation of valid membership for years active since last grade. (Copies of Judo Saskatchewan membership cards)
22. No participation points for Winter or Summer camps.
23. The candidate must email the application to the Grading Board
24. Candidates and their Uke must wear a White Judogi for the grading.
25. Uke's must also be a member in good standing with their Provincial Judo Association.
26. All Grading Board Members present must sign the Judo Canada forms informing Judo Canada who was on the examination jury.
27. Grading papers will be sent to Judo Canada for final approval. Candidates will be notified once the certificates and passports are received back from Judo Canada.
28. All papers will be retained by the Grading Board for 2 years in accordance with policy.