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Local Organizing Committee (LOC) Requirements for Hosting National Referee Examination and Evaluation Events

The following requirements are agreed to by the host/local organizing committee (LOC) and must be fulfilled in order to become a USA Judo Referee Examination and Evaluation Site:

I. Complete & submit an Evaluation/Examination Site Application Form

- A. Must submit for review and consideration annually
- B. At least 45 days prior to the event

II. Evaluation/Examination Crew (EEC) – 3 people

- A. Chief Referee and two Evaluators will be USA Judo Referee Commission Members (USA Judo RC) or USA Judo RC assigned individuals
- B. Host/LOC may request specific individuals but the USA Judo RC makes all final decisions

III. Meeting space for referees

- A. The day before competition seminar/clinic/written examination
 - 1. Classroom style set-up to accommodate the anticipated referee attendance
 - 2. Head table for examination/evaluation crew
 - 3. LCD projector, screen, & necessary accessories for presentation
 - 4. Quiet space
- B. Before start of competition - referee's meeting
 - 1. Classroom/theatre/banquet set-up is fine
 - 2. At least one large table and chairs for examining/evaluating crew to work at
 - 3. Quiet space
- C. After completion of competition - examiners/evaluators meeting
 - 1. At least one large table and chairs for a working meeting
 - 2. Quiet space

IV. Ground transportation for each EEC person

- A. Airport - to & from
- B. Hotel - to & from
- C. Venue - to & from

V. Airfare/Driving Expense for each EEC person to be reimbursed by the Host/LOC

- A. Round-trip airfare reimbursement up to a maximum of \$650
- B. Driving – mileage rate (\$0.56/mile) reimbursement up to a maximum of \$650
- C. Payable upon submission of receipts to the Host/LOC

VI. Hotel expense for each EEC person to be paid by the Host/LOC

- A. Provide hotel room for each EEC person
- B. Required hotel room nights
 - 1. Seminar & 1-day competition - up to 3 hotel room nights
 - 2. Seminar & 2-day competition - up to 4 hotel room nights

VII. Per Diem for each EEC person paid by Host/LOC

- A. \$50 per day
 - 1. Seminar & 1-day competition - 2 days X \$50 per day = \$100
 - 2. Seminar & 2-day competition - 3 days X \$50 per day = \$150
- B. Payable before or at the conclusion of the event
 - 1. Cash
 - 2. Check