

Officials Program Governance and Administration

Officials Program Administrator – The Officials Program Administrator will work directly with the National Sport Chair and National Chief Referee to administer all aspects of the Officials Program. The Officials Program Administrator will:

1. Work directly with the Clinic Administrators from across the country to process information about those that have attended clinics. The Administrator will maintain a database of information about Officials that will be used in order to conduct local, regional and national competition.
2. Work with the Clinic Administrators (CAs) to ensure they are given the information and materials that are needed to train the most highly informed Officials in the country.
3. Update the Officials Database with information on attendance and upgrades of Officials at local, regional and national competition. Compile a list of those that are certified for use by those conducting licensed events.
4. Work with the National Executive Committee to make sure that the Officials Program is being run effectively.
5. Prepare Official Badges and Coaches Passes with ID photos for those that register to participate in National Events.

Officials Program/Purpose and Function

How to Become Certified or Recertified – All AAU officials are required to become (re)certified through a recognized Clinic Administrator on a yearly basis. Officials must be (re)certified EACH YEAR prior to District or Regional qualifying competition. Certified officials wishing to officiate at a National event are expected to also take ONE of the National Clinics, offered at the National Championships and AAU Junior Olympic Games, before they will be allowed to work either National event. Since the Nationals are NORMALLY held first, an official must attend the Nationals' clinic in order to work the Nationals and his/her certification will allow him/her to also work the AAU Junior Olympic Games. Should an official only work the AAU Junior Olympic Games, they must attend the AAU Junior Olympic Games Clinic that will be offered at that event.

Who is Authorized to Conduct Clinics – Only certified Clinic Administrators and the National Chief Referee may conduct clinics. Clinic Administrators are appointed by the National Sports Chair upon the recommendation of the National Chief Referee. A complete list of clinic administrators is listed on the website at www.aautaekwondo.org. All questions regarding clinics and clinic administrators should be directed to the Officials Program Administrator. Clinic Administrators must use the officials program PowerPoint to conduct clinic and ensure that the required minimum hours are met (4-6 hours) including, practical, drill and situational exercise.

When are Clinics Allowed to be Conducted – Clinics cannot be held until the current years rules are finalized. This is NORMALLY accomplished no later than September 15. No clinic may be held between June 1 and September 1 without special permission from the Officials Program Administrator. All officials' Clinic must be posted at www.aautaekwondo.org prior to the Clinic...

Clinic Administrator Timelines – All Officials' clinic applications, digital photos and cover invoice sheet, must be forwarded to the Officials Program Administrator no later than seven days after the clinic. While mailing these documents is acceptable, email is preferred. A complete list of Coaches and Officials that have completed clinic will be posted at www.aautaekwondo.org

What if Classification Isn't Kept Current – All officials holding a classification of B or higher will be required to participate as an official in some capacity at a minimum of one national event within a two-year period to maintain their current status. Not meeting this requirement will result in a downgrade in status of one level every two years, not to be lowered past C level official.

1. Participation within a two-year period at the AAU National Championships would be as follows:
 - a. AA officials must work 5 days
 - b. A officials must work 4 days
 - c. B officials must work 3 days
2. Participation within a two-year period at the AAU J.O. Games would be as follows:
 - a. Only B officials may use the J.O. Games to maintain their classification
 - b. B officials must work the entire event, including weigh-ins if requested, if not working Nationals and needing the J.O. Games to maintain their classification
3. In order to meet the minimum number of work days at either the National Championship or J.O. Games, the total number of required work days must be worked at the same event. (that is, an official cannot split the required work days between multiple events).

Upgrade Requirements – Upgrades in classification are not automatic, nor are they a "right." An upgrade is based on satisfactory performance of an official during AAU licensed competition at the District and Regional level, as determined by the Tournament Head Referee (up to level C) appointed by the tournament director or by the National Chief Referee at the AAU Taekwondo National Championship.

In addition, an official MUST first meet the requirements listed later in this document to be considered eligible for an upgrade. ALL officials upon entering the program will be issued classification based on minimum age and rank requirements. The National Chief Referee may waive time requirements.

All D officials who meet rank and age requirements, as outlined, may be upgraded upon request to C classification after working two district or regional qualifiers or one national event.

In order to upgrade to a B or higher classification, the candidate must have successfully completed the annual district/regional course, have worked the required number of licensed events, and then requested to be evaluated at the AAU National Championships. In order to be evaluated, an applicant must request to be reviewed for upgrade at the time of registering for an event. The applicant must attend the national seminar, pass a written test and be evaluated while officiating at the event, ALL WITHIN THE SAME COMPETITION YEAR.

Officials' Certification Requirements

Class E Official – Refers to Court Officials (scorekeepers, computer operators, timekeepers, etc.) at District, Regional and National levels. Class E officials may, if needed, corner judge non-Black Belt divisions at District level only.

Requirements

1. Basic understanding of official rules and procedures
2. Working knowledge of time keeping and score keeping
3. Minimum age of 14
4. Yearly attendance of a District/Regional Clinic Workshop

How Certified

1. Certification issued by Officials Program Administrator upon completion of first officials' clinic

Class D Official – Refers to Judges at District, Regional or National competition. D officials can also assume aforementioned position as authorized.

Requirements for Upgrade

1. Understanding of official rules and procedures
2. Adequate proficiency as a judge at district or regional competition
3. Adequate proficiency in charting
4. Adequate proficiency in time keeping and score keeping
5. Minimum age of 15
6. Minimum rank of Red/Brown Belt
7. Must attend a yearly district/regional clinic

How Certified

1. Certification issued by Officials Program Administrator upon completion of first officials' clinic

Class C Official – Refers to Officials at District or Regional competitions or Judges at National competitions. C officials can also assume any of the aforementioned position as authorized.

Requirements for Upgrade

1. Must meet all above requirements for class E through D
2. Adequate knowledge of Referee terms and methods of signaling
3. Adequate proficiency as Referee at District or Regional competition
4. Must have officiated as a corner judge as a D level official for a minimum of two local or regional AAU licensed events or one AAU licensed National event
5. Minimum age of 16
6. Minimum rank of 1st Dan Black Belt
7. Must attend a yearly District/Regional Clinic and Workshop
8. Must request to be evaluated for an upgrade at either the local, regional or national level. Request for upgrade at the local level should be made to the tournament director who will supply a list of applicants to the tournament Head Referee
 - a. A head Referee for a local event who evaluates an applicant for upgrade must be a Clinic Administrator and/or a AA official.

How Certified

1. Certification is issued by the Official's Program Administrator upon recommendation from the tournament's Head Referee based on an evaluation of the candidate's officiating skills at local, regional or national events

Class B Official – Refers to Officials at the National level. B officials can also assume any aforementioned position as authorized.

Requirements for Upgrade

1. Must meet all above requirements for class E through C
2. Must be able to demonstrate adequate proficiency as a judge and referee for forms and sparring competition.
3. Must have been a class C official for a minimum two years
4. Minimum age of 18
5. Must attend a yearly District/Regional Clinic and workshop

6. Must request to be evaluated at the AAU National Championships when registering for the event
7. Must pass written test by 80% and practical evaluation by 80%. Candidate will be evaluated on performance as a judge and referee for forms and sparring competition. To be eligible for evaluation, a candidate must work a minimum of three full days during the Nationals Championship.
8. Must work two AAU licensed events per year (must be consecutive) in some official's capacity, for the required time-in-grade for B upgrade

How Certified

1. Certification issued by Officials Program Administrator upon successful completion of performance evaluation

Class A Official – Refers to Officials at the National level. A officials can also assume any aforementioned position as authorized.

Requirements for Upgrade

1. Must meet all requirements for Class E through B
2. Must be able to demonstrate a high degree of proficiency as a judge and referee for forms and sparring competition
3. Must have been a class B official for a minimum of three years
4. Must officiate at three National Championships as a Class B official
5. Must attend a yearly District/Regional Clinic and workshop
6. Must request to be evaluated at National Championships when registering for the event
7. Must pass written test by 90% and practical evaluation by 90%. Candidate will be evaluated on performance as judge and referee for forms and sparring competition. To be eligible for evaluation, candidate must work a minimum of four full days during the event
8. Must work five AAU Licensed events per year (must be consecutive) in some official's capacity, for the required time-in-grade for A upgrade.

How Certified

1. Certification issued by Officials Program Administrator upon successful completion of performance evaluation

Class AA Official – Refers to Senior Officials at the National Level who have demonstrated the highest standards of professionalism and proficiency. Team Leaders for a ring are usually chosen from the AA officials at Nationals events.

Requirements for Upgrade

1. Must meet all above requirements for Class E through A
2. Must be able to demonstrate a high degree of proficiency as a judge and referee for forms competition and both styles of sparring competition
3. Must have been a class A official for a minimum of five years
4. Must officiate at a minimum of five Nationals Championships as a Class A official
5. Must attend a yearly District/Regional Clinic and workshop
6. Must request to be evaluated at the AAU National Championships when registering for the event
7. Must pass written test by 95% and practical evaluation by 95%. Candidate will be evaluated on performance as judge and referee for forms and both styles of sparring competition. To be eligible for evaluation, candidate must work the entire event
8. Must work eight AAU licensed events per year (must be consecutive) in some official's capacity, for the required time-in-grade for AA upgrade

How Certified

- 1. Certification issued by Officials Program Administrator upon successful completion of performance evaluation

Disciplinary Actions

Officials are expected to maintain the highest standards of professionalism. An official whose conduct is determined to not measure up to these standards shall be subject to disciplinary action by the Executive Committee.

Event Head Referee for District and Regional Licensed Events

All AAU licensed events must have an Event Head Referee who has the following responsibilities. The Event Head Referee for District and Regional Events:

- 1. Is appointed by the tournament director of that event
 - a. The Event Head Referee cannot be the Tournament Director
- 2. Must be a AA Official or a Clinic Administrator or be approved by the National Chief Referee
- 3. Must obtain a listing of all officials prior to the tournament, confirm their classifications and validate that they have taken a current officials clinic.
- 4. Must make ring assignments and manage any movement in regards to those ring assignments
- 5. Evaluate all D officials wishing to upgrade to C after confirming their eligibility to upgrade
- 6. Submit upgrade recommendations to the Officials Program Administrator within seven days of the event
- 7. Submit a Head Referee report to the National Chief Referee within seven days of the event
- 8. Conduct a referee meeting the morning of the event.
- 9. Mentor all lower level officials
- 10. Preside over any coach's protests or complaints.
- 11. Issue officials' stipends.

All licensed events can be counted toward an official's upgrade requirements, but the report must be on file with the National Chief Referee.

Any variation from the policies outlined above must be approved by the National Chief Referee.

General Competition Guidelines

Article I. The Types of Competition Shall Be:

I.A. Qualifying Events

- Forms/Patterns
- Point-Sparring
- Olympic-style Sparring
- Special Needs

I.A.1. Local tournament directors are encouraged to offer Special Needs events at their qualifiers; however, it is not mandatory to qualify to participate at the Nationals

I.B. Non-Qualifying, Optional Events

- Team Forms (see the Team Forms section of this handbook)
- Board Breaking (see Appendix E for J.O. Games Rules)
- Creative Forms (see t Appendix E for J.O. Games Rules)
- Weapons Forms (see Appendix E for J.O. Games Rules)
- Musical Weapons Forms (see Appendix E for J.O. Games Rules)
- Creative Musical Forms (see the J.O. Games Appendix E for J.O. Games Rules)
- Demo Team Competition (see the J.O. Games Appendix E for J.O. Games Rules)
- Self Defense (see the J.O. Games Appendix E for J.O. Games Rules)
- Padded Weapons Sparring (see the J.O. Games Appendix E for J.O. Games Rules)

Article II. General Guidelines for Divisions and Age Categories

II.A. Division Ages

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| Junior | 5–17 |
| Senior | 18–32 |
| Executive | 33–42 |
| Ultra | 43 and up |

II.B. Junior Divisions. All 5-17 year old competitors must compete in their respective age groups. If there is no competition in a competitor's age group, tournament directors reserve the right to move that competitor up in age.

II.C. Senior Division. This division is for ages 18–32, but is also open to athletes ages 33 and up for all types of competition.

II.D. Executive and Ultra Divisions. Athletes age 33 and older may compete in the Executive Division or the Senior Division. Athletes 43 years of age and older may compete in the Senior, Executive or Ultra Division. Athletes may not compete in more than one age category for any one event.

II.E. Team Trial Age Groups' Considerations. Black Belt competitors in the 10–11 year old age group will **not** be allowed to move to the 12–14 year old age group unless authorized by the tournament director to provide competition for an athlete. At the AAU TKD National Championship competition, Black Belt competitors in the 12–14 or 15–17 year old age groups will **not be required** to move up to the next age group for Team Trials consideration.

II.F. Divisions, Age Determination, Current Rank.

II.F.1. Competition shall be divided by age, belt, weight, and gender.