

Judo Victoria Dan Grading Processing Procedure May 2022 – Update 21.8.22

*DGA: Dan Grade Administrator

check	Item	Time frame	Responsible
	Nominate dates for Central Dan Gradings and have them added to agenda and Co-ordinate with next year's Calendar events	To allow for inclusion in following year's Calendar.	DGA*
	Organise venue	5 weeks prior to Grading Day	DGA
	Advertise Grading Day & closing date for Application - Social media, website, calendar, JVI Newsletter	A minimum of 3 months before Grading Day	office
	DGA to organise Grading Panel	Finalise Panel 3 weeks before Grading, after obtaining approval from JA NGC.	DGA
	Set cut-off date for applications to be submitted to DGA for assessment 5 th Dan & above may be required to Grade at the Annual JA National Championships dependant on availability of JV Examiners	Cut-off date: <ul style="list-style-type: none"> Sho Dan to San Dan a minimum of 6 weeks before Grading Day. Yon Dan & above a minimum of 10 weeks before Grading Day. 	DGA
	Enter nominees into JV database	Upon receipt of Application. When assessment completed, record if Applicant meets criteria for examination, or not.	Office/DGA
	Obtain approval for applicants from the JV Committee	Prior to continuing with processing of Applications	
	Forward Yon Dan and above Applications to JA/NGC for assessment. President to sign off approved Applications	After JV assess and Approve suitability forward to JA/NGC 6 weeks prior to Grading Day	
	Applicants notified as to whether they can present for grading and the scheduled time.	Approximately 3 weeks prior to their Grading.	DGA
	Applicants who are accepted to grade are required to pay Application fees 7 days prior to Grading Day. In the case of an Applicant not passing their Grading a Refund will be processed.	At least 7 days prior to Grading Day	Applicant/office
	Treasurer emails receipt of payment to Applicants, copy to JV Office and DGA	Within 2 working days of receipt of payment.	Treasurer
	Send Candidates and Examiners a copy of their grading requirements.		Office/DGA
	Notify candidates that are unsuccessful and give reasons in writing	3 weeks prior to the Grading date.	DGA
	Grading Day Set up/ panel/ paperwork Including Hardcopy of all applications for the panel to complete Applicants to indicate if they are applying JA or JA and IJF certificates. Additionally, Kodokan Certificates can be applied for when Applicant meets relevant criteria & assessment.	Preparation commencing week prior to Scheduled grading day. Grading Panel to be sent relevant Grading examination requirements for use and perusal.	Office/DGA Chair of panel
	Successful applicants announced/acknowledged on the day	Grading Day	Office Secretary Treasurer

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	Signed/completed Applications scanned/saved into folder with payment record and processing dates and handed over to DGA	Within 3 working days from Grading date.	Office
	Dan applications sent to Shane Alvisio JA Grading Administrator and request Certificates be forwarded to JV Office for recording.	Within 6 working days from Grading Day.	DGA
	JA invoices JV Treasurer	Treasurer to pay JA as per JA Invoice due date	Treasurer
	JV acknowledges when Certificates received at office	Within 2 working days via email, JV Office advises DGA, JVI Treasurer that Certificates have been received.	office
	After confirmation from DGA, inform Applicants that JV has received certificates. Email and send scanned copy to Recipient.	After confirmation with DGA within 6 working days.	office
	Send certificate numbers to Registrar to record details on JV database	Within 6 working days	Office Registrar
	Presentation of Certificates	On next available opportunity.	DGA

JV Office to record copies of documents and dates on a central database.