The Overall Process:

1. The Provincial Grading Committee (PGC) chairperson selects tentative dates for Yudansha gradings (except for high dan gradings) for the upcoming year at the Planning Session in August. The Calendar of Events is posted on the Judo Alberta website.
2. The PGC determines the actual date and location of Fall grading and prepares a Notice of Grading to be posted on Judo AB website and emailed to Alberta clubs and National Grading Committee (NGC). The deadline for on-Line applications is 5 weeks prior to the actual grading.
3. Candidates ensures all criteria as specified in the National Grading Syllabus (NGS) is met and reviews grading data (can use previous NGBe-3A grading forms) with the Head Instructor. If in doubt about registration or your current rank, they contact the Judo Alberta Registrar.
4. After Head Instructor approval, candidate completes the application on-line in the Judo Canada system and processes the grading fee payment to Judo Canada. They receive a confirmation email from Judo Canada stating the application has been received.
5. The candidate emails supporting tournament documents to the PGC and the club instructor emails his certification of the accuracy of the application to the PGC.
6. The Judo Canada National Grading Committee does a high-level review. The NGC Chairperson (interim - James Kendricks) forwards an email following their review to the Member Services Manager (Danielle Boulanger). The email will say for Technical Stream candidates, either "candidate does meet the Syllabus criteria for technical stream to attend a grading exam for promotion upon validation by the PGC of the truthfulness of the information" or "candidate **does not meet** the Syllabus criteria for technical stream to attend a grading exam for promotion". If the latter, the Judo Canada system then can remove the application (and refund payment) or place a pending status on the application.
7. The Member Services Manager emails the NGC review emails to:

a)      Provincial Grading Member – Gord Okamura at [gyokamura@gmail.com](mailto:gyokamura@gmail.com)

b)      Registrar - Helen Bienert at  [registrar@judoalberta.com](mailto:registrar@judoalberta.com)

c)      Club Head Instructor

For Shodan candidates, the Registrar confirms the candidate is an ikkyu for the duration shown on their application by comparing to her list of Promotion forms sent to her from the clubs and advise the PGC of any issues.

1. Club Head Instructor can inform NGC of any errors on the application when first notified, and then can forward the JC review email within their club (eg. to the Technical Director or Head Coach).
2. Changes to an application cannot be made once it has been submitted to Judo Canada. For example, if a candidate wishes to claim more grading points, he cannot make the additions to his application on-line. Adjustments are made through emails to the National Grading Committee.
3. Any questions sent to the JA Executive Director about grading applications can be forwarded to the PGC.
4. PGC member reviews the application and performs overall validation of application details (and contacts candidate if there are any questions).
5. PGC member advises the NGC of any errors that would make the candidate ineligible (eg. points no longer meet minimum requirements). Examples of comments that the Judo Canada review might have omitted are regional training camps being claimed as clinics, invalid volunteer points, coaching without NCCP certification, NCCP course as a clinic, activities claimed occurring prior to last promotion, etc.
6. PGC member advises the Head Instructor of all review comments affecting points.
7. The PGC member keeps the Committee up to date in terms of the number of candidates and their stream (competitive or technical). Based on this information, the PGC plans the delivery of the clinics and grading and prepares the needed documents eg. kata evaluation forms, waza selection forms and Grading Examination forms (to be signed by PGC Chairperson). Competitive Stream candidates sends a list of their favourite techniques to the PGC prior to the grading date.
8. Final instructions may be sent to the candidates eg. wear white judogi, bring passport, expectations, warm up times, etc.
9. PGC arranges for the Competitive Stream Kata Clinic and conducts the Tachi/Ne waza Clinic and/or, the Technical Stream Grading. Judo Canada passports must be brought to the Grading.
10. If a Judo Canada review email is not received in time, the candidate's grading will still occur but will be conditional to Judo Canada's acceptance.
11. Once the grading is completed, the PGC chairperson signs each successful candidate's Grading Evaluation form and email scanned copies to Judo Canada, with a cc to the Registrar and Judo Alberta Executive Director and PGC member for their records or information.
12. The actual signed Grading Examination Forms and Judo Canada passports are mailed as a package to Judo Canada [4141 Avenue Pierre-De Coubertin Montréal, QC](https://www.google.com/maps/search/4141+Avenue+Pierre-De+Coubertin%C2%A0+Montr%C3%A9al,+QC+H1V+3N7?entry=gmail&source=g) [H1V 3N7](https://www.google.com/maps/search/4141+Avenue+Pierre-De+Coubertin%C2%A0+Montr%C3%A9al,+QC+H1V+3N7?entry=gmail&source=g) Attention:  Danielle Boulanger.

Missing Judo Canada passports will result in the withholding of the candidate’s approval form.

Judo Canada updates trackie and the member's JC passport and prints the Promotion Certificate.

1. After the grading, the promotion result will be emailed by the PGC member to the Club Instructor.
2. Grading results are announced and posted on the Judo Alberta website.
3. Judo Canada will have the passport signed and return it and the Promotion Certificate directly to each club.
4. Application for a Kodokan Yudansha Diploma is optional and requires additional steps (See Judo Canada https://judocanada.org/grading/)
5. Judo Canada auto-deposits the $100 administration fee (with no description) into the Judo Alberta general account. Copies of the Judo Canada reimbursement letters sent to the PGC member are then sent to the Judo Alberta Treasurer as details for the deposits.
6. The need to withdraw an application for grading and process a refund back to the candidate is handled on a case-by-case basis between Judo Canada and the candidate (in consultation with the PGC).