



JUDO GRADING-NIGHT CHECKLIST

Work top to bottom, in the order a club runs a grading. Tick a box only when it's done, and use page 2 on the night.

Club: _____

Grading date: ____/____/____

Panel: _____

1 · Four weeks out: set the grading decide who's testing before anyone asks

- ☐ **Pick the date and the panel.** Book the room if you share it, and tell the examiners now.
- ☐ **Write down the requirements for each grade.** Time in grade, minimum age, and the throws, groundwork, and kata each grade needs. Use your federation's version, because belt colors and rules vary.
- ☐ **Pull the list of who's eligible.** Time in grade met, minimum age met, and enough attendance since their last grading.
- ☐ **Check competition records,** if your club won't promote past a certain grade without competing.
- ☐ **Dan candidates:** confirm the kata and a kata partner for each one.

2 · Two weeks out: paperwork the part that sinks grading nights

- ☐ **Federation memberships current** for every candidate (USA Judo, USJF, USJA, or British Judo). Note anyone whose license expires before the grading.
- ☐ **This year's waiver signed** by every candidate. USJF clubs need a new one from every member each year.
- ☐ **Everyone on the mat insured,** examiners and partners included, if your federation requires it.
- ☐ **Grading fee set for each grade,** and on each family's bill, with sibling discounts applied.
- ☐ **Invite the candidates.** Tell parents the date, the arrival time, and what to wear and bring.

3 · The week of: kit

- ☐ **Order belts in the right colors** for each new grade, plus certificates.
- ☐ **Print the candidate sheet** on page 2, one row per candidate.
- ☐ **Chase anything still open:** a missing waiver, an expired license, an unpaid fee. Decide now whether that candidate tests.

4 · Grading night

- ☐ **Check in every candidate.** Waiver and license confirmed at the door, not after the first throw.
- ☐ **Record each result on the sheet** as it happens, with the examiner's initials.

5 · After the grading: make it official do this within the week

- ☐ **Update each student's grade and date,** so the time-in-grade clock restarts from tonight.
- ☐ **Submit promotions to your federation.** USA Judo promotions go through the USA Judo portal.
- ☐ **Reconcile grading fees.** Follow up on anything unpaid before it's forgotten.
- ☐ **Hand out belts and certificates,** and tell parents the results.
- ☐ **Keep the records where the next treasurer can find them,** not on one person's laptop.

The short version: most grading-night problems start two weeks earlier, with a license that lapsed, a waiver nobody re-signed, or a fee nobody charged. Catch them in the paperwork week and the night itself is just judo.

Examiners: _____

Result: P = promoted, D = deferred (note why). **After the night:** update each grade and date, submit promotions to your federation, and chase unpaid fees within the week.