

Judges' Guidebook



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INTRODUCTION

The WA Judge Committee is pleased and proud to have completed the ninth edition of the official Judge Guidebook - updated per 1st March 2024.

We would like to thank all our Judges who have contributed in various ways to make this new edition up to such a standard, and hopefully it will prove to be useful to you in your judging performance. This book contains a lot of new elements following from rule changes and procedures during recent years, so you need to study it carefully in order to make judging consistent worldwide.

As an introduction to judging we would like to quote some words from our late honorary chairperson, Mr. Don Lovo – based on his article in the FITA Judges Newsletter nr. 41/1994.

Judge? What does it mean?

My dictionary and the thesaurus on my computer list a dozen or more interpretations of the word JUDGE: i.e. Verify, prove, establish, try, substantiate, learn, ascertain, consider, etc. etc. The two that I really like are "Justice" and "Arbitrator". Do you know what? I think in a way they all apply in some way to what I feel constitutes a "Good FITA Judge".

Nowhere does it say: "A Judge just quotes and applies the rules".

Let me try and give you simple examples of the difference between blind, and common sense, application of the rules.

Let's take a scenario where a police officer stops a driver who is speeding at over 100 km per hour. The driver is found to have been drinking and the police officer does their duty, puts them in handcuffs and takes them to jail. Ten minutes later the same police officer stops another driver in the same area also speeding at over 100 km per hour. The second driver explains and shows that they have a seriously injured unconscious child in the back seat who has just been hit by a truck, and that they are rushing them to the hospital. The same law has been broken, at almost the same time. Should the same penalty be applied? I am sure all of you would say "Of course not!" - yet Judges sometimes do just that.

Don't just open the book to see if you can find a penalty to take away an archer's score, look in the book to find a rule, if possible, to save the athlete's score.

If the athlete has broken a rule that could give them an advantage over the other competitors, distance, time, number of arrows, score, then you must take firm and immediate punitive action. You must do so to protect the rights of the other athletes who did not break the rule.

I may mention a situation where an announcer, at the beginning of the timing during the finals round, mistakenly announced that the incorrect athlete was to shoot the first arrow of that sequence. This action confused both athletes, and they both shot, at the same time, well within the time frame. A number of the Judges responded that the athlete who had shot out of proper sequence must lose their arrow, and of course the

match! -- That is a plain and simple misuse of the rules. The only reason we even have the athletes shoot alternately is to create excitement for the media people. If this was not the case, we obviously would have them shoot at the same time, as it was previously done, to save time. The intent of the "time rule" is to avoid an athlete taking more than the allowed time!

In this case did either athlete take unfair advantage? Did either athlete take extra time? Should either athlete be penalized for a mistake in the tournament control??? Do I have to answer that? I sure hope not...

This Guidebook is intended to help Judges and organizers to do their job and athletes to enjoy their sport, it does not replace the WA Rule Book and it does not claim to be complete. In case of doubt, refer to the Rule Book and the current interpretations.

Indranil Datta (Chairperson of Judge Committee)
Guillermina Garcia (Deputy-Chairperson of Judge Committee)
Graham Potts
Robert Erica
Martino Miani



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1.0 WA JUDGES and ETHICS

1.1 WA Judges

To be a World Archery (WA) Judge is a privilege. Success depends upon the integrity, character, knowledge, and thoughtfulness of each of us. Therefore, we are the servants of the competition, not its master. As such it is our duty to be absolutely sure of the rules we apply and, at the same time, not be overbearing or overly authoritative. This is sometimes a difficult line to walk.

Keep an open mind at all times.

Be prepared to listen carefully to the explanations of concerned athletes and officials and maintain a broad, and balanced outlook. The main purpose for this guidebook is to have consistency in Judging worldwide, maintaining fairness of the competition, and ensuring that shooting procedures will be the same throughout the world.

1.2 The Philosophy of Judging

The function of the official at any tournament is to see that the tournament runs smoothly, so that every competitor can achieve their best performance.

The basic philosophy for our Judges is entrenched in the words of the **Olympic Oath for Officials**:

“On behalf of all Judges and officials, I promise that I will officiate in these Olympic Games with complete impartiality, respecting and abiding by the rules which govern them, in the true spirit of sportsmanship.”

(recited for the first time during the XXth Olympiad – Munich 1972, Heinz Pollay-Equestrian)

Unfortunately, some competitors seek to enhance their performance by taking advantage of any means to increase their chances of a higher placing, including any weakness of a Judge. We may not agree with this, but it is unwise to ignore it.

From time to time, it is necessary to take a firm position to guarantee the efforts of everyone are based on a fair and honest application of the rules and regulations established by World Archery.

In order to accomplish this, the Judge must be aware of the opportunities that a few individuals may take to improve their scores. We have to set an example of control and fairness and never allow a competitor to cause us to lose our temper and our perspective.

We must know the rules thoroughly including the latest interpretations and bylaws. **It is imperative that we all keep up to date**, so we are not applying “old” rules. We must protect the rights of all, and in that effort, firmly apply the rules.

Initially, we must be certain that we are in possession of the correct and current information. Consultation with other Judges before making a decision does not indicate weakness, only a desire to make an absolutely correct decision. Judge commission meetings before and during an event are important areas for bringing up uncertainties.

Occasionally a question still cannot be resolved to everyone’s satisfaction. Should this occur, a final decision will have to be deferred until a meeting of the complete Judges’ Commission can be convened, and a positive statement given to those concerned.

Judges should be well informed, willing to discuss and to educate, if necessary, be polite and firm about decisions. By conducting ourselves in this fashion, we are seen to be professional about our duties.

Remember, the competitor is exactly that - competitive. Above all, we want athletes to do well.

The **WA Code of Ethics** is the means by which the Judges, as part of the WA family, affirm their loyalty to the Olympic ideal. The WA Code of Ethics is based on the IOC Code of Ethics and aims to preserve the highest possible ethical values that govern World Archery, its officers and the entire Archery Family.

BK1 – App2

1.3 Judge Nationality

Although we basically look upon our Judges as neutral International Judges, we try to avoid situations that may create a presumption that the nationality of a Judge could influence the result. Therefore, we must see to it that International Judges are not judging in matches where their own countries are involved. In such situations the Chairperson of the Judges Commission and the individual Judge have the responsibility ensuring that this does not happen. This point of view is also valid if both competitors are from the same Member Association.

1.4 Do's And Do Not's of being a WA Judge.

An exhaustive list of do's and don'ts is not possible. **The guiding philosophy is that your behaviour should be a credit to archery, to World Archery, to yourself, and to other Judges.** Keep in mind the image you portray to competitors, spectators, officials and the media and act accordingly. **Common sense must always be your guide.**

DO

- (a) Wear the Judges' uniform with pride, it is your right to wear it, and with the purpose of making a positive contribution to the tournament.*
- (b) Think of yourself as a host welcoming guests.*
- (c) Be enthusiastic, courteous, and friendly.*
- (d) Apply the rules fairly, consistently and firmly.*
- (e) Offer polite assistance to all: athletes, team officials, guests, spectators, media personnel, other officials.*
- (f) During national Anthems and WA fanfares, you are expected to stand with respect and, to remove your hat.*

DO NOT

- (a) Allow your attention to wander from your primary duty, which is the competition.*
- (b) Smoke and Drink while being on the Field of Play and other designated zones, (following from the text of the WA Code of Ethics and Conduct). The image of WA Judges must be one of restraint, unimpeded decision-making and professionalism. Drinking or smoking on duty would hurt this image.*
- (c) Chat at length with competitors or other officials, while on duty this act may lead others to believe that you are not paying proper attention to your assigned duty or that you may favour certain athletes.*
- (d) Cause any distraction not related to a safety problem. Any official contact with athletes, other than safety related, must (preferably) be through the team manager if one exists.*
- (e) Carry a camera or any personal music player while on duty (a camera in your Judge bag for pictures when you're not engaged in the performance of your duty certainly is allowed).*
- (f) Use your mobile phone while on duty, especially during competition.*

1.5 Appointment/Roles of a WA Judge.

BK1 – 1.17.5

1.5.1 Application, Selection and Appointment.

As soon as possible after WA Executive board has confirmed the dates and locations of WA Championships and other events for the coming year, the Judges' Committee will publish an "application for duty" form, which should be filled out by all WA Judges and WA Judge Candidates, and returned to the WA office before the advised closing date.

The selection of the tournament Judges, carried out by the Judges' Committee will be based on a number of factors;

- (a) *Regular accurate response to Newsletter questions.*
- (b) *Present experience.*
- (c) *Experience needed.*
- (d) *Gender.*
- (e) *Geographical aspects.*
- (f) *A balanced selection between International Judges and Judge Candidates.*

After the closing date the Judges' Committee will decide on the composition of the different tournament Commissions. The WA Office will be advised and will inform all Judges and Member Associations concerned.

1.5.2 The Judges' Commission

BK1 – App 4

The WA Judge Committee will appoint a Judges' Commission for all WA Championships and also for events (fully or partially) governed by other International bodies (i.e.; Paralympics, World Games, and University Events). Additionally, some Judges are appointed for World Cups.

The Commissions are made up of WA International Judges and Judge Candidates (except for the Olympic Games where only Judges with full status may serve). For major WA events, like target and field championships, normally 13 Judges will be appointed. The Chairperson and deputy chairperson of the commission will also be appointed by the committee, along with one or two alternate Judges. The alternate Judges will substitute if the appointed Judges cannot attend.

Once the Judges' Commission has been named, the designated Chairperson and the WA office will then contact and deal directly with the individual Judges. You, as an appointed Judge, must immediately check the need for a travel visa, and as soon as you have finalised your travel plans, contact your Chairperson advising them of your arrival date and any other information that will be of value. As soon as you arrive at the hotel of the venue city you must contact the Chairperson of your Commission without delay. If you arrive early, it is also preferable that you make yourself known to the Organizing Committee Chairperson. Each member of the Judges' Commission has equal authority, but the interface with the tournament organising Committee should be handled by your Chairperson or a delegated Judge so that there is no conflicting information given that could cause confusion.

During the duration of the competition, you will be assigned tasks by your Chairperson. While executing official duties, you must work, as a unit, a team. You will be required to keep comprehensive notes on any abnormal occurrences, these notes may well be required if you are asked to appear before a Jury of Appeal. Your position will be more respected if you are able to refer to a notebook during any such proceedings.

The Judges' Commission is to ensure compliance of all matter related to the dimensional layout of the field, conformity of equipment and procedural requirements stipulated by World Archery.

BK2 – 3.12

A comprehensive target tournament checklist can be found in Appendix A.4 of this publication.

If for any reason during competition days you wish to leave the venue area, you must obtain prior approval of your Chairperson, and provide contact details if needed.

1.5.3 Chairperson of the Judges' Commission.

The Chairperson of the Judges' Commission is instrumental in ensuring that the competition is fairly executed. They are the central point of contact for all the members of the Judges' Commission and also the key contact for the Chairperson of the Organising Committee, the Technical Delegate, event manager, and the field crew manager.

The Chairperson has the following duties;

- (a) Make initial contact with the Organising Committee, Technical Delegate and the events manager to obtain necessary information about the competition venue and competition schedule.*
- (b) Make contact with the appointed Judges and the alternates.*
- (c) Advise members of the Judges' Commission of the meetings to be held before and during the event; the specific responsibilities they will have; their contributions towards reports and any particular information they need before arriving at the tournament.*
- (d) Maintain close contact with the Technical Delegate throughout the competition.*
- (e) During the first meetings of the Judges, stress new rules and interpretations as well as important procedures regarding the individual and team match play.*
- (f) Plan the various duties of the appointed Judges and ensure that all duties procedures and guidelines for Judges are conscientiously followed up, both before and during the competition. Do not use more Judges than is necessary to carry out tasks such as equipment inspection and field inspection.*
- (g) Address the Team managers' meeting, making sure that all Team managers are aware of any new rules, remind them of important procedures, e.g.; how to appeal, how to mark holes, reporting lost arrows on the field and signing of score cards. It may be*

necessary to call a Team managers' meeting during the competition to clarify issues that may occur. The meeting is usually carried out at the DOS stand, and a roll call of all participating nations must be carried out.

- (h) Provide Judges with complete lists of all athletes.*
- (i) Take due consideration of Judges' nationality before assigning to competition targets.*
- (j) Present a report on the tournament to the Chairperson of the Judges' Committee, together with an assessment report on the judges at the event.*



Figure 1. Team managers meeting during competition.

1.5.4 Judge Observer

A Judge Observer may be appointed to one or two of the major WA competitions a year in order to observe judging procedures and Judge's performance. As a representative of the Judges' Committee, the Observer will on these occasions work closely with the Chairperson of the Judges' Commission, without being part of the Judges' Commission. They will attend Judges' Commission meetings and bring to the attention of the Commission, important judging issues which will be of benefit to the competition.

1.5.5 The Director of Shooting – DOS.

Director of Shooting will be appointed by the WA Judges' Committee. A deputy or deputies to assist the DOS and to control the practice field(s) if any, will be appointed by the organizing committee. The quality of a competition is directly proportional to how well the Director of Shooting carries out their duties and responsibilities. The Director of Shooting – DOS and deputies are in control of the shooting from the time the athletes appear on the field, until shooting has been completed for the day. Even if the position of DOS is filled by a qualified Judge, the deputies should also be knowledgeable about the sport of archery.

Under no circumstances should newcomers to archery be appointed to these important positions.

BK2 - 3.10

The primary duties of a Director of Shooting and deputies are:

- (a) *Confirming the timing equipment is working properly and is capable of setting the time for all variations that might occur in the tournament.*
- (b) *Control of shooting.*
- (c) *Regulation of the timing of ends.*
- (d) *Maintaining the order of shooting.*
- (e) *Implementation and enforcement of safety procedures.*
- (f) *Control of the public address system (which may be in cooperation with a sport presenter if present).*
- (g) *Control of access to the field by media personnel, team officials and the public.*
- (h) *General field security.*

BK2 –10.1
BK2 –10.2

The Director of Shooting **MUST** work closely with the Chairperson of the Judges' Commission, the Judges and the field crew to ensure that the competition runs smoothly.

1.5.6 Jury of Appeal

BK2 – 3.13

Upholding the rights of the competitors and their team officials is one of the most important considerations at any WA event. It would be very unfortunate if the actions of another competitor, a Judge, or member of the Organizing Committee unfairly affected the performance or score of a competitor. The Jury of Appeal is there to ensure the spirit of fairness in a competition and the fair application of the rules. In this way it protects the competitors' rights as well as the Judge who has done the job responsibly.

1.5.7 Dress

WA is providing a "working uniform", for the Judges. These items will be distributed to you on your first appointment at a major WA event. The working uniform will be used when on duty at the tournament, and it is imperative that all Judges wear the same configuration of the uniform.

If your uniform is neat and clean, you are well turned out, and you appear to be proud of what you do, athletes will respond to you in a positive manner. If, on the other hand, you are not careful about your dress and personal appearance, it may be assumed that you are equally as disorganized about your knowledge and ability.



2.0 WORLD ARCHERY COMPETITIONS

2.1 Competitors' Classification

BK2 – 4.2

There are separate classifications for both the women's and men's divisions, these are according to WA rules;

<i>50+:</i>	<i>50 years +</i>
<i>Open:</i>	<i>21 to 49 years</i>
<i>Under 21:</i>	<i>18 to 20 years</i>
<i>Under 18:</i>	<i>15 to 17 years</i>
<i>Under 15:</i>	<i>14 years and younger</i>

The age class is determined by the year of birth in relation to the entire year of the competition. Thus, an archer, who turns 17 on the 1st of January, is allowed to participate in the Under 18 segment in any tournament which is held on or before 31st Dec of the same year.

At a competition, an athlete can only compete in one age class. At their discretion, athletes may participate in an older age group except in masters. 50+ may participate at their discretion in the Open class. Usually, the age and nationality will be checked by the Organizers at accreditation. However, on certain occasions the Judges may be involved in such checking, which then may take place at the equipment inspection.

2.2 Competitive Divisions

BK2 – 4.3

There are four principal divisions in target archery which are shot under WA Rules;

- (a) Recurve Division*
- (b) Compound Division*
- (c) Barebow Division*
- (d) Standard Bow Division*

2.3 Competitive Categories

BK2 – 4.4

Recurve Women	RW	Recurve Men	RM
Recurve Under 21 Women	RU21W	Recurve Under 21 Men	RU21M
Recurve 50+ Women	R50W	Recurve 50+ Men	R50M
Recurve Under 18 Women	RU18W	Recurve Under 18 Men	RU18M
Recurve Under 15 Women	RU15W	Recurve Under 15 Men	RU15M

Compound Women	CW	Compound Men	CM
Compound Under 21 Women	CU21W	Compound Under 21 Men	CU21M
Compound 50+ Women	C50W	Compound 50+ Men	C50M
Compound Under 18 Women	CU18W	Compound Under 18 Men	CU18M
Compound Under 15 Women	CU15W	Compound Under 15 Men	CU15M

Barebow Women	BW	Barebow Men	BM
Barebow Under 21 Women	BU21W	Barebow Under 21 Men	BU21M
Barebow Under 18 Women	BU18W	Barebow Under 18 Men	BU18M
Barebow Under 15 Women	BU15W	Barebow Under 15 Men	BU15M

Longbow Women	LW	Longbow Men	LM
Traditional Women	TW	Traditional Men	TM

BK2 – 4.5

2.4 Competitive Disciplines–Basic Competition Formats

2.4.1 Outdoor Target Archery

The World Archery outdoor target rounds may be shot by both the recurve and compound divisions in separate competitions. In the Olympic Games, only the recurve division may compete.

The outdoor round today, which is the mandatory round at an international level is mostly the WA720 Round (for recurve shot at 70m and for barebow & compound shot at 50m.)



Figure 2. A typical Shooting Line on Qualification Field

2.4.2 Individual competitors

Elimination and Finals Rounds: At this phase of the competition, the athletes start shooting matches according to the match-play chart. In spite of the rules, we often find that because of time constraints alternate shooting does not occur until either the semi-final or the medal matches of a competition. **If that is the case, then this should be highlighted at the Team managers' meeting.**

It should be noted that if the last qualifying place is 104, then the 8 top athletes will have two stages with byes. **If athletes tie for the 8th place during qualification, then a shoot-off is necessary. This procedure is mandatory for World Championships.**



Figure 3. General view of shooting line individual final round.

2.4.3 The Team Event /The Mixed Team Event

Team Elimination Round in which the top twenty-four (24) teams of three (3) or mixed team of two athletes are seeded according to their positions, as determined by the combined total of the three (or two for the mixed team) best scores in the Qualification Round. If a team wants to change the composition of the team before match-play, certain procedures are to be followed. Each team will shoot on a separate target butt. Athletes participate in scoring at this phase of the competition. For the 1/12th Elimination phase of the tournament the 8 top seeded teams will have a bye. The rest of the teams, seeded 9 to 24, will be paired according to the match play chart for team round match. The winners of their match moves to the next phase (1/8th Elimination) and all teams will be paired according to the match play chart from this phase of the tournament.

Team Finals round: in which the last four (4) teams proceeding from the elimination round shoot alternately. The teams are paired according to the match play chart, the first team to shoot will shoot three (3) arrows, one arrow each athlete. When the last athlete of three has returned behind the one (1) metre line, the clock is stopped displaying the time remaining for that team. The clock of

*BK2 –
4.5.1.2*

*BK2 –
4.5.1.2
bullets 3, 5,
and 7*

*BK2 –
4.5.1.2 bullet
5*

the second team will then start and the second team will shoot their three (3) arrows and return behind the one (1) metre line.



Figure 4. Recurve team event – general view

This is repeated until each team has shot six (6) arrows or the time has expired. Two (2) minutes is the time allowed for a team to shoot six (6) arrows. Each team will shoot on separate target butts. Athletes do not participate in scoring at this phase of the competition, athletes appoint an athlete's agent who will observe the scores and withdraw the arrows. The same provisions apply to the mixed team event except they shoot 2 arrows per team before alternating and the total time permitted is 80 seconds.

BK2 – 4.5.2

2.4.4 Indoor Target Archery

In most aspects indoor target archery follows the same concepts as outdoor target archery.



Figure 5. Indoor event – general view individual qualification

2.4.5 The Indoor Team Event

In the team event the concept is basically the same as for outdoor, but the athletes will shoot at two vertical triple faces constituting 6 centres. The athletes may choose where to shoot, but there shall be only one arrow in each centre.

In a shoot-off, one triple face will be set-up horizontally for the team members to shoot one arrow each in the three centres according to their own choice.



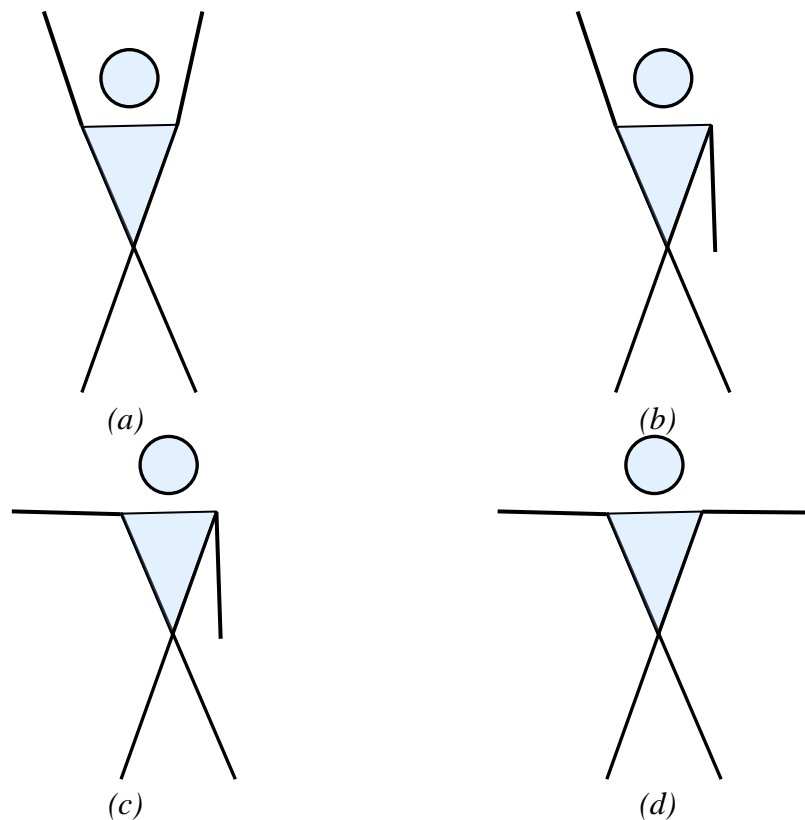
Figure 6. General View of the team positions in team event.



Lately, most of these communications are by small portable FM radios. It is more usual now to have the Chairperson of the Judges' Commission and DOS in constant radio contact with the Organizing Committee, often on a frequency different from that used by the Judges. These are very important advances. On the field course, radios are even more important since communication there is much more difficult.

Good radio etiquette must be practiced at all times. Remember that the radio is there to facilitate communication, not to serve as an entertainment device. Wherever possible communication between officials should be beyond the hearing of competitors. See Appendix A14 for "Radio Procedures". Even in the light of the above, it is important that each Judge be completely familiar with the international hand signals.

Sometimes the hand signals (figure 7) may be more useful than a radio. For these reasons, the four most useful hand signals are listed below. Judges must face the DOS and gain that person's attention before signalling.



(a) *Bouncer*, (b) *Equipment failure*, (c) *Proceed with scoring*, (also used to indicate the winner at the target during matches). (d) *Tied match*

Figure 7. Judges' Arm signals

3.4 Team managers' meetings

The official Team managers' meeting will be organized by WA and will take place before the start of competition. This meeting allows WA and the Organizing Committee to detail all the important information affecting the competition. The meeting is chaired by the Technical Delegate, assisted by the appointed Judge Commission Chairperson and a senior representative of the

Organizing Committee. If possible, the Judges of the Commission and the DOS should be at the meeting and be properly presented and given the latest information. The first Team managers' meeting is important as it sets the standard for the rest of the competition.

To give the best impression, organizers, the co-ordination committee, the Technical Delegate and the Chairperson of the Judges' Commission should meet to prepare for and plan the Team managers' meeting-in order to avoid being part of a poorly presented meeting. Appendix A.9 provides guidance and details on procedures that should be adopted for running a Team managers' meeting.

3.5 Distribution of Information

In WA, and indeed in almost any interface between people, one of the main causes of misunderstanding, anger, protests, etc. is the lack of proper communication and the faulty distribution of information. Your job as a Judge is to make sure that this problem is minimized in WA.

You have to be a “rule teacher” as well as a “rule enforcer”. If you do more of the first, you will have to do less of the second.

At every Championship, last minute changes to the shooting schedule, transportation schedules, meals, etc. are made and generally (not always), the Organizing Committee distributes information advising the teams of these changes. We, as Judges and WA Officers, together with the Technical Delegate, must make sure this information is given to the teams.

Almost without exception at every Championship, changes are required that have not been discussed previously with the team officials and the competitors. The Chairperson of the Judge Commission must, when this occurs, and in cooperation with the Technical Delegate call a special short meeting to advise the Team managers of the problem. This is generally done at the control stand so the DOS can participate if required, or know that the information has been conveyed. It is also a very good idea to give the Team managers a chance to contribute to the decision if possible. This will make the implementation of the proposed change much more acceptable and maintains a better relationship between the parties.

3.6 Media

WA and all Member Associations are today working hard to bring our sport to the attention of the public. One of the best ways to do this is to co-operate with the media. To achieve this goal, WA has instituted special arrangements for photographers and television crews at all major WA tournaments. We must remember that the media crews have their jobs to fulfil, this normally requires carefully planned scripts with air time which might not exactly coincide with the tournament and sometimes this might be in conflict with the tournament directors and Judges in their efforts to run a smooth tournament.

The identification of the press is essential to the Judges and should be referred to the Organizing Committee, i.e. like the bibs now being provided by WA for International events.



In case a photographer or camera operator does not have the proper identification, you should politely ask them to contact the Press office where they will receive further information. You should only allow on the field those photographers and camera operators who have the valid identification.

The Judges may allow such photographers and camera operators to walk to the targets while scoring is taking place. A Judge or an Organizing Committee-appointed media liaison person must escort them to the targets to avoid them interfering with scoring or touching the targets and arrows. If necessary, the Judge should instruct the media personnel to not disturb the athletes with interviews on the field while the competition is still in progress.

Specially trained WA photographers are allowed beyond security barriers at the discretion of the TD. If you as a Judge feel that the situation may compromise safety, you must advise your Chairperson who will raise the issue with the TD.



Figure 8. Media set up – Team Finals

3.7 Equipment Inspections

It is a common procedure that each competitor's equipment is checked before the start of the competition. In order to do this, it is vital that a list of competitors, usually broken down by country, class and division, be obtained from the Organizing Committee. The rules however do not specifically require that the athlete show all the items they might be using, but it is the athlete's responsibility to use legal equipment. It is traditional and efficient to hold the equipment inspection on the target range during the official practice day. Athletes should be called alphabetically by country, starting with "A" or whichever name comes first according to the English-language version. The DOS will usually be asked to use the public address system to do so.

It is very important to understand that our recurve equipment rules basically describe what is allowed to be used, consequently what is not mentioned is not allowed, while the compound rules to a degree describe what is not allowed, as most equipment is allowed in compound.

3.7.1 Inspection procedures.

Judges must establish their own routines for the inspection of equipment, but instead of gathering all the Judges in the equipment area, it is recommended to use only 3 (three) Judges for each division for this purpose and to allocate the other Judges to do field control during the official practice (equipment, clothing, timing system, buttresses, illegal shooting technique etc. – see below).



Figure 9. Equipment Inspection

Of course, you must be completely familiar with the rules governing each division and disciplines (target, field, etc.) and any interpretations which may have been made regarding it.

BK2 - 3.17
BK3 - 11.1
BK3 - 11.2
BK3 - 11.4
BK4 - 22.1
BK4 - 22.2
BK4 - 22.3
BK4 - 22.4
BK4 - 22.5

It is the athlete's responsibility to use equipment that complies with the rules. It is our duty to make sure that they comply.

Today you may find a lot of equipment on the market, and that is a challenge for the Judges, as not all of it is allowed for WA competitions. Generally speaking, you must look for the purpose of the equipment and then check if it is complying with the rules.

You must also be updated on the interpretations (you will find the interpretations on the WA web page, under Sport, Rules and then scroll down) with regards to equipment. Many of these interpretations are referring to photos, which you do not find in the rule book, and which is difficult to otherwise describe.

BK3 - 11.1
BK4 - 22.1

Recurve bow

Check the overall appearance of the bow, to take note of any differences in general structure.

(a) Hold the bow by the limbs in the area closest to the riser, with the string facing you. Never hold the bow by the grip. Your hands may be sweaty or greasy from sun oil etc. and the athlete would not like traces of that on the bow grip.

(b) You may find some of the bows have a brace on the riser. Make sure that the brace is not consistently touching the athlete's forearm or wrist (to avoid torque). This is often very difficult to observe closely and accurately. One can check that the brace is not being used as a supporting device, during official practice. The Judge may have to observe from behind to be able to watch from the proper angle.

(c) Check the sight; remember the rule about sight pins, hoods, tubes etc. which limits the length to max 2cm in the horizontal level from athlete towards the target. This limitation in size is to avoid using the sight to level the bow.

Fibre optic material to brighten the sight point, is a separate unit as it cannot be practically used together with the sight house. The Technical Committee has made the following statement in that respect:

“Regarding the overall length of the sight, the fibre optic sight pin is considered to be a separate unit which may be a max of 2cm in a straight line. The housing supporting the fibre optic pin may be a max of 2 cm in length. The housing and fibre optic sight pin are measured independently.”

(d) Check the arrow rest, plunger button, and draw check indicator making sure that there is only one audible signal; never touch these items. We are mostly concerned about the distance of the arrow rest from the pivot point (deepest part of the handle), a distance not to

exceed four (4) cm, and that no items are electric or electronic.

(e) Check the string and its attachments; with focus on the possibility of finding additional sighting aids. Lately some athletes have turned up with various items on the string obviously not for sighting (may be for better tuning of the bow). However, additional items other than those described in the rule book are not accepted.

(f) Check the tab or glove; If you need to touch these items, be careful you have no sweat or grease on your fingers. There should be no need to touch the surface of the tab as your attention should be drawn to the other layers of it. Be aware of tabs constructed for more purposes than described in the rules. (see updated rules for finger protection).

BK3 - 11.2
BK4 - 22.2

Compound bow

To all intents and purposes, the compound bow and its accessories are unlimited with the following restrictions:

(a) In all classes, the peak draw weight must not exceed 60lbs.

(b) There must not be electronics on the bow, sight, and arrow rest or release aid.

(c) The pressure point of the arrow rest must not be more than 6cm behind the pivot point of the bow (deepest part of the handle grip).

(d) When checking the drawing weight of a compound bow, we use either spring scales or electronic scales that have been specially tested to maintain a tolerance of not more than one pound. Before an inspection of equipment, all scales should be compared on a bow and use only one scale to check all competitors' bows. The individual poundage of each athlete should be written down during the inspection. During the team managers' meeting, the teams should be informed of random spot checks that may be carried out during the duration of the competition.

Generally, most athletes now bring a bow to inspection that is well under the draw weight limit to avoid problems. If a bow is checked and is over by less than a one pound of maximum, it is advisable to re-check it. **Do not draw the bow yourself, but always have the athlete draw their own bow.** Check to see the athlete is not twisting the scale when drawing, as this can lead to wrong indications on the scale. Unfortunately, there have been occasions when spot checks during the competition have shown that compound bows have been above the weight allowed. **Therefore, it is of the utmost importance that such spot checks are made to prevent possible cheating.** Without exception, all other equipment of compound athletes, e.g.; arrows, etc., must conform to WA regulations.

In the case of compound bow, the string/cables must not consistently touch the athlete's hand, wrist and/or bow arm and it might be an idea to try to check this during equipment inspection and draw weight check (compound) when you are

standing next to the athlete.

The issue of the brace is the same for compound as for recurve. It may even be necessary to use some powder on the arm of the athlete or the brace of the bow for such checking. It will be necessary to obtain the agreement of the athlete before attempting to use the powder, to avoid any complaint.

BK4 - 22.3

In 2014 we had an interesting interpretation concerning the compound bow. The question was about a relatively huge plate or cover around the scope. For safety issues (impossible to notice anything except from what you saw through the peep/scope), such a plate or cover was deemed illegal for all types of compound events.

BK3 - 11.4

BK4 - 22.3

Barebow

Officially the Bare Bow Division is now part of the Outdoor and Indoor events as well as Field Archery.

Arrows

Check the arrows for initials and other identification marks, check the diameter of the shafts, as there is a restriction on diameter of 9.3 mm, and that the point may be 0.1 mm larger (9.4 mm). Arrow wraps causing the shaft to exceed 9.3 mm diameter are now permitted, so long as they do not extend further than 22cm toward the point of the arrow when measured from the throat-nock hole where the string sits to the end of the wrap.

BK3 - 20.1

Uniforms

For World Target Championships, World Cup events and Olympic Games we need to observe the rules concerning athlete's uniform, and we maintain particularly the following areas that has often been taken less seriously by teams.

Make sure that all members of the same team are wearing the same type of uniform, which means that the team will be required to have the same design and colour in a shirt, whether long or short sleeved and in long or short pants. The team officials may wear a different style but should wear the same colours and should be easily identified as the official of the team. Be aware, though, that each category of an association, may wear different colours. **However, in the mixed team event the uniform should be the same.**

BK3 - 20.1.4

You must also check that the athletes have their name and the name of their member association (or acronym) on the back of their uniform, and that no open toed or open heel footwear are being used. While checking the name on the uniform, you need to ensure that it matches with the name on the accreditation card partially or in its entirety. Remember that the rules also apply to officials (except from their name on the back which is optional) and that these rules are also applicable during official practice.

When checking colours you must allow for small variations like fading due to long wearing, or manufacturing changes. Keep to the main intent, the identification as a team. Athletes may use headgear according to personal style and colour; however, the chosen head gear should be appropriate for use in

major events of World Archery. As per the new rules, during the finals when we have TV coverage undershirts or sleeves are allowed provided they match the team uniform colours or are white.

3.8 Advertising

BK1 - 1.25

3.8.1 Advertising on the Field

There are no restrictions on advertising on the venue equipment, leaving it in the hands of the Organizers to make it easier to get sponsors for tournaments. However, it was the intention of Congress that there should be no advertising signs on the field of play between the archer and the target. Such signs would probably be an obstruction to the athletes while walking to and from the targets and possibly cause accidents. When nameplates or small scoreboards are placed on the field, as often occurs in the Elimination phase of the Olympic Round, advertising may appear on such items. The only concern of the Judges is that such signs must not reflect sunshine or other lights that might distract the athletes.

BK1 - 2.2.6
BK1 - 2.2.7

3.8.2 Advertising on the Athlete

Advertising limitations still exist except for bows and stabilizers. Remember that the limitations are given in square centimetres per item of clothing/equipment. It may be one or more signs, but the total size must be within the limitations given.

One of the problems that you may meet is the question of whether you are dealing with 'advertising' or 'trademarks'. Look for the little ® or ©, which means that the trademark is registered as such. That is a good indication even if there may be exceptions.

BK1 -
2.2.7.4

Also, you may come across archers having their own name on the quiver or quiver belt. If so, do ensure that the height of the letters is not more than 38mm for the quiver and not more than 18mm for the belt. This is required to ensure adherence to the Rule 50 of Olympic Charter and will be applied in Olympic Games or any other multisport event.

Inspect the athletes before the commencement of shooting on each day. Remember that the athlete's number is the area of the organizers and is not covered by the limitations of the eligibility code for competitors.

3.9 Other Tournament Requirements

Be certain that chairs and protection are available for the Judges at the waiting line (or the media line).

Be aware that some items are mandatory only for WA Championships. Inspect the leader boards, the general scoreboard, and the scorers' facilities. Ensure that the DOS stand has a good overview of the FoP and the finals field. Finally, be certain that access to emergency facilities is known to all Judges and officials, and that they are easily available.

3.10 Timing and Sound Devices

Ensure that the visual and audible timing devices are adequate, function properly for all the variations that may occur during the event, and that the order of shooting device, if required, fulfils its function. Also, spare equipment for audible and visual signals must be checked to see that such equipment is present and works properly.

It is important to note the change in rules regarding alternating shooting now taking place according to the countdown clocks. There must, however, be an audible signal to indicate that shooting time has run out. This signal should preferably be different tone from the start- and scoring signals.

3.11 Safety

Safety for the general public, all competitors, and officials is paramount during the competition and must be maintained at all times. Precautions should be taken to keep spectators away from the shooting range at the distances indicated in the WA rule book and should be checked to ensure safety.

3.12 Field/ Venue Inspections

3.12.1 Target Archery

Field Markings

Start the field inspection with a sweeping look at the range from the DOS position. Are facilities in place to restrain movement at the sides of the range and behind it? Two purposes are served here. First, is the facility safe, and second, is it reasonably free of distractions for the athlete? Check for indicated shooting lines, waiting lines, media lines, the “valid arrow line” 3 meters in front of the shooting line, and the proper distances between them. It is important that the edge of the three-metre line, furthest from the athlete, should be 3 metres when measured from the centre of the shooting line. It is also important to make sure that the three-metre line is fully visible from the shooting line.

Check to see that the distances to target lines are within tolerances and that they are measured to the “centre of the gold” and not to the front legs of the stand. Also check that the field is “squared off”. The easiest method to use in checking for a square field involves the 3-4-5 method of Pythagoras. For example, measure from a corner of the field 40 meters along the shooting line and mark this point. From the same corner, measure along the edge of the field and mark the 30- meter point. The distance between the two marked points must be 50 meters. This process is then repeated on the opposite diagonal corner of the field to ensure it is square. Ensure that the numbers and colours at the shooting line match those on the targets, and that the lane markings are accurate.

Judges must check to see that target numbers and other signs on the field do not reflect the sun towards the shooting line. This should be checked at different times of the day. Also, check that the shooting position for each athlete is marked on the shooting line, thus avoiding later problems with athletes trying to get the middle of the target position and thereby causing conflict. Ensure that each athlete has a space of at least 80 cm for indoors and 90 cm for outdoors.

**BK2 -
7.1.1.10**

BK2 - 7.1

**BK2- 7.1.1.2
BK2- 7.1.1.7
BK2- 7.1.1.8
BK2- 7.1.1.9**

BK2- 7.1.1.7

Also, for a non-para event, para-archers will be allotted the same amount of space as any able-bodied archer. It is important that the media lane be accessible without passing through the area reserved for athletes and their equipment.

BK2 - 7.2.1

The Buttress

Check the buttresses to see that they appear to be able to stop arrows and are not unduly worn. Spares should be easily available in the event of problems. The angles and the dimensions must be within specifications.

Also consider the position of the legs of the stand so that arrows partly penetrating the buttress is not damaged by hitting these legs, and certainly not when hitting the yellow area of the face (where they are supposed to hit). Check the numbers and, for outdoor target competition, the wind flags – if any (only mandatory for World Championships, World Cup and Olympic Games) - to see that they meet specifications (figure 10). Tie downs (figure 11) must be adequate to ensure that buttresses are stable in wind and resist movement caused by drawing arrows.

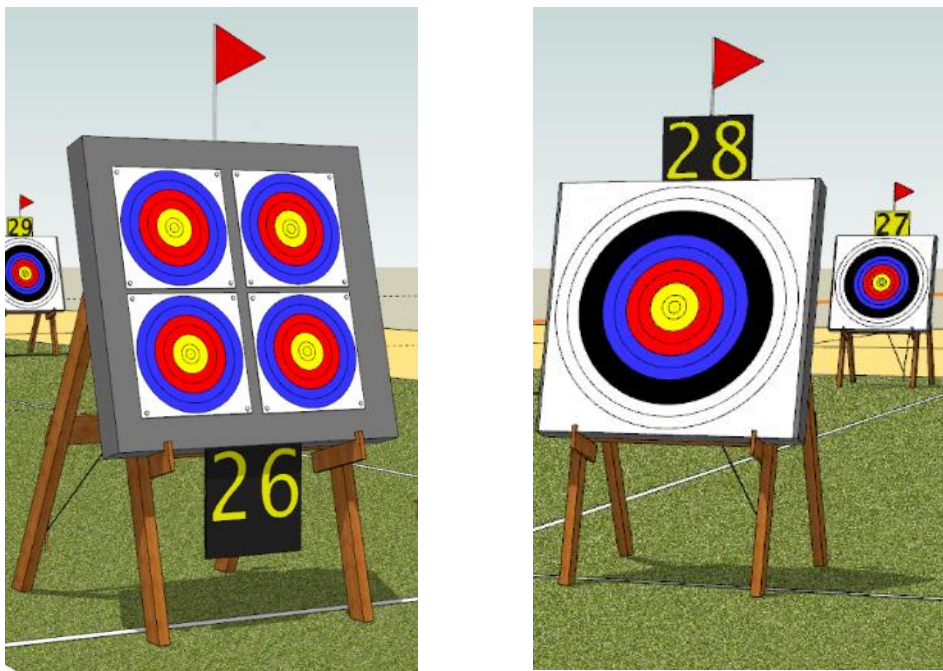


Figure 10. Target Buttress Front View acceptable configurations

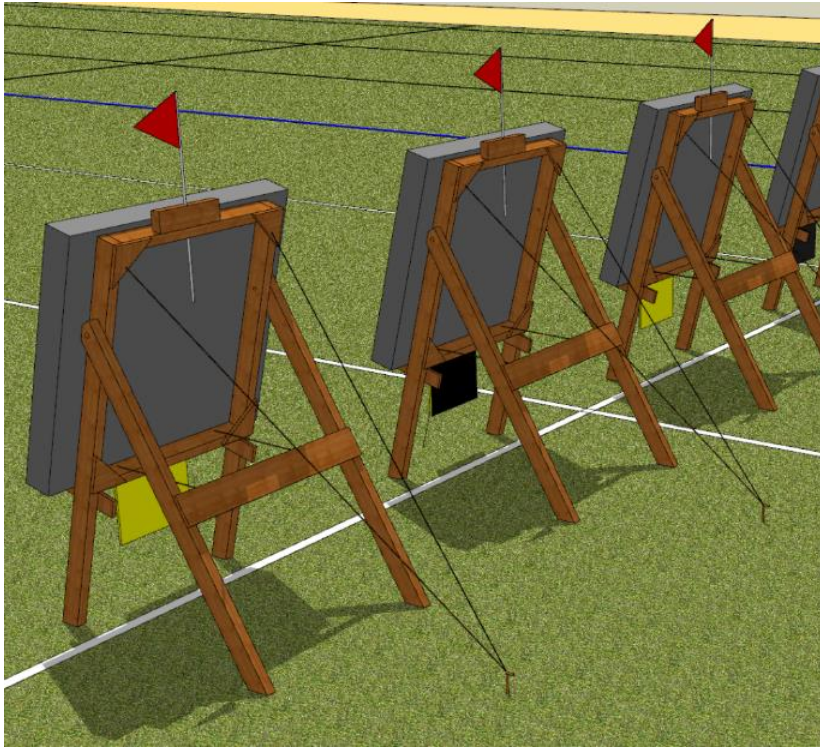


Figure 11. Target Buttress Rear View showing tie back

On the practice days before the tournament, check that the material of the buttresses does not cause the arrows to be excessively deflected after they hit the target. If this problem occurs, and the Judges can identify it well in advance, it may be possible to find alternatives to solve it before the actual competition begins.

The Target Faces

After confirming that the target faces are supplied by a WA licensee and that they fit the description given in the rule books, you should measure representative samples of the target faces to be certain they meet tolerance specifications as given.

Take samples from different packages and various positions in the batch within the same package. This is because it is possible that the level of moisture in some packages may be higher than in others and you will need to set some target faces to dry in the sun before you can use them. Moist faces often suffer variations in their size, and especially if they have been soaked wet by rain and then dry again. If this happens during match play and there is a need to change a face, you must change for both athletes. Be certain that there is an adequate supply of all sizes needed.

Targets must be measured on a flat table before the tournament begins, not on the buttress.

Colours are now “standardized”, yet there may be slight variations caused by the paper, sun etc. The most important issue is that the faces in use are uniform in size and colour for each class.

BK2 - 7.2.2
(please note that there is a list online on the WA website)

BK2 - 7.2.2.2

When the target faces are fixed horizontally to the buttresses the centre of the gold will be 130cm above the ground, with a tolerance not exceeding +/- 5cm. In Multi-face set ups (3 or 4 faces), the centres should be at a minimum height of 90cm and a maximum height of 172cm.

We are sure that you also have been aware that the targets in big events, for TV purposes have some visible numbers from 1-10 in the scoring zones. Though you will not find anything about this in the rules, this is still well accepted.

3.12.2 Indoor Archery

All markings behind and in front of the shooting line used during indoor events are the same as those used during outdoor competitions, except for the distance between the waiting line and the shooting line which must be at least 3 metres behind the shooting line.

The height of the centres, of the gold, on each target should look straight at all times.

We must ensure through a visual inspection that the source of light used in indoor events, whether natural or artificial, has the same effect on the visibility of the targets, and that the light intensity is the same for each and every target. It is important that where possible and within practical limits, we need to see that arrow shadows do not fall on adjacent competitor's target faces.

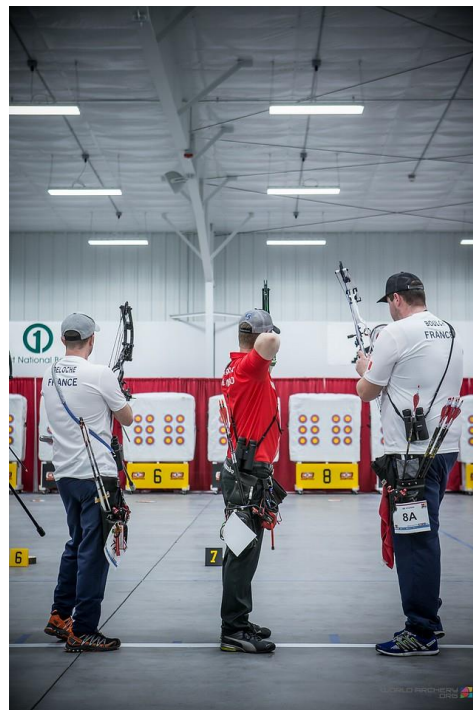


Figure 12. Target Buttruss configuration 18m indoor championship

When checking the set-up of indoor faces, you must be aware of the various distances between the rows of faces, some are maximum and some are minimum requirements, and vary depending on the number of faces in use at the various stages and events.

Image 4

BK2 - 7.2.4





4.0 TOURNAMENT PROCEDURES - PART I TARGET ARCHERY

QUALIFICATION ROUNDS - (RANKING)

4.1 Target Face – Set Up

Often the field crew consists of volunteers that are not necessarily athletes and fixing the face to the buttress may be done without the proper care of having the prescribed space on the buttress outside the scoring zones, and on several occasions it has been observed that the pins which fix the faces to the buttress were placed too close to the scoring zones – and even within the zone. Check carefully to prevent this from happening.

When the set-up has three or four centre faces, then the rules give a maximum height for the upper face and minimum height for the lower face, giving a degree of flexibility in order to avoid shooting at the most worn parts of the buttresses, and this must be our guideline when applying the rules. Basically, the same idea is used for indoor, except when a team shoot off is required. In this situation one triple face will be set horizontally with the centre of the target face set at 130cm above the floor.

4.2 Practice

For Outdoor and Indoor Target Championships, practice will be for a minimum of twenty (20) minutes and a maximum of forty-five (45) minutes on all days of the Qualification Round. **Practice ends with the pulling of the arrows at the last end of practice.**

The practice targets will be set up at the first distance to be shot by each class. When shooting the Elimination Round and Finals Round, the Organizers may decide on the length of the practice period taking into account the schedule for

*BK2 -
7.1.1.3
BK2 -
7.1.1.4*

*BK2 - 7.2.3
BK2 - 7.2.4*

BK3 - 16

each day. During practice, it has been asked if the coaches are allowed to stand close to the athletes on the shooting line or even walking to the targets. This is a procedure that has been used for some years and there has never been any protest regarding such behaviour. The Judges will therefore consider this to be allowed.

However, the communication between the coach and athlete(s) must not be considered (by the Judge) to be unduly disturbing to the other athletes.

4.3 Rechecking of Venue Equipment

During the practice period before the competition, the Judges must re-check their assigned targets, and be certain that no changes have occurred overnight whether by vandalism or accident. Do a quick walk around to be sure that everything is correct. Using the practice period for the re-checking, enables you to be available in case questions or other matters arise that need to be solved before the competition starts. During this period, you may also check the quality of the butts, and you are able to check the quality of the timing signals and how they are used.

As a result of the rule of only one Judge call for arrow values, there is not the same need for the number of Judges on the field as before and the Chairperson of the Judge Commission should allocate Judges to carry this form of control.

4.4 Rechecking of Athletes Equipment

It is very important that you take a look at the athletes' equipment while in use to see if there is anything that seems to be illegal; like sound preventing items, spectacles, sunglasses or eye-patches to see if they comply with the rules; possible use of bow braces for support; more than the described distance of "overdraw" etc. Spot-tests of compound draw weights are essential. Such tests however, should not interfere with the efficient running of the tournament nor be off-putting to the athletes.

Furthermore, it also gives the opportunity to control advertising, the number of team officials and the dress code, all of which are important issues.

If a piece of illegal equipment is found or an illegal use of equipment is discovered during such on-going checking, the Judge must immediately take action in order to avoid someone taking advantage over other athletes in an unfair way.

**BK3 – 18.1.2
BK3 – 20.1
BK1 – 2.2.7**

When this happens (is discovered) the Judge will approach the team manager (or the athlete if no team manager is available) advising them that the athlete must correct the equipment or use equipment according to the rules. As the athlete has the responsibility of using correct equipment, the Judge will face the issue of what to do with the scores achieved up to the time of correction. The rules do not advise any automatic reaction to such situations, and if the athlete has had no advantage from the illegal equipment or its use, to comply with the rules upon the advice of the Judge will be a sufficient action.

If, on the other hand, the consideration of the Judge(s) is that the athlete, by

using the illegal equipment, is found to have gained a significant advantage over the other athletes, then a disqualification of those scores may be a fair solution.

In other words, you have to evaluate the specific situation conscientiously by considering the type of equipment, the conditions under which it was used and how many ends have been shot, before you make a decision.

Discussion with the Chairperson is essential before any decision to disqualify scores can be considered.

4.5 On the Shooting Line

4.5.1 Shooting Positions

You must check that the athlete's position on the line does not create conflict.

BK2 - 3.12

4.5.2 High draw

Judges must be concerned with safety aspects at all times during a competition. If, in the opinion of the Judge, an athlete is using a technique to draw back the string which could allow the arrow, if accidentally released, to fly beyond a safety zone or safety arrangements (overshoot area, net wall etc;), the athlete must be advised to change their technique. If an athlete persists in using such a technique after being informed of this irregularity, then in the interest of safety the athlete will be asked by the Chairperson of the Judges' Commission and/or the DOS to stop shooting immediately and leave the field.

BK3 - 15.4.6

However, it is not always easy to determine what constitutes a high draw. It is not necessarily a high draw when an athlete is lifting the bow-arm above shoulder level. The safety issue is a factor only when there is a considerable pull on the string (or beyond the peak weight point of a compound bow).



Figure 13. High Draw?

The Judge must therefore consider the position of the bow arm and the direction of the arrow at the moment the string is pulled back. It is a fact that there is more reason to be concerned about compound athletes than recurve, as the latter has more control vis-à-vis an unintentional release. Another issue in this respect is if there is a safety issue at the specific venue. The background may be totally safe, irrespectively of how the athletes are drawing the bow.

During the last couple of years, we have also seen that several athletes are pulling their bow sidewise, which especially in a Finals field means that the pull in fact is directed towards the spectators. This is of course not acceptable and has to be picked up by the judges as early as possible.

Considering these parameters, it will always be wise to have more Judges to study the athlete in question and also involve the Chairperson.

4.6 The 3 Metre Line – Valid Arrows

The line 3 metres in front of the shooting line creates greater fairness to athletes in a situation where an arrow drops down from the bow or is miss-shot for some reason. The rule refers to a part of the arrow shaft needing to be within the 3 metre-zone to be considered as having been not shot. This is to indicate that a nock or vane that might have fallen off is not enough to be allowed to shoot another arrow. Even if only the nock of the arrow is within the 3m zone, as long as it is still attached to the shaft, it will be enough to allow another arrow to be shot.

Remember that the 3m metre line is really a two dimensional plain that projects vertically above the 3m line as shown in Figure 14.

**BK2 -
7.1.1.9**

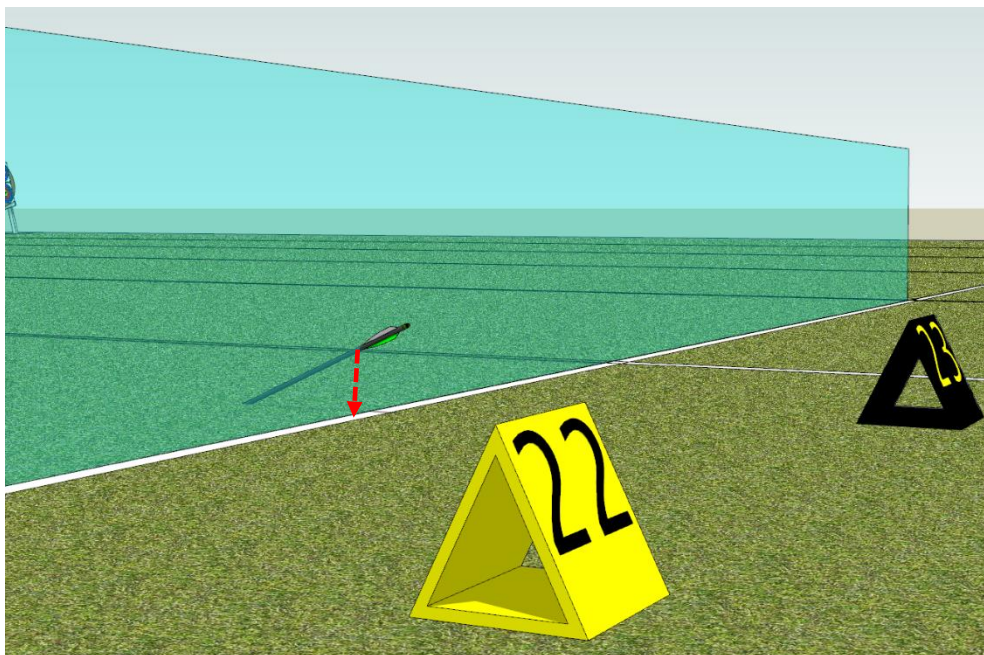


Figure 14. 3 - Meter Line

The smoothest way of dealing with a drop-down arrow is that the athlete, seeing

that the arrow is within the 3m line, shoots another arrow within the time limit. However, knowing that such drop-down is often the result of an equipment failure (e.g. brokennock), it might be dealt with as such, if the athlete stops shooting and calls a Judge. Then the Judge can go to the 3m line to check the position of the arrow when the end is finished and take care of possible remaining arrows to be shot.

The above procedure is applicable for a qualification round but not for the match play round as there is no provision of make-up arrows. In case of a similar situation arises in a match-play, the judge must advise the archer to decide by himself/herself if the arrow is within the 3m line or not and then decide accordingly. Upon the end of shooting for the set/end, the judge shall move to the shooting line and try to infer from the athlete's position if the arrow appeared to be in or out. While doing this procedure, the judge needs to keep in mind the height of the archer which gives the angle of vision as that might affect the judgement as well. In any condition, the benefit of the doubt must always be in the favour of the archer. If the arrow appears to be within the 3m line, the judge declares the arrow to have not been shot. However, if the arrow appears to be outside the 3m line, then the judge moves to the 3m line and makes their final verdict based on the actual position of the arrow to avoid any mistake.

This situation is one of two possible situations, in which the athlete may be allowed to re-shoot an arrow.

4.7 Coaching information and athletes on the line

While an athlete is on the shooting line, they may receive non-electronic coaching information from the team management, provided that this does not disturb the other athletes.

BK3 - 12.6

The question that remains is "when does it disturb the other athletes"? Of course we are talking about an objective standard, and experience has shown that information with normal voice level, or of course with signs, is acceptable.

The intention is to not allow any conversation between athlete and management, the athlete is not to speak from the shooting line. That may easily cause a disturbance to the other athletes.

4.8 Use of Telescopes

Scopes when used on the shooting line must be adjusted so the highest portion of the scope is no higher than the armpit (figure 15) of the athlete using it (so that they do not prevent clear images for photographers).

BK3 -
11.1.9.2

When three athletes stand on the line at the same time, they do not need to remove their telescopes when they leave the shooting line.

When **four athletes shoot in two details**, the scopes must be removed, unless two athletes on different details agree to use the same telescope. **In this case, the height of the scope cannot be higher than the armpit height of the shorter athlete.**

While **scopes** are **not allowed** in the **finals field**, archers **allowed to have binoculars** for their use even when there are digital screens present.



Figure 15. Scopes on the shooting line.

On the Left hand side, the preferred position, while the right hand side note that the athlete's scope is set too high.

4.9 Athletes leaving the line

The rules tell us that athletes have to leave the line when they have finished their shooting. The intention is to avoid having any unnecessary delays, so the importance of this rule concerns those athletes who are the last ones on the line.

We are not concerned about the athlete who, out of courtesy to a neighbour who is still shooting, remains on the line in order not to disturb.

Another issue is athletes who leave the shooting line and return to continue shooting within the time limit given. First of all, it must be clear that this is not forbidden unless it is done repeatedly to disturb opponent(s). However, it is the responsibility of the athlete to return to the line before the end is finished.

4.10 Electronic communication

For some time now there has been a discussion of whether team management may use electronic communication between themselves (but not the athletes) behind the waiting line. It has also raised the question of using cellular phones behind the waiting line. All of this is now accepted (except for the Olympics, World Championships Finals, and World Cup Event Finals – and principally for image reasons). Also, current rules allow the use of fitness trackers, smart watches, heartrate chest bands, etc. by archers - to communicate data electronically for monitoring physiological data, provided the device does not look visually intrusive.

BK3 - 12.6

Bk3 - 11.3.2

4.11 Target Anomalies

4.11.1 Bouncers

The Judge, on being notified of this situation, will proceed to the shooting line to determine the exact problem then retire to the waiting line. As the line is clearing, the Judge will move to the shooting line and indicate the problem to the DOS by visual signals or by radio communication (if any).

**BK3 -
14.2.6.1**

The signal will include the number of arrows left to shoot. The DOS will ask athletes to wait until the matter has been sorted out. The athlete with the bouncer (or the team manager or designated official) and the Judge will advance to the target. The Judge will first locate the arrow and, considering its position on the ground or elsewhere, will decide whether it was possibly a bouncer or not. The judge will then attempt to locate the mark left by the bouncer. If it can be found, the Judge will record the value in their notebook, mark the hole, and place the arrow in question behind the target. Before marking the hole, the Judge should make sure that there are no arrows on the target whose value could possibly be questioned by the athletes during scoring. **If there is an arrow close to a scoring line, the Judge should follow the proper procedure to decide the value of the arrow before marking the hole.** In such cases, the Judge will take note of the score(s) in their notebook.

If the Judge finds more than one unmarked hole in the target face, they will give the arrow the lowest value of the unmarked scoring holes.

If there are arrows still to be shot by athletes on that target, the end will be completed before the whole line scores that end.

The Judge present at the situation in question, will, during the scoring, confirm the value of the arrow that bounced from the target.

4.11.2 Pass-Through

The procedure for a pass-through is similar to a bouncer, although a pass-through is not always discovered until the athletes are at the target for scoring. When a pass-through is discovered, all the athletes that shot on that target will move forward in case scoring of the shot arrows has to be done or the target buttress has to be replaced.

**BK3 -
14.2.6.2**

When a pass-through is claimed, the Judge should first try to locate the arrow either on the ground or possibly embedded in the target in such a way that it is not possible to see its nock. Once the Judge is certain that the arrow really is a pass-through, judged by its position on the ground and/or other proofs, they should try to identify the hole and the value. Sometimes this can be done because of marks from the vanes of an arrow passing through give evidence of the hole. Occasionally you will find several unmarked holes, although only one hole is in an area on the target where a pass through might happen. Only if you cannot identify the hole, then the lowest unmarked hole will be scored.

If the arrow is deeply embedded in the butt the Judge must try to identify the value of the arrow before pushing it back to the front of the buttress. This may be done by measuring the distance to other arrows on the backside or to the edge of the butt.

Pushing back the arrow should only happen if it is necessary to identify the value of the arrow and should not be done until all other arrows have been scored.

Extreme caution must be taken to ensure that the arrow is pushed back at the same angle it entered the buttress.

If a pass-through occurs, then the buttress should be replaced or strengthened by any appropriate means to avoid any further occurrence.

4.11.3 Hanging Arrows

If an arrow is hanging across the target face, but not properly embedded in the buttress, all shooting on the buttress must cease immediately to reduce the risk of the arrow falling out of the target or being damaged by another arrow. Then the procedure is the same as for a bouncer and a pass-through.

The value of a hanging arrow is judged by its impact on the scoring zone from which it is hanging.

Sometimes the shaft of a hanging arrow is touching multiple scoring zones, but this has no significance on the actual score.

4.11.4 Indoor Scoring

Occasionally athletes are making mistakes (or misses) when shooting at multiple centre faces, and thereby shooting two arrows in one centre; i.e. with a 10 and 9 in the upper centre, no arrows in the middle centre and an 8 in the lower centre. The rules tell us that if you have two arrows in one centre, the higher value will become a miss. The proper scoring procedure result is 9-8-M.

Sometimes the athlete is trying to compensate by shooting another arrow in the open centre; in our example thus having 10 and 9 in the upper centre, a 10 in the middle centre and an 8 in the lower centre. We know that if you shoot more arrows than you should, you score the lowest three scores, but to find these scores you must first deal with the situation in the upper centre; here we have 9-M-10-8 (organized to 10-9-8-M). The three lowest values will then be 9-8-M in our example.

Rarely will you find an athlete making these double mistakes and even make a third mistake by shooting one of the arrows out of time. The procedure will then be a) take care of two arrows in one centre, b) find the lowest three scores and c) cross over and change to M the highest of the three. In our example, the results would be $9-M - 8 - M = 8$ points.

You will always make it right if you use the correct procedure.

**BK3 -
14.2.6.1**

4.12 Equipment Failures (not in World Ranking (WR) Events)

Should an athlete experience failure of their equipment during an end, the athlete will immediately notify a Judge. The Judge will approach the athlete, to be convinced that there actually is an equipment failure. The Judge will retire to the waiting line after finding out how many arrows are left to be shot, and the athlete's estimate of the time needed to effect repairs. The DOS must be advised as soon as possible by radio or, just before the shooting line clears, the Judge will move to the line, and will signal the DOS of the equipment failure. This is necessary to avoid the DOS sending the athletes forward to score when the line clears. If the athlete is then able to make up the remaining arrows, the Judge will indicate to the DOS the number of arrows left to shoot. If the athlete is unable to continue at that time, the Judge will give the signal for the DOS to proceed with the scoring.

BK3 - 12.2.3

In all cases, the make-up arrows will be shot at the earliest possible opportunity. An equipment failure is to replace or repair items for which the athlete could not be expected to foresee a problem. Broken strings or nocks, loose sights, damaged tabs, shifted clickers and the like are equipment failures. It is not designed to allow an athlete to re-serve a string, re-fletch an arrow and so on, for which replacements should be on hand. However, for national or local tournaments it might be necessary for judges to be a bit more lenient.

The rules allow a maximum of 15 minutes to make up the arrows not shot at any equipment failure. This is meant to apply for severe problems and it will be practical to make up arrows after the last end of the distance (as soon as the scoring of the last end is completed). Common sense must apply and there will be no timing of 15 minutes. However, for the sake of consistency, the new rules allow a maximum of 2 ends of six arrows for outdoors or 3 ends of three arrows for indoors as make up ends, to be shot with a normal scoring procedure after each end.

BK3 - 12.2.3

If the equipment failure occurs in the end of a distance, you may give the athlete some time to repair the equipment before making up arrows not shot.

BK3 - 12.2.4

BK3 - 12.2.5

Please note that the rule applies for “any equipment failure”, so if an athlete unfortunately gets a second or more equipment failures, they will be handled in the same way.

NOTES: The athlete may take as long as they need to repair the equipment. However, making up the missed arrows may not take more than approximately 15 minutes.

Furthermore, athletes with equipment failures will not be given time to make practice arrows after correcting such failures.

In the match play phase of the competition there is no time allowed for equipment failure.

Toilet breaks are not considered equipment failures, though the rules do allow athletes to appoint others to score for them, or to change places in the shooting order with another athlete to allow time for such necessities. If the problem seems to be of an epidemic character, the Judges and DOS will find a common-sense solution.

4.13 Medical Problems (not in WR Events)

Muscular stress or injury is not considered as equipment failure. It is the athlete's responsibility to be fit for the competition. But be aware that recently, rules have been accepted regarding an unexpected medical problem occurring during the competition. Medical personnel should determine the extent of the problem and the fitness of the athlete to continue competing, without assistance. Making up missed arrows is similar to that of equipment failures.

BK3 - 12.2.3

These medical rules are not valid for match play phases of the competition.

4.14 Multiple arrows make up

When there are athletes who are going to make up arrows after bouncers, equipment failures etc., having various numbers of arrows to be shot at the same time, there may be two options of organizing the shoot. If there are few athletes, they will be called to the shooting line at the same time. The timing will reflect the highest number of arrows and a Judge will indicate to the individual athletes when to start shooting by a verbal "start" when the time corresponds to the number of arrows left. The Judge should instruct the athletes of the procedure before commencing shooting. If there are several athletes, they will be handled separately according to the number of arrows to be shot.

BK3 - 13.4.1

The time allotted for each arrow to be shot will be forty seconds.

4.15 Shooting Before and After the Signal

As athletes are not allowed to raise the bow arm until the signal is given, shooting before the signal is rare. More often you will face the problem of an athlete shooting after the time limit has expired, letting the arrow go on or closely after the signal. The first audio sound is the indication that the time has expired.

BK3 - 15.2.2

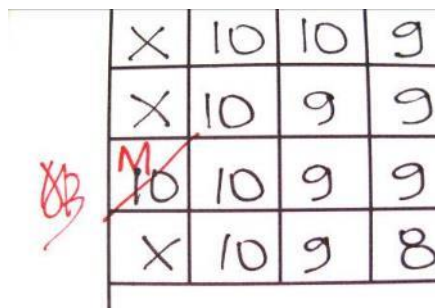
Before you take action, **you must be absolutely** sure that the time limit had expired - often a difficult judgment. You must take into consideration that you may have heard the sound signal before the competitor. This is a reality if you are standing closer to the sound source.

It is also very important that you position yourself in time to see the release of the arrow, which is the decisive point of your decision.

You may, if practical, consult the DOS on the situation, as they are supposed to have watched the situation closely.

If an arrow is shot simultaneously with the start of the stop shooting signal, the athlete must be given the benefit of the doubt. When an arrow has been shot before or after the timing signal, the athlete will forfeit the highest scoring arrow of that end. You must indicate this by showing a red card. The value of each of the arrows shot (3 or 6) shall be entered in the scorecard. The Judge will then make the correction and will initial it in red (figure 16).

For an arrow shot on the competition field after the closure of the practice session and before the start of the competition, or during breaks, the athlete will lose the highest scoring arrow of the next end; however, the athlete will shoot 3 or 6 arrows as the case may be in that end. It would be advisable to inform the athlete to shoot a full end, record all the arrows and then the Judge will change the score sheet. If this happens, a red card must be shown at the conclusion of the end.



X	10	10	9
X	10	9	9
X	10	10	9
X	10	9	8

Figure 16. Scorecard corrections.

4.16 Discrepancies between Sound and Timing Signals

4.16.1 Sound Signals

The rules say that the audible signal is valid if there is a discrepancy between it and the lights. So, if the differential between the two is a matter of a second or so, the sound is to be considered the correct valid function. If, however, the DOS or whomever is supposed to be giving the acoustic signal, due to lack of attention, or an interruption (such as someone talking to them) fails to do so for several seconds, you must use common sense. **Your action in this case should be to discover which control was in fact accurate and make a decision to the advantage of the athletes, who should not be penalized because of an official's oversight.** This is even more important if the sound signal is given before the end of the prescribed time.

BK2 -
7.2.5.1

4.16.2 Timing Signals

For a long time there has been discussion between Judges as to how to handle situations when there has been something wrong with the time warning signal (yellow lights, clocks etc.) causing athletes to not be able to shoot their last arrow(s) before the sound signal to stop shooting is given at the correct time, or to shoot in a hurry if the timing on the clock is set incorrectly too short.

a) The athlete has the right to have the correct time warning signal 30 sec before the end of the time period. If less than 30 sec is given, the athlete will be allowed

40 sec per arrow to shoot the remaining arrow(s) – even if the total timing (2 min or 4 min) has been correct.

However, athletes will not be allowed to make up arrow(s) if there are other means of timing, in function, which they can see – e.g. if there is a countdown clock easily visible while the lights are not functioning correctly. Make a fair judgment on the actual situation and give the benefit of doubt to the advantage of the athlete involved. However, be aware that when shooting single arrow ends a warning signal may not be given.

You should also be aware that if the clocks or lights disappear, the end will not stop. Most athletes have their trained rhythm and will continue to shoot well within time, and if they stop shooting, we follow the procedure mentioned above.

b) If too short timeframe is set on the clocks by a mistake, it is advisable to “black out” the timing to avoid athletes being stressed by the short time frame, and at the same time to stop shooting. The athletes will either continue to shoot or stop, as mentioned above – and the judges will handle the situation in the best interest of the athletes.

On occasions (mostly when athletes have to make up arrows due to bouncers, equipment failures etc.) Judges have taken over the timing responsibility. However, Judges are not timers – in fact they are there to control the conduct of timing.

Therefore, as a basic procedure the DOS or the deputies shall do the timing in all situations where timing is necessary.

4.17 Judges Position during Scoring

After the signal to proceed with scoring, Judges will move to the targets as a unit, in line. They will remain at their designated positions, approximately 10 meters in front of the targets assigned to them. If called for assistance, they will carry out the task and return to their position facing the targets.

If the Judge assigned to the targets on either side of you is busy and assistance is required at another of their targets, offer your assistance immediately and when finished return to your designated location.

When all of the athletes have completed their scoring, and passed through the Judges, the Judges will make certain that no one is behind the targets and their assigned targets are clear (no arrows left) and safe (e.g. target face in good shape). At that time the Judges will leave the field as a unit, indicating to the DOS that the field is clear and safe. ref. section 5.2 (Elimination Round of the Olympic Round).

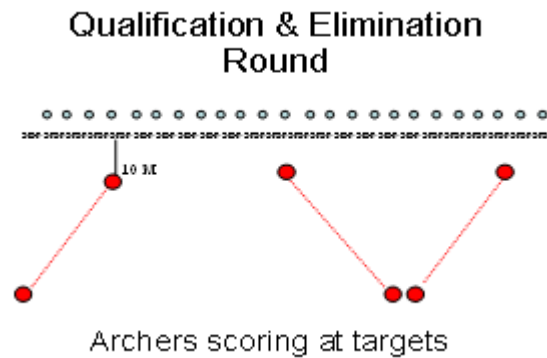


Figure 17. Judges position during scoring

Judges are to move from the shooting line in one band stopping 10 m behind the athletes whilst they proceed to score.

4.18 Arrow Values – No Second Call

Judging arrow values in the target is one of the Judges most important responsibilities, especially since the call of a single Judge is final. You will get the athletes' respect and trust if you do this important job professionally.

BK3 - 14.1.3
BK3 - 14.1.5
BK3 - 14.2

It is vital that you meet the problem in a proper way;

- (a) Always use your magnifying glass*
- (b) Always view the arrow from both sides – once*
- (c) Always view the arrow from a position close to right angles (90 degrees) with the arrow shaft, parallel to the target face.*
- (d) Always try to avoid touching the face, butt or arrows.*
- (e) Always give a clear value of the arrow.*
- (f) Always check that your called value is scored.*

Never ask to whom the questionable arrow belongs, and refrain from making comments on how difficult it is for you to judge the arrow.

***Be firm in your announcement of the decision you have made,
e.g. "The arrow is a nine."***

When the dividing line is not present, you may sometimes find it necessary to look at the line from a position right in front of the target, from where you will be able to better estimate the probable radius of the missing section of the line. Do this only after you have tried to judge the arrow with your magnifying glass from both sides.

Always remember that there is no dividing line between values 2 and 3, and between values 4 and 5. We are often surprised by the number of athletes around the world who claim that their arrow is a 5 because it touches a darker line on the inside border of the black. They are actually referring to the zone where the two colours overlap. This area belongs to the 4 points scoring zone.

Apply these guidelines in your judging:

(1). If the dividing line is not intact, or if it is displaced by an arrow in the area in question, try to visualize the imaginary circumference of the original circle.

(2). Do not take too long in making your decision. If you are not sure, give the higher value. Remember that the athlete gets the benefit of the doubt.

BK3 - 14.2

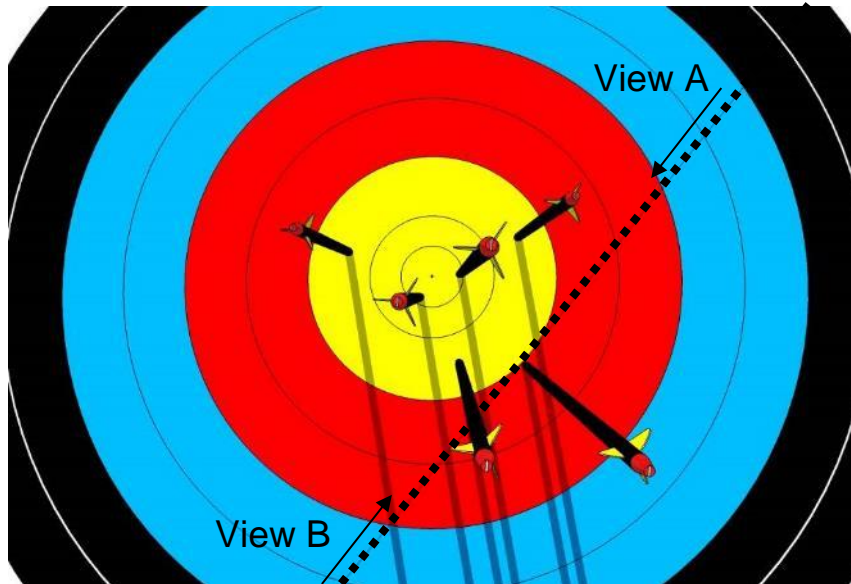


Figure 18. Scoring an Arrow

(The arrow on the bottom right of the target above (figure 18) is very close to the line and requires a Judge to decide on the arrow value. The first impression of the target, is a frontal view which in many cases can be misleading, because of this, arrow calls should not be determined from this view. It is always necessary to take a tangential viewpoint toward the scoring ring and the arrow impact point from the upper right-hand corner of the target toward the arrow (View A) and from the bottom again toward the arrow (View B)). An inspection from in front of the target may be required when the scoring ring is missing.



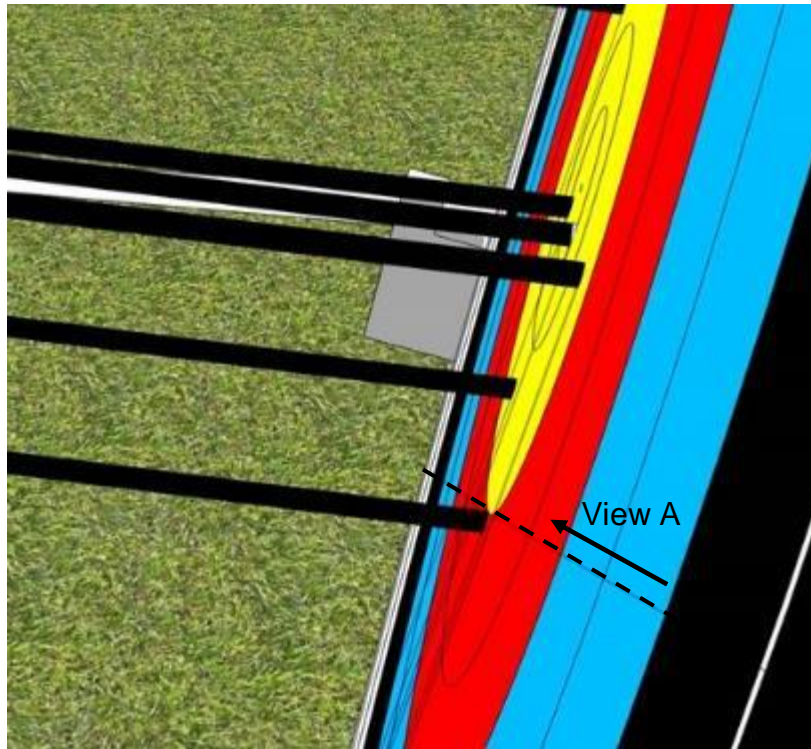
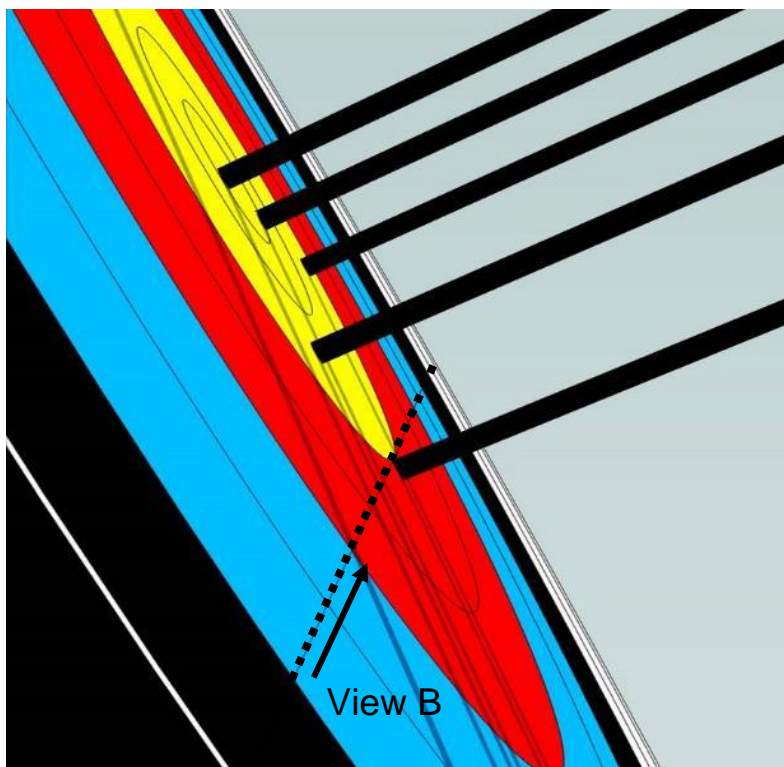


Figure 19. (above) viewed from above and 20. (below) viewed from below

Scoring an Arrow as seen from View Point A and View Point B. The arrow to be scored should be viewed tangentially to the scoring ring from above and below. In these figures you have a general view of the questionable arrow looking up/down the tangential line.



Once a Judge has decided on the value of an arrow still in the target, there can be no second call or appeal.

BK3 - 14.1.3

There may be situations where you are asked to make a call regarding an arrow which is not questionable at all, and where it would look rather ridiculous to follow the procedure described above. In such situations it may be wise to ask the athletes about their opinion, upon which they normally will agree to the actual value without further assistance from you.

The chairperson can overrule decisions made by the judges which can be identified as mistakes. Overruling shall not be allowed regarding non-appealable issues.

BK3 - 14.1.5
BK3 - 19.2

BK2 -
3.11.3.3

BK3 - 14.2.2
BK3 - 15.2.6

4.19 Number of Arrows Shot – In /Out of time

On occasion athletes may for one reason or another shoot more arrows than permitted or even shoot arrows before or after the timing signals to commence and to stop respectively. In the latter situation the Judge is required to take action to adjust the score on the score card. If an arrow is shot out of time it is imperative that you give a red card and that the original scores are duly noted on the score card as these actions are subject to appeal.

4.19.1 Too Many Arrows Shot

If an athlete shoots more arrows than is permitted in the allotted time, then depending on the round being shot, the lowest six arrows or lowest three arrows will be scored. The same solution is for teams and mixed team when shooting simultaneously.

4.19.2 Multiple Violations

If an athlete shoots an arrow out of time and also shoots too many arrows, then multiple violations have occurred. In this situation, the lowest six/three arrows will be scored according to their values in the target, and then the highest score (of the six/three) will be crossed over and corrected to a Miss.

4.20 Scorecards and Scorecard Corrections

In both Outdoor and Indoor tournaments where there are no official scorers the athletes score themselves often using two sets of scorecards. Should there be a discrepancy in the arrow values between the two sets, the lower value will be the valid one.

However, a mistake on the scorecard may be corrected by the athletes before the arrows are drawn, provided that all the athletes on the target agree on the correction and initial it. Should you as a Judge be asked to make the correction, do so - but at the same time educate the athletes that they are supposed to handle the issue themselves.

On the final end of the round, the athletes are required to sign the scorecard. This action signifies that the athletes agree with the written arrow values, the sum total indicated at the bottom of the score card, the number of 10's and X's and thus also the winner of a match.

Recently, there have been multiple cases where both the archers in a match-play did not sign the scorecard. Under such scenario, both the archers are disqualified from the tournament and the archer in the next stage of the elimination bracket gets a bye.

BK3 - 17.1.1

4.21 Marking Holes

Many athletes feel that it is necessary to mark all holes on the target face, both inside and outside the actual scoring area. Some mark all holes on the buttress and even the holes in the wood of the target stand.

The rules state “An arrow hitting the target and rebounding, shall score according to its impact on the target face, provided all arrow holes have been marked and an unmarked hole or mark can be identified”. The key words are "target face", the 40, 60, 80 or 122cm scoring zones. Holes outside the scoring zones will not be taken into consideration.

Marking holes is not the responsibility of the Judges.

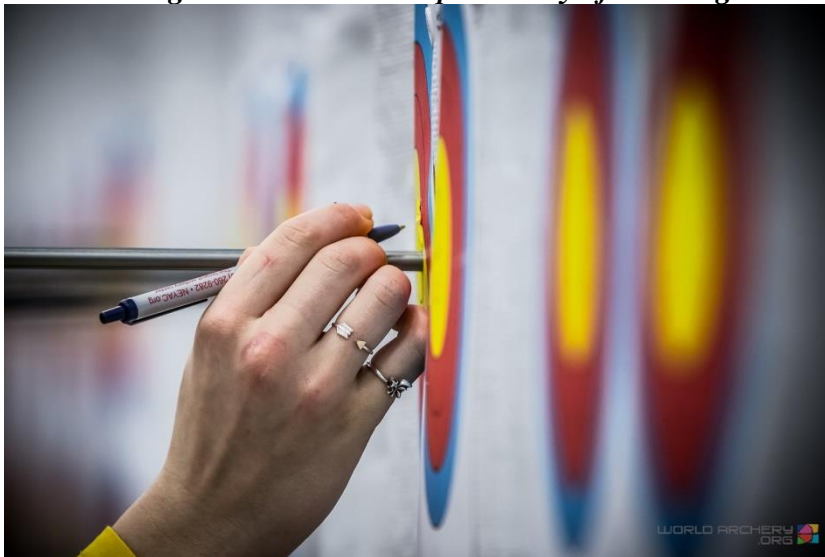


Figure 21. Marking of arrow holes

It is only in special circumstances clearly described in the rules and in this Guidebook that a Judge is expected to mark holes. However, if you are checking a target face to evaluate a possible replacement or to assess the conditions of the dividing lines, and you find an unmarked hole, mark it, and educate the athletes on that target of their responsibility, and advise their Team managers of your action.

Very often the athletes on one target distribute responsibilities and they appoint one athlete to mark the holes, another to pull the arrows, etc. Such an action by the Judge will instil in the athletes, the need for marking the holes. You will often be surprised that even experienced athletes do not mark the holes properly. Teach the athletes to mark holes with short lines, not longer than 5 millimetres. Two lines in a right angle are enough.

Be aware that some athletes, at indoor events mostly, are marking the holes boldly in order to get a better aiming point in the centre, or even enlarging some holes for the same purpose. This is certainly not acceptable; you will change the face and advise the athletes.

4.22 Arrows Left in Target

If arrows are inadvertently left in the target butt, the shooting will not be interrupted.

4.23 Problems on the Target

Not all problematic instances at the target are handled from the target line. In windy conditions target faces may become loose. If a target works loose in the wind and, for example, one corner hangs over a scoring area in the middle of an end, the athletes of that target will stop shooting until the whole line has finished. The Judge will then proceed to the target with the athletes when the other athletes on the field have finished their end, record the value of the arrows in their notebook, mark the holes, have the arrows pulled and fix the target.

The Judge will return to the shooting line with the athletes and signal to the DOS the number of arrows still to be shot by the athletes concerned, who will then shoot their remaining arrow(s) before general scoring takes place. The Judge will participate in the scoring of the target concerned.

4.24 Fallen Buttress

If the target face or target buttress blows over (in spite of having been fixed and pegged down to the satisfaction of the Judges), the Judge assigned to such a target will take whatever measures deemed necessary and ensure adequate time for shooting the remaining number of arrows once the situation on that target buttress has been carefully assessed.

If it is evident that the arrows have been broken or dislodged from the impact position or if it is impossible to determine the precise impact point and hence the value of the arrows, then the assigned Judge decides what action to take. Only arrows that are impossible to score should be considered as having been not shot.

This situation is the second of two possible situations, in which the athlete may be allowed to re-shoot their arrows.

During a match play, if shooting is stopped due to a blown target face or a fallen target butt, the Judge must ensure that both the archers/teams stop shooting.

4.25 Qualification Round shoot-off procedures

If the athletes are tied at a position at the end of the qualification round, where all the athletes concerned advance to the next stage of the competition within the pairing chart, the tie is solved by counting the number of tens (*including both 10s and X's*), and then the number of X's.

The Judges do not necessarily have to become involved in this procedure, which is normally done by the electronic results system. Your job here is to check, before the competition begins, that the computers can actually solve ties following this procedure. If these athletes have the same number of tens and X's, then a Judge should make a draw unless this is generated by computer.

BK3 - 14.3.1
BK3 - 14.3.2

BK3 - 12.5.1
bullet 2

BK3 - 14.5.2

Until official information about shoot-offs is given, athletes must remain on the competition field. An athlete who is not present to participate in an announced shoot-off match will be declared the loser of that match.

If the athletes are tied in a position where one athlete advances to the next stage and the other is eliminated, then a shoot-off will be necessary. Be aware when 104 athletes qualify, the 8 top athletes will have two byes, **a tie for the 8th place therefore also requires a shoot off.**

The shoot-off will consist of a one-arrow end at the last distance shot in the qualification round. The organizer will set up two targets in the centre of the field (or somewhere else more visible to the public). If the last distance was 30m shot on 80cm centre faces (with three or four faces on the target), the same set-up will be used for the shoot off and the athletes will shoot at the same centre as they did during the competition (A, B, C or D). The athletes will shoot their arrow simultaneously within 40 seconds. Sometimes these targets are quite far from the Director of Shooting, and it is the Judge on the line who must signal to the DOS when the athletes are ready to start. Make sure only the athletes involved walk in front of the waiting line.

Each athlete will shoot a single arrow for score. If the score is the same, the athletes with the arrow closest to the centre after measuring will be declared the winner. If tied for score and distance from the centre, the procedure will be repeated till a winner can be declared.

When measuring the distance from the centre this should preferably be done by using a measuring device that can be locked and transposed from one target to another. Do not use digital devices for measuring the distance from the centre to the arrow. If the distance is very close and you are in doubt, declare both athletes still tied and allow them to shoot another arrow.

**BK3 -
14.5.2.2**

4.26 Unsportsmanlike Behaviour

The rule book now addresses the issue of un-sportsmanlike behaviour, it goes on to say that that Un-sportsmanlike behaviour shall not be tolerated. Such conduct by an athlete or anyone deemed to assisting an athlete shall result in disqualification of the athlete in question and may further result in suspension from future events.

This is one of those judging grey areas. What can be considered as un-sportsmanlike behaviour? The interpretation of this is very subjective and is dependent on the Judge.

Verbal insults directed to a Judge, by either an athlete or an official representing the athlete should be dealt with calmly by issuing a warning to the team manager, indicating that the athlete may be disqualified if further verbal insults are heard.

In no instance should physical actions directed at the Judges or tournament officials be tolerated, physical contact or aggression will lead to immediate disqualification.

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5.0 TOURNAMENT PROCEDURES - PART II ELIMINATION & FINAL ROUNDS

5.1 Introduction - Elimination and Final Rounds

The second stage to a championship competition is the elimination phase which requires that athletes are ranked and paired for head-to-head competition as specified in the World Archery constitution and rules.

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The cut off positions for the various competitions are as follows;

104 athletes in a World Outdoor Target Championship. (The top 8 ranked athletes have a bye in the first two match rounds and enter the competition at the 1/16th finals.

*BK3 - 13.2.1
Image 1*

64 athletes in a World Cup event.

32 athletes in a World Indoor Series (IWS) event

BK2 – 4.5.2

During the Olympic Games a ranking round is shot to establish the athletes' positions for pairing. In this case the 64 athletes are prequalified to proceed to the elimination round of the Games.

5.2 Elimination Rounds

In the Elimination Rounds the athletes will have match plays, a head-to-head competition. With few exceptions all the matches of a category take place simultaneously. Recurve athletes shoot in sets, 3 arrows each end up to five sets – while compound athletes shoot five ends for cumulative score.

5.2.1 Sets

The winner of the set is awarded 2 points. If the set is a tie, then each athlete is awarded 1 point. The athlete losing the set receives no points. The first athlete reaching six (6) points wins the match. If the athletes are tied at the end of the match (5-5), a single arrow shoot-off determines the winner.

5.3 Finals Rounds

In the quarter finals, semi-finals, and the medal matches of the competition, athletes shoot 3 (three) arrows in each end and are supposed to shoot each arrow alternately, 20 seconds per arrow. **Except for alternating shooting, and thus more often one match at the time, the Finals Round follows the same concept as the Elimination Round.**

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bullets 3 & 4

However, due to schedule reasons alternate shooting is sometimes done only in the semi-finals and/or medal matches, a decision made by the Technical Delegate.

Equipment failures and stoppage for medical reasons cannot be permitted at the elimination and final stages of the competition. Bouncers and pass throughs will not stop the match too, having only one athlete/team shooting at the target.

5.4 Line Judging Procedures

The Line Judge is assigned by the Chairperson to take charge of proceedings at the shooting line. The judge becomes much more involved with the competition and is highly visible. To provide a higher degree of visibility to the judges, they may now have microphones to capture the verbal communications with the athletes.

The competitors, on being introduced, may wish to shake hands with one another but this is their decision to do so. The Line Judge should not ask them to do so, nor should the Line Judge initiate hand-shaking with the competitors.

The higher ranked athlete from the qualifying round will decide who will start shooting the match.

In order to obtain uniformity in our judging procedure, the following points give guidance but sometimes because of logistical reasons they may be modified.

a) The Line Judge receives the athletes/teams, who are accompanied by a marshal, at the entrance of the field, then asking the highest ranked athlete/team if they will shoot first or second. When this is decided the Judge must memorize this (i.e. by putting something in the right (target 2) or left (target 1) pocket) and makes sure that the correct information is given to the Sport Presentation Official who supervises the unofficial scoring/scoreboards and to the DOS.

b) Upon being given the signal the Judge marches onto the field followed by the athletes. The Judge walks to the shooting line, turns around to guide the athletes to their position where they put down their bows and equipment.

c) The Judge then calls the athletes to the shooting line where they all face appropriate direction for TV and are presented. When the Judge is presented they take off their hat/cap and makes a slight bow of the head.

d) The Judge then says "Athletes prepare" following which the athletes then get ready. They then say, "Target X shoots first, Target Y shoots second". The Judge then checks the scoreboards and the clocks to see that all indications are correct. They then say, "Range clear, begin match". After that they give a hand signal, facing the targets, to indicate who starts shooting (also a back-up signal for DOS).



e) The Judge then gives a hand signal to the DOS by pointing towards the target and look at the DOS, indicating that the DOS now is taking over the control, and the judge quickly takes their position - behind the competitor's area and in the middle for the team event and on the right side for the individual matches. The position, however, may be adjusted in cooperation with the camera people.

For the next ends item (d) and (e) are repeated, at this point the Judge must be



aware of either the lowest score (compound) or set score (recurve) - as the athlete/team with the lower will start the next end. (If the scores/set-scores are tied, then the athlete/team that started the match, will shoot first – like shoot-offs). The score/set-score on the scoreboard is confirmed when the individual arrow scores disappear and only the total result is shown. Once the results are confirmed, the judge will say “Country/Archer X leads <score> to <score>, Country/Archer Y shoots first”. Following this Judge says, “Range clear” and repeats step (e) above.

During the team shooting, it is vital that the Judge is always able to see clearly. A step to the side or a step forward may be necessary, and in fact that is more TV-friendly than a "Judge Statue". It is also vital that the cards (both yellow and red) are at hand - not in the Judge's belt-bag or in the pockets but held inconspicuously in your hands behind your back.

For both the individual and the team events you must also see to it that the coach is in the designated area (or box), and even more important; if you see any athlete or team about to make a mistake, you should intervene to prevent the mistake and thus keep the conduct of shooting according to the rules. Always approach the coach in such matters.

The archer may decide not to shoot their final arrow if the winner of the match is evident to them. Under such cases the athlete may directly move to the opponent's box and shake hands, which will be an indication of accepting the opponent as the winner of the match. Alternatively, the athlete may approach the line judge to inform them of their decision. The line judge will inform the DOS and the Target Judge of the situation, and the last arrow will be recorded as an M – similar treatment like when time runs out.

5.5 Target Judge

When a blind is used for the immediate indication of scores in the final matches (*all matches in the Olympics*), one target judge will be appointed per match; This setup allows the public in the stands to have a better and closer view of the competition as the field does not look so crowded upon scoring.

The construction of blinds is not one of the responsibilities of our Judges. However, checking to make sure they are adequate and secure is important, as the Target Judge will be responsible for the movements in the blind, and they will overlook the pre-scoring made by the scorer according to the observation of hits.

During this pre-scoring it is important that the agents are placed so that they can follow the pre-scoring as this will make scoring session at the target more rapid.

In high profile events, the “blind” may be an area outside or behind the field of play, and the pre-scoring takes place according to what is seen on special screens. Again, it is important that the screens are placed quite close together with the scorer sitting in front and the agents on each side, being able to watch both “targets” and the pre-scoring.

The Target Judge is overlooking in order to be “up-to-date” on the development

of the match, being aware if a shoot-off may be possible after the last end of the match.

When all arrows are shot and three signals given, the Target Judge will proceed to the target followed by an agent, the scorer, and the other agent.

The Judge stands at the end of the target which is located further from the blind, thus positioning themselves out of the camera angle. The scorer(s) will be placed in the middle, behind the target line (*as they do not need to watch the scores at this time*).

The Judge will call the arrows and the scorer will tick off in the score sheet accordingly. It is the responsibility of the Target Judge to ensure that the arrow values recorded in the score sheets are correct. Hence, as the scorer ticks off the scores in the score sheet, it's a good practice for the Judge to check the arrow values which are recorded in the score sheet against the arrows as they lie on the target. The scorer will then confirm the scores directly via the field communication system, and the scores are then official.

When calling the scores, the Target Judge may need to take a step forward to call an arrow, do so and return to the basic position. If they cannot clearly decide a line-cutter, the Target Judge will then call the arrow by using the standard procedure (magnifying glass, looking from both sides etc.). If there is a need to change the score card, this must be done by the Target Judge, who walks to the scorer to make the correction and signs it.

When the scoring is finished and official scores are given, and the agent has pulled the arrows and marked the arrow holes (which should be done as quickly as possible), they will all leave the field in an orderly manner. The Target Judge will be the last person to do so (to ensure that no one is left behind when the next end is ready to be started).

If there is a shoot-off, which should be clarified immediately before leaving the field, the Target Judge will stand between the target (*a couple of meters in front to be clearly seen*) facing the shooting line to indicate the shoot-off. Following the shoot-off shots, the Target Judge goes to the field and deals with the shoot-off. Immediately when the result is clear, they will indicate with the proper hand signal, who is the winner (do not wait for the scoring to be done, as spectators and media are waiting for this official feedback). This is the "show aspect".

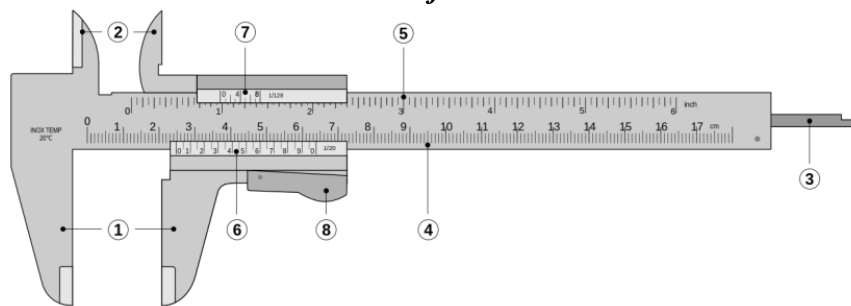
If it is necessary to measure closest to centre after a shoot-off (that is the Judge's decision), keep the agents a couple of meters back when you are doing your work.

Few important things to remember:

- ***Before the shoot-off starts, the crosshair in the middle of the target face must be intact – in case measuring closest to centre arrow is needed.***
- ***The target judge shall indicate by arm signal the winner of the match (also when it is not a shoot-off). This is an official***

indication to everybody and should be done as soon as possible, even if the announcer has already called the winner (which sometimes unfortunately may be wrong). When indicating a winner, step clear of the agents and field crew to be clearly visible, and keep your hand signal for 5 seconds. In this way we are consistent in our procedures.

- *If the 1st shoot-off is tied for score winner will be decided by measuring the distance & determining the closest to the centre arrow. If the arrows are at the same distances, it will be declared a tie again and a new shoot-off has to be made.*
- *If a calliper is used to determine the arrow position, always use the inner dimension measurement jaws (marked 2 in the below picture), one on the centre of the cross the other to touch the closer to the 'X' side of the arrow*



5.6 Scorers

Scorers are an important part of major tournaments. When using independent scorers, it is important that the Chairperson of the Judge Commission, or appointee, conducts a short seminar with the scorers before the tournament commences.

The points to be covered include:

- (a) *Scorers must not become involved with decisions about the value of an arrow.*
- (b) *They must not become involved in any discussion of rules, interpretations etc.*
- (c) *They must make certain they have clearly heard and accurately recorded the values of the arrows on the scorecards.*
- (d) *They may make no changes whatsoever to the scores of arrows recorded. If any score changes are needed, then either all the athletes on the target must agree to the change or the matter must be referred to a Judge before any arrows are withdrawn from a buttress. Changes to additions may be made by scorers; as one of their most important duties is to ensure*

BK3 - 14.1

correct totals.

(e) They must know that each arrow will be individually called, from the highest scoring to the lowest, clearly, and effectively. If in doubt of a value, the scorer must ask for a repetition of the value(s).

(f) They should call the athletes by the names written on the scorecards when recording the values of arrows on the target. This is extremely important as there have been many instances of values entered in the wrong scorecards.

(g) They must be well aware of the way to score an inner ten (X) and a miss (M).

The scorers must be able to correctly record arrow values called in English.

During the Final rounds when using blinds, the designated scorer, who may be an international, continental, national Judge or any other duly appointed person, is responsible for recording the scores on each target. As soon as the arrow enters the target, the Target Judge must clearly state the value. If the arrow is close to the line and not clear, the Target Judge calls the lower value and the score is marked with an asterisk. Many sophisticated (*Olympic*) systems allow for this "questionable arrow" to be identified for the spectators.

If a change has to be made when the official scoring takes place at the target, a change to a "higher value" will have a more positive effect on the spectators and competitors. If the value called from the blind is found to be wrong at the time of actual viewing at the target, the correction will be made and signed by the Target Judge, and the tabulation person will be advised as soon as possible.

The Organizing Committee scoring control person will show the corrected score as soon as the system will effectively allow them to. Understand clearly that all scores shown on the small board under the target as well as those shown on the large leader board are unofficial. The signed scorecard is the only official score. The DOS as well as the commentator will regularly advise the spectators and competitors of this fact.

Because the whole action in the blinds is to present an unofficial score as quickly (*and of course as correctly*) as possible, there is no need to mention X's. Whether it is an X or a 10 doesn't matter for the match, and often only confuses the spectators. Therefore, it is recommended to call 10's & not X's, but on the scorecard X's must be scored, as it might decide records when full scores are recorded.

5.7 Athletes' Agents

During shooting the Athletes' Agents have had the opportunity to watch the impact of the arrows and will immediately be aware of the arrow values at each target. When the Target Judge on arrival at the target starts calling the official scores, Athletes' Agents will again check the scores taken down.

The Scorer, who already has the scorecard, will confirm that the values called are actually as recorded on the competitor's score sheet. The scorer will radio the scores to indicate that they have in fact been verified. Once these scores are provided to the scoring team and they match, they then will say "confirmed".

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The Agent can then withdraw the arrows and mark the holes. It must be clearly understood that this entire procedure must be carried out as fast as possible but not affect the accuracy of this vital function. Please keep in mind that the Agent has all the rights and responsibility of the actual athlete who shot the arrows. Accept this without question, they are just making sure that they show complete responsibility to the team member whom they represent. The Athletes' Agents must check the final score, the number of 10's and X's and sign the scorecard on behalf of the athlete.

5.8 Runners

The Chairperson of the Judge Commission or their deputy should meet with the O/C designated runners and instruct them in their responsibility and of the sequence of movement from and to the blinds. There should be four runners per match, and only two of them can be in the blind at a time. The Target Judge must ensure that no runner goes to the shooting line while the athletes are shooting. The first three (six in case of the team events) arrows are returned to the athletes while the scoring of the second end is in progress. While runners A and B heads to the shooting line, runners C and D go in the opposite direction to receive the arrows of the second end and waits in the blind to run back to the shooting line when the third end is being scored. At no time other than when taking the arrows or returning must the runner be outside of the blinds.

5.9 Byes

Occasionally there will be byes during the match play because of the number of entries or a late withdrawal of a competitor. A match with a bye is a match that does not take place because not enough athletes are entered for a round to provide opponents for each match of that round. **Except at World Championships and Olympics – and if the field set up allows – athletes or teams with byes may practice on their assigned targets.**

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Image 1**

5.10 Forfeited Matches

A forfeited match is a match where one of the opponents does not turn up to shoot the match or stops shooting during the match. When this happens the guidelines will be:

- a) If an athlete (or team) is not present at the time of determining who starts shooting when single matches are shot alternately, then the athlete present will be declared the winner of the match. Except for the World Championships and the Olympics the athlete present is allowed to shoot on the competition field (practicing) but will not score.*
- b) If an athlete (or team) is not present when the shooting starts in an elimination round match of the competition, the opponent will be the winner of the match. As the start shooting signal will*

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be decisive here, the athlete present may shoot the first end, but no scoring takes place.

5.11 Alternate Shooting

The shooting sequence is initially determined by the higher ranked athlete who can either choose to commence shooting, or else to have the opponent commence shooting. In subsequent ends the athlete with the lower score (or set score in recurve/barebow) will shoot first. If the scores (or set scores) are tied, the athlete who started the match will shoot first.

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5.12 Individual Ties and Shoot-Offs

If the athletes are tied on scores (set score in recurve/barebow) at the end of the match during the elimination round, the athletes concerned must proceed to a shoot-off, before the winner can be declared and can move to the next stage.

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The Judges in this case become directly involved in the shoot-off procedure. Notwithstanding, that **it is the athlete's responsibility to check scores, our job here is to check the scores are in fact a tied score and that no mathematical error** has been made by the athletes. The Judges must stand in front of the targets and indicate to the general public and DOS that the score is tied and hence that a shoot off will be required (See photograph below).

A shoot-off during the elimination and finals rounds will consist of a one / two arrow(s) which is shot on the target at which the athletes are competing. Each athlete will have 40 seconds to shoot an arrow if simultaneous shooting is being carried out. In alternate shooting the athlete who started the match will start the shoot offs, and each athlete will have 20 seconds to shoot one arrow each.



6.0 TEAM EVENTS



6.1 Team Qualification Round

The final qualification round score of the three athletes of the team and the best female and best male for mixed team will be taken in aggregate and used for purpose of ranking after the qualification round. These athletes will constitute the team that goes into match play. However, based on certain procedures team members may change before the elimination round, although the substitute athlete must have taken part in the qualification round. If a team makes such a change without following the given procedure, the team will be disqualified.

In the case that teams are tied on score at the end of the qualification round, the ranking will be determined by counting the number of 10's and X's obtained. If the teams are still tied, then the number of X's only. If still tied then the ranking position will be determined by means of a coin toss or a computerized draw. A tie in score for the last qualifying place, will be solved by a shoot-off.

6.2 Team Elimination and Finals Rounds

The Team Elimination Round, in which the top twenty-four (24) teams of three (3) athletes seeded according to their positions as determined by their total score in the Qualification Round (see Match play Chart Appendix 10 and Book 2; Appendix 1.3), shoot simultaneously a series of matches, each match consisting of four (4) ends of six (6) arrows, two arrows (2) per athlete, whereas for the mixed teams shoot four (4) ends of four (4) arrows, two (2) arrows per athlete. **For the 1/12th Elimination phase, 8 top seeded team will have a bye and the remaining teams will be seeded as per the match play chart.**

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Simultaneous shooting will take place during the 1/12, 1/8 and 1/4 rounds, and the athletes shoot four ends of six arrows within a 2 (two) minute period.

Athletes will shoot their arrows one at a time in the order they choose. During simultaneous team shooting, the athletes proceed to the shooting line in turn; the next athlete may only advance forward to the shooting line once the team member has returned back behind the 1 meter line.

In the compound round each team will have two target faces and is supposed to shoot 3 arrows in each of them, according to their own choice. However, if they by a mistake, or a miss, end up with four arrows in one of them, the highest value of that target face becomes a miss. The scoring will be just like indoor scoring on triple faces.

If the situation occurs during alternate shooting an athlete of the team shoots more than one arrow in the first end, the team must be given a red card and lose the highest score of that end.

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Furthermore, in the case of a team shooting more three arrows during an indoor match, the match will be stopped after the first sequence of this end and the situation will be dealt with - since there are no more available centre-faces - before shooting resumes. (C&R Committee 2012).

For outdoor team matches the team may elect to shoot two or three arrows on the second rotation. If the team decides to shoot two arrows, then the archer who has shot 2 arrows in the 1st rotation will skip shooting in the 2nd rotation. In this way they will only have shot a total of six arrows.

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However, in case of compound, there might be four arrows on one face, and two on the other face. In this situation, the highest scoring arrow of the face with 4 arrows becomes a miss, score the 6 arrow values and then deduct the highest arrow value of the end for the out of sequence shot.

If three arrows are shot in the second sequence as normally expected, then you now have a situation where you will have to deal with a “seven arrows issue”. Hence the sequence of scoring will be:

- i) Take care of the Target Face with 4 arrows
- ii) Score the lower 6 arrow values
- iii) Deduct the highest scoring arrow of the end for out of sequence shot

If shooting is suspended due to any reason, shooting shall resume with the athlete on the shooting line. The team will have maximum of 20 seconds per arrow or the previous remaining time – the intent being not to penalise the team for an uncontrolled situation and providing them with the correct amount of time.

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6.3 Team Event Violations

The team event brings with it the possibility of violations which result in penalties. It is important that there is only one Judge per team match in order to ensure the same conditions for both teams in a match.

6.3.1 Minor Violations

Minor violations require the Judge to show the yellow card and the team receives a time penalty.

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Time penalties are given when:

(a) two athletes cross into the area between the one metre line and the shooting line at the same time with For consistency in judging, this is when both athletes have one foot each on the ground simultaneously within the one metre area.

(b) an athlete while leaving the athletes' box and proceeding to the shooting line, removes their arrow from the quiver, and in doing so exposes the point of the arrow before straddling the shooting line.

(c) in compound an archer crosses the 1m line with their release aid nocked on the string.

(d) an athlete crosses the one-meter line before the count-down clock for their team starts counting down.

If a minor violation occurs, the Judge will immediately raise a yellow card and call the name of the team loudly and clearly. The athlete will then have to return behind the one-metre line and start over, or to be replaced by another athlete with arrows to shoot. If the team does not correctly react, the judge will keep the yellow card raised and call the name of the team again.

The decision to show a yellow card or not is no longer subject to appeal.

6.3.2 Major Violations

When a major violation occurs, the Judge will raise a red card indicating that the team's highest scoring arrow of the end will be forfeited.

A red card can be given for the following major violations;

(a) Ignoring the yellow card (the athlete shoots without returning behind the 1m line)

(b) Shooting an arrow before or after time

(c) Shooting out of sequence (Shooting when it is the other team's turn to shoot)

d) A team member shoots more than one arrow in one of the two halves when shooting alternately.

While the match is in progress, the penalty cards should not be held in an obvious "intimidating" position. Hold them behind your back. If used, the card must be made visible to the coach of the team in question, do not try to address the athlete.

When that end is finished, the Line Judge must participate in the scoring of that end or inform the Target Judges at the blind, if any.

6.4 Team and Mixed Team Shoot-Offs – Qualification Round

For ties deciding the entrance to the Elimination Round, there will be shoot-offs to break the ties (the system of the number of 10's and X's will not be used):

(a) For each team one target butt with one single target face, or three 80cm-centers with triangular set-up in the middle of the field will be used. The individual team members will decide which centre they will shoot at when multiple centres are used, one arrow in each centre.

(b) All athletes (both teams) shoot their arrow simultaneously within 40 seconds.

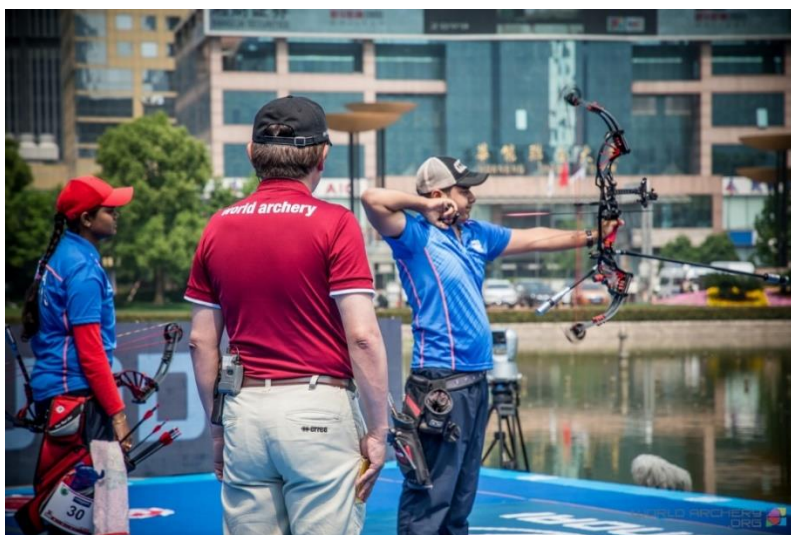
This is because technically the athletes are still shooting as individuals at this time thus the 40seconds. They only become a “team” during the Elimination rounds.

6.5 Team and Mixed Team Shoot-Offs – Elimination Round

If two teams are tied during the Elimination or Finals rounds then there will be one end of three (3) arrows (one arrow by each athlete) shoot-off for score. If tied on scores, then the team wins which has the arrow closest to centre. If same distance from the centre, then the second and possibly the third arrow closest to centre respectively.

The shoot-off is executed on the targets that the athletes are competing on at the time of the match. In case of a shoot-off, the target setup for the **compound** will be changed from 2 targets per butt to 1 target in the centre of each butt. The time limit for a team shoot-off will be one (1) minute for teams and 40 seconds for mixed teams for both simultaneous and alternate shooting.

In alternate shooting, the team that shot first in the match will start the shoot-off, and then the teams will alternate after each arrow shot, until all three athletes of each team has shot one arrow.



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7.0 POST COMPETITION PROCEDURES



7.1 Introduction

Once the tournament is complete, the Chairperson of the Judge Commission will have to submit the following reports to the World Archery Office and the World Archery Judge Committee chair:

- a. Event Evaluation Report
- b. Judge Evaluation Reports

A draft Event Evaluation report will be shared by the Chairperson of the Judge Commission with the Judges of the Commission for their comments. Once the Judge's receive the report, they will review and provide feedback, if any, to the chairperson. Once the report is final, the Chairperson will send the final version of the report to the WA office, WA Judge Committee Chair and the Judges of the Commission. In order to avoid missing out on any important issue, its best that the report be finalised within a week of completion of the tournament.

For the Judge evaluation report, the Chairperson will have to make assessment reports on performance of individual judges of the commission. The chair must discuss and provide feedback about their observations on the performance of the individual judge before writing them in the report and submitting them to WA. This will ensure that the judge receives the required feedback to work on the necessary areas and improve their performance for future events.

7.2 Event Evaluation Report

It is strongly recommended that as a judge of the commission, you supply to the chairperson, all information that you consider important for inclusion in the report, as soon as possible, preferably during the daily meeting of the commission. As a chair, its recommended that you maintain a list of the issues that are being raised. A better way may be to start filling the details in the template itself, on a daily basis – this reduces the duplicity of work as well as

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speeding the process so that by the end of the tournament, the first draft report will be ready. The template is present in the Appendix 12 of this document

The Event Evaluation report is supposed to be a short, compact, concise summary of the tournament while also having enough details concerning any technical problems that may have arisen during the tournament. The main purpose of this report is to give future Commissions, WA and the Organizing Committee constructive observations, sometimes unfortunately critical, of problems which occurred but which might have been avoided by better preparation, or simply to note an important incident that could not have been avoided, but to note for future guidance of how such an incident could be handled.

The report is divided into several sections and below is a guide on how to deal with each section:

Event Details: This is the section where you enter the basic details of the event

General Comments: A short high-level overview of the tournament

Evaluation: This section is where we evaluate the different aspects of the tournament. The expectation is to grade the tournament across different aspects on a scale of 1 to 5, where 5 is the most desired and 1 is not at all up to the mark. Normally it is expected that the score will be 4 or 5, but if the chairperson ends up giving a lower score, they will need to put comments on the below section so that the WA events team know what went wrong & what needs to be done in future events.


Evaluation					
	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Target butts/matts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments	Damage targets – compound was having pass throughs from the 1 st end of inspection. On inspection it was found that the 9 and 8 rings were coinciding with joints of the foam sections of the target butts and hence arrows hitting those gaps were going completely through.				
Manufacture	Since the LOC had previously marked the borders for putting up the target faces – the same problem was highlighted with them and asked to move. Also there were a couple of Pass throughs reported from the compound section of the field during most of the sessions				
Target Faces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments	Kruger Target Faces. 80cm six ring compound face – the '+' mark was too big. Length of each line was ~8mm while rule says 4mm				
Manufacture	For 122cm recurve face – 121.8cm in one direction while 121.7cm in other direction (out of tolerance). Detailed report in "other" section				
Sports equipment in general	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments	Innovative in designing Target Numbers and Lane Numbers – made of sponge so saves cost but looks good & can sustain adverse climate				

Venue Checklist: This section deals with all the details related to field inspection. The intent of this section is to identify any shortcoming in the field setup and how it was solved or in case it was not possible to solve for that specific tournament, then to recommend solution how it can be solved in future.

Venue Checklist		
Shooting line	<input checked="" type="checkbox"/>	Marked with space for individual archer. 2 positions of 80cm – A/C & B/D
Waiting line	<input checked="" type="checkbox"/>	See Media Lane for comments
3 meter line	<input checked="" type="checkbox"/>	3M line was measured till center. Outermost part was at 3.04M. Since it was already hard painted hence was accepted but the LOC & WA Event stuff was informed of the same. The line was also not a thin line but same width as any other line (>5cm)
Media lane	<input checked="" type="checkbox"/>	Since the space behind the waiting area was quite small and as the concrete spectator stands started from there, hence to accommodate for more space to the archers the media lane was made the new waiting line. Media was allowed to walk in front of the waiting line so that they have a clear walk passage
Target lanes	<input checked="" type="checkbox"/>	Marked for every 4 targets

Feedback: This is, if not the most, one of the more important section of the

entire report. The different sections of this part of the report is used for deciding on future course of action. For example, if in a tournament the number of NTO was not enough and the schedule was such that absence of additional NTOs hampered the smooth functioning of the event – then that should be mentioned here. This will help future organisers to arrange for the required number of NTOs beforehand or help WA adjust the schedule accordingly. Let's take another example, say an archer / team was given a warning for a high draw / short dress. These information needs to be shared with the WA office as well as the next judge commission so that they can follow up and necessary actions can be taken – inform the MA of the violation or follow-up in the next tournament for repeated violation.

WARNINGS ISSUED AT EVENT:				
Warning	Name	Position	Country	Comments, photo or video (please insert/attach)
Dress / uniform infringements	Poland, Estonia, Denmark & Moldova -for all the above mentioned women's team, shorts were found to be shorter than the length of their fingertip. Once discussed, it was understood that the problem is with the selection of the type of shorts cause they bought them from local sports stores and they had chosen whatever was available. For Czech Republic the shorts were ok, but the skirts were too short. This was informed to the coach as well.			

Also, there can be situations which would require some amendment in the rule or might need an interpretation for uniform understanding of the rule. Such an example is cited below. In one of the tournaments, an archer was found to have their mother's last name on their uniform, while their father's last name was on their accreditation card. At that time the rule just had the mention of having a name on the uniform and nothing more was specified. This led to the modification of the rule through a bylaw mandating the names to match on both the places.

ANY RULES, INTERPRETATIONS TO BE REVIEWED/AMENDED TO IMPROVE JUDGING PROCEDURES FOR THE FUTURE?
 Book 3 Article 20.1.4 – This talk about having only name on the back. One of the Spanish **archer** had his Mother's Name on the back but due to the character restriction in the **Waros** system that name was not present in the **Waros** registration system and hence not in the accreditation card as well. But that name was present in his passport. This became an issue during the team event and was discussed with the Spanish Team Manager.
 As a suggestion, we would need to change the article to mention that the name on the back must match, completely or partially, with the name printed on the accreditation card

In conclusion, it is not necessary to report on each of the normal duties you are required to carry out. That is your job and you do not have to elaborate on it. But if you feel there is anything that can be improved – include it in the report. Consider this, the report you make is a document that will allow future organizers to prepare and run a more efficient, trouble-free tournament.

7.3 Judges' Evaluation Report

The report will be filled out by the Chairperson of the Judge Commission at all major events, and will be sent to the WA office and the WA Judge Committee. This report will allow the Chairperson to be constructively critical, if necessary, but always realistic in evaluating Judge performance. It is most important that the questions be answered honestly, without personality factors becoming involved. The future quality of Judging depends on proper analysis of our Judges' performance. Also, these reports will be shared with the respective chairs where the judge will be a part of the commission in future so that the chairs can prepare better for the event. The template is present in the Appendix

11 of this document.

The template tries to evaluate the judge's performance across different aspects of judging through a scoring system ranging from 1 to 5, where 1 is a poor performance while 5 is something extraordinary. Generally it is expected that a judge will be graded between 4 or 5. If for some instance a judge is graded 3 or below, then the reason for such grading or the specific instance that led to such grading must be mentioned in the comments section. Why is this important? An honest opinion from the judge committee would be that comments section is actually more important than the grade score itself. These comments are what will help the judge to identify and work on to improve their performance as well as help the future chairs to evaluate the individuals in the commission, their strengths & weaknesses, areas where they might need to support, etc.

Let's take an example – while evaluating a judge for their ability to promptly responding to a situation if there is no situation that has occurred on the assigned targets what will be the score? Is giving a low score to a judge justified if no such situation arose? Was there something which the judge was quick enough to take action on which went unnoticed by the chair but also was not so outstanding to discuss during the meeting – say a yellow card in team elimination match. Unless and otherwise found, 4 is a safe option to start with. If as a chair you hear concerns about some decision that the judge has given – investigate and decide on its severity. Did they miss a yellow card? Did they miss it repeatedly? Did any other judge also observe? Was there some following violation that could have turned the result of the match? If it was only one or 2 times, a score of 3 is fine but if there was some following violation that could have altered the match result anything more than a 1 will be unfair to the other judges. On the other hand, if you see a judge proactively helping the team to identify the reason of the yellow card after getting multiple successive yellow cards in the same rotation – that will qualify the judge for a 5. A 5 is a score that will be given to the judge for doing something going out of the way. Another example can be about measurements at targets – if a judge does not know how to measure correctly using a measuring device, they will of course be given a 1 or 2 but seeing the issue if the judge from a neighbouring target step in and proactively does the measurement correctly – then the judge should be scored a 5 for the promptness section.

Of course, the above is just a guidance on how to score but the point for the chairperson is to make sure they have investigated all the cases personally and have provided the comments on the analysis.

APPENDICIES

A.1 Field Archery

Field Archery Competitions - Course Inspection

A.1.1 Safety

Verifying that a course is safe is the most important purpose of any inspection. Any accident caused by a lack of basic safety precautions cannot be tolerated and all potential hazards are to be rectified prior to the tournament. For this reason, it is important that all Judges participate in the inspection as a group. We have the following recommendations for safety inspections:

- *Be certain that there is no path from target to target or shooting positions which could be in jeopardy if an arrow goes astray. Observe the actual terrain - don't rely on the organizer's map of the course.*
- *Be certain that all paths from target to target are properly marked so no one walks in a wrong direction and happens to get into a shooting lane. It is a good basic safety rule that athletes leaving a target walk approximately 10 metres in a ninety-degree direction away from the shooting direction on that target, but apply this rule with common sense. Make sure you walk the safe and correct direction between targets when checking the marking of the path. It is also very useful to have Judges remaining on the shooting line with others following the paths to check that no-one is accidentally in the line of fire when moving to other targets.*
- *Paths usually used for public purposes must not cross the shooting direction, in front of the target or behind the target. If this cannot be avoided, there must be guards present or the paths must be thoroughly barred in addition to warning signs.*
- *Be certain that the background of a target is fully exposed to the athlete in the shooting position. If not, take the necessary steps to make the shooting on that target safe. What is over the crest of the hill on which the target is placed? Guarding may be necessary. Be aware that single nets will not stop carbon arrows that miss the target, so additional precautions may have to be taken.*
- *Spectators are usually controlled by leading them into special areas in the terrain - all the route marked with ropes or ribbons. Normally a shooting lane of approximately 25 metres width, giving a distance of approximately 10 metres from athletes to the spectators on each side of the lane, is safe enough. However, if the athletes are shooting through a narrow gate of trees, the width must be increased. An arrow hitting a tree may take quite an unexpected direction.*

• Also remember that the organizers have to take into consideration that it may be necessary to bring in first aid personnel and/or spare equipment without having to stop the shooting or endanger the personnel going into the course. The Organizing Committee should have special personnel available for guiding people in and out of the competition field as well providing “first aid lanes” in which medical personnel or spare equipment can be brought in without stopping the flow of the tournament. Judges must be able to walk safely between targets, and thus they must study their designated area thoroughly.

A.1.2 Target Layout

Ensure that each individual target is properly prepared. Before beginning an inspection, you must have the organizer’s map of the course, and the target sizes and distances for each target. This includes the distances for the unmarked round. Before entering the range, quickly check that the correct number of targets of each size is planned and that all distances correspond to the target sizes. Note: Except for the Judges designated to check unmarked distances, the rest of the Judges have no need to know the distances. Thus, the risk of having lists with the distances of the unmarked round accidentally going astray is almost eliminated. From the map you may be able to check that the altitude variation and distance from assembling point is within specifications. It is wise to mark uphill or downhill shoots by simple drawings: Approach each target from the point of view of the athlete;

- Is the face clearly visible from both shooting positions? Do not forget that some athletes are very short - e.g. 150 cm*
- Is each shooting position possible for both left and right handed athletes?*
- Are the standing conditions adequate for both the athlete to the right and to the left of the peg, and is the marking appropriate?*
- Are there any overhang that could interfere with light draw-weight bows? Try to allow for changes - rain might lower overhanging branches.*
- Are there any overhang above the peg that will interfere with the bow when the athlete is shooting? Think about long recurves and tall athletes, stabilisers etc.*
- Is the target the correct distance from the shooting position? Remember the 1-metre tolerance which allows the use of rangefinders in order to do the checking for distances longer than 15 metres.*
- Is the target position at least the minimum distance above the ground and the buttress at least of minimum size? To expose the face fully to the athlete, make sure that the position of the target is close to a right angle to line of vision.*

- *It is a good idea to write the size of the face, which a buttress is to carry, on the back part of the buttress with a felt pen. The possibility of an error in the haste of preparing a course for use on the morning when shooting begins will be much reduced. This is particularly important on un-marked courses. Also check that the replacement faces - usually placed behind the buttress covered in plastic to protect them from getting wet are of the correct size. For checking the target faces, the same procedure as described in section 3.12.1 of this Guidebook applies.*

- *Avoid having buttresses leaning on to a tree, which may cause damage to arrows passing partly through the buttress.*

A.1.3 Shooting and Scoring

According to latest rules, the athletes in a group are quite free to decide on “shooting positions” among themselves. What is important is that the two first athletes of the group, whoever this may be, to approach the shooting peg of the target, will shoot on the top on 40cm faces and in column 1 and 3 (respective left and right athlete) on the 20cm face. The next two athletes will shoot on the lower centres at 40cm and in column 2 and 4 on the 20cm faces. Unless other information is given, this will decide if an athlete has missed their target(s) or not. Where we have two (2) 60cm face placed side by side, archers shooting from the left side of the peg, i.e. Archers 1 & 3, will shoot on the left target face and Archers 2 & 4 will shoot on the right face.

If – at 20cm targets – you find two arrows belonging to the same athlete in one of their centres, only the lower arrow value will score as it lies in the face, while the other arrow scores a miss (M) as is done with indoor scoring.

A.1.4 Judges' Assignment to the Area

Judges will have to be placed around the range so that each target is accessible. Look for ways to travel between targets and shooting locations safely, and for ways to efficiently split up target assignments. The Chairperson of the Judge Commission or deputy will assign Judges to specific areas. With two or more different courses it may be advisable to divide up the Judges into parties, one for each course. To allow the Judges to become familiar with their control area they should be assigned to the same course during the two days of qualification round.

A.1.5 Inspection Procedures

For field archery, be aware of any additional item possibly used only for estimating distances or items modified solely for that purpose (measuring target face sizes or angles). This applies for all divisions. Check the stabilizer(s) in order to prevent them from disturbing other athletes. For field archery they must not offer any help in estimating distances, target faces or angles. If the pendulum type of stabilizers is in use, there must not be any scales on them which may give angle information.

A.1.6 Applying the Time Limit

Generally speaking, WA never intended to officially time field events except for finals. If they had, they would have had an official timer accompany each group in as much as all shoot at different times. This time allowance rule had to be imposed some years ago because some very slow competitors were causing a bottleneck and slowing down the competition. Do not think that you as a Judge need to stand and time every athlete who passes through your assigned position. The rule is there to help you maintain control and avoid a slow competitor or group disrupting the competition. Use your authority in this matter sensibly.

If you find it necessary, according to Articles 24.8 (Book 4) to time an athlete, who then exceeds the time limit of 3 minutes, the procedure to use is as follows:

- a) You make a note on the scorecard, possibly on the back side (to be decided by the Judge Commission of the event), indicating the time and the target number at which the note was made, then sign the note.
- b) If the athlete is observed to exceed the time limit a second time, the Judge will verbally warn the athlete and at the same time make another note on the scorecard.
- c) Any subsequent violation on time will result in the loss of the athlete's highest scoring arrow of that target.

The time limit is started from the time the athlete takes their position at the peg, which they shall do as soon as it becomes available. The intent here is that the athlete is not allowed to use any time for judging distances or other variation in the terrain before taking the position at the post. In such cases, you will advise the athlete to go to the shooting post, where after you will start your time control from the moment the post could have sensibly been occupied. However, if, for example, the athletes have just approached the target after climbing uphill, you may give them some extra time to regain their breath. Time warnings are not carried over from one round of the competition to the next but they are carried from day one to day 2 of qualification, so you will need to ensure warnings are transferred to the new scorecards. The Field finals event timing is more like timing Target archery event and is described in C&R Book 4.

A.1.7 Range finding

The athlete is not allowed to use their equipment solely for estimating distances. It would be wise to underline this point at the Team managers' meeting. The WA Field Archery Committee has given some advice on what is acceptable or not.

Please note that an interpretation of 2012 says that using body parts (i.e. hand or fingers) as aids in estimating distances is acceptable.

A.1.8 Field archery Finals' Course

You will probably find the finals' course in a central position of the championships area, which means that the course is planned so that spectators will have easy access to the terrain of the finals.

For the Judges this presents two major challenges:

1. Safety is an important factor again. Use the same guidelines as described above (A1.1). To avoid problems with people crossing the shooting lanes and walking paths of the competitors, it is preferable to have all the spectators on one side of the barrier and shooting directions away from the barriers. However, the terrain may offer safety precautions itself, use common sense.

2. Because of the central position of the finals' course, you will probably find that the layout has not been finished until after the championships have been opened. Since all targets and distances have been planned the Judges will do most of the checking when inspecting the courses beforehand and return to the final control after the elimination rounds have been finished. Because of the interest of the media and the spectators, access to the shoot-off target(s) must be very easy. The last target of the finals' round may also be used as the shoot-off target if the distances for that target and for shoot-offs are the same. A separate shoot-off target may also be used.

A.1.9 Conduct of Shooting

The conduct of shooting follows the normal procedures for Field Archery, but the rules say nothing about the time intervals for the groups. The starting order for divisions is: Barebow - Recurve - Compound. Within each division you will have two groups, women and men, of 4 athletes each, and the time interval is approximately 15 minutes. It is recommended that the organizers fix the start times of each division. For media and spectators, it is essential that the groups are not shooting at the same time, especially we must avoid the possibility that the men are shooting at Target No. 4 (semi-finals) at the same time as the women have their finish at Target No. 8. Some delays may therefore be instituted for the benefit of the media and spectators.

A.1.10 Judges' Assignment to the Groups

The following is recommended:

- 1. There will be a Judge accompanying each group in case of arrow calls.*
- 2. One Judge will time the athletes, by indicating "go" and "stop". When 30 sec. are left the Judge will also raise a yellow card. Another Judge will have the backup time control. At the target one Judge will immediately check the scores and confirm the result (and the winner of the match at the end).*
- 3. Personnel assigned to the media (or if necessary, a Judge) must also supervise the conduct of the media. In the terrain photographers and cameramen are often quite close to the athletes to find a proper position, and it is important that they stay in the position during shooting, in order not to create unnecessary disturbance to the athletes or create a safety issue.*

A.1.11 Field Championships Elimination and Finals Procedures

Shooting procedures for Individual Elimination

For eliminations, there should be at least two judges for each elimination course. Three judges per one elimination course would be ideal.

The Elimination Round consists of 6 marked targets per match. Each set of 6 targets will have a mix of all face sizes (20/40/60/80) and all distances will be pegged (short/medium/long). Organisers will lay the course with consideration to the venue, the terrain and the lay of the land.

Shoot-offs during elimination matches, if any, shall take place on the last target shot.

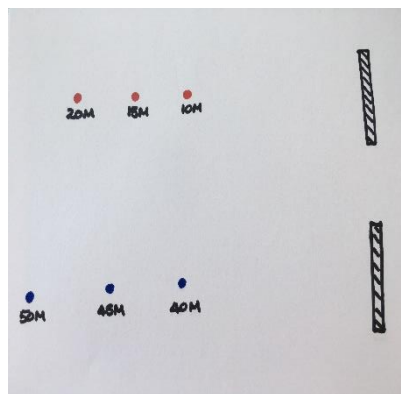


Fig 1

Shooting procedures for the Team Elimination

The top 8 (eight) teams proceed to the Team Elimination Round. The position of the teams is decided by totalling the scores the individuals obtained in the Qualification Round. They are then placed in the order of the totalled scores in the Team Seeding Table for allocation of shooting matches. Shooting position at the target is based on the position as printed on the score card. The higher ranked team decides who will start shooting in the first end, thereafter the team with the lower cumulative score will shoot first. The order of shooting will be Women's Teams followed by the Men's Teams. In this stage all the matches are shot simultaneously, each match accompanied by its own Judge and scorer. Each team member will shoot one arrow from the appropriate shooting post in the order decided by the team. Timing – see below.

A.1.12 Order of shooting for the Finals Rounds

Individuals and Teams Match Play:

The rule books describe the procedures in detail.

Shoot-offs

Should there be a shoot-off in the Semi-Finals, this will be carried out on the last target shot, (Target No.4). Should there be a shoot-off in the Gold and Bronze

**BK2 –
8.1.1.11**

BK4 - 23.3.2

BK4 - 25.3.2

medal matches, these will be carried out on a pre-decided target for that division (this may be on the last target or on an extra target put up for the shoot-off). There will be one arrow shoot-off for individual or one for each member of a Team, and if the score is still the same, the arrow closest to the centre will decide the winner. Ref. shoot-off rules for target archery.

A.1.12.1 Target Faces – Setup

All faces will be set up as in the Qualification round but on the targets with 60cm and 80cm faces you will have two faces each, one face for the left athlete who will be shooting on the left target face and one face for the right athlete who will be shooting on the right target face.

**BK2 -
8.1.1.4**

A.1.12.2 Taking Time (individual)

Two (2) minutes is the time allowed to shoot the three (3) arrows. The assigned Judge will start and stop the shooting verbally. For medal matches there can be digital timing available – in which case the timing will be controlled by the DOS.

**BK4 - 24.10
BK4 - 24.11**

A.1.12.3 Taking Time (Teams)

Two (2) minutes for three (3) arrows, each athlete shooting one arrow. The timing starts when the archers are standing at the red peg. Archers start shooting from the red peg, one at a time, followed by the archers shooting from the blue pegs.

**BK4 - 24.10
BK4 - 24.11**

A.1.12.4 30 Seconds – Warning

There is a time warning, which is shown by the Judge raising a yellow card, when only thirty (30) seconds of the time limit are left during the Finals Round. An arrow shot after the expiry of the time limit causes the athlete to forfeit the highest scoring arrow of the end.

A.1.13 Team Finals

Athletes will start shooting from the red peg, one at a time and then shoot from the remaining pegs. There is no extra time given for equipment failure during the Finals Round. The Team managers or another appointed person may carry spare equipment along with the group. The first group will start at a specified time. The groups following will start at approximately fifteen (15) minute intervals. When groups are approaching the end of a match, the following groups may be held back from shooting to make it possible for media and spectators to concentrate on the final target. A Judge will be assigned to each group.

A.1.14 What is allowed and not allowed on unmarked WA Field rounds?

Please note that you may shoot a WA unmarked field round only, a marked round only or a combination of both. We also remind you that in national competitions you may shoot with fans and walk ups as well. Please make sure that if you use walk ups, that you shoot the correct number of arrows at the correct distance for each face size as laid down in the Rule Book.

However, in WA Championships there will be two rounds in the Qualification

Round, one with marked distances and one with unmarked distances, and in the Elimination Rounds and Final Round only marked distances will be used.

We know that in some parts of the world some people enjoy shooting like in 'the good old days' with walk ups and fans, while elsewhere they prefer to shoot marked distances only. Since the majority like to shoot unmarked distances we need rules to keep the distance 'unmarked', which is why we do not allow range finders of any kind, however simple or amateurish they may seem. The fact is that if you allow one, there will soon be another a little more advanced – and so on.

From WA's Field Manual we quote:

The following are NOT ALLOWED on unmarked rounds:

- a) Having more than one personal sight scale on your sight bar, your bow or your notes – will indicate that you may be using your sight as a ranging device and that you measure the distance and read the distance by means of a scale which is not the proper way of doing it.
- b) If you have scale(s) on your sight bar in a place that disagree with the sight setting you will have when shooting, you may be 'accused of' having made an extra scale for ranging. Judges and competitors may look for that!
- c) If you have sight marks used for a different set-up on your sight, something you want to keep for the future, just cover it with a piece of tape – and you are safe!

Note:

A recent interpretation states that you may have one personal sight marks scale in addition to the manufacturer's original scale on your bow sight or your equipment.

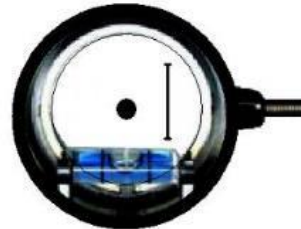
It is also a very good indication that you are measuring the distance if you lift your bow and aim and take it down again more than twice before you shoot. If you do so– you are also out of line – maybe using too much time and thus probably being a nuisance to the competitors with whom you are shooting. If you have added (*glued or screwed*) a piece of plastic vane or similar to your equipment with which you can compare the size of the face with the size of that extra piece you obviously break the rules – you may make use of some part of your standard equipment instead.

Generally speaking you may not alter your equipment with something that is intended to be used for measuring. It is not allowed to use a scope with a cross and one or more lines on that cross – to have a scope with more than one circle or more than one line in either direction, or a combination of a circle and a cross in which the cross passes through the circle. You may have nothing on your sight or in the window region of your bow with several lines or dots that is not natural parts of your equipment. You may occasionally meet compound athletes with a hunting sight, a sight with several pins. This is not allowed on unmarked field but may be used on marked field.

Here you have some examples of sights/scopes that are not allowed:



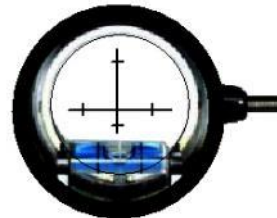
(a) A cross through the ring.



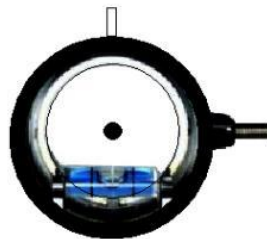
(b) A dot and a separate line.



(c) A cross with various length lines not the edge.



(d) A cross with scales.



(e) A separate vane attached to top of scope.

Having notes with drawings pictures or sketches showing the relationship between your sight or arrow etc. and the target faces, are not acceptable. You may use this for practice but do not bring it with you to the competition area. Likewise, the Barebow athlete is not allowed to have a picture or drawing of their tab with the marks notated, nor a list of how the marks are related to the tab. You may have one for your own practice – but do not bring it on to the competition area. The Barebow athletes will have to be prepared to ‘tape’ their bow window if there are any marks within the bow window area that could be used for aiming or ranging, e.g., distinct clear marks of any kind. Blurred marks, without any distinct aiming point, is normally not considered a problem. Having notes or scales telling the relationship between uphill or downhill angle and your sight marks is not allowed – likewise any device for measuring that angle. You may not use radio / mobile phones whilst on the course. Also, binoculars or other optical devices cannot have scales of any kind or built in ranging functions. It is also against the intention of the rules to have any electronic storage devices for your use - on the field course.

What would be considered ALLOWED to use:

Any sight with ONE sighting point, ring or cross. A dot with a circle is on the ‘edge’ but considered similar to a normal sight ring with a bar/ball and has been allowed. Here you have some examples of sights/scopes that are allowed:



(a) A dot.



(b) A ring.



(c) A ring and a dot.



(d) A ring and a cut cross, lines to edge.



(e) A dot and a cross, lines to edge

Any standard sighting device made by a serious manufacturer within the limitations mentioned above. So in fairness to other athletes and in order to save money, think a little when purchasing new equipment!

Any notes, which are a copy or extract from the Rule Book, like distances for the various target faces etc. Any notes which contain your sight marks considering the limitations mentioned above.

Example:

5m = 2.30
 10m = 2.10
 15m = 2.30
 20m = 2.55

and so on.....

Statement:

Anybody bending the rules will probably know they are, or may be, doing so. In our opinion there is no excuse for doing that – because if you are in doubt, you can always ask. In order to keep WA competitions fair, athletes are requested to report to the Judges things they observe or feel are not acceptable in regard to equipment, timing and bending the rules. The Judges are there to help us all have a better and fairer competition. It is not unfriendly, impolite, or unsporting to report what you see.

A.2 3D Archery – A brief introduction

(from the Field & 3D Committee)

3D Archery is a form of archery that is still relatively new to WA and is still in the development process. It is therefore, important that you have an up-to-date copy of the rules. 3D has similarities to Field archery but there are significant differences that judges must be aware of.



Figure A2.1 3D Archery target

The Bow styles are split into Compound, Barebow, Longbow and Instinctive. All distances are unmarked. Some of the competitors may be experienced at shooting the targets under the auspices of another organisation and may not be knowledgeable of the control under WA rules. Here your role as tutor comes into play. As for all WA events the rules of shooting follow a uniform pattern with only variations to cover the competition considered.

A.2.1 The Competition

As in all other disciplines of archery the event is split into Qualification, Elimination, Finals and Medal Matches.

Qualification Rounds in 3D consist initially of two twenty-four (24) target rounds, usually shot over two days.

Elimination rounds is a “shoot-up” format with each match consisting of 6 targets.

Finals and Medal matches are made up of 4 targets each. The pegs for the elimination & final matches will be placed by the accompanying judge as the match progresses from one target to the next.

Athletes will shoot 2 arrows per target during the Qualification Rounds but only one arrow per target is allowed in all other rounds.

Finals – the finals are usually held in a central area where spectators can see the action. The idea of 3D archery is that it is truly “unmarked” and the distances are not known to the athletes. In order to ensure that this is the case and that the competition is fair, in recent events the pegs have been moved for each match that has been shot. This takes planning to ensure you have judges to change the pegs and the judges to control the matches.

A.2.2 The Course

As you walk around the course there should be indicators telling you which way to go. This main path between the targets must be a safe path for everyone. The TO may put in a “Safe Path” for use by judges and work crew etc. making access to targets quicker – make sure you check that it is actually safe.

As you continue your check, you should make sure the number board for the target is visible from the walkway, that when standing at the number board you can see the pegs of the shot, but not the target itself. This prevents following athletes gaining advantage by seeing where the group in front arrows land.

From the number board you should be able to see the picture and the pegs. From the picture you should be able to see the pegs and the target – the athletes can then see that the shot is clear to shoot.

A.2.2.1 The Targets

As per the new rules, the targets can be designed to look like anything. The targets that are going to be used for the competition must be published, prior to the event so that the athletes can be familiar with what they will face. There should also be practice targets of the same design that will be on the course.

Targets will have an “11” ring, and “10” ring marked on them. The “8” zone, is rarely circular and is often representative of the heart/lungs area of the animal. Anything outside of the “8” zone will score 5. Hooves and Horns will score a “Miss”.

It is common practice, when the lines of the hooves and horns are not clear, for the judges to mark these on the target with a line to separate them from the body (5 zone). The athletes can then apply the normal line cutter rule.

For targets with very small scoring zones, the organisers must place 2 or 4 identical targets next to each other. Be very aware and make sure that the scoring zone marking is the same for all the targets.



A picture of each target must be placed 5 – 10m behind the shooting peg. Ensure that the picture is the same as the actual target!

Tails, wings and tail-feathers have caused much discussion in recent years; however interpretations provide that if it is not a hoof or a horn, it must score a 5.

The larger targets can have a “replaceable” centre. This consists of a plug fixed

into the body of the target. Be aware that the edge of the plug is not mistaken for a scoring zone and that athletes may call you for clarification during the event.

A.2.2.2 Pegs

In 3D archery, pegs mark shooting positions. Compound athletes shoot from the Red pegs. Instinctive, Barebow and Longbow shoot from the Blue pegs.

Athletes shoot in pairs, one standing at each peg. They do not have to touch the peg with their foot, in fact they can stand up to 1m away from the peg in any direction except in front of it. Athletes have to work together to ensure both can shoot safely.

The Red pegs can be placed at any distance within the range for the target size. The maximum distance shot by a Compound athlete is 45m. The Blue pegs are placed within the range according to the animal size up to a maximum of 30m. The minimum distance for both the pegs should be at least 5m.

A.2.2.3 Safety

Safety is of paramount importance. An arrow missing the target is far more likely to continue into the overshoot areas. We must be aware of what is in that area and how close other targets and walkways are. Think also of ricochet as the irregular shape of the target can cause the arrows to deflect in directions you may never have seen on a target shoot!

A.2.3 The Bows

There are 4 divisions of bows shot in 3D.

Compound and barebow are the same as the description in Field.

Longbow and Instinctive are specific to 3D and their rules are printed in detail in the rule book. Because the 3D discipline is evolving quickly, there are numerous interpretations and bylaw changes that apply to these styles and so we must make sure that we are up to date on the current rules.

It is important to look at all bows carefully at inspection to ensure that there is nothing added to it to assist in range-finding. This may be marks, scratches, additional nuts/bolts etc. Ask the athlete what they are for, and if you have any doubt ask them to remove it or cover it up.

Also note – the athletes are not allowed to carry pictures of the targets with them. They are not allowed a list of which animals are in which group. They may carry the section of the rule book covering the distances for each group, but nothing more is allowed to assist them in identifying the distance.

Barebow, Instinctive and Longbow are not permitted any written memoranda in relation to sight marks. Compound athletes are.

A.2.4 Shoot Offs

Qualification: Should a shoot off be required then this can be set up quickly in an area of the practice field.

Elimination: This will take place in a central area as soon as practical after the results are decided.

For these Shoot-offs, it is good practice to set the shot up immediately before you need to conduct it. This means that the athletes do not have chance to check the distance before.

Semi – Finals & Finals: Will take place on a 5th target



A.3 Jury of Appeal

WA has recently developed a description regarding the process and procedures of the Jury of Appeal. Since it can happen that a judge may end up as a member of the jury, hence below is the guideline which has been drafted by the C&R along with the Judge Committee:

Jury of Appeal Procedures and Responsibilities – Jury of Appeal Members

Upholding the rights of the competitors and their team officials is one of the most important requirements at any World Archery event. It would be very unfortunate if the actions of another competitor, a Judge, or a member of the Organizing Committee unfairly affect the performance or score of a competitor. Accordingly, World Archery's Rules provide for a Jury of Appeal to handle disputes at the competition to protect everyone's rights.

This is Part 2 of two articles which discuss Jury of Appeal matters. Part 1 is for tournament organizers. This Article is directed to members of the Jury to help them understand their rights and responsibilities. For the Olympic Games and other major Games a detailed procedure is written in ORIS since many more people are involved and the procedure will be more complex.

Appointment of the Jury of Appeal

Serving as a member or an alternate of a Jury is an important activity with great responsibilities. Your appointment is a high honour indicating that the body which appointed you considers you to be impartial, knowledgeable about the Rules, and well respected.

There are situations where you should decline serving on the Jury or, at least, decline deliberating on a particular case. You should not serve if there is any reasonable possibility that a party to the dispute or the public might think that you may favour one party even though you might actually be impartial in practice. For example, if because of a perceived relationship between you and a party to a dispute there is a reasonable possibility that someone could even question your impartiality, an alternate juror should be appointed. The issue is not whether or not there is an actual conflict of interest, but rather whether or not a reasonable person could even suspect that there could be a conflict of interest.

You must inform the Chair of the Jury of Appeals or the Organizing Committee if you know of any reason why you should not serve. This may include you having other responsibilities which may interfere with you serving on the Jury or if you cannot be on or near the field while you are on duty.

Jury Preparedness

The Chair of the Judges Commission or the Chair of the Jury should coordinate with the Jury members regarding when each Juror will be on duty during the competition, which includes official practice, as well when alternates are to be on call if needed. Since it is likely that Jury members may not be available at all times during the competition, alternates and the order in which they may be called to serve should be determined. The Jury members and alternates for that session must be at present at or near the competition field at all times while they

are on duty and should have radios or other electronic means to permit them to be reached quickly. If for any reason, a juror or an alternate must leave the venue, they must notify the Chairperson of the Jury or the COJ. Each juror and alternate should provide to each other, the Organizing Committee and the COJ their contact information and should at all times during the event (whether or not the juror is on duty or call) be able to be reached either by phone, radio or e-mail.

Appeals Procedures

Appeals against rulings by the judges must be presented, in writing, by the Team Captains, or by the athlete if no Team Captain has been designated. Notice of intent to protest shall be delivered to the COJ within the prescribed time limit due for the respective stage of competition. The protest to the Jury of Appeal must be made in writing in English, and preferably on the appropriate World Archery Jury of Appeal Form, which will then be handed to the Chairperson of Judges along with the prescribed fee. The World Archery Jury of Appeal Form follows this report. Use of the World Archery Jury of Appeal Form, while suggested, is not mandatory except for Olympic Games and other Major Events.

When an appeal might affect the progression of an athlete from one stage of the competition to the next, the intention to appeal must be delivered within 5 minutes of end of the relevant round or match, whichever comes first. During the Finals of match play rounds, the notice of intent to file an appeal must be given within 5 minutes of the end of the match, or prior to the start of the next match whichever is earlier. The written appeal must be lodged with the Jury within 15 minutes of the end of the relevant round or match whichever comes first.

The COJ will advise the following that an appeal has been filed as well as the nature of the appeal:

- (1) Technical Delegate
- (2) Chairperson of the Jury of Appeal
- (3) Director of Shooting
- (4) The person responsible for results
- (5) The Team Captains of the concerned teams
- (6) The athlete, judge or other person against whom the appeal is being made or may affect.

The COJ might delegate to others that the information is communicated but is ultimately responsible that it is done.

The Jury must be assembled as soon as possible. As soon as the Jury has assembled, they must do the following in this order:

- (a) Read and clearly understand the appeal.
- (b) Research the Rule Book so that they have at their disposal all information and references that could affect the issue.
- (c) Decide from the content of the appeal which witnesses should be called.

All witnesses and those directly affected should be interviewed by the Jury. Witnesses should be called in the following rotation:

- (a) The protesting party, accompanied by the Team Captain if requested.
- (b) Other individuals who may have directly witnessed the alleged occurrence. It is very important not to listen to “hearsay”, i.e. what someone else told them.
- (c) The Judge, official or other person named, blamed in the appeal or who could be directly affected. For example, if there is an appeal against a Judge during match play which could change the outcome of the match, the other athlete should be notified even if the appeal has nothing to do with that athlete’s actions since that athlete could be affected by the ruling on the appeal. The COJ may be requested to give evidence if the action of the Judge reflected an established and detailed procedure.

If requested by the Judge, the COJ should accompany the Judge to the Jury, and depending on the circumstances may make a submission to the Jury.

The Chairperson of the Jury should make every effort to relax all the witnesses. This can be done by clearly stating at the onset that the Jury requires a simple statement of the event in question as they personally witnessed it. The witnesses should be advised that the primary purpose of the Jury is to protect, where possible, the rights and scores of all involved.

Once all witnesses have been called and recalled if necessary, the Jury must review the case and the Rules and discuss the appeal. Jury members should base their decision on written information and testimony which is presented to the Jury. The Jury members should not normally base their decisions on their own observations at the event which have not been presented by a party to the appeal or a witness since the Jury member may not have witnessed all activities which may be relevant. Further, a Jury member should not base their decision on comments made by third parties who are not witnesses testifying to the Jury.

The decision will preferably be unanimous but, where necessary, the majority decision of the Jury members will prevail. The Jury should issue a written statement containing its findings and judgment.

The authorized decision will be distributed immediately to the person who filed the appeal, the other parties involved in the appeal, the COJ and the Organizing Committee before the beginning of the next stage of the competition or before the awarding of the prizes. The Technical Delegate will assist the World Archery Press Officer to complete the text of the Jury of Appeal’s decision to be announced to the public, taking into account that the explanation should be easily understood and without the use of technical words to the extent possible. For Olympic Games and Major Events, the process is detailed in ORIS.

The Purpose of the Jury

The Jury of Appeal is to ensure the spirit of fairness in the competition and a fair application of the Rules. The Jury protects the competitors' rights as well as the Judge who has done the job responsibly.

A particular Jury decision is not legal precedent which is binding on future Juries of Appeal. Accordingly, a Jury should not consider what may have been done by prior Juries. There are several reasons for this. First, a decision of a particular Jury is based on the unique facts and circumstances of that case which may not be known to other Juries. Secondly, decisions must be prepared quickly at the venue by people who are not trained to write legal decisions. The decision issued by a Jury of Appeal is usually less than one page and is not similar to the typical lengthy opinion that a reviewing court of law issues which may be binding in future cases. Finally, as a practical standpoint, a Jury would most likely not have the ability to research prior Jury decisions before determining the outcome of a case.

It is important that the Rules be followed regardless of any personal opinion by one or more of the Jury members as to the merits of the Rules. The expectation that the Rules will be followed is a fundamental requirement of organized sport. The Jury, however, must take into account all facts and circumstances in considering how to apply the Rules to particular case.

While each case is unique, there are some guiding principles to keep in mind:

- (i) The Jury should be careful not to deny an athlete any points unless there is specific authority to do so in the Rule Book.
- (ii) If an occurrence is alleged which would permit denying points if proved, any uncertainty should be decided in favour of the athlete.
- (iii) If an athlete does not shoot an arrow during the permitted time due to error by an official or safety issues, the athlete should be permitted time to shoot the arrow.

It is possible that different Rules may support different possible outcomes in a particular case. The person filing the complaint may point to one Rule to support their position while the person responding to the complaint may believe that another Rule should control. It may seem that both Rules apply but lead to different results. Accordingly, the Jury must not blindly apply a particular Rule which may at first seem to apply without considering if the facts and circumstances are such that applying that Rule is fair. A Jury should always consider what is the purpose of a particular Rule when deciding how that Rule should apply in a particular situation.

The Jury needs to consider whether actions taken after the issue being considered affect the outcome. It is possible that a mistake has been made but the actions of the complaining athlete are such that the Jury should not grant the relief being requested under another Rule. For example, assume that a Judge in match play

calls an arrow a 10 but the scorer writes a 9 on the scorecard. At the end of the match the harmed athlete signs and submits their score card but then complains that the score card is wrong. In this case, the Jury should keep in mind that there is a specific Rule that provides that by signing a card, an athlete agrees with the value of each arrow as listed. In this case, the Jury should consider whether the subsequent signing and submission of an incorrect score card affects the outcome of the appeal.

In order to have finality and recognizing that some mistakes can't be addressed after the event, the Rules provides that some actions are final and non-appealable, such as where an appeal or a notice of an appeal has not been submitted in a timely manner (Book 2, Article 3.13.3.1), the correctness of an arrow value (Book 3, Articles 14.4 and 19.2) and errors as to totals in a score card after the card has been signed and accepted (Book 3, Article 14.4.1). In these situations, the Jury may not be able to address a clear error since there is a specific rule that provides some actions are final and cannot be appealed. While this may not seem fair, the Jury should keep in mind that that matters which the Rule Book provides are final is a balance as to correcting an error, finality and the responsibility of each athlete as to their own actions.

The Jury of Appeal decisions are final and non-appealable. However, the affect parties should keep in mind that the Rule Book (Book 1, Article 1.8.3) provides that in an emergency situation at any Championships, the President has the temporary authority to make any rule changes that they deem necessary to protect the best interests of World Archery. Depending on the circumstances, this could include the Jury of Appeal's decisions or an underlying Rule which could affect the Jury's decision. However, for practical reasons, this could only be done if further activities (e.g., continued match play) have not commenced based on the Jury's decision.

Conclusion

Since Jury of Appeal decisions are final and not appealable and can be significant in any competition, serving on a Jury is a great responsibility and service to the archery community. A Jury must ensure that given all of the facts and circumstances and considering the application and purpose of the Rules, its decision is fair to all involved and is consistent with the highest objectives of Olympic sport.

A.4 Venue Checklist – Target

A new Tournament Evaluation Report format has been developed which also includes a detailed Venue Checklist for Target Archery. Check in page **Error! Bookmark not defined.**

A.5 Tournament Checklist – Field and 3D

Date:

Place:

Event/Round:

- 1. Safety
- 2. Animals; Secured; Sizes
- 3. Animals, perpendicular on shooting direction
- 4. Kill Zone Sizes
- 5. Direction Marking; visibility
- 6. Target Numbers - position
- 7. Shooting pegs and positions
- 8. Practice Field
- 9. Practice Animals
- 10. Spare Animals, easy access
- 11. Shoot-off Area/Animals
- 12. Assembly Points
- 13. Scoring system and Scoreboards
- 14. Communications Equipment
- 15. Media and spectator Control
- 16. Course Inspection
- 17. Equipment Inspection
- 18. Medical personnel, accessibility on the courses
- 19. Provision of water
- 20. Toilet Facilities
- 21. Jury of Appeal
- 22. Judges' room
- 23. Advertising
- 24. Registration Numbers
- 25. Dress Regulations
- 26. Emergency Telephone Nos.

Remarks:



A.6 Para-Athletes

Already from the beginning of our present archery rules format, and even before that, participation in archery events by para-athletes was a reality. During the years the number of para-athletes has increased, both in WA events and in the events organized by the various organizations for people with disabilities. WA rules have now included rules for para athletes in Book 3 chapter 21.

On a national level dealing with people with disabilities has occasionally put our Judges into situations not detailed in the rules or other procedures, and here we will try to give some recommendations, which may establish a certain pattern in the Judges' handling of such situations.

A.6.1 Who is a para-athlete according to the rules?

First of all, our Judges are not expected to know anything about medical conditions or various impairments, but the intention of the rules are to allow people with disabilities to participate in archery competitions under special conditions. Further, common sense tells us that the disability must have relevance to the possibilities of standing when shooting, and perhaps having people loading the bow for an athlete and/or the athlete being strapped to the chair.

Since 2012 there has been greater consistency of issuing classification cards to para-athletes, and these cards describe what kind of specific helping aids the athlete may use in competition – in order to bring them up to a competitive level. From 1 April 2014 new criteria have been applied which will require all currently classified athletes to be re-classified using the new criteria. Judges will need to see the classification card is dated November 2013 or later.

A.6.2 How much space will be allowed on the shooting line for wheelchair athletes?

It is important to understand that the indicated 90cm space for athletes is a minimum space. The idea of the rule is to prevent athletes from bumping into each other during shooting. A wheelchair will need from 100-120cm space, but as the athlete in front of the wheelchair athlete doesn't even need 90cm space for straddling the line, just minor adjustments are normally enough to solve possible space problems on the line because the upper body of the wheelchair athlete is further away from that of the next athlete. Some organizers often take care of the situation by using open places or placing the wheelchair athletes close to areas to the side of the actual shooting field. To prevent any bad feelings in the beginning of the competition, the shooting positions should be marked in order to deal with the situation. Shooting positions should be marked vertically across the line and the middle of the seat of the chair placed over it.

Organisers should avoid trying to place an able-bodied athlete on the same target as two wheelchair athletes. However, two able-bodied athletes can fit on the line with one wheelchair. Those athletes using a stool or (ordinary) chair take no more space than able-bodied athletes because the stool specifications are not more than 80cm along the shooting line and 60cm towards the target.

A.6.3 May para-athletes in WA events remain on the shooting line after finishing their end?

Based on procedures used for several years, and even in the Olympic Games, the answer is yes. The next question in this line will concern events where the shooting is in two sequences. Again, the adjustments may be done according to point 2 above. How will the DOS be notified that an athlete on the line has finished their end? A procedure now mostly used is that the sitting athlete places their bow horizontally on the knees or on the ground on the waiting line side of the chair.

A.6.4 May an athlete - if necessary - be allowed to have an assistant on the line (close behind them) in order to nock the arrow on the string?

An assistant is only permitted if the classification card specifies such assistance is necessary to enable the athlete to shoot a bow and arrow. The assistant must wear the same uniform as the athlete.

Presuming such help is not creating any unacceptable noise which may disturb the other athletes in the area, there should be no reason to deny such assistance. Practically speaking such a procedure is quite slow and will not give any advantage for this athlete compared with opponents. Further, WA now permits information from the team management to the athlete, so a suspicion of "coaching" is no longer a relevant reason for denying such assistance. This is particularly important for athletes with a visual impairment (VI) (see the separate rules for VI athletes in chapter 21).

A.6.5 Scoring/pulling arrows

Sometimes the question has arisen whether the other athletes on the target - or the organizer- are obliged to take care of scoring, pulling arrows etc. on behalf of the athlete. To this question the answer must be “no”. It must be the responsibility of the para-athlete or their team to see to it that an agent (or Team manager) fulfils these duties in the athlete’s place. In large tournaments it is important there is one agent for every athlete with a disability or the tournament would be significantly delayed if the agent has to go from target to target to score and pull arrows.

A.6.6 Drawing the string to the chair

Occasionally you may see a para athlete is drawing the string against the chair (or wheel on the wheelchair), and the question arises if this support is allowed. We may discuss if this is an advantage or disadvantage, but the organizations for para-athletes are nowadays not enforcing prohibition of such a support, realizing that it is almost impossible to judge the situation. Consequently, we should therefore not be concerned about this aspect. But, what about drawing the string to the athlete’s own knee or thigh when sitting? As this is not a fixed support, we have to look upon this as a parallel to standing athletes drawing the string against the chest (protector) - and thus accept it.

A.6.7 Para athlete(s) in the team event

Again the athlete - if necessary - is allowed to remain sitting on the line. Since this athlete is not crossing the one-meter line, when does the change take place? The procedure is that “the para athlete raises their hand above their head when they have shot their arrow/arrows” as the indicator. To bring the bow from an “on the knee” position to a shooting position takes approximately the same time as moving from the one meter line to the shooting line, and in addition to the fact that a para-athlete may need to use an extra fraction of a second to check the correct changing position, this procedure has been considered to give a “fair” competition. Please note the hand must be clearly raised above the head. Some athletes just use the end of their release action and this is not sufficient.

The “arrow not removed from quiver” rule applies also here.

A.6.8 Amputees

Another challenge in respect of disabilities has turned up recent years, as some bow arm amputees have developed a system of fixing the bow to their bow arm, either by a snap-on system or by artificial battery-operated arm/finger solution. The “problem” vis-à-vis our rules is that this gives a totally fixed connection between the bow and what might be considered as the bow hand. And according to our rules the bow cannot be fixed to the hand. Athletes may use a bow-sling, even tightly fixed, but there will always be a certain flexibility, which is not given in the examples mentioned above. The system may constitute a major advantage towards other athletes and cannot be accepted within the WA rules at present. Note all competitive archery takes place under WA rules since 2009. The IWAS competition (World Wheelchair Games) still use the WA equipment rules even if some other requirements are not met.

A.6.9 Scopes

Our general rules on scopes must also be used with a certain common sense. Our rules in this respect are made for media purpose, and if so happens that some para-athletes are not able to bend down to use a scope according to the intention of the rules, we allow them a bit “freedom” to use it according to their possibilities. The bylaws apparently approved by WA before 2013 Congress should have included the rule permitting the scope to be at the top of the shoulder for those standing or on stools. Those with the scope attached to their wheelchairs do not obscure the face so is not an issue. For all major Finals the screens are used like the able-bodied competitions.

A.6.10 Chair support

One of the issues that has been more common, is if athletes during shooting are “hanging” on the chair support (handle extension). There should be a certain distance (110mm) to the arm pit and under no circumstances should the bow arm lean on this support.

For athletes using a stool (in the standing division) the athletes are not to lean on to the back support on the stool (if any).

Internationally the various disability organizations and some sports are gathered under the umbrella of IPC (International Paralympic Committee), but archery has now been “taken over” by WA. This then continues the high-level competitions where WA Judges may serve, such as Paralympics, World and Continental Para Championships, etc.

A.6.11 Timing during Match play

As of 1st April 2018, 30 seconds will be allowed for a para archer to shoot their one arrow during a match play with alternating shooting.

Some athletes have physical difficulty in loading the arrows because of loss of an arm/hand or who have significant problems with finger/hand control. Because of that they often have a reduced time to actually shoot the arrow. It has been observed that a number of athletes have been deliberately targetted by opponents who shoot very quickly thus reducing the time available to load the arrow before the 20 second shooting time begins.

By permitting all Para athletes to have 30 seconds to shoot the arrow this disadvantage is overcome. Most athletes would continue in their usual pattern of shooting and therefore most alternate arrow shooting matches will not last any longer than now. However it will make shooting more fair for the small number of athletes who are currently significantly disadvantaged.

The rules for para events have now become been a part of our Book 3 and thereby some more responsibilities (previously handled by classifiers) re items to check have been given to our Judges. Still we strongly recommend our Judges to apply for these duties, as these competitions, are shot according to WA rules and give valuable training for our Judges. We also contribute to giving these competitions a higher status.



A.7 List of WA Licensed target Faces

Target Face Licensed manufacturers (WA website January 2024):
[\(<https://www.worldarchery.org/about-us/sponsors>\)](https://www.worldarchery.org/about-us/sponsors)

- Arrowhead Targetfaces
- Avalon Archery
- Decut
- Fivics Archery
- Geologic
- JVD Archery
- Kruger
- Maple Leaf Press
- Sanlida
- Youyi



A.8 Director of Shooting (DOS)

A.8.1 Perspective on The Director of Shooting

The quality of a competition is directly proportional to how well the Director of Shooting (DOS) discharges their duties and responsibilities. Will the tournament develop its own rhythm and flow uneventfully to its conclusion, with only those interruptions caused by the occasional equipment failure, bounce-out, etc., or will the tournament be fraught with unnecessary delays and interruptions because the DOS was not properly prepared to assume the responsibilities necessary to provide a quality competition? Unfortunately, the latter scenario seems to occur all too frequently. Frankly, the Tournament Organizers and especially the athletes deserve better. Hopefully, the observations and suggestions contained herein will provide the basis for standardization concerning the duties and responsibilities of the DOS.

The duties of the DOS are varied and include, but are not limited to, controlling the timing of the competition, directing the order in which the competitors will occupy the shooting line, controlling the audio equipment and all announcements, if no other qualified staff has been appointed to do so, ensuring that all safety measures are observed as they apply to the competitors, field crew and spectators, and monitoring the activities of the press, field crew and spectators. The DOS MUST work closely with the Tournament Director, the Event Director, the Sports Presentation Team, the TV Producer, the Judges, and the Field Crew to ensure that the competition runs smoothly. So that this may become a reality, effected in a professional and timely manner. The following has been developed as a guideline for those who accept the very challenging position of DOS and covers the duties and responsibilities expected of a DOS – TD – Speaker/commentator from the time of appointment to the conclusion of the event.

A.8.2 Pre-Tournament Preparation

The preparation phase of this position begins the day the individual is appointed DOS of an event. Shortly thereafter the Judge appointed as DOS will:

- (a) Begin a dialogue with the Chairperson of the Organizing Committee, the Chairperson of the Judges' Commission and the Technical Delegate as a means of introduction and to begin the process of assimilating information that may be pertinent to the execution of their duties.*
- (b) Obtain a copy of the tournament agenda and a diagram of the field layout.*
- (c) Discuss with the OC who will be the Deputy DOS. This position is vital to the success of the event, especially where match play is part of the agenda. One person cannot properly and safely control a shooting field under today's tournament conditions.*
- (d) Discuss with the OC and the Event Director the size, design and placement of the DOS stand.*

(e) Discuss with the OC what timing control system will be used and what will be the backup system.

(f) Check to see if there will be a Sport Presentation Team and a TV Production and when, so the responsibilities are clear to everyone.

(g) Become thoroughly familiar with current rules and interpretations as they may apply. Sources include the World Archery Constitution and Rules, Judge Newsletters, World archery Information Bulletins, Judge Guidelines and the Judge Committee itself.

(h) Assemble the tools of the trade which may include writing instruments, timing control sheets, calculator, whistle, stopwatch, binoculars, foul weather gear, rule book and anything else that may assist the DOS and the assistant in the performance of their duties.

Note: Timing control sheets must be used. It is impossible to properly monitor the progress of the competition without them. Many of those who are experienced at this job prefer to make their own that are particular to the event itself since formats may vary depending on the scope of the event.

A.8.3 Upon Arrival on Site

(a) Arrange to meet with the Tournament Organizers, the Judges, the Technical Delegate and the Field Crew Manager to discuss tournament protocols as they pertain to this event. Take the opportunity during this meeting to advise that during the competition, the DOS stand is OUT OF BOUNDS to all personnel unless an emergency should occur. A meeting should be organised with the sport presentation crew to establish communication protocols and where they are located. Communication with the DOS can be made when the athletes are scoring at the targets. This is a very important standard to establish very early on since the DOS and assistant need to concentrate totally on controlling the competition. Reaffirm this during the Team managers' meeting.

(b) Become familiar with any changes in the program that may have to be dealt with and deal with them accordingly.

(c) Arrange for a tour of the shooting field itself and become familiar with security arrangements, paying particular attention to all points of entry to the facility that may prove dangerous for staff and spectators once the competition gets under way. Arrange for additional security accordingly. Discuss arrangements for monitoring the activities of the media.

(d) Inspect the DOS stand and its placement on the field. The stand itself must be placed in such a way that the DOS and Deputy DOS have an unobstructed view of both sides of the field. This may be in the centre of the field, 2-3 metres behind the shooting line, or at either end of the field. The stand should be elevated and large enough to comfortably accommodate the DOS, deputy and the timing control and communication equipment. It should have a roof with sufficient overhang to offer shelter from sun, wind and rain. Commentators and

technical staff should not operate out of the DOS stand unless for technical reasons it is not possible to do otherwise. The DOS stand must be of "limited access" which will discourage unauthorized personnel from trying to access the DOS stand. A perimeter fence of about one meter distance is very handy to keep athletes and observers away from the DOS stand.

(e) Arrange to see checklists used by the Chairperson of Judges' Commission (COJ) and the Technical Delegate. The responsibilities of these two people are listed on these forms, and while it's not the responsibility of the DOS to do the jobs of either the COJ or the Technical Delegate, once the tournament begins, the conduct and control of the event becomes the responsibility of the DOS. The DOS should make a preliminary check to assure that the proper equipment and personnel are available and in place.

(f) Obtain a list of competitors by country in alphabetical order. This need not be in detail but only needs to list the total number of competitors from each country. This list will be used by the DOS during the inspection of the athletes' equipment. The DOS can be of great value to the Judges by calling the countries to equipment control over the microphone and such a list allows the DOS to properly control the flow of athletes through the control.

Sample Script:

May I have your attention please. The Judges are ready to proceed with equipment control. The athletes and team managers from Albania, Azerbaijan and Belarus please proceed to the Judges' tent to the left of the shooting line. Will the Czech Republic and People's Republic of China please stand by you will be called next.

Set aside a period of time to practice with all equipment to be use; the Public Address (P.A.) system, the timing equipment and also the back-up systems. Ensure that you are familiar with the changeover procedures from primary to back-up systems. Time spent to familiarise yourself with all the systems will allow you to have confidence to run through an event and overcome any problem that may arise. Ensure that your assistants are able to practice as well.

For instance - The timing system, currently being used at World level events, is controlled using touchscreen. Some functions may require several sequential strokes. A time delay is built into the system and so it is possible to be so quick as to be incomplete with a function change. This may manifest itself as a clock stopping or incorrect lights showing etc. You must be prepared to discover any such idiosyncrasies of the systems in use.

Make a check on all shooting fields that timing systems and sound signals are visible / audible at all points on the shooting line (both right and left handed athletes). Ensure that the PA system is audible throughout the competition areas.

A.8.4 During the Competition

- (a) Take the time during official practice day to familiarize yourself again with the timing control equipment and begin to establish your script for future announcements that have to be made. Arrange to be copied on all tournament documents from this day forward to the conclusion of the competition.
- (b) Work with the COJ and field staff to recognize areas of weakness in the field setup and control and make adjustments accordingly.
- (c) Arrive on the field at least half an hour prior to the countdown so that a visual check of the venue and timing control system can be made. Touch base with the COJ prior to the beginning of each session.
- (d) The DOS should always take the time to gather their thoughts prior to using the microphone. The only exception would be in the event of an emergency. It is advisable that the DOS have a prepared script that covers standard announcements concerning the countdown to the competition, equipment failure, bounce-out, etc. There will also be many announcements that must be made daily such as transportation arrangements, lunch breaks, adjustments in the schedule, etc. that must be made, sometimes time and again depending on their importance. It is best not to speak too rapidly when using the microphone. This can cause mispronunciation and/or omission of important information that needs to be communicated to the competitors and spectators alike. Always speak in a firm but pleasant tone of voice since many competitors and coaches may have a limited understanding of the language in which you are communicating. Practice listening to your announcements as you make them, to adjust your speed to accommodate the acoustics of the venue, echo etc.

Sample Script:

Team managers may I have your attention please. The COJ has requested that you gather at the rear of the DOS stand immediately to discuss a possible change in this afternoon's agenda.

- (e) It is important that prior to the beginning of each session, a countdown be given to the competitors and the spectators. This will guarantee that all concerned will know when the competition will begin. The countdown should be given at intervals beginning at 15 minutes prior to the start of each session and at subsequent intervals of 10 minutes, 5 minutes and 1 minute.

Sample Script:

Good morning/afternoon ladies and gentlemen. Welcome to the (name of event).
The competition will begin in 15 minutes.
The competition will begin in 10 minutes.
The competition will begin in 5 minutes.
The competition will begin in 1 minute.
Will the Judges please take their positions on the field.

- (f) Immediately prior to the close of the morning session, announcements concerning the length of the lunch break, the time that the afternoon session

would begin and the official time should be given. Any additional announcements that need to be given or an invitation to the media to take photographs at the targets may be given (at the end of the afternoon session as well). At the completion of the day's competition, announce the time that the next day's program will begin and close the field to competition.

Sample Script:

Given prior to sending the athletes down to the targets.

One moment please. That concludes the competition for this morning. We will now break for lunch and restart the competition at 1300 hours (always use military time). Those accredited photographers who wish to take photographs down at the targets are invited to do so. The official time is 1143 hours.

One moment please. That concludes the competition for today. The field of play is now closed until tomorrow. We will continue the competition at 0900 hours. Those accredited photographers who wish to take photographs down at the targets are invited to do so.

(g) Each tournament will develop its own rhythm or flow which is generally established by the DOS. It is important that the DOS not interrupt this flow in an arbitrary manner. It is important that all sound signals be given in a consistent manner. This way the athletes can become familiar with the tournament flow and adjust their approach to the event. There will always be interruptions to this flow that are beyond the control of the DOS, but in those instances where the DOS can maintain a consistent rhythm, this should be done. The athletes will appreciate it. As to the question of whether this rhythm should be slow or fast, it is the preference of most athletes to have a fast consistent rhythm. Eliminate at all cost delays and interruptions to the tournament. Always communicate how the next phase of the schedule will be conducted.

Sample Script:

That concludes your 1/16th elimination competition. As soon as the judges determine whether we will have any shoot offs for ties, the field will be re-configured for the 1/8 elimination round. Please be prepared to get underway on a 2-minute warning.

Ladies and gentlemen, we are ready for our first individual bronze medal match. This will be the Compound Division between the athletes from Italy and the Russian Republic. Will those athletes and the Judge controlling the match proceed to the shooting line for introduction.

(h) There will be occasions where the competition will have to be interrupted because of an equipment failure, bounce-out, pass through, problems on the field, etc. Once all athletes have retired from the shooting line, an announcement must be made describing the nature of the problem and it's planned resolution. The exception is when an emergency occurs such as a buttress blowing over or a security violation that may cause injury to a competitor or a spectator. In these circumstances the shooting must immediately be interrupted by 5 or more sound signals after which the appropriate personnel will correct the problem. In all

instances where there is an interruption to the competition, the COJ or the judge on the scene must advise the DOS of the nature of the problem and the anticipated time it will take for its resolution.

Be attentive, as athletes become accustomed to the rhythm of the shoot, they may try to advance to the targets at the first sound signal heard.

Sample Script:

One moment please. There will be a brief pause in the competition because of an equipment failure on target # 23. The athlete has 2 arrows to shoot.

One moment please. There will be a brief pause in the competition because of a bounce out on target # 6. Will the judge and the athlete involved proceed to the target.

One moment please. There will be a brief pause in the competition because a target face has become unsecured from the buttress on target # 52. Will the judge and all athletes who have arrows to score on that target proceed to the target.

Ladies and gentlemen, we have had to interrupt the shooting because a spectator has wandered onto the west side of the field. Please step back behind the waiting line. We will continue with the competition as soon as the Judges secure the field. There are 71 seconds left on the clock.

Note: The above script is a sample of how a successful DOS can communicate in a calm and concise manner. Each individual may adapt these sample announcements to reflect their own personality and manner of speaking. This sample script was not intended to cover every possible situation that may occur during your management of a competition. The intent is to illustrate a style of communication that is calming while at the same time being authoritative in the most frequent situations that will occur during a day's shooting.

(i) Judges control the conduct of the competitors. It is not the responsibility of the DOS to police the athletes or the Judges. One exception to this procedure may be where the DOS is also the COJ. It should be mentioned that this cannot happen at International events but does happen quite commonly at small, local club type events. The location of the DOS stand gives the DOS the best view of the competition venue and they may observe infractions that go unnoticed by the Judges. There are occasions where a Team manager or a competitor may complain to the DOS about the conduct of a competitor or a judge. In circumstances such as these, the DOS must not take action to resolve the complaint directly. The DOS will pass along the complaint to the COJ whose responsibility is to do what is necessary to resolve the situation.

(j) It is recommended that, if there are fewer than 10 seconds remaining on the timing equipment and the shooting line is clear of all competitors, it is best to let the timing sequence complete itself automatically rather than to re-set the clock. This will maintain the smooth flow of the competition that has been established and in no way compromise the overall length of the competition.

It has become common practice, at events for athletes with disability, to run the clocks completely down at each end. This ensures that athletes still shooting are uninterrupted, as they may be hidden amongst athletes in wheelchairs/or those standing whilst but permitted to remain on the line, who have finished shooting.

It is very important that the DOS and assistant refrain from taking photographs from the DOS stand during the competition and should not use binoculars to spot arrows.

It is also very important that the DOS and assistant check the target line prior to giving the sound signal to occupy the shooting line so that it can be determined that no arrow have been left in a target and that no athlete are in and around the buttresses.

A.8.5 Major Events (World Championships, World Cups, Olympic/Paralympic Games, Other Games)

At these events a Sports Presentation Crew is being appointed more and more regularly and this could be from as early as the qualification round onwards.

In such cases the duties of the DOS change. They are now responsible to a Show Director (or sport Presentation Manager) who is the liaison between the shooting field and the media. The timetable may be set by a television schedule and not the published programme.

Other staff involved can be:

- *Commentator & Presenter: can be more than one person for handling different languages.*
- *The Audio Operator and/or DJ.*
- *The Floor Manager (TV-Broadcasting): the liaison between the TV Producer and the Show Director.*
- *Field of Play Marshals: to co-ordinate the flow of the Athletes and Judges on the Field of Play.*

It is critical for all these people to work as a team with the DOS.

The DOS must be prepared to ensure that contact is maintained with the Show Director at all times. The control of shooting remains with the DOS although the commencement of each phase will be the responsibility of the Show Director.

If a commentator is present, announcements will be made by that person. The DOS will still require that timing announcements etc are made but these will be made by the commentator for continuity. However, if the commentator is not reliable and/or has very poor English it may be necessary for the DOS to continue to make the announcements so the competition and officials know clearly what is happening.

During finals, the Sport Presentation team will base everything on zero time, the time being at which television has advertised the start of the event.

The DOS must arrange to be able to override the commentator at all times so that security announcements can be made.

The DOS position will now fit in with the structure of the finals field and it is critical that they are close to the Show Director and the Floor Manager.

The DOS will not always have a complete or unobstructed view of the field of play and security may be shared with the Line Judge who may have a better view in such instances.

Elimination matches will probably be shot on the finals field may be two at a time. In the case of two matches being shot at the same time, timing will be carried out by timing officials, under the control of the DOS.

The DOS will indicate the start and finish of each end. The timing officials will control the timing of the alternation in each match. It is essential that the DOS has contact with these officials as they must know when both matches have shot the full complement of arrows. It is advisable to use Assistants to help with this task.

Finals matches will be controlled by the DOS. An assistant can be employed in counting arrows as a double check on the time control. This advice applies both for individual and team matches.

A.8.6 Summary

The DOS is one of the senior ranking officials on the field once the competition begins. You may say that they are the choreographer of the event in cases where there is no Show Director. Nobody on the field has a greater impact on the success or failure of the competition once the shooting gets underway. For this reason the DOS must be as prepared and knowledgeable of the rules of shooting as the judges and of field management as the field crew.

The DOS should make no distinction as to whether a tournament is a local competition or the World Championship. All tournaments should be conducted in the same manner so that the athletes can expect the same standards wherever they compete even though the role of the DOS may differ from tournament to tournament.

The DOS must approach each assignment with an equal level of preparation and skill. The DOS is responsible to the Tournament Organizers and the competitors, so the DOS must know the rules of shooting, deportment and conduct.

The DOS must be prepared to conduct himself or herself in a competent, professional and dignified manner and in so doing create a climate where the only thing the competitors have to worry about is shooting their arrows to the best of their ability.

The most important thing for the DOS to keep in mind at all times is that they are a servant of the competitors and the competition. The competitors are on stage and are the stars. The DOS is only a stage manager but must be the best that they can possibly be and be protective of the competitors if the entire production is to be successful. It is also important to state that it is vital that the appointed DOS be very well trained in all aspects of tournament and field management as well.

Skip Phillips and Neil Dimmock
World Archery Judges Emeritus

A.9 Team managers meeting – Agenda

The Team managers' Meeting is held on the day of official practice, preferably in the evening when hopefully all the teams have arrived. This meeting allows World Archery and the Organizing Committee to detail all important information affecting the competition. The meeting will be chaired by the Technical Delegate, assisted by the appointed Chairperson of Judges' Commission and a senior representative of the Organizing Committee.

After transportation, the strongest first impression given by the Organizer and the WA Technical officials is the first Team Managers' meeting. In order to give the best impression, organizers, the co-ordination committee, the Technical Delegate and the Chairperson of Judges Commission must concentrate on the planning and preparation of Team Managers' meeting. Most of the Team Managers' meetings that were not well-run were suffering from the fact that the key people involved were not well-prepared. The following items should always be respected in order to run a successful Team Managers' meeting:

- *be prepared, a preparatory meeting of the people listed above is necessary.*
- *a written document or diagram is much clearer and better than a spoken word. Remember not everyone speaks and understands English.*
- *a written document with all key information should (needs to) be distributed at least 12 hours before the start of the meeting.*
- *the aim of the meeting is to clarify open issues, the information should be given before, not during the meeting. The meeting is to explain the information, not to distribute information.*
- *all parties involved should be present but only the designated persons in this document should address the meeting.*
- *if items cannot be resolved, set a deadline and inform the Team Managers of the resolution before the deadline.*
- *do not guess and give an answer, it is better to give a correct answer at a later time than guess and make mistakes.*
- *do it right the first time.*
- *it is not a problem to organize a second meeting, even an informal one if other matters need to be discussed.*
- *the meeting should be short. Remember, Team Managers are there to help their teams, not to waste their time in meetings.*

Possible Agenda for Team managers' Meeting

Opening

Brought to order by the Technical Delegate and introduction of the WA President or their representative for official welcome.

1. Roll call of all teams by the Technical Delegate (TD).

If any registered team representatives are absent, a request should be made by the TD to have other team representative/volunteer(s) to take all pertinent information to the missing team manager(s).

2. Introduction of Officials (TD)

- *WA President or their delegate*
 - *Co-ordinating Commission Committee*
 - *NF President*
 - *President of Organising Committee*
 - *WA medical representative*
 - *Tournament Judges' Commission (by the Chairperson of Judges)*
 - *Director of Shooting (by the Chairperson of Judges)*
 - *Jury of Appeal*
3. Technical Aspects of the competition (TD + Chairperson of Judges)
- *Competition Programme*
 - *Practice: when/where?*
 - *Participation numbers per class*
 - *Equipment Inspection; when/where?*
 - *Qualification Round including information on scoring*
 - *Elimination Round*
 - *Finals Round*
 - *Team Elimination Round*
 - *Team Finals Round*
 - *Dress Regulations*
4. Logistical Aspects (OC)
- *Transportation, venue, social, airport etc.*
 - *Meals, during practice, cost and who pays*
 - *Banquets and other social functions*
5. Protocol and ceremonies (OC)
6. Medical Related issues (Medical representative)
7. Technical Matters: (TD + Chairperson of Judges)
- *Timing control system*
 - *Results system*
 - *Tie - breaking procedures*
 - *Clarification of any rules which have caused confusion at previous competitions*
8. Recent rules changes and WA Committee official interpretations.
(Chairperson of Judges)
9. Other matters of Importance. Open the floor for questions from Team Managers. (TD)
10. Closing (TD)

A.10 Team Manager's Intent of Appeal Form



APPEAL FORM / FORMULAIRE D'APPEL

This is an intention of Appeal / Ceci est une intention de faire appel
 This is an appeal from / Ceci est un appel
 (please tick appropriate box / cochez la case appropriée)

the Team Captain of the following country :
 / du capitaine d'équipe du pays suivant: -----

Name of the Team Captain: / Nom du capitaine d'équipe: -----

a Team (please name country): / d'une équipe (précisez le pays): -----

an individual person (name) :
 / d'une personne individuelle (nom): -----

other (please specify) / autre (précisez): -----

This appeal is against / cet appel est dirigé contre: -----

Description of Appeal or Protest / Description de l'appel ou de la plainte:

I believe this action is against the following rules (state article if known) :
 / je pense que cette action viole les règles suivantes (citez l'article si connu): -----

Signature : Name in printing / nom en capitales: -----

Article 3.13.3:

An intention to appeal when it might affect the progression of an athlete from one stage of the competition to the next, must be expressed in writing and lodged with the Chairperson of the Tournament Judge Commission within 5 minutes of the end of the relevant round or match, whichever comes first. The written appeal must be lodged with the Jury within 15 minutes of the end of the relevant round or match, whichever comes first, to allow the Jury to come to a decision before the beginning of the next round of the competition.

L'intention de faire appel dans le cas où cela pourrait affecter la progression d'un concurrent entre une phase de la compétition et la phase suivante doit être exprimée par écrit au Président des Juges du Tournoi dans les **5 minutes** suivant la fin de l'épreuve ou du match en question, peu importe celui qui arrive en premier. **Cet appel écrit** doit être présenté au Jury dans un délai de **15 minutes** suivant la fin de l'épreuve ou du duel en question, peu importe celui qui arrive en premier, pour que le Jury prenne une décision avant le début de la phase suivante de la compétition.

Article 3.13.8:

Jury decisions shall be minuted and submitted to the appellant, the Chairperson of the Tournament Judge Commission and the Organizers before the beginning of the next stage of the competition or before the awarding of prizes.

Le procès-verbal des décisions du jury d'appel est soumis au requérant, au Président des Juges du Tournoi et aux organisateurs avant le début de la phase suivante de la compétition ou avant la remise des prix.

Received on / reçu le: ----- time / heure:-----
 by Chairperson of the Tournament Judge Commission / par le Président des Juges du Tournoi:

Signature: Name in printing / nom en capitales: -----

A.11 Judge Assessment

Judge's Details

Name		Chair of Judges	
Judge level		Date	
Review period	Start Date: DD/MM/YYYY	Finish Date: DD/MM/YYYY	
Event name		City/Country	

Evaluation of knowledge, skills and duties

	1 = Poor	2 = Needs Improvement	3 = Good	4 = Exceeded Expectations	5 = Excellent
Knowledge of the rules and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Ability to apply the rules and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Attendance and punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Performance under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Ability to listen to instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Team integration skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Promptness in taking action when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Ability to keep focused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Contribution to judge commission meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Accuracy in target calls including shoot-offs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Overall rating (average the rating numbers above)					

Feedback

ADDITIONAL COMMENTS/OBSERVATIONS:

WHAT IMPROVEMENTS CAN BE MADE?

Verification of Review

By signing this form, you confirm that you have discussed this review with the judge directly to provide feedback.

Chair of Judges signature _____ Date DD/MM/YYYY

A.12 Tournament Report

Event Details					
Event Name					
Event Location	Outdoor	<input type="checkbox"/>	Indoor	<input type="checkbox"/>	Date: DD/MM/YYYY
Event Dates	Start Date DD/MM/YYYY	Finish Date DD/MM/YYYY			
Chair of Judges Name					City and Country

General Comments

Put your feedback here

Evaluation

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Target butts/matts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments /Manufacture					
Target Faces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments /Manufacture					
Sports in general	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Timing & signalling equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Radios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Judges' spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Catering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Cooperation of the organising committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Cooperation with the para classifiers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments	
Overall rating (average the	

Venue Checklist		
General range safety	<input type="checkbox"/>	
Safety wall	<input type="checkbox"/>	
Distances	<input type="checkbox"/>	
Target line	<input type="checkbox"/>	
Shooting line	<input type="checkbox"/>	
Waiting line	<input type="checkbox"/>	
3-meter line	<input type="checkbox"/>	
Media lane	<input type="checkbox"/>	
Target lanes	<input type="checkbox"/>	
Target buttresses	<input type="checkbox"/>	
Target faces (quantity, quality)	<input type="checkbox"/>	
Mounting of target faces	<input type="checkbox"/>	
Height of target face centres	<input type="checkbox"/>	
Angle of target buttresses	<input type="checkbox"/>	
Installation security of target buttresses	<input type="checkbox"/>	
Position of target numbers (4 meters from Shooting line)	<input type="checkbox"/>	
Wind flag measurements (25-30cm size & 40cm above target)	<input type="checkbox"/>	
Windssocks (quantity, direction & 2.5 m above ground)	<input type="checkbox"/>	
Shooting line numbers	<input type="checkbox"/>	
Shooting positions (method & measurements)	<input type="checkbox"/>	
Signals, visuals and acoustics	<input type="checkbox"/>	
Public address system (DOS)	<input type="checkbox"/>	
Timing equipment (brand, efficiency)	<input type="checkbox"/>	
Spare timing equipment	<input type="checkbox"/>	
Spare target Buttress or replacement centres	<input type="checkbox"/>	
Spare target faces	<input type="checkbox"/>	
Practice Field (safety, size)	<input type="checkbox"/>	
Advertising/branding (reflections/obstructions)	<input type="checkbox"/>	
Emergency telephone numbers	<input type="checkbox"/>	
Location for equipment/dress inspection	<input type="checkbox"/>	
Results system used	<input type="checkbox"/>	
Seats and shelter for judges/scorers	<input type="checkbox"/>	
Judges/DOS communication system	<input type="checkbox"/>	
Indoor lighting	<input type="checkbox"/>	
Platforms, carpeting	<input type="checkbox"/>	
Jury of appeal (who is in the jury and where it was located)	<input type="checkbox"/>	

Feedback

WHAT WORKED WELL?

WHAT DID NOT WORK WELL?

WHAT IMPROVEMENTS/SUGGESTIONS CAN BE MADE TO THE EVENT?

NOTES FROM EQUIPMENT INSPECTION:

NOTES AND EVALUATION FROM THE REHEARSALS:

ANY RULES, INTERPRETATIONS TO BE REVIEWED/AMENDED TO IMPROVE JUDGING PROCEDURES FOR THE FUTURE?

DISQUALIFICATIONS – PLEASE PROVIDE ATHLETE NAME AND REASON FOR DISQUALIFICATION

MISTAKES MADE BY JUDGES, NAME OF THE JUDGE, MISTAKE MADE AND HOW WAS THE MISTAKE HANDLED?

ANY IMPORTANT REMARKS MADE BY THE CHAIR OF JUDGES AT THE TEAM MANAGERS MEETING?

WARNINGS ISSUED AT EVENT:

Warning	Name	Position	Country	Comments, photo or video (please insert/attach)
High/side draw				
Dress/uniform infringements				
Equipment Infringements				
Accreditation and upgrade violations				
Behaviour/sportsmanship				

JURY OF APPEAL REQUIRED: YES NO

If yes, please specify the details, supply a copy of the completed appeal form and the decision made by the Jury.

Feedback continued

PARA ARCHERY EVENTS

For example, any declassifications and when the classifiers observed them on the shooting line

3D AND FIELD EVENTS

ANY ADDITIONAL COMMENTS/OBSERVATIONS THAT COULD NOT BE EXPRESSED IN OTHER SECTIONS?

Verification of Review

Chair of Judges signature:

Date:

DD/MM/YYYY

A.13 Chairperson Checklist

Upon appointment the Chairperson should request the following information from WA:

- *The names and addresses (postal and email) of all the appointed Judges and alternates.*
- *The name and address of the Organizing Committee's contact person.*
- *The name and address of the Technical Delegate, requesting from them all important information they may have based on visiting the venue.*
- *The name and address of the DOS*
- *The names of the Jury Members*
- *A detailed schedule of the tournament and required date of arrival/departure for the Chairperson and for the Judges.*
- *Information of accommodation, transport, venue location etc. for the Judges, seeing to it that the Judges will have a single room accommodation if at all possible.*

Then the Chairperson should provide the following information to the Judge, alternates, and Judge Observer (if any):

- *A letter of introduction, including possible information re rules, judging or procedures that the Chairperson finds necessary to highlight.*
- *Location of the event and arrival points and dates*
- *Tournament schedule*
- *Judges' accommodation and meals*
- *Dress code for the Judges at the tournament*
- *List of equipment and clothing the Judges should bring*
- *Date and time of the first Judges meeting upon arrival (so that everyone, except alternates, may organize their arrival accordingly)*
- *An update of WA rules and by-law changes – if any*

Upon arrival and during the event the Chairperson will be responsible for the following (although they may distribute some tasks to the deputy chairperson (appointed by the Chairperson) or individual members of the group):

- *Preparing an information package for the Judges for the first meeting, including detailed program, bus schedule, distribution of duties etc.*
- *Preparing and conducting part of the Team Managers' Meeting in all matters related to the execution and control of shooting and scoring. It is a huge advantage to prepare important information in advance for distribution among Team Managers.*
- *Holding daily meetings with the Judges at the end of the day to discuss matters related to the competition on that day – and preparing for the days to come.*

- *Coordinating matters related to the competition with the Organizing Committee and TD.*
- *Meeting with the field crew and scorers (if any) to discuss their duties on the field and clarify possible problems.*
- *Furnishing the Judges with complete lists of athletes and results, check lists, pairing charts etc. in due time.*
- *Keeping record of the most important information discussed in the Judge Commission Meetings.*
- *Creating a teamwork atmosphere among the Judges through clear information, positive and encouraging attitude and keeping the group feeling throughout the entire stay. Over-seeing the work of the Judges on the field ensuring that all the duties, procedures and guidelines for Judges are conscientiously followed up.*
- *Working with the Judge(s) concerned in any appeal in which a decision of Judge(s) is involved.*

At the end of the event, the Chairperson is responsible for:

- *Preparing a report for WA (WAJC) on the highlights of the tournament from the point of view of judging*
- *Drafting the Judges' evaluation and submitting it to the WAJC.*

A.14 “Walkie Talkie” Procedures

(by James Larven)

At most tournaments two-way radios or “walkie talkie” radios are used for communications. To ensure good communications between all parties’ consistent “walkie talkie” usage protocols must be used and maintained.

Description

A two-way radio or “walkie-talkie” is a radio that can transmit and receive, unlike a broadcast receiver (*standard radio*) which can only receive radio content.

Two-way radios are available in stationary base or hand-held portable configurations. Hand-held radios are often called walkie-talkies. Walkie-talkies are fitted with push-to-talk or press to transmit button to activate the transmitter and send a message.

A walkie-talkie generally has the facility to select one of a number of channels to send messages. Depending upon the size of a tournament one channel can be used for everyone or different channels for specific groups.

These channels should be established by the Organising Committee prior to the event commencing and communicated to all parties. The Organising Committee should provide each person using a radio with a card identifying the channels which each group will use during the event. This card should also identify the call signs of each party.

Each Judge and DOS should be identified by a call sign such as Judge 1, Judge 2, etc. and the DOS with the call sign DOS.

International Language

There is extensive radio language used when communicating using walkie-talkies but for our purposed we should only be using the following key words.

“OUT”

This is to be used to end a transmission where no answer is required or expected.

“OVER”

This is the end of transmission and a response is required or necessary. It should be noted that, contrary to popular belief, "Over" and "Out" are never used at the same time, since their meanings are mutually exclusive. Therefore "Over and Out" should never be heard.

“CONFIRM” or “CONFIRMED”

"Confirm or Yes"

“NEGATIVE”
“No”

“SAY AGAIN”

“I have not understood your message, please repeat”

Note that the word “REPEAT” is never to be used in place of SAY AGAIN, especially in the vicinity of naval or other firing ranges, as REPEAT is an artillery word with a whole different meaning. However, REPEAT may be used in the middle of a signal to emphasise information. An example of using SAY AGAIN –

- *Target Judge sending scores to Results would say - Results this is Target 1 score [transmission unintelligible]...OUT.*
- *Target 1 this is Results “Say Again”OVER.*
- *At this point the Target Judge would reply Target 1 score 52, 5..2...OUT.*
- *Results would replyTarget 1 score 52, ..5...2 CONFIRM...OUT.*

GENERAL PROTOCOL

The general protocol to be used by judges at a tournament is –

To make a call

- *Depress send button and clearly say into microphone the name of the person or title you wish to speak too e.g. (DOS) and then your name or title John Smith and/or title Judge 1 followed by message and OUT.*
- *When you complete the message to finish say OUT if an answer is not required or expected or OVER to end of my transmission and await a response.*
- *When the response is received you would say CONFIRMED OUT.*

When making a call always say the name or title of the person you wish to contact followed by your name or title and then the message.

When responding to a call say your name or title and the name and the title you are responding too.

REMEMBER

To talk you MUST depress send button and keep depressed while talking, release when you have finished talking.

When sending scores always say score followed by each number for example score 56,...5...6

EXAMPLES

Sending Scores to Results

- *Message - Results this is Target 1 score 52,...5...2 OVER.*
- *Response - Target 1 this is Results Target 1 score 52 5 2 CONFIRMED OUT.*

Judge Reporting Equipment Failure

- *Message - DOS from Judge 2 - Equipment Failure on Target 65,...6...5 with 3 arrows to shoot OVER.*
- *Message - DOS to Judge 2, Equipment Failure on Target 65,...6...5 with 3 arrows to shoot Confirmed please advise when athlete is ready OVER.*

Communications should continue in this manner until equipment failure is resolved.

Tie

- *Message - DOS from Judge 2 Tie on Target 65,...6...5 OVER.*
- *Message - DOS to Judge 2, Tie CONFIRMED OUT.*

When the judge returns to the shooting line with the archers and the athletes are ready the Judge should advise the DOS.

- *Message - DOS from Judge 2, Tie on Target 65,...6...5 athletes ready OVER.*
- *Message - DOS to Judge 2, Athletes ready will commence tie when field clear CONFIRMED OUT.*

Field Equipment Repair

- *Message - Field Crew from Judge 3, new target face required on Target 65,...6...5 OVER.*
- *Message - Field Crew to Judge 3, new target face target 65,...6...5 CONFIRMED OUT*

Communication List

To facilitate efficient communications each person issued with a walkie talkie should be issued with a "Call Sign". These call signs should be listed on a card and a copy of the card given to each person who will be using the walkie talkies for the event.

The communication list should include each person's name and their call sign.

Example

<i>John Smith</i>	<i>Judge Chairperson</i>
<i>Mary Jones</i>	<i>Judge 1</i>
<i>Fred Park</i>	<i>Judge 2</i>
<i>Bob Singh</i>	<i>DOS</i>
<i>Jack Black</i>	<i>Field Crew Supervisor</i>

Ideally the list should be kept with each Official accreditation for easy access and review.

Each day when Judges are assigned to targets a list of who will be officiating on each target should be distributed to everyone involved in that day's competition.

Example

<i>Targets 1 - 5</i>	<i>Targets 6 - 10</i>	<i>Targets 11 - 15</i>	<i>Targets 16 - 20</i>	<i>Targets 21 - 25</i>	<i>Targets 26 - 30</i>	<i>Targets 31 - 35</i>
<i>Judge 1</i>	<i>Judge 2</i>	<i>Judge 3</i>	<i>Judge 4</i>	<i>Judge 5</i>	<i>Judge 6</i>	<i>Judge 7</i>

This will enable the DOS, Field Crew and all other people on site using the walkie talkies to quickly and easily identify who is calling without the use of a person name which could be misunderstood over walkie talkies.