



THE TRINIDAD & TOBAGO TARGET ARCHERY FEDERATION

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Terms of Reference for the Trinidad and Tobago Target Archery Federation's Judges Committee

Vision:

To work in conjunction with the Trinidad and Tobago Target Archery Federation in the development of judges of the highest caliber ensuring the growth and development of the sport of target archery in Trinidad and Tobago.

Mission:

To assist the Trinidad and Tobago Target Archery Federation in developing guidelines for the training, certification and re-certification of Club Judges, National Judges and Continental Judge Candidates.

Structure:

The Judges Committee will be comprised of the Chairman; which will be appointed by the Executive of the Trinidad and Tobago Target Archery Federation, as in article 8.3.1 of the TTAFF Constitution, and two other members, one of which will be the General Secretary of the Judges Committee. The other members will be recommended by the Chairman and approved by the Executive. The remaining group of certified judges shall compose the Judging Body of the TTAFF.

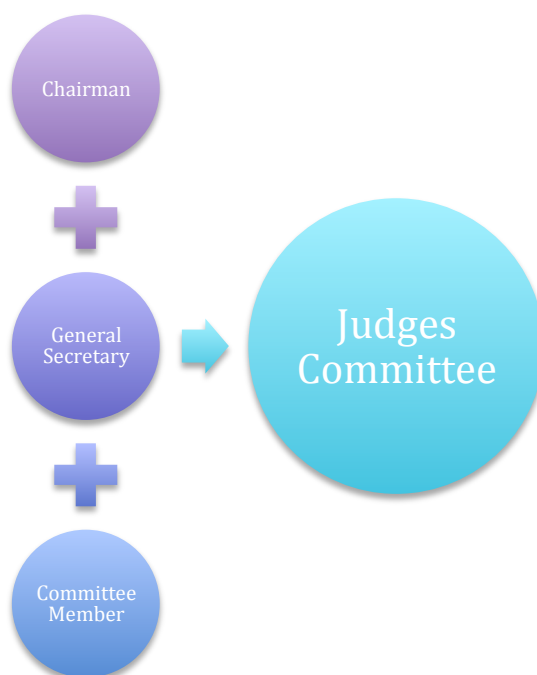


Figure 1 - Structure of the Judges Committee

Reporting Lines:

The Judges Committee shall report to the TTTAF Executive in accordance with article 8.3.2.3 of the TTTAF constitution. All official communication coming from the Judges Committee must have the TTTAF President and General Secretary copied.



Figure 2 - Reporting lines for Judges Committee and Judging Body

Duties:

The duties of the Judges Committee are as listed below:

- Report to the TTTAF Executive at each Monthly executive meeting on any or all of the following matters; these may be presented by the Committee Chairman or General Secretary:
 - List of current, passed and lapsed Judges comprising the Judging Body
 - Requests for Club Judges, National Judges and Continental Judge candidates
 - Requests for lapsed judging re-certification
 - Recent tournament report/recommendations
 - Training schedule/updates
 - Request for approvals of documents (exams, newsletters, etc.)
 - Any other matters
- Manage and update the contact list of Club Judges, National Judges and Continental Judge Candidates both past and present. This should be done on the stipulated form and reported to the TTTAF Executive at each monthly meeting and upon request.
- Keep records of the certifications of Club Judges, National Judges and Continental Judge Candidates and when they are due to expire.

- To resolve the queries of judges pertaining to problems that arise when applying the rules and to make recommendations to other committees which involve clarification of the rules or misappropriation of the rules.
- Produce the introductory training guidelines for Club Judges*.The TTTAF Executive will approve this guideline.
*To be done 1 month after the Judges Committee is formed.
- Formulate the written and practical examinations for the different levels of the Judging Body. The TTTAF Executive will approve these documents.
- Organize and structure the judges for local events outlined by the TTTAF's Calendar of Events. The Committee will be expected to ensure that each judge is rostered to attain an equal number of practical exposure at events taking into consideration the requirements for retaining their level of certification.
 - Persons who specifically desire to perform the duties of DOS should be identified and given adequate exposure in this function.
 - Each National Judge should be given the opportunity to act as The Chairperson of an event in which they officiate.
- To keep the membership informed of developments in judging matters and activities.
- To organize National Conferences and Seminars in collaboration with the TTTAF Executive.
- To investigate, on the instruction of the TTTAF Executive, any complaint or misdemeanor made against a judge and to bring such findings to the TTTAF Executive so that the necessary actions can be taken.
- Meet at least once monthly in order to plan for upcoming events requiring the service of judges. Minutes of these meetings must be forwarded to the TTTAF General Secretary in accordance with article 7.4.2 of the TTTAF constitution.
- Provide the TTTAF Executive with reports on recent events in which the judges participated.

Timeframe:

The Judges Committee will be established for a period of not more than six (6) months after which it will be dissolved. The reappointment of the committee will be conducted by the executive of the TTTAF and as required. The listed tasks are to be completed within this stipulated time.