



THE TRINIDAD & TOBAGO TARGET ARCHERY FEDERATION

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Terms of Reference for the Trinidad and Tobago Target Archery Federation's Judges Commission at the <<insert tournament name here>>

The Tournament: <<insert tournament name here>> shall now be referred to as "The Event"

Mission:

To officiate over The Event in a professional manner following the guidelines set out by World Archery in their Judges' Guide Book.

Duties:

All Judges that comprise the Judges Commission have equal authority but the Chairperson is the main point of contact between the Judges and the Organizing and Field Committees. All Judges should ensure that they are acting in accordance with the WA guidelines outlined in the Judges' Guide Book.

Chairperson:

- Liaise with the Organizing Committee to obtain the details of the event. The list of appointed Judges will be received from the Judges Committee.
- Make contact with the appointed Judges and discuss and schedule the necessary meetings that will occur before and during The Event.
- Inform the appointed Judges of any new rules as well as any specific procedures regarding the individual and match plays.
- Manage the duties of the appointed Judges and ensure that they follow them and adhere to the guidelines set out in the WA Judge's Guide Book.
- Manage the number of Judges assigned to tasks in an efficient manner so that all tasks will be completed according to schedule.
- Conduct the Team Captain's meeting informing them of:
 - Any new rules published.
 - Important procedures including:
 - The appeal process,
 - Proper scoring and marking of holes
 - Signing of the scorecards.
 - Procedure for reporting incidents while shooting and scoring.
- Provide the appointed Judges with a list of all archers competing.
- Provide the TTAF Executive with a written report of The Event, this should include:
 - A summary of the overall Event and its passing.
 - Form A.11 from the Judges' Guide Book – Judge Assessment
 - Form A.12 from the Judges' Guide Book - Daily Tournament Report

- Form A10. From the Judges' Guide Book – Team Captain's Intent of Appeal - for any so received.

Director of Shooting – DOS

The DOS is appointed by the Judges Committee before The Event and has a very important role, controlling shooting on the Main and Practice fields. Deputies may be appointed to assist the DOS in performing their duties.

- Ensure that the timing equipment is in proper working order.
- Control of the shooting at The Event.
- Maintain the order of shooting and the timing of the ends.
- Control of the P.A system, security and safety procedures.
- Manage the media, The Event personnel, team officials and the public access to the field.

Appointed Judges of the Judges Commission

- Perform the duties assigned to you by The Chairman of the Judges Commission.
- If assigned to do so complete the venue checklist (Form A.4 from the Judges' Guide Book) before the start of The Event.
- Work as a cohesive unit with the other appointed Judges and The Chairman.
- Keep The Chairman informed of any issues and matters that may have hindered you in your tasks or that may obstruct the proper running of The Event.
- Keep comprehensive notes of any abnormal occurrences so that you may refer to them in case of appeal or for the purpose of inclusion in The Event report.
- Ensure that the field complies with the requirements set out by World Archery.