

## **Guidelines for IAU judges in the Field division**

### **The Representative of the IAU Technical Committee for Field Judges' Care**

#### **Objectives**

To standardize IAU Field Crossbow Officiating throughout the world and to ensure consistent interpretation of the Rules.

#### **Duties**

1. To liaise closely with the IAU Field Technical Committee.
2. To constantly review all rules pertaining to Field Crossbow Shooting and Competition and make such information available to all officials and competitors.
3. To maintain a list of all qualified Field, Candidate International and International Judges.
4. To call for and to appoint Judges for Regional and World Championships.
5. To develop qualifying courses and examinations for accreditation and re-accreditation to the levels of Field, Candidate International and International Judge.
6. To cause to be conducted a meeting/seminar of all Judges at World Championships for the improvement, updating and interpretation of Rules for Judging.
7. To provide assistance as required to develop National Judging

## The I.A.U. Officials Oath

*“On behalf of all the Judges and Officials, I promise that, in the true spirit of sportsmanship, we will officiate at these Championships with complete impartiality, respecting and abiding by the rules which govern them”.*

Although crossbow shooting is not an Olympic sport the above oath forms a good basis for judging.

### **Ethics**

As a Judge you should consider it a privilege to officiate at a Championship and assist in making it successful both for the organisers and the shooters. Judges are there for the benefit and fairness of Competition for all competitors.

To do these ensure that you:

1. Keep an open and balanced mind at all times.
2. Know and are sure of the rules you are applying.
3. Are courteous in your approach to all persons on the tournament venue.
4. Listen carefully to all explanations of concerned persons.
5. Never lose control of your temper or emotions.
6. Give the competitor the benefit of any doubt.
7. Deal fairly and equally with all competitors (especially ones from your country and remember you are representing the IAU and not your country while judging).
8. Always put the competitor and Competition foremost.
9. Set a good example in dress standards, courtesy and deportment.

10. Are enthusiastic when on judging duty.
11. Stand to attention and show respect when a National Anthem or the IAU fanfare is played.
12. Don't smoke or eat while on duty.
13. Don't gather in groups unless discussing a problem or making a decision.
14. Don't drink alcohol just before or while on duty.
15. Don't interfere with a competitor while on the shooting line unless it is an emergency or to avoid an accident.
16. Never allow a person on the tournament venue to be abusive towards you.

## **Judges Levels and Requirements**

### **National Judge**

The accreditation of National Judges is the responsibility of the each Member Federations.

The IAU Technical Committee recommends that for training and qualification of National Judges the following be implemented.

1. Seminars and training be conducted by an IAU International Judge.
2. That National Judges also be accredited as IAU Field Judges by using the IAU Field Judges Examination and Qualifications.

### **IAU Field Judge**

These Judges may, at the discretion of the IAU Field Technical Committee, be used in a Candidate International Judges capacity at IAU Championships should not enough International Judges be able to attend.

### Requirements for qualification

1. Has attended a Seminar and Training conducted by an IAU International Judge.
2. Has at least 12 months experience as a National Judge and preferably officiated minimum of 2 tournaments.

Assessments will be made by the IAU Field Technical Committee based on Field Judge Assessment Forms supplied by the DOS (see appendix A). The qualification will be reviewed every four years, based on active duty.

### **International Judge/ International Judge Candidate**

The combined maximum number of International and Candidate International Judges will be 30, at any time.

Candidate Judges making application for International Status must:

1. Be a currently qualified/experienced Field Judge who has officiated at a minimum of two major tournaments at National Championship level or higher.
2. Have attended a seminar controlled by, and passed the attendant examination set by the IAU Field Technical Committee.
3. Have officiated either as DOS at a National tournament or Assistant DOS at an International or Regional Tournament.
4. Preferably speaks some English or German (official languages of the IAU).
5. Must serve at least 2 years before applying to become an International Judge.

## **Examinations for International Judge**

1. The IAU Field Technical Committee shall arrange examinations for International Judge's and/ or Candidate International Judge's. Where possible such examinations shall be arranged in conjunction with IAU Championships or International competitions.
2. The Examination Board shall consist of two (2) International Crossbow Judges appointed by the IAU.

## **Application Procedure for Field and International Judge**

Application Forms for Candidate International Judge's are available from the IAU Field Technical Committee. Applicants must hold current accreditation as a National Crossbow Judge and their application form see appendix 'B') must be submitted on behalf of the applicant(s) by their National Federation and must indicate:

- Name of the National Federation;
- Name, sex and address of the applicant;
- Education and professional background;
- Practical and technical experience in crossbow shooting and experience in Judging (in other shooting sports if appropriate);
- Experience at IAU Championship or Major Tournaments;
- Attendance of courses/seminars held by the IAU;
- Languages spoken;
- Any additional information that could assist the IAU Field Technical Committee in evaluating the aptitude of the applicant. This information must be made available to the Examination Board before the examination.

## **Accreditation**

1. The period of accreditation for Candidate International Judges and International Judges is four (4) years.
2. Field Judges, Candidate International Judges and International Judges shall be issued with AU Judges' Accreditation bearing the holders name, photograph (passport size), signature, nationality, qualification, discipline, validity period and be counter-signed by the IAU Technical Committee Chairperson. The IAU Judges' Accreditation shall be worn at all while officiating
3. Renewal of accreditation will be based on evidence of continuing participation. Renewal form will be mailed to International Judges by the Representative of the Technical Committee for IAU Field Judges' Care prior to the expiry of their term. Applications for renewal shall be submitted through the applicants National Federation
4. An appeal against denial of accreditation or re accreditation as International Judge or Candidate International Judge may be lodged in writing with the IAU Executive Committee by the person concerned through their National Association. The decision of the Executive Committee is final and terminates the path of appeal.

## **Judges Uniform**

The Judges uniform consists of 2 types.

1. Dress Uniform for formal occasions consisting of white shirt/blouse, blue IAU tie, medium grey trousers/skirt/slacks, a navy blazer (preferably with the AU crest on the pocket) and black shoes, a white hat may be worn.
2. Tournament Uniform consisting of medium grey trousers/skirt/slacks, a polo shirt supplied by the organisers (preferably red) and black shoes; a white

hat may be worn. A blue sports jacket with the I.A.U. crest may be worn. Alternatively the dress uniform should be worn. Protective clothing may be worn for inclement weather.

Field Judges recruited for and at a particular tournament should be dressed in the same pattern of clothing.

The uniform should always be kept in good order and clean. An untidy appearance gives impression of untidy judging ability. Accreditation cards must be worn at all times on the tournament field.

### **Judges Equipment**

The following is required to perform your duties efficiently:

- 1 2 meter tape measure.
- 2 Magnifying glass (2 or 3x) preferably not more than 7.5cm in diameter.
- 3 Loud whistle (in case of emergencies).
- 4 Compact binoculars.
- 5 Stop watch (digital or mechanical). If mechanical must operate in 60 second revolution.
- 6 Latest AU Rule book.
- 7 Notebooks.
- 8 2 red and 2 black pens.

### **Judges Duties**

**The Duties of an International Judge are:**

- a. To check layout and dimensions of the shooting field as well as the suitability of all associated field equipment on the day prior to the first day of the Competition, and thereafter as necessary.
- b. To supervise the scrutineering of all competitors' equipment on the day before the Competition commences for compliance with Art. 311.1.4. b., Art.

- 326, Art 327. and during the Competition as necessary, in conjunction with Technical Committee personnel.
- c. To check the conduct of the shooting and scoring.
  - d. To consult with the DOS on questions which arise regarding the shooting, including interruption of shooting due to weather conditions, a serious accident or other unforeseen occurrence, and ensure, if at all possible, that each day's programme is completed on that day.
  - e. To process any major dispute or appeal which may arise, including determination of the scoring value of bolts lying at the intersection of two scoring zones.
  - f. To initial (in red ink) any corrections to bolt values on scoresheets.
  - g. To initiate the moving forward of the target butts, and check the correct relocation and alignment of the target butts on the appropriate target line Art. 312.2.d.
  - h. To carry out the procedures outlined under Arts. 225 and 228 requiring the involvement of an International Judge.
  - i. To supervise and instruct Field Judges as necessary.

**The Duties of a Field Judge are:**

- a. The replacement of worn target faces or butts.
- b. The supervision and timing for competitors who have made essential equipment repairs.
- c. The settling of minor disputes and generally assisting the DOS.
- d. The supervision of the moving forward of the target butts after the completion of each distance, and the correct relocation of the target butts on the appropriate Target Line under the supervision of the IJ.
- e. Initial (in red ink) any corrections to bolt values on scoresheets.
- f. FJ's shall rotate after the completion of each distance

in the opposite direction to that of the scorers.

### **Appointments**

The IAU Field Technical Committee will issue an invitation and form to all judges as soon as championships and dates are confirmed. Judges must reply by the due date. When, after consultation with the Organising Committee, the selection has been made the IAU Field Technical Committee will notify the Judges concerned of their selection and the name of the Chairperson with that person's address and phone number.

Information regarding accommodation, the tournament etc. should come from the Organising Committee.

Should a selected Judge be unable to attend for any reason the chairperson must be advised immediately so a replacement can be appointed.

As soon as travel arrangements have been made and confirmed they are to be notified to the *Chairperson and the organising committee. The IAU Field Technical Committee Chairperson will notify the organising Committee of names of the members of the Tournament Judge Committee for that Tournament.*

On your arrival make contact with the Organising Committee and the chairperson of the Tournament Judge Committee.

### **Before the Competition**

You will be under the direction of the Chairperson of the Tournament Judge Committee who will organise:

- a) The inspection of the tournament ground and associated equipment to see that it meets the requirements of the rules. Use the check list in Appendix D as it makes you look more professional.
- b) A visit to the practice ground to see if shooting is being conducted under controlled conditions (particularly safety).

- c) A meeting with the DOS Assistants and the Tournament Committee Chairperson to resolve any problems and discuss how all are going to work together for the good of the tournament.
- d) The inspection of shooters equipment and in which order the countries will be inspected (Team managers must be present with their shooter).

It is suggested that if there are enough judges present that the inspection of individual pieces of equipment are inspected by the same judge e.g.: the prods, draw length and bolt retainer by one judge, the bolts and sights by another, clothing by another judge (you may need a male and female judge for this duty). Don't forget to check the competitors name off the list as the inspection is complete and use the appropriate check lists (see appendix C).

All Judges should attend the Team Managers' Meeting to be introduced and listen to any problems or questions the Managers may have regarding the rules and the conducting of the tournament.

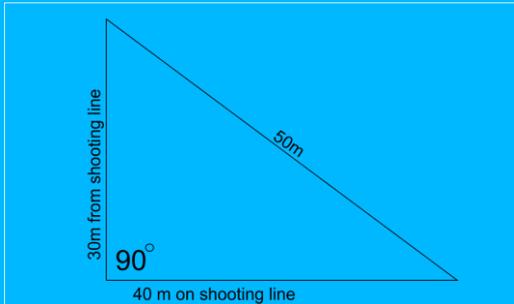
### **Checking the Venue**

The reason for checking the grounds is to make sure that it is safe for both competitors and spectators and that nothing has been overlooked in the laying out and preparation of the venue by the Organising Committee and work parties.

Make sure that safety barriers are in place, warning signs and flags posted and that the DOS has good visibility over all the ground.

Check that the shooting line, shooting lanes and target lines are square. One good way to check queerness is to use a right angled triangle with the 3, 4, 5 system. Measure from one corner along the shooting line 40 meters, mark it then from the same corner measure along the shooting lane or field edge 30 meters, mark it. The

measurement between the 30 and 40 meter points must be 50 meters. If it isn't then the field is out of square and either the shooting line or shooting lanes have to be adjusted so the points meet. Then do the same with the target line.



It is preferable and if possible, to do this check, with the working party before they mark out the field permanently.

Make sure there are equipment, media and waiting lines. That the DOS stand is raised and is approximately 2 - 3 metres behind the shooting line. This gives the DOS a good view along the shooting line and doesn't affect shooters close to the stand.

The butts and stands should be of such material so as not to damage bolts. The butts should be made of a material type and thickness to stop the bolts without any passing through, also that they meet the measurement requirements.

Target faces should be measured for size and roundness on a flat surface before they are put on the butts. There is no need to check every face, 2 or 3 at various intervals in a bundle is sufficient. This way they are checked in a natural state as once on the butts they are subject to the elements and moisture in the atmosphere can stretch and distort the material.

Suitable leader boards should be available and ready, particularly for the finals.

Make sure that there are chairs and umbrellas on the waiting line, also that drinks are available, for the Judges. Remember this is for your comfort; otherwise you may have to stand in the sun all day. Access to emergency assistance, phone numbers, location of phone and first aid is important.

Take the time to check it all and use the checklist in appendix D so that nothing is overlooked.

Have a quick recheck at the beginning of each days Competition (particularly the butts and timing equipment).

### **Checking Shooters Equipment**

Make sure there are enough tables for the equipment to be put on and that there is a list of competitors in countries, for checking off as they are inspected, also a check list form for each competitor complete with a place for Judges', competitors' and team managers' signatures (see appendix 'C').

A prod weighing device is a useful piece of equipment, if available; otherwise you have to go by the markings on the prods. It is not necessary to weigh all prods.

Pay particular attention to:

- a) Strings for fraying and prods for cracks which may break - draw them to the shooter notice.
- b) Bolt retainers - they are not allowed to guide the bolt. Ones which rest on the bolt near the pile are not allowed. They must hold the bolt and not allow it to slide out of the track. A method of checking is to put a bolt in place and point the bow downwards, and then tap the butt with the hand. If the bolt stays in place then it is okay.
- c) Butt hooks - these are possibly one of the most difficult to check, very often a clear piece of Perspex (acrylic sheet) with the correct measurements marked on it can be a great help.

- d) Clothing - check only one belt, not one to hold up trousers, slacks or skirt and another to hold the quiver. Check the dimension 30mm. No tight clothing, particularly under garments (refer to article 330.1. 1 for clothing). Special rigid boots are not permitted, - soft flexible flat soled boots are.

Last but not least do not forget to sign the appropriate portion of the form for the equipment you have inspected.

### **During the Competition**

Be alert, competitors may attempt to gain advantages which are in contradiction of the Rules. This may be someone behind spotting or coaching and relaying the information by signs to the shooter on the shooting line.

Keep a look out for breaches of safety by competitors, spectators and animals. Stop the shoot with cur whistle if you have to (series of short blasts), but preferably do it through the DOS.

Periodically check the timing equipment with your stop watch, to see that everything is still functioning the same as when the shoot started. Don't be frightened to check on arbalist equipment if it is thought it contravenes the requirements, but this should be done so as not to be seen to be concentrating on any particular shooter.

Move to the targets smartly and in line with the other Judges, just behind the bulk of the competitors. You cannot wait for every shooter to go to the target as you may be required for a problem early in the scoring. Stop approximately 10 metres in front of your designated targets and wait until someone at the targets requires you. If it is a line call or correction, move in smartly, make your call or correction then return to your previous position to await the next call. (See the sections on "Line calls" and "Score corrections".) Keep your eye on the targets either side of your allocated ones in case the Judge is occupied and someone else requires the service of a Judge.

On completion of scoring take a quick look at your assigned targets and butts for undue wear, replace any that are necessary.

Move back to the shooting line smartly and quickly with the other Judges in line abreast as if sweeping the field, this also helps the DOS in knowing that the field is clear. A Judge in the middle should give the signal to move off which should be as close as possible behind the last competitor/

Make sure competitors wear their Back Numbers and that they are plainly visible at all times.

Use a small notebook to record any special occurrences or problems, noting time, target and competitor number. Report any equipment failures to the DOS. Remember to make any approaches to competitors through their Team Captains/Managers. The Organising Committee and DOS should be approached through your chairperson, except in an emergency.

### Line Calls

If You are requested for a line call, move in smartly, use your magnifying glass, the arbalist obviously have difficulty in making a decision with the naked eye (even if it appears obvious, use the magnifying glass, the shooter expect it and you look more professional). Look at the bolt from one side then the other, if necessary go back to the first side for one more look, then make your decision. Give the benefit of any doubt to the shooter. Point to the bolt and state "That bolt is a 10, 9,8 or whatever the score," then move smartly away and back to your position. This avoids you getting involved in any arguments over that decision. Remember the shooter is only permitted one (1) Judge's opinion (field o IJ) on a line call.

### Score Correction

10	10	8		
		<del>9</del>		

Make the correction in red and initial it and have it countersigned by the shooter. You are only concerned with the value of bolts as they are in the target, not with totals. Totals can be re-added but you cannot refer back to bolts once they have been drawn. Only make the correction if the bolts are still in the target and have not been drawn. Only a judge can correct bolt values. To make a correction strike through the incorrect number with a single diagonal line then write the correct number above and initial it and have it countersigned by the shooter.

A bolt scored out of order should be underlined and initialled in red by a Judge and contra signed by the shooter.

10	9	<u>10</u>
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A miss is scored with an X through the square as a — can be changed to 7 or 4 and is also to prevent a 0 being changed to a 10.

9	8	X
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A ten in the inner circle and not touching the line is referred to as a clear ten and is circled on the score sheet to indicate it as such.

The shooter in signing the score card only signs for the value of the bolts not the adding up of totals, as these can and should be checked and corrected if necessary.

Should a scorer put an shooters scores on the wrong score sheet and requires you to Change them over, this can be done even if the bolts have been withdrawn, providing both shooters agree and sign next to the changes. You are not changing the value of the bolts, only correcting an error made by the scorer.

## **Equipment Failures**

Report these to the DOS giving the following information:

- a) Shooters target number.
- b) Number of bolts still to shoot.
- c) Type of Failure and approximate time (if possible) to fix.

The bolts will be made up at the end of the distance.

If there is a problem with a bow a Technical Committee person may be required to test and ensure the bow is safe to return to the shooting line.

## **At End of Tournament**

Attend a meeting which should be called at the end of the day's shooting and also at the end of the tournament by the Chairperson of Judges for all the tournament judges to discuss the activities of the days shooting and the tournament and how things may be improved. To pass to the Chairperson of Judges any relevant information from the tournament for inclusion in a report to be compiled by the DOS in conjunction with the Chairperson of Judges.

## **Chairperson of Judges**

The chairpersons of the IJC at WC/RC will automatically be the chairman of the Field TC or as otherwise delegated by the IJ officiating at the tournament.

### **Responsibilities:**

1. Liaison, co-ordination and control of all the judges officiating at the tournament.
2. To act as the communications link between the Judges, the DOS, the Technical Committee and the Organising Committee.

## **Duties:**

1. To communicate tournament information to the Judges officiating prior to the tournament.
2. To hold meetings with the Judges officiating prior to, during and after the tournament.
3. In conjunction with the DOS to compile a tournament report.
4. To ensure the conduct of the Judges is of the highest level.
5. To liaise with the Organising Committee on any problems which may arise.
6. To liaise with the DOS to ensure a smoothly conducted Competition.
7. To delegate specific duties and positions to the Judges.
8. To arrange with the Organising Committee facilities for equipment inspection and the comfort of the Judges during the Competition (e.g. umbrellas, chairs, drinks etc.).

If you have been selected for this position, start by gathering as much information as possible regarding the Tournament, from the organisers. Next forward to the nominated judges an introductory note from you together with the relevant tournament information, particularly accommodation and travel (if applicable). Then keep the judges up to date with information as it is made available. Inform the nominated judges when you will be arriving and where you will be accommodated (if applicable)

At the tournament venue arrange a meeting of all the judges to discuss various issues e.g. large:

allocation and rotation, what you expect of them, meals, the checking of grounds and equipment, the checking of shooter equipment, if a judge is to be a DOS Assistant and when (this would be done in liaison with the DOS). Do not be frightened to detail a duty to a specific judge or

group of judges, eg. 2 judges to check the target faces. Above all things ensure that you work with your judges, listen to their suggestions, they may have come across a certain type of problem before and found a good system for handling it. Do not be a stand over type of Boss, remember they are volunteers and this is not the Army. The Technical Committee personnel should be invited to the meeting as a courtesy.

Have a meeting with the Tournament Chairperson and the DOS to discuss how you can all work together to ensure a smoothly run tournament.

Keep an eye on the performance of the individual judges so you can fill in the assessment sheet

(appendix A) on completion.

Organise for the judges to be present at the Team Managers' briefing to be introduced and to hear what questions are asked and what information is given out.

Remember you are the spokesperson and link between the organisers, DOS and the judges.

### **Director of Shooting**

The Director of Shooting requires being at a minimum of an Candidate International Judge level as is one of, if not the, most important job on the tournament ground. The Organising Committee should arrange for approval of the person selected as DOS for a Regional or World Championship through the IAU TC. This appointment should also be approved by the IAU Executive Committee.

It is recommended that there be at least 1 assistant to the DOS and that they be of a minimum level of National Judge but preferably a Field Judge. A good way to achieve this is to rotate the available Field Judges through the position giving valuable experience and some variation.

## **The Duties of the DOS and Assistants**

1. To control the shooting, timing and the order in which the shooter occupy the shooting line.
2. To ensure where possible that the days shooting programme is completed.
3. To liaise with the Chairperson of Judges and if necessary to interrupt the shooting in the case of unforeseen problems which may endanger participants or equipment.
4. To ensure safety.
5. To keep records of times and problems and in liaison with the Chairperson of Judges submit a report on the Tournament/Championship to the IAU Field Technical Committee.
6. To control the use of the PA system and make all announcements.
7. To control the movement on the Tournament Field of all media personnel and spectators.
8. To comply with section 311.3 of the IAU Competition Rules (Field).

Should you be appointed DOS for a tournament, whether it be a local tournament or a World Championship, approach it with the same preparedness. It is important that the DOS presiding over a tournament at local level where a COJ is not appointed be prepared to assume these duties as well.

Start preparing yourself at least a week before by:

- (a) Studying a familiarising yourself with all the rules pertaining to the Competition.
- (b) Making contact with the Organising Committee and getting the programme and starting times.

- (c) Get as much information as possible on the shooting control equipment you will be using.
- (d) Organise yourself with:
- Pens and pencils for writing;
  - Pads for notes;
  - Timing sheets for keeping check on ends (see Appendix E and F);
  - Stop watch in case of electronic equipment failure;
  - Whistle in case of electronic equipment failure;
  - Binoculars for checking the field and butts;
  - Rule Book for reference if needed;
  - Suitable clothing for inclement weather (e.g. sitting in cold wind and/or rain).

## **Arrival**

Make sure you arrive early, if it is a Regional or World Championship at least 2 or 3 days before. This gives you the opportunity to check the ground, test and familiarise yourself with your equipment and liaise with the Organising Committee and Judges on the running of the tournament.

## **Days of Shooting**

On the days of shooting arrive at the ground a minimum of 1 hour prior to the scheduled commencement of shooting time. During that period, check and test your equipment (timer, lights, sound signals and PA system). Organise your DOS stand to suit your requirements, liaise with your assistants, check with the Chairperson of Judges that all butts are okay and securely fastened down, and that safety, requirements have been met.

## **Use of Public Address System**

Give a countdown warning 15 minutes, 10 minutes, 5 minutes and 1 minute prior to the commencement of shooting.

On the 15 minute warning at the beginning of the day Welcome Shooters and Officials.

When using a PA system think out what you are going to say (write notes if necessary) before you start speaking. Speak slowly and clearly, some competitors may not understand English or German very well. PA systems can tend to distort and echo if you talk fast or mumble.

Keep the competitors and officials well informed of what is happening, DO NOT use the PA system while competitors are shooting unless it is an emergency. Inform them of the reasons for interruptions to the shooting.

The best time for announcements is when they have finished shooting and before they proceed to the targets or after they have returned from the targets, but before the signal to go to the shooting line (give them a few seconds to collect their thoughts before giving the signal). At the time of a break (e.g. between distances), announce the length of the break and give a time shooting will recommence (do this before they go to score and don't forget the countdown prior to commencement of shooting).

## **During the Competition**

Concentrate on the shooting and sequences. It is easy to be distracted and lose the sequence. During shooting sequences make it clear to the Chairperson of Judges and the Organising Committee that you do not want anyone coming to the DOS Platform, unless it is absolutely necessary, in case it distracts you or the competitors.

Should a competitor or official make a complaint about a competitor or official to you, pass it to the Chairperson of Judges to handle, it is his/her responsibility.

Use good commonsense in your duties as DOS, do not become flustered or officious. Remember You are there for the competitors and to see the tournament runs smoothly.

### **At End of Tournament**

Attend a meeting which should be called at the end of the tournament by the Chairperson of Judges for all the tournament judges to discuss the activities of the shooting and the tournament and how things may be improved.

Receive any information from the Chairperson of Judges for inclusion in and to compile a report on the tournament and distribute to the IAU Field Technical Committee and to the Organising Committee.

### **Jury of Appeal**

Consideration for the rights of the competitors and their team officials is one of the important considerations at any IAU event. It would be very unfortunate if the actions of another competitor, a Judge, or member of the organising committee unfairly affected the performance or score of a competitor. The Jury of Appeal is there to protect the competitors' rights within the rules. The Jury is also there to protect the Judge who has done his duty responsibly.

It is very important that all Judges understand the procedure and responsibility of the "Jury". Each of you may well be asked to serve on the "Jury of Appeal" at a championship if, in fact, you are not serving as a Judge at the event. If you are asked, do it with honour and integrity, recognise that you are there to protect the rights of the competitor.

## **Guidelines and Procedures for Juries**

**Preamble:** The Jury for all IAU championships is named by the IAU, based on the recommendation of the Organising Committee.

Once a Jury and its chairperson has been named, and they arrive on site, they must prepare themselves for their responsibilities by:

1. Ensuring that if at all possible they familiarise themselves with the Competition field;
2. ensuring that a meeting room is available to them and that they have adequate facilities for preparing and making copies of the “Jury Decisions” they may have to produce;
3. make certain that they are on the Tournament Field until at least 30 minutes after shooting has been completed each day. If for any reason this is not possible and a member of the Jury has to leave the field, he/she must advise the other members where he/she can be located.

The IAU Competition Rules (Field) article 336 require all appeals to be decided first by the Intentional Judges Committee. Should there be a disagreement with the International Judges Committee decision then a higher appeal can be made in writing to the Jury of Appeal accompanied by a fee of EUR 50 or its equivalent not later than 30 minutes after the International Judges’ Committee decision.

The Jury are then required to meet and render a verdict as soon as possible.

The Jury must:

1. Read and clearly understand the appeal;

2. research the Constitution so that they have at their disposal all information and references that could affect the issue;
3. decide from the content of the appeal what witnesses should be called. On rare occasions the protest may ask for considerations totally outside the rules and may have only one very clearly defined solution. If this is the case and there is unanimous accord an immediate written decision shall be prepared.

In all other cases, witnesses must be called in the following rotation:

1. The appellant accompanied by his team captain, if requested;
2. 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;
3. the Judge or official named or blamed in the appeal. The Chairperson of Judges may be requested to give evidence if the action of the Judge reflected an established and detailed procedure.

If the issue is very serious, the witnesses already called may be asked to stay available for the possibility of a recall.

### **Actual Jury Chairperson’s Procedure:**

It is very important that the chairperson make every effort to relax all witnesses. This can be done by early stating at the onset that the Jury requires a simple statement of the event in question as they personally witnessed it. Advise them further that the main purpose of the Jury action is to protect, where possible, the rights and any scores of

those involved.

Once all witnesses have been called and recalled if necessary, the Jury must (in camera) review the case, and offer input and argument to support or not support the appeal. Once a clear decision has been rendered, a report of Jury shall be compiled, and should be prepared in the following format.

Decision of

The Jury of Appeal for the *xxth* World Championships  
Appeal No. 3/99 10:00 am July 19, 2xxx

Having considered the Appeal of \_\_\_\_\_  
(detail the appeal or advise) “see attached”

The Jury supports the Appeal based on the actual IAU Competition rules Field Crossbow, (detail the rule if it is not completely clear) or state the special circumstance that affected the decision.

And herewith request that the Organising Committee reinstate the score of archer number 13A, namely

Mr. John Doe, etc.

signed: \_\_\_\_\_  
Chairperson

signed: \_\_\_\_\_  
Member

signed: \_\_\_\_\_  
Member

This document must be circulated to all interested and

involved parties, i.e.:, the appellant, the relevant Team Manager, the Chairperson of Judges, the Organising Committee and a copy for the IAU records.

One of the important powers that a Jury has is to consider extenuating circumstances that could have affected the action of the accused competitor or official. Whereas the Judge is required to enforce the rules as they are given to them, **the Jury has a broader responsibility to see that “justice is done” in the best interest of all.**

It is a difficult job and it is very easy for sympathy to enter the equation. Remember that if in fact you make a decision to support an appeal that could give a competitor points, **you are in fact taking points from every other archer on the field.**

An unfortunate fact is that the Judges and Jury are often the last contact between the competitors and the Organising Committee and IAU. They do on occasion become the scapegoat for unclear or outdated rules as well as poor preparation and tournament administration.

## Introduction

This is a completely revised edition of the IAU Judges Guidelines in Field division. The original version of the first Judges Guidelines was produced by the work and co-operation of Chris Aston, Keith Reynolds, John Carder, Ron Oakley, Rairno Leivo, Robert Smith and FITA Judges Skip Phillips and Don Marcure.

Recent changes and improvements have been made by Pavel Kaszonyi and Pero Stojnić.

This edition has added sections which we hope will give good guidance and improve the IAU Judging image.

Adopted at the meeting of the IAU Executive Committee in Moscow December 7, 2017.