



# **W.C.S.A. Inc. JUDGES HANDBOOK**



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# World Crossbow Shooting Association Judges Handbook

## 1 World Crossbow Shooting Association (WCSA) Judges Committee

### 1.1 Objectives

To ensure judges and officials perform their duties to a consistent and high standard for all forms of crossbow shooting recognized by WCSA.

### 1.2 Duties

- 1.2.1 To liaise closely with the WCSA Technical Committee.
- 1.2.2 To constantly review all rules pertaining to Crossbow Shooting and competition and make such information available to all officials and competitors.
- 1.2.3 To maintain a list of all qualified, Candidate International and International Judges.
- 1.2.4 To call for and to appoint Judges for Regional and World Championships.
- 1.2.5 To develop qualifying courses and examinations for accreditation and re-accreditation to the levels of, Candidate International and International Judge.
- 1.2.6 Where possible, to cause to be conducted a meeting/seminar of all Judges at World Championships for the improvement, updating and interpretation of Rules for Judging.
- 1.2.7 To provide assistance as required for the development of National Judging.

## 2 The WCSA 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.

## 3 Ethics

### 3.1 Privilege

- 3.1.1 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 competitors. Judges are there for the benefit of the competition, and all competitors. Their purpose is to ensure that the rules are interpreted and applied consistently and fairly.

### 3.2 To do this ensure that you:

- 3.2.1 keep an open and balanced mind at all times.
- 3.2.2 know and be sure of the rules you are applying.
- 3.2.3 are courteous in your approach to all persons on the tournament venue.
- 3.2.4 listen carefully to all explanations of concerned persons.
- 3.2.5 never lose control of your temper or emotions.
- 3.2.6 always give the competitor the benefit of any doubt.
- 3.2.7 deal fairly and equally with all competitors (especially those from your country and remember you are representing the WCSA and not your country while judging).
- 3.2.8 always put the competitor and competition first.
- 3.2.9 set a good example in dress standards, courtesy and deportment.
- 3.2.10 are enthusiastic when on judging duty.
- 3.2.11 stand to attention and show respect when a National Anthem is played.
- 3.2.12 do not smoke or eat while on duty.
- 3.2.13 do not gather in groups unless discussing a problem or making a decision.
- 3.2.14 do not drink alcohol just before or while on duty.
- 3.2.15 do not interfere with a competitor while on the shooting line unless it is an emergency or to avoid an accident.
- 3.2.16 never allow a person on the tournament venue to be abusive (If it happens indicate that you are not prepared to accept that kind of behavior at the tournament and give them a warning that if it persists you will make moves to have them disqualified from the competition and possibly removed from the tournament range).



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## 4 Judges Levels and Requirements

### 4.1 National Judge Target (incl Sporting and Medieval Crossbow).

- 4.1.1 The accreditation of National Judges is the responsibility of the Member Association of the Country concerned.
- 4.1.2 The WCSA Judges Committee recommend that where possible for the training and qualification of National Judges the following be implemented.
  - 4.1.2.1 Seminars and training be conducted by a WCSA International Judge.
  - 4.1.2.2 That the WCSA Judges Manual be used as the basis for instruction.
- 4.1.3 A National Judge may be utilised at a World or Regional Championship (by approval of the WCSA Judges Committee) should not enough Candidate International Judges or International Judges be available.

### 4.2 International Judge/ Candidate International Judge

- 4.2.1 The combined maximum number of International Judges and Candidate International Judges will be 30 at any time.
- 4.2.2 National Judges making application for Candidate International Status must:
  - 4.3.2.1: be a currently qualified/experienced Judge who has officiated at a minimum of 2 major tournaments at National Championship level or higher.
  - 4.3.2.2: have attended a seminar controlled by, and passed the attendant examination set by, the WCSA Judges' Committee.
  - 4.3.2.3: Speak some English (official language of the WCSA).
  - 4.3.2.4: Preferably should have served at least 2 years as a National Judge before applying to become a Candidate International Judge.

### 4.3 Examinations for International Judge

- 4.3.1 The WCSA Judges' Committee shall arrange examinations for International Judge's and/or Candidate International Judge's. Where possible such examinations shall be arranged in conjunction with WCSA Championships or International competitions.
- 4.3.2 The Examination Board shall where possible consist of three (3) International Crossbow Judges appointed by the WCSA. The Chair shall preferably be Chair of the WCSA Judges Committee.

### 4.5 Application Procedure for International Judge

- 4.5.1 Application Forms for Candidate International Judge's are available from the WCSA Judges' 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;
  - Practical and technical experience in crossbow shooting and experience in Judging (in other sports if appropriate);
  - Attendance of courses/seminars held by the WCSA;
  - Languages spoken;
  - Any additional information that could assist the WCSA Judges' Committee in evaluating the aptitude of the applicant. This information must be made available to the Examination Board before the examination.

### 4.6 Accreditation

- 4.6.1 The period of accreditation for Candidate International Judges and International Judges is four (4) years.
- 4.6.2 Candidate International Judges and International Judges shall be issued with WCSA Judges' Accreditation bearing the holders name, photograph (passport size), nationality, validity period and be counter-signed by the WCSA Judges Committee Chair. The WCSA Judges' Accreditation shall be carried at all times while officiating.
- 4.6.3 Renewal of accreditation will be based on evidence of continuing participation. Renewal forms will be forwarded to Candidate International Judges and International Judges by the WCSA Judges' Chair prior to the expiry of their term.
- 4.6.4 An appeal against denial of accreditation or re accreditation as International Judge or Candidate International Judge may be lodged in writing with the WCSA Executive Committee by the person concerned. The decision of the Executive Committee is final and terminates the path of appeal.



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## 5 Judges Uniform

- 5.1 **Dress Uniform** for formal occasions consisting of white shirt/blouse, medium grey trousers/skirt/slacks, a black or navy blue blazer (preferably with the WCSA crest on the pocket) and black shoes, a hat (preferably white) may be worn.
- 5.2 **Target Tournament Uniform** consisting of a red shirt (which may be supplied by the organisers), medium grey trousers/skirt/slacks and black shoes. A hat (preferably white) may be worn. Protective clothing may be worn for inclement weather. The Judges Tabard must be worn over the top of all upper garments.
- 5.3 **Forest Round/3D Uniform** consisting of a white or red shirt (which may be supplied by the organisers), trousers, hat and footwear to suit the terrain. Protective clothing may be worn for inclement weather. The red Judges Tabard must be worn over the top of all upper garments. Camouflage clothing is NOT permitted.
- 5.4 Judges at a tournament should be dressed in the same pattern of clothing.
- 5.5 The uniform should always be kept in good order and clean. An untidy appearance gives the impression of untidy judging ability. Accreditation cards must be carried at all times on the tournament field.

## 6 Judges Equipment

- 6.1 **The following is required to perform your duties efficiently:**
  - 6.1.1 2 metre tape measure.
  - 6.1.2 magnifying glass (2 or 3x) preferably not more than 7.5cm in diameter.
  - 6.1.3 loud whistle (in case of emergencies).
  - 6.1.4 compact binoculars.
  - 6.1.5 stop watch (digital or mechanical). If mechanical must operate in 60 second revolution.
  - 6.1.6 latest WCSA Rule book.
  - 6.1.7 note book.
  - 6.1.8 2 red and 2 black pens.
  - 6.1.9 a Red Disqualification card and a Yellow warning Card.
  - 6.1.10 At Target Championships it is an advantage but not essential to have a pocket compass for checking the direction of shooting (target).
- 6.2 **To be supplied by the Organisers:**
  - 6.2.1 list of Competitors grouped in countries including Team Managers names.
  - 6.2.2 list of Competitors and their target allocations.
  - 6.2.3 for Forest Round/3D a layout of the Field Course indicating the targets and their numbers
  - 6.2.4 for Forest Round/3D a list of the target numbers, their face size and distance.

## 7 Judges Duties

- 7.1 **The Duties of an International Judge are:-**
  - 7.1.1 To check the layout, safety and dimensions of the shooting range and/or Forest Round/3D course as well as the suitability of all associated equipment on the day prior to the first day of the competition, and thereafter as scrutineer to check the competitors' equipment before the competition commences for compliance with the rules and at any time during the competition as necessary.
  - 7.1.3 To check the conduct of the shooting and scoring.
  - 7.1.4 To consult with the Director of Shooting on questions which arise regarding the shooting, including the interruption of shooting due to weather conditions, a serious accident or other unforeseen occurrences, and ensure, if at all possible, that each day's programme is completed on that day.
  - 7.1.5 To process any disputes or appeals which may arise, including determination of the scoring value of bolts lying at the intersection of two scoring zones.
  - 7.1.6 To initial (in red ink) any corrections to bolt values on score sheets.
  - 7.1.7 At a Target event, 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.
  - 7.1.8 The replacement of worn target faces or butts.
  - 7.1.9 The supervision and timing of competitors who have made essential equipment repairs.
  - 7.1.10 To assist if requested in the marshalling and supervision of competitors selected for doping testing.



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## 8 Tournament Appointments

- 8.1 The WCSA Judges' Committee will issue an invitation 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 WCSA Judges' Committee will notify the Judges concerned of their selection and the name of the Chairperson of the Judge Commission together with contact details.
- 8.2 Information regarding accommodation, the tournament etc. should come from the Organising Committee.
- 8.3 Should a selected Judge be unable to attend for any reason the chairperson must be advised immediately so a replacement can be appointed.
- 8.4 As soon as travel arrangements have been made and confirmed they are to be notified to the chairperson and the Organising Committee. The WCSA Judges Committee will notify the Organising Committee of names of the members of the Tournament Judge Commission for that Tournament.
- 8.5 On your arrival make contact with the Organising Committee and the Chairperson of the Tournament Judge Commission.

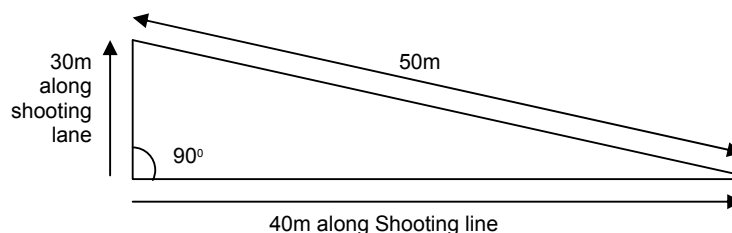
## 9 Before the Competition

- 9.1 **You will be under the direction of the Chair of the Tournament Judge Commission who will organise:**
  - 9.1.1 The inspection of the tournament ground and associated equipment to see that it meets the requirements of the rules (use a check list as it makes you look more professional).
  - 9.1.2 A visit to any practice ground to see if shooting is being conducted under controlled conditions (particularly safety).
  - 9.1.3 A meeting with the Director of Shooting, Director of Shooting Assistants and the Organising Committee Chair to resolve any problems and discuss how all are going to work together for the good of the tournament.
  - 9.1.4 The inspection of competitors equipment and in which order the countries will be inspected (Team managers must be present with their competitors)  

It is suggested that if there are enough judges present that the inspection of individual pieces of equipment are inspected by the same judge eg: 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 use the appropriate check lists and cross the competitors name off the list as their inspection is completed.
  - 9.1.5 All Judges should be invited to attend the Team Managers' Meeting to be introduced and listen to any problems or questions the Managers may have regarding the rules and the tournament.

## 10 Checking the Venue

- 10.1 **Target:**
  - 10.1.1 The reason for checking the tournament ground 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.
  - 10.1.2 Make sure that safety barriers are in place, warning signs and flags posted and that the Director of Shooting has good visibility over all the ground.
  - 10.1.3 Check that the shooting line, shooting lanes and target lines are square. One good way to check for squareness is to use a right angled triangle with the 3, 4, 5 system. Measure from one corner along the shooting line 40 metres, mark it then from the same corner measure along the shooting lane or edge 30 metres, mark it. The measurement between the 30 and 40 meter points must be 50 metres. If it isn't then the range 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 to do this check, with the working party before they mark out the range permanently.



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- 10.1.4 The Organising Committee may have had the ground set up by a surveyor and present you with the surveyors certificate which in most cases you can then accept that the measurements are correct and that the range is square. It is then up to the Chairman of Judges whether any of the measurements are checked for accuracy and self satisfaction.
- 10.1.5 Make sure there are equipment, media and waiting lines. That the Director of Shooting stand is raised and is approximately 2 - 3 metres behind the shooting line. This gives the Director of Shooting a good view along the shooting line and doesn't affect competitors who may be shooting close to the stand.
- 10.1.6 The butts and stands should meet the measurement requirements and 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 or bouncing out.
- 10.1.7 Target faces should be measured for size and roundness on a flat surface before they are put on to 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 because once they are put on the butts they are subject to the elements and could change.
- 10.1.8 Suitable leader boards should be available and ready.
- 10.1.9 Make sure that there are chairs and umbrellas on the waiting line for the Judges, also that drinks are available. Remember this is for your comfort, otherwise you may have to stand in the sun or rain all day.
- 10.1.10 Access to emergency assistance, phone numbers, location of phone and first aid is important.
- 10.1.11 Take the time to check it all and use the checklist so that nothing is overlooked.
- 10.1.12 Have a quick recheck at the beginning of each day's competition (particularly check the butts and timing equipment).

## 10.2 Forest Round/3D

- 10.2.1 The reason for checking the Forest Round/3D course 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 course by the Organising Committee and work parties.
- 10.2.2 Make sure that safety barriers are in place, warning signs and flags are posted where necessary.
- 10.2.3 Check that the shooting line/posts and shooting lanes are clear of obstacles for the flight of the bolts and that both short and tall competitors can see the full target scoring area. It is preferable where possible to do this check with the working party so that they know which items need to be corrected or can correct them as you go.
- 10.2.4 The butts and their supports 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 or bouncing out, also that they meet the requirements to suit the target/face sizes.
- 10.2.5 Target faces for the Forest Round should be measured for size on a flat surface before they are put on to the butts. There should be no need to check every face. One of each type should be enough. This way they are checked in a natural state because once they are put on the butts they are subject to the elements and could change.  
3D Targets will need to be checked and measured as necessary.
- 10.2.6 Ensure that there are no shooting posts or paths lined up behind target butts so that an overshot bolt cannot be of any danger.
- 10.2.7 Make sure that drinks are available, for the Judges and competitors.
- 10.2.8 Access to emergency assistance, phone numbers, location of phone and first aid is important.
- 10.2.9 Take the time to check it all and use the checklist so that nothing is overlooked.
- 10.2.10 Make sure that the size face on the butt is correct for the distance to be shot.
- 10.2.11 Have a quick recheck at the beginning of each day's competition in particularly the butts for wear and possible weak spots which may allow pass throughs and that the correct size target face is on the butt for the correct distance.

## 11 Checking Competitors' Equipment

- 11.1.0 Make sure there are enough tables for the competitors 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.
- 11.2.0 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.
- 11.3.0 Pay particular attention to:
  - 11.3.1 Strings for fraying and prods for cracks etc which may cause problems - point them out the competitor concerned. Please remember that the judges are not checking the equipment for safety, only for compliance with the rules but any items which could cause problems in safety or the smooth running of the tournament should be pointed out to the competitor so they can rectify them.



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- 11.3.2 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, have someone lift the string then tap the butt with the hand. If the bolt stays in place it is okay.
- 11.3.3 Clothing - 2 belts are permitted, one to hold up trousers, slacks or skirt (may be tight/firm) and another to hold the quiver (must not be tight). Check the dimension of the belt 50mm maximum wide. No tight clothing, particularly under garments. Special rigid boots are not permitted - soft flexible flat soled boots are. Ankle support is not permitted
- 11.4.0 Last but not least do not forget to sign the appropriate portion of the check form for the equipment you have inspected.

## 12 During the Competition

### 12.1 All Competitions

- 12.1.1 Keep a look out for breaches of safety by competitors, spectators and animals. Stop the shoot with your whistle if you have to (series of short blasts), but preferably do it through the Director of Shooting.
- 13.1.2 Don't be frightened to check a competitors equipment if it is thought it contravenes the requirements (the competitor may have made alterations after the equipment check), but this should be done so as not to be seen to be concentrating on any particular shooter.
- 12.2.3 Periodically check the faces and butts for undue wear, replace any that are necessary.
- 12.1.4 Move to the targets smartly and in line with the other Judges, just behind the bulk of the competitors. You cannot wait for every competitor 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.
- 12.1.5 Use a small notebook to record any special occurrences or problems, noting time, target and competitor number. Report any equipment failures to the Director of Shooting. Remember that wherever possible make any approaches to competitors through their Team Captains/Managers. Where possible the Organising Committee and Director of Shooting should be approached through your Chairperson, except in an emergency.

### 12.2 Target Competitions

- 12.1.1 Be alert, competitors may attempt to gain advantages that are in contradiction of the rules, such as consuming alcohol behind the shooting line.
- 12.2.2 Keep a look out for breaches of safety by competitors, spectators and animals. Stop the shoot with your whistle if you have to (series of short blasts), but preferably do it through the Director of Shooting.
- 12.2.3 On completion of scoring take a quick look at your assigned targets check the faces and butts for undue wear, replace any that are necessary.
- 12.2.3 Periodically check the timing equipment with your stop watch, to see that everything is still functioning the same as when the shoot started.
- 12.2.5 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 Director of Shooting in knowing that the range 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.
- 12.2.6 Make sure competitors wear their Back Numbers and that they are plainly visible at all times.

### 12.3 Forest Round/3D

- 12.3.1 Be alert, competitors may attempt to gain advantages that are in contradiction of the rules, such as consuming alcohol or using a distance measuring device on unmarked rounds.
- 12.3.2 Keep a look out for breaches of safety by competitors, spectators and animals. You may only need to stop a group from shooting but stop the shoot with your whistle if you have to (series of short blasts).
- 12.3.3 Periodically check that shooting pegs have not been kicked out or changed.
- 12.3.4 Make sure competitors wear their Back Numbers and that they are plainly visible at all times.
- 12.3.5 Watch out for any bank ups of groups behind a particular group which may be very slow. If you have this situation use your own judgement to rectify it, then notify the Chair of Judges of your actions or contact the Chair of Judges of the situation and discuss what action to take.



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## 13 Line Calls

- 13.1 If you are requested for a line call, move in smartly, the competitors obviously have had difficulty in making a decision with the naked eye (*even if it appears obvious, use the magnifying glass, the competitors 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 competitor. Point to the bolt and state "That is a 10" or whatever the score of the bolt is, then move smartly away. This avoids you getting involved in any arguments over that decision. Remember the competitor is only permitted one (1) Judge's opinion on a line call.
- 13.2 A Score Correction

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Make the correction in red and initial it and have it countersigned by the competitor. 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 competitor.

- 13.3 A bolt scored out of order should be underlined and initialed in red by a judge and countersigned by the competitor.

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- 13.4 A miss is scored with an M 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	M
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- 13.5 A ten not touching the line is referred to as a clear ten and is circled on the score sheet to indicate it as such.
- 13.6 The competitor 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.
- 13.7 Should a scorer put a competitor's 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 competitors agree and sign next to the changes. You are not changing the value of the bolts, only correcting an error made by scorers.

## 14 Equipment Failures

- 14.1 Report these to the Director of Shooting giving the following information:
- 14.1.1 Competitor's target number.
  - 14.1.2 Number of bolts still to shoot.
  - 14.1.3 Type of Failure and approximate time (if possible) to fix.
- 14.2 The bolts will be made up at the end of the distance or as otherwise directed by the Director of Shooting.
- 14.3 If there is a problem with a bow a Judge may be required to test and ensure the bow is safe to return to the shooting line, especially if it is a trigger problem.
- 14.4 In a Target Event a competitor with a prod breakage is entitled to 3 bolts practice (1 end) in normal end time (3 minutes) which is taken in conjunction with the normal shooting ends and the 3 scoring bolts made up at the end of that distance with any other make up bolts to be shot.

## 15 At the End of the Tournament

- 15.1 A meeting should be called at the end of the day's shooting and also at the end of the tournament by the Chair of Judges for all the Tournament Judges to discuss the activities of the days shooting and the tournament and how things may be improved. Pass to the Chair of Judges any relevant information from the tournament for inclusion in a report to be compiled by the Director of Shooting in conjunction with the Chair of Judges.





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## 16 Chair of Judges

- 16.1.0 The Chair of the Judge Commission at World or Regional Championships will be as delegated by the WCSA Judges Committee.

### 16.2 Responsibilities:

- 16.2.1 Liaison, co-ordination and control of all the judges officiating at the tournament.  
16.2.2 To act as the communications link between the Judges, the Director of Shooting (target), the Technical Committee (if necessary and available) and the Organising Committee.

### 16.3 Duties:

- 16.3.1 To communicate tournament information to the Judges officiating prior to the tournament.  
16.3.2 To hold meetings with the Judges officiating prior to, during and after the tournament.  
16.3.3 In conjunction with the Director of Shooting (target) to compile a tournament report.  
16.3.4 To ensure the conduct of the Judges is of the highest standard.  
16.3.5 To liaise with the Organising Committee on any problems which may arise.  
16.3.6 To liaise with the Director of Shooting (target) and in field to ensure a smoothly conducted competition.  
16.3.7 To delegate specific duties and positions to the Judges.  
16.3.8 To arrange with the Organising Committee facilities for equipment inspection and the comfort of the Judges during the competition (eg. umbrellas, chairs, drinks etc.).  
16.4.0 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).  
16.5.0 At the tournament venue arrange a meeting of all the judges to discuss various issues e.g. Target allocation and rotation, what you expect of them, meals, the checking of grounds and equipment, the checking of competitors equipment. Do not be frightened to detail a duty to a specific judge or group of judges, e.g. 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 Director of Shooting (target) should be invited to the meeting as a courtesy.  
16.6.0 Have a meeting with the Organising Committee Chair and the Director of Shooting (target) to discuss how you can all work together to ensure a smoothly run tournament.  
16.7.0 Keep an eye on the performance of the individual judges so you can fill in an assessment sheet if required.  
16.8.0 Organise for the judges to be present at the Team Managers' briefing so they can be introduced and to hear what questions are asked and what information is given out.  
16.9.0 Remember you are the spokesperson and link between the Organising Committee, Director of Shooting and the judges.

## 17 Director of Shooting for Target

- 17.1 The Director of Shooting should be at a minimum a Candidate International Judge as this is one of, if not the, most important job on the tournament ground. The Organising Committee has to approve of the person selected as Director of Shooting for a Regional or World Championship through the WCSA. This appointment also has to be approved by the WCSA Executive Committee.  
17.2 It is recommended that there be at least 1 assistant to the Director of Shooting and that they be of a minimum level of National Judge.

### 17.3 The Duties of the Director of Shooting and Assistants

- 17.3.1 To control the shooting, timing and the order in which the competitors occupy the shooting line.  
17.3.2 To ensure where possible that the days shooting programme is completed.  
17.3.3 To liaise with the Chair of Judges and if necessary to interrupt the shooting in the case of unforeseen problems which may endanger participants or equipment.  
17.3.4 To ensure safety.  
17.3.5 To keep records of times and problems and in liaison with the Chair of Judges submit a report on the Tournament/Championship to the WCSA Technical Committee and Judges Committee.  
17.3.6 To control the use of the public address system and make all announcements.  
17.3.7 To control the movement on the Tournament range of all media personnel and spectators. It is the Organising Committee's responsibility to have someone to escort any media who may attend.  
17.3.8 To comply with the Director of Shooting requirements in the WCSA Competition Rules.  
17.4.0 Should you be appointed Director of Shooting for a tournament, whether it is a local tournament or a World Championship, approach it with the same preparedness. It is important that the Director of



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Shooting presiding over a tournament at local level, where a Chair of Judges is not appointed, be prepared to assume these duties as well.

## **17.5 Start preparing yourself at least a week before by:**

- 17.5.1 Studying and familiarising yourself with all the rules pertaining to the competition.
- 17.5.2 Making contact with the Organising Committee and getting the programme and starting times.
- 17.5.3 Get as much information as possible on the shooting control equipment you will be using.
- 17.5.4 Organise yourself with:
  - ♦ Pens and pencils for writing;
  - ♦ Pads for notes;
  - ♦ Timing sheets for keeping check on ends;
  - ♦ Stop watch in case of electronic equipment failure;
  - ♦ Whistle in case of electronic equipment failure;
  - ♦ Binoculars for checking the range and butts;
  - ♦ Rule Book for reference if needed;
  - ♦ Suitable clothing for inclement weather (eg. sitting in cold wind and/or rain).

## **17.6 Arrival**

- 17.6.1 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.

## **17.7 Days of Shooting**

- 17.7.1 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 public address system). Organise your Director of Shooting stand to suit your requirements, liaise with your assistants, check with the Chair of Judges that all butts are okay and securely fastened down, and that safety requirements have been met.

## **17.8 Use of Public Address System**

- 17.8.1 Give a countdown warning 15 minutes, 10 minutes, 5 minutes and 1 minute prior to the commencement of shooting.
- 17.8.2 On the 15 minute warning at the beginning of the day Welcome Competitors and Officials.
- 17.8.3 When using a Public Address 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 very well. Public address systems can tend to distort and echo if you talk fast or mumble.
- 17.8.4 Keep the competitors and officials well informed of what is happening, DO NOT use the public address system while competitors are shooting unless it is an emergency. Inform them of the reasons for any interruptions to the shooting.
- 17.8.5 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).

## **17.9 During the Competition**

- 17.9.1 Concentrate on the shooting and sequences. It is easy to be distracted and lose the sequence. During shooting sequences make it clear to the Chair of Judges and the Organising Committee that you do not want anyone coming to the Director of Shooting Platform, unless it is absolutely necessary, in case it distracts you or the competitors.
- 17.9.2 Should a competitor or official make a complaint about a competitor or official to you, pass it to the Chair of Judges to handle, it is his/her responsibility.
- 17.9.3 Use good commonsense in your duties as Director of Shooting, do not become flustered or officious. Remember you are there for the competitors and to see the tournament runs smoothly.

## **17.10 At End of Tournament**

- 17.10.1 Attend the meeting which should be called at the end of the tournament by the Chair of Judges for all the Tournament Judges to discuss the activities of the shooting and the tournament and how things may be improved.
- 17.10.2 Receive any information from the Chair of Judges for inclusion into and to compile a report on the tournament and distribute to (1) the WCSA Judges Committee, (2) the Organising Committee, (3) the WCSA Technical Committee.



# World Crossbow Shooting Association Judges Handbook

## 18 Jury of Appeal

- 18.1 Consideration for the rights of the competitors and their team officials is one of the important considerations at any WCSA 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/her duty responsibly.
- 18.2 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 especially if 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.
- 18.3 The Jury for all WCSA championships is named by the WCSA, based on the recommendation of the Organising Committee.
- 18.4 Once a Jury and its Chairperson has been named, and they arrive on site, they must prepare themselves for their responsibilities by:
- 18.4.1 ensuring that if at all possible they familiarise themselves with the competition ;
  - 18.4.2 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;
  - 18.4.3 make certain that they are on the Tournament Ground 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 Tournament Ground, he/she must advise the other members so a replacement can be made if necessary.
- 18.5 The WCSA Competition Rules require all appeals to be presented in writing to the Chair of the Tournament Judges Commission. If the Judges Commission can resolve it they will. If it is an appeal against Judges, Director of Shooting or the Organising Committee the appeal will be handed directly to the Chair of the Jury of Appeal by the Chair of Judges. Should there be a disagreement with a Tournament Judges Commission decision then a higher appeal can be made in writing to the Jury of Appeal accompanied by the required fee.
- 18.6 The Jury are required to meet and render a verdict as soon as possible.
- 18.7 The Jury must:
- 18.7.1 read and clearly understand the appeal;
  - 18.7.2 research the Constitution and Rules so that they have at their disposal all information and references that could affect the issue;
  - 18.7.3 decide from the content of the appeal which 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.
- 18.8 Where required witnesses should be called in the following rotation:
- 18.8.1 the appellant accompanied by his/her team captain;
  - 18.8.2 any other individuals who may have directly witnessed or been involved in the alleged occurrence. It is very important not to listen to "hearsay", ie. what someone else told them;
  - 18.8.3 any Judge or official named or blamed in the appeal.
- 18.9 If the issue is very serious, the witnesses already called may be asked to stay available for the possibility of a recall.
- 18.10 It is very important that the chairperson make every effort to relax all 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. Advise them further that the main purpose of the Jury action is to protect, where possible, the rights and any scores of those involved.
- 18.11 Once all witnesses have been called and recalled if necessary, the Jury must (in private) 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 below.
- 18.12 This document must be copied and circulated to all interested and involved parties, ie:, the appellant, the relevant Team Manager, the Chair of Judges, the Organising Committee and a copy for the WCSA records.
- 18.13 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.**
- 18.14 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 competitor in the competition.**
- 18.15 An unfortunate fact is that the Judges and Jury are often the last contact between the competitors and the Organising Committee and WCSA. They do on occasion become the scapegoat for unclear or outdated rules as well as poor preparation and tournament administration.



World Crossbow Shooting Association  
Judges Handbook

18.16 Format of Written Decision

**The Decision of The Jury of Appeal**  
**WCSA \*\*\*\*\* Championships**

**Appeal No.:** \*\*

**Time:** \*\*\*\*\*

**Date:** \*\*\*\*\*

Having considered the Appeal of

(detail the appeal or advise) "see attached"

The Jury supports/denies the Appeal based on Rule \*\*\*\*\* the WCSA Constitution and Rules,

(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: \_\_\_\_\_ Chair

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

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



# World Crossbow Shooting Association Judges Handbook

## APPENDIX 1

### World Crossbow Shooting Association Candidate International Judge Assessment Form

Name.....

Country..... Date .....

The above named Candidate International Judge officiated at the  
(name of tournament).....  
as a judge / assistant DOS (cross out the one not applicable) and this is an assessment report from  
the International Judges who officiated at that event.

Dress and Grooming.....	(cross out the one not applicable) satisfactory	unsatisfactory
Attitude towards duties .....	satisfactory	unsatisfactory
Co-operation with other Officials .....	satisfactory	unsatisfactory
Attitude and approach to competitors .....	satisfactory	unsatisfactory
Knowledge, interpretation and application of the rules.....	satisfactory	unsatisfactory

Additional comments .....

.....

.....

.....

This person is recommended for promotion to International Judge (cross out if not applicable)

Chair of Judges (print name) .....

Signature .....

I have read the above assessment and discussed it with the Chair of Judges and I agree / disagree  
(cross out the one not applicable) with what has been said.

Comments .....

.....

.....

.....

Candidate International Judge (print name).....

Signature .....

On completion forward to the WCSA Judges Committee Chairperson



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**APPENDIX 2**  
**WORLD CROSSBOW SHOOTING ASSOCIATION**  
**APPLICATION TO BE AN INTERNATIONAL JUDGE**

**I prefer to specialise in Target - Forest Round - 3D** (cross out those not required)

Name .....

Date of Birth..... Sex.....

Address .....

.....

Phone: (country) ..... (area)..... (number) .....

email address (if available) .....

Member Federation ..... Country .....

Languages spoken: English (a must as it is the WCSA official language)(yes/no).....

Other .....

Year made a National Judge .....

Experience as a Crossbow Judge.....

.....

.....

Experience in other sports .....

.....

(attach extra sheets if more room is required for the experience sections)

I hereby apply to become an International Judge with the World Crossbow Shooting Association, I also certify that the above information is true and accurate and that I will abide by and uphold the Constitution and Rules of the Association to the best of my ability.

Signed .....

Date.....

The .....(insert federation)  
recommends the above named person to the World Crossbow Shooting Association for promotion to International Judge Candidate and guarantee that he/she is a Member of this Federation and has been a National Judge for a period of at least 2 years.

Signed .....

(President or Secretary General / Chief Executive Officer)

Office held .....

Date.....



# World Crossbow Shooting Association Judges Handbook

**Notes:**

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# World Crossbow Shooting Association Judges Handbook

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