

Book 1

Constitution and Procedures

Appendix 4 Organisation and Procedure for the Judges Committee

Judges Organisation

Judges are organised as follows:

- World Archery Judges, composed of:
 - World Archery International Judges (World Archery-IJs);
 - World Archery International Judge Candidates (World Archery-IJCs);
 - World Archery Youth Judges (World Archery-YJs);
- Continental Judges (CJs); National Judges (NJs).
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National Judges (NJs)

2.1 All Member Associations shall train and accredit National Judges (NJs).

2.1.1 NJs are eligible to serve at all tournaments unless otherwise provided in the Constitution & Rules.

2.1.2 Training and approval procedures shall comply with the instructions of the Judges Committee to ensure consistency in judging in tournaments conducted under World Archery Rules.

Continental Judges (CJ)

3.1 All Continental Associations shall train and accredit their own Continental Judges (CJs).

3.1.1 CJs are eligible to serve at all tournaments shot under World Archery Rules other than the Olympic Games and World Championships.

3.1.2 Training and approval procedures shall comply with the instructions of the Judges Committee to ensure consistency in judging in tournaments shot under World Archery Rules.

3.1.3 Applications for CJ shall be submitted to the relevant Continental Association on behalf of the applicants by their Member Associations. Member Associations may only recommend Judges who have been accredited as National Judges for a minimum of two years.

3.1.4 The Continental Associations shall arrange, on a regular basis, seminars for nationally recommended applicants to be examined for CJ status. Member Associations may request these seminars. The seminars shall be run in World Archery's official language or in a language widely spoken in that Continental area.

3.1.5 The Continental Association, for its Continental Judges (excluding IJ/IJc), will need to conduct a reaccreditation process at the end of the accreditation period.

3.1.6 The Continental Association shall define the length of the accreditation period, which shall not be more than four years, and the requirements necessary for the reaccreditation.

World Archery International Judges Candidates (World Archery-IJCs)

4.1 CJs who have attended a course organised by the Judges Committee and passed the relevant tests (as per Appendix 4, Article 8.3.1) may obtain the World Archery accreditation as World Archery International Judge Candidates (World Archery-IJCs). Upon having World Archery accreditation, they are eligible to serve at World Championships and other World Archery events.

World Archery International Judges (World Archery-IJs)

5.1 World Archery International Judges (World Archery-IJs) are active Judges, who were upgraded according to Appendix 4, Article 13.1. and fulfilled the requirements listed in Appendix 4, Article 13.2

5.1.1 World Archery-IJs are eligible to serve at tournaments under World Archery Rules and with the limitations as specified in [Appendix 1-Congress Procedures, Article 15.2.](#), at the Olympic Games.

*5.1.2 No Member Association may have more than four World Archery-IJs, except for the cases provided by **The correct reference will be inserted as soon as possible.***

5.1.3 *The maximum number of World Archery-IJs is defined by the Executive Board in consultation with the Judges Committee.*

World Archery Youth Judges (World Archery-YJs)

6.1 *World Archery Youth Judges (YJs) are active Judges who comply with the requirements of Appendix 4, Article 9.2.*

6.2 *World Archery Youth Judges shall be eligible for appointment to serve at Youth Championships, Youth Olympics and other International Youth Events recognised by World Archery. The World Archery Judges' Committee may appoint them to officiate at other major World Archery events under the supervision of an International Judge.*

World Archery Judges Accreditation (World Archery-IJs, World Archery-IJCs and World Archery-YJs)

7.1 *The Judges Committee is responsible for the accreditation of World Archery Judges.*

7.1.1 *The four-year period of accreditation shall be from 1 January of the year prior to the Olympic Games to 31 December two years after the year these Olympic Games are held.*

The first accreditation starts from the date of approval of the Judge's test and expires at the end of that accreditation period. Accreditation may be withdrawn before the expiration of that term according to Appendix 4, Article 11 or Appendix 4, Article 121.

7.1.2 *The Judges Committee shall be responsible for reaccreditation. All World Archery Judges' activities shall be reviewed, and they shall be considered for reaccreditation at the end of the accreditation term.*

7.1.3 *The Judges Committee shall be responsible for regular training and updating of World Archery Judges through the publication of the "World Archery Judges Newsletter", the organisation of conferences and seminars, and by means of other appropriate systems.*

7.1.4 *Judges who have voluntarily retired or whose accreditation has been withdrawn may apply to become World Archery IJc following the procedure of Appendix 4, Article 8. In case of World Archery Youth Judges, they will need to follow the procedures mentioned in Appendix 4, Article 9.*

First Accreditation for World Archery International Judges Candidates (World Archery-IJCs)

8.1 *Member Associations may only recommend experienced NJs to the Judges Committee for the World Archery-IJC test.*

8.1.1 *The applicants shall have been accredited as a NJ for a minimum of three years.*

8.1.2 *The applicants shall be accredited as a CJ.*

8.1.3 *The applicants shall have an adequate knowledge of English.*

8.1.4 *The applicant shall have served in at least one World Ranking Tournament or in other major tournaments sanctioned by a Continental Association with a positive evaluation of the chairperson of the Tournament Judge Commission.*

8.1.5 *The applicant shall not be older than 60 years.*

8.1.6 *The applicant must complete a preliminary program and shall have passed the initial evaluation test at least three months before the scheduled date of the seminar and prior to submission of application for taking the World Archery – IJC test.*

8.1.7 *If an applicant who was previously a World Archery Judge had their accreditation withdrawn for reasons other than those specified in Article 11.2, third bullet, he will have to wait for 12 months from the date of withdrawal of accreditation before being allowed to attend a World Archery seminar and take the World Archery – IJC or YJ test again, as appropriate.*

8.1.8 *If the applicant was previously a World Archery Judge, their application will be rejected if they have had their accreditation withdrawn more than once due to the reasons mentioned under Appendix 4, Article 12.1.*

8.2 *Applications for World Archery-IJC status shall be submitted to World Archery on behalf of the applicants by their Member Associations. Member Associations may obtain application forms from the World Archery Office.*

8.2.1 *The applications shall be signed by the applicant, Member Association and the relevant Continental Association.*

8.2.2 *Applications shall indicate: name of Member Association, name, gender, birth date and nationality of the applicant; the seminar to which the application refers, languages spoken, date when appointed NJ and date when appointed CJ.*

8.2.3 *The application shall include the chairman's report about the applicant's experience at tournaments mentioned in Appendix 4, Article 8.1.4..*

8.2.4 *By signing the form, the Continental Association certifies that the applicant received a positive evaluation by the chairperson of the Tournament Judge Commission of the tournaments where he was on duty (see [Appendix 1-Congress Procedures, Article 8.1.4.](#)).*

8.3 *The Judges Committee shall arrange seminars on a regular basis for nationally recommended applicants to be examined for obtaining the World Archery-IJC status. Member Associations may request these seminars, and these requests shall be coordinated by their Continental Associations. The seminars shall be run in English.*

8.3.1 *The evaluation of the applicants shall be based on the quality of their oral contribution to the seminar, and on the various tests conducted at the seminar.*

8.3.2 *The Judges Committee shall notify the results to all applicants through their Member Associations, with a copy to their Continental Associations.*

8.4 *The test board shall be present for the entire seminar and shall be formed by two members of the Judges Committee. Failing the availability of two members of the Judges Committee, one of them could be replaced by a member of the C&R Committee, Target Archery Committee or Field and 3D Archery Committee. The Judges Committee shall be responsible for such an appointment.*

8.5 *Applicants passing the seminar test shall remain World Archery-IJCs for at least two years and until they have successfully served at International Events at which their performance has been successfully assessed by a World Archery-IJs acting as chair of judges at the event.*

8.5.1 *The candidates are subject to the World Archery Judge Reaccreditation procedure.*

8.5.2 *The procedure to be reaccredited is the same as for World Archery-IJs and is reported in Appendix 4, Article 10.*

8.5.3 *The procedures to obtain the World Archery-IJs status is detailed in Appendix 4, Article 13.1.*

World Archery Youth Judge Accreditation

9.1 *The Judges Committee may invite Member Associations to nominate suitable individuals who comply with the requirements of Appendix 4, Article 9.2, for inclusion in a list of candidates eligible for accreditation as World Archery Youth Judges*

9.2 *In order to be eligible for consideration for accreditation as a World Archery Youth Judge, a candidate shall comply with the following requirements:*

9.2.1 *Be above the age of 18 years and under the age of 30 years at the time of nomination;*

9.2.2 *Be an accredited National Judge and recommended by his or her Member Association and maintain good standing with their Member Association for the duration of their appointment. Consideration will also be given to Candidates who are not presently National Judges that are recommended and nominated by their Member Association;*

9.2.3 *Have an adequate knowledge of English;*

9.2.4 *Have attended a course organised by the World Archery Judges Committee and passed the relevant examination.*

9.3 *The Judges Committee may at its absolute discretion, from the list referred to in Appendix 4, Article 9.1, accredit World Archery Youth Judges. In making any such accreditation, the Judges Committee may, in addition to any other matter it considers relevant, take into account the existence of any World Archery goals or policies relating to geographical distribution or gender equity.*

9.4 *The number of persons to be included in the list of candidates (see Appendix 4, Article 9.1) and the number of persons to be accredited as World Archery Youth Judges shall be as determined from time to time by the Judges Committee, subject to any direction by the World Archery Executive Board.*

9.5 *Accreditation as a World Archery Youth Judge will also confer the status of Continental Judge to the individual concerned. A WA Youth Judge seeking accreditation as WA IJc shall be required to comply with the full requirements of this Appendix 4 for any such accreditation.*

World Archery Judge Reaccreditation

10.1 *Reaccreditation depends on fulfilling the following requirements:*

10.1.1 *Regularly responding to the mandatory case studies contained in each issue of the World Archery Judges Newsletter;*

10.1.2 *Making themselves available for at least one Judge duty where the Judges Committee is responsible for appointing Judges every two years;*

10.1.3 *Completing and returning, within the deadline announced, the "Judge renewal application" to the World Archery Office at least 60 days before accreditation expires. The application shall be supported by the Member Association and the Continental Association of the applicant;*

10.1.4 *Pass a renewal evaluation run by the Judges Committee. The evaluation consists of three parts:*

- *A written open-book test to be taken in the second half of the year before the accreditation expires. This part is aimed to verify that the Judge has up-to-date knowledge of the World Archery Rules and that the Judge is able to enforce them in real situations and according to the Judges Committee's approved procedures;*
- *The analysis of the reports by the chairperson of the Tournament Judge Commissions where the Judge was on duty and by the Judge Observer when present; this part is aimed to verify the actual performance of the Judge in competition;*
- *A written timed close-book test to be taken at the first conference of participation within the accreditation period. This part is aimed to verify that the judges has an ability to handle stress situations in line with the rules and established judging procedures.*

- 10.1.5 *Being present at minimum one Judge Conference organised or approved by the World Archery Judges Committee within the accreditation period.*
- 10.2 *Reaccreditation shall be denied to World Archery-IJs who are determined as being inactive, do not apply for reaccreditation or do not pass the reaccreditation evaluation.*
- 10.2.1 *The same applies to World Archery-IJCs and World Archery-YJs.*
- 10.2.2 *The Judges for whom the World Archery Judge accreditation has not been renewed shall be notified with a copy to his Member Association and Continental Association.*
- 10.3 *An appeal against the denial of reaccreditation may be lodged with the Executive Board.*
- 10.3.1 *The person, the Member Association or the Continental Association concerned should direct this request through the World Archery Secretary General within 14 days of notification of the denial of reaccreditation.*
- 10.3.2 *The appeal shall explicitly refer to the procedure that allegedly has not been properly applied. The appeal cannot refer to the technical evaluation for which the Judges Committee is solely responsible.*
- 10.3.3 *Upon request, the Judges Committee shall provide to the World Archery Executive Board activity records and reports for any person whom the Judges Committee denies reaccreditation.*
- 10.4 *In case of World Archery Youth Judges, no person shall be eligible to undertake a reaccreditation process after the expiration of the year during which they attain the age of 30 years.*

Non Compliance with Competition Rules and Judging Procedures

- 11.1 *The Judges Committee may at any time apply a suspension or withdraw a Judge's accreditation in accordance with Article 11.3 below if, in the opinion of the Judges Committee, the Judge has not applied rules and procedures to the required standard.*
- 11.1.1 *The Judge Committee has the right to consider any case where an International Judge was appointed even if the appointment was done at the Continental or National level*
- 11.2 *The Judges Committee shall determine whether the infraction requires a warning, suspension or withdrawal of accreditation based on the following definitions:*
- *A warning will be considered for a minor infraction which does not impact the results of qualification or matches.*
 - *A suspension will be considered when the infraction is deemed to be of a serious nature and is of a reputational risk to World Archery.*
 - *A withdrawal of accreditation will be considered when the infraction is deemed to be intentional and/or of a more serious nature and gives a reputational risk to World Archery. A withdrawal of accreditation will also apply if a second Suspension is given. A withdrawal of accreditation will be permanent in these cases.*
- 11.3 *When the Judges Committee is advised of an infraction that requires consideration of a warning, suspension or withdrawal of accreditation, the following will apply:*
- *The Judges Committee may issue a warning when it considers appropriate and shall notify the Judge of the warning and the reasons therefor.*
 - *The Judges Committee may issue a temporary suspension, which shall not be longer than 60 days, in circumstances where the Judges Committee believes that immediate action is required prior to consideration of a suspension or a withdrawal of accreditations. If a temporary suspension is issued, the Judges Committee will notify the Judge, the World Archery Secretary General and the relevant Continental and National Associations of the Judge of the temporary suspension and the reasons therefor. In the case of a temporary suspension, the Judge may submit a response to the Judges Committee requesting reconsideration within 14 days following the issuance of the temporary suspension. If such a response is submitted to the Judges Committee, the Judges Committee will then make their decision within 14 days from the receipt of the Judge's response and will so notify the Judge, the World Archery Secretary General and the relevant Continental and National Associations of the Judge.*
 - *The Judges Committee may issue a suspension of any period of time (without issuing a temporary suspension) or a withdrawal of accreditation by notifying the Judge, the World Archery Secretary General and the relevant Continental and National Associations of the Judge of its intent to issue a suspension or a withdrawal of accreditation and require the Judge to show cause why the Judges Committee should not issue a suspension or a withdrawal of Accreditation. The Judge shall submit a response to the Judges Committee as to why he should not be suspended or have his accreditation withdrawn within 14 days following the issuance of the notice of intent to suspend or withdraw the accreditation of the Judge. The Judges Committee will consider any such response and notify the Judge of the Judges Committee decision, which may include a suspension or a withdrawal of accreditation, within 60 days of the expiration of the period for the Judge to respond to the Judges Committee, with a copy to the Executive Board through the World Archery Secretary General, and the relevant Continental and National Associations of the Judge.*
 - *During his suspension, a Judge who has been suspended (either temporary or otherwise) may not act as a Judge at the continental or international level unless the Judges Committee has decided on specific reinstatement requirements of the Judge which have to be reasoned in the decision.*
 - *The decision to issue a suspension (other than a temporary suspension) or a withdrawal of accreditation may be appealed to the Executive Board pursuant to Article 12.2.*

11.4 During his suspension, if the Judge wishes to be reinstated at the end of the suspension period, the Judge is required to continue with the usual WA Judge Reaccreditation Process as outlined in Appendix 4, Article 10.1, with the exception of making themselves available for duty appointments (Appendix 4, Article 10.1.2). A suspended Judge will not get an appointment during his suspension period.

Withdrawal of World Archery Judge Accreditation

12.1 Noncompliance with Appendix 4, Article 10.1.1. and Appendix 4, Article 10.1.2

12.1.1 As soon as a Judge fails to comply with the requirements specified in [Appendix 1-Congress Procedures, Article 10.1.1.](#) and [Appendix 1-Congress Procedures, Article 10.1.2.](#), he shall be notified by the Judges Committee with a "warning of inactivity" with a copy to his Member Association and Continental Association, asking the reasons for his inactivity and for a declaration that he wants to continue as a World Archery Judge. The Judges Committee shall review the case again after 90 days of the notification being sent, taking into consideration the documentation received from the Judge concerned. If the Judges Committee confirms its previous decision of inactivity, the Judge shall be notified that his accreditation is withdrawn effective immediately. Copies of this letter shall be sent to his Member Association and Continental Association.

12.2 An appeal against the withdrawal of the World Archery Judge accreditation for reasons as specified in Article 12.1 or against the decision of suspension / withdrawal of accreditation for reasons as specified in Appendix 4, Article 11.3 or 11.4 may be lodged with the Executive Board with the same procedures of Appendix 4, Article 10.3 within 14 days of the issuance of a suspension (other than a temporary suspension) or a withdrawal of accreditation.

12.2.1 During the interim period of an appeal, the Judge shall not be considered for appointment in any future event. If any appointment is already in place during the interim period then they will be cancelled.

12.2.2 If the Executive Board decides to cancel the suspension or the withdrawal of accreditation, the Judge will then be provided with the opportunity to apply for duties, as long as the appointments for the next year have not yet been finalized.

12.3 Age limit:

12.3.1 The World Archery Judge accreditation expires at the end of the year in which the Judge reaches the age of 65.

Upgrade to World Archery International Judge

13.1 Upgrade to World Archery-IJ.

13.1.1 The upgrading of a World Archery-IJC to World Archery-IJ depends on fulfilment of the following requirements:

- Having a vacant position (as per Appendix 4, Article 5.1.3 or Appendix 4, Article 13.1.3);
- Fulfilling the criteria for the World Archery-IJ status detailed in Appendix 4, Article 13.2

13.1.2 The Judges Committee shall select the persons to be upgraded according a comparative analysis taking into account:

- The degree of fulfilment of the requirements of Appendix 4, Article 13.2
- The existence of World Archery goals or policies concerning the geographical distribution or gender equity.

13.1.3 The maximum number of Judges (Appendix 4, Article 5.1.2) may be increased up to six:

- In case of the World Archery-IJ to be appointed is a woman;
- For Member Associations identified by the Executive Board as hosting a large number of International Events and having a large number of active archers.

13.2 Requirements for the World Archery-IJ status.

13.2.1 At the reaccreditation process, the Judges Committee shall verify if the World Archery-IJ fulfilled the requirements listed in article 13.2.2. If not, the Judge will lose the World Archery-IJ accreditation.

13.2.2 To maintain the World Archery accreditation, a World Archery-IJ shall fulfil the following requirements:

- To have served in tournaments where the Judges Committee is responsible for appointing Judges or other events of an international standard acceptable to the Judges Committee, in the last four years and to have received positive assessment from the chairman of judges at these events;
- To have adequately responded to all of the mandatory case studies contained in each issue of the World Archery Judges Newsletter in the last two years;
- To have passed the latest reaccreditation test;
- The Judge must be in good standing with and supported by his Member Association.

Special Requirements

14.1 To be eligible to serve at the Olympic or to be appointed as the chairperson of the Tournament Judge Commission at a World Championships or the Olympic or Paralympic Games, a World Archery-IJ shall fulfil the following requirements:

14.1.1 To have been accredited for at least five years;

14.1.2 To have served in Tournaments where the Judges Committee is responsible for appointing Judges or other events of an international standard acceptable to the World Archery Judges Committee, in the last four years;

14.1.3 To have outstandingly responded to all of the mandatory case studies contained in each issue of the World Archery Judges Newsletter in the last two years;

14.1.4 To have received an outstanding evaluation in the renewal test;

14.1.5 To have received an outstanding evaluation by the Judge Observer in the previous two years.

14.2 World Archery Officers

Members of any World Archery Permanent Committee, who are also World Archery IJ/IJc or YJ will retain their Judge position during the period of office on the Permanent Committees, subject to the following conditions:

- World Archery Judge Committee:
 - There is no requirement to complete the case studies, to be available to work on a two-year cycle and to attend at Conference and to answer of a test (Appendix 4 – Article 10)
 - When leaving office, they must have attended or attend a conference in the current accreditation period (Appendix 4 – Article 10.1.5), be within the age limit of 65, and be of good standing with their Federation to retain their WAJJ status.
- World Archery other Permanent Committees:
 - There is no requirement to make themselves available for work during the period of office on a Permanent Committee (Appendix 4, Article 10.1.2).
 - There is a requirement to continue to meet all other requirements of accreditation/reaccreditation.

14.2.1 Members of the Judges Committee who are World Archery Judges at the moment of the election or the appointment in the Committee shall be ex officio World Archery Judges. However they are not requested to serve in the Championships except in exceptional cases. After their term of office is over, they could be re-instated at their request in their previous World Archery Judge status regardless of the limitations of [Appendix 1-Congress Procedures, Article 5.1.2.](#) to [Appendix 1-Congress Procedures, Article 5.1.3.](#) and of the requirement of the first bullet of **The correct reference will be inserted as soon as possible..**

14.2.2 Any elected or appointed Officer who is a World Archery Judge is requested to fulfil articles 8 to 13 if he wishes to serve as a World Archery Judge. At his request, he may be considered an ex officio World Archery Judge and shall not be required to fulfil any obligation during his term as Officer, nor can he serve in any tournament as World Archery Judge. At the end of his term of office, he may be re-instated at his request, regardless of the limitations of [Appendix 1-Congress Procedures, Article 5.1.2.](#) and [Appendix 1-Congress Procedures, Article 5.1.3.](#) and of the requirement of the first bullet of **The correct reference will be inserted as soon as possible..**

Composition of the Tournament Judge Commissions

15.1 World Championships

15.1.1 All members shall be World Archery Judges, with no more than five World Archery-IJCs. The chairperson shall be a World Archery-IJ fulfilling the requirements of Appendix 4, Article 14.1.

15.2 Olympic Games

15.2.1 All members and the chairperson shall be World Archery IJs fulfilling the requirements of Appendix 4, Article 14.1.

15.3 Paralympic Games

15.3.1 All members shall be World Archery IJs. The chairperson shall be a World Archery IJ fulfilling the requirements of Appendix 4, Article 14.1.

15.4 Continental Championships and Continental Olympic Qualifiers

15.4.1 All members shall be World Archery Judges or CJs, with no more than 50% of CJs. The chairperson shall be a World Archery Judge.

15.5 World Ranking Tournaments

15.5.1 The Continental Association will submit the name of the chairman of Judges to World Archery Judge Committees for approval.

15.6 For other Games and International Tournaments organised in co-operation with World Archery, the composition of the Judge's commission will be agreed between WA and the organisers

15.6.1 The requirements to be fulfilled shall be decided in agreement with the relevant body of the Organising Federation.

Reports

16.1 Confidential reports concerning the performance of Judges.

16.1.1 The chairperson of the Tournament Judge Commission shall submit a report to World Archery Judge Committees on the performance of the World Archery Judges on the Commission. These reports are to be considered confidential and may be circulated only within the Judges Committee and archived in the World Archery Office. Reports of Judges' performance may be shared with the Chairperson of future events where the respective Judge is appointed. Guidelines for preparing the report shall be issued by the Judges Committee.

16.1.2 The Chair of any Continental Tournament shall provide a duly filled copy of the World Archery Judge evaluation form to the Judge Committees, for all the World Archery IJ/IJC/YJ present in the commission appointed by the Continental Associations in Continental Tournaments.

Retirement of Judges

17.1 The Judges Committee may propose for World Archery Bronze Plaquettes or for other awards international judges that have retired.

Correspondence

18.1 All correspondence from World Archery Judges to World Archery and the Judges Committee shall be addressed to the World Archery Office which shall be responsible for distributing the correspondence.