NATIONAL JUDGE SELECTION PROCEDURES

ADOPTED: MAY 2025

UPDATED: FEBRUARY 2026

These procedures provide for selection of USA Archery's national event judges. However, judge appointment to national events is not guaranteed and will be based on USA Archery's overall need based on event size. Responsibility of payment for allocated positions will be determined by USA Archery.

Below are the Judge role(s) and responsibilities for which USA Archery may request applications for (see Appendix A for Judge Roles and Responsibilities expanded).

National Judge Role(s)	Responsibilities
Chair of Judges	The Chair of Judges (COJ) leads technical officials at an event, coordinates the duties and responsibilities of each judge, and ensures that the competition runs according to the World Archery Rulebook and manages other issues or appeals.
Director of Shooting	The director of shooting (DOS) is responsible for the timing of the event and is the person who operates the signaling devices that indicate when archers can and cannot shoot their arrows.
Judge	Judges perform equipment inspection and are allocated a number of targets to manage for observation, safety and score adjudication, when requested, and ensure that athletes comply with World Archery rules.
Shadow Judge	A Shadow Judge may be appointed to observe the roles and responsibilities of a judge. Shadow Judge Opportunities are for Level 2 Judges who wish to gain experience at National Events and/or are working to advance to Level 3 National Judge.

1. DISQUALIFYING CRITERIA

An individual will be ineligible to serve as a national judge if they have:

- A felony conviction involving harm to a member of a vulnerable population such as children, elderly or individuals with a disability;
- A felony conviction for sexual abuse or assault of any kind;
- A felony conviction for a hate crime;
- Served a period of ineligibility for an Anti-Doping Rule Violation as determined by the World Anti-Doping Code; or
- Served a period of ineligibility for a SafeSport Code violation as defined by the U.S. Center for SafeSport or are listed on the organizational exclusion list;
- Any other felony conviction must be disclosed in advance of consideration for service as national judge and will be considered by the Judge Selection Committee. Any misdemeanor, suspension, or ineligibility from a sport or sport organization for rules violations or otherwise must also be disclosed for similar consideration. Judges have an ongoing duty to disclose. If a potential or existing judge is under investigation for, or has been formally accused of, any of the above infractions, that individual may be asked to suspend their application or role as a national until the investigation or accusation has been adjudicated.

2. ELIGIBILITY REQUIREMENTS AND OTHER SELECTION CRITERIA

2.1. Minimum eligibility requirements for a judge to be considered for selection to National events:

2.1.1. Judge must have a current USA Archery membership which is current through the duration of an assigned event.

2.1.2. Judge must have a current USA Archery Background Screening which is current through the duration of an assigned event in accordance with the USAA Safe Sport and Background Screen Criteria and Review Policy.

2.1.3. Judge must have a current U.S. Center for SafeSport Training certification which is current through the duration of an assigned event in accordance with the USAA Safe Sport and Background Screen Criteria and Review Policy.

2.1.4. Judge must be a current USA Archery Level 2 Certified Judge, and the certification must be current through the duration of the assigned event. Judges must have been appointed and served as a judge at local, state, and/or regional events of similar types (indoor/outdoor/field). Exceptions apply for the following roles:

2.1.4.1. Chair of Judges must:

- Be a minimum current USA Archery Level 3 National Judge with considerable experience and knowledge of the intent of the World Archery Rules, Interpretations and Bylaws. Continental and International Judge level certifications are preferred for this role. Exceptions can be made to the Level 3 National Judge requirement if the number of applicants for the COJ positions are less than the number of COJ positions available. This exception will only be extended to Level 2 Certified Judges with extensive experience.

2.1.4.2. Shadow Judges must:

- Be a current USA Archery Level 2 Certified Judge for a minimum of six months, and
- Have been appointed and served as a judge at local, state and/or regional events of similar types (indoor, outdoor and/or field).

2.1.5. Judge must have received positive judge evaluations within the last 12 months with no current disciplinary actions or documented unresolved performance issues (See Appendix B). Judges who receive negative performance feedback will receive notification from USA Archery on areas for which improvement is required to continue with appointed assignments or prior to eligibility for future application for national judge roles.

2.2. USAA will make every effort to have equal gender representation.

3. NATIONAL EVENTS

Judges and alternate(s) will be selected for roles for the following USA Archery National Events:

Indoor Events:

- Indoor Nationals
- JOAD Indoor Nationals

Outdoor Events:

- United States Archery Team (USAT) Events
- JOAD Target Nationals and JOAD Open
- Target Nationals and U.S. Open
- Collegiate Target Nationals
- 3D Nationals
- Field Nationals

- U.S. Team Trials events
- USAT Final

4. JUDGE SELECTION SOLICITATION AND REVIEW CRITERIA

Judges and alternates will be selected for each event and assigned roles (See Appendix A).

4.1. Judges who meet the eligibility criteria will receive a survey where they can select the events they are interested in attending as a judge and the role(s) in which they would like to serve in. Annual requests for judge applications for indoor events and outdoor events will be sent separately.

4.2. The Judge Selection Committee will consist of the following criteria when assigning Judge roles:

a. Experience in the role and level of judge certification
b. Location of the judge and proximity to the event
c. Balance of the number of assignments and gender equity among judges
d. Prior Judge performance (based on prior years judge evaluation form) to evaluate if a judge performed necessary duties at a past national event to the competency level needed.
e. Opportunity for national judge development
f. Level 3 Judge candidate certification requirements
g. LOC Event Director Feedback: USAA will provide the LOC Event Director a list of judge applicants by role with deadline to reply. The LOC Event Director may submit preferred judge assignments by role based the criteria listed in 4.2 a.- e for committee review and consideration prior to final selection.

5. JUDGE REPLACEMENTS

USA Archery may appoint an alternate judge due to performance improvement issues (see 2.1.5), last minute cancellations or due to unforeseen circumstances.

5.1. Alternate judge must meet minimum eligibility requirements.

5.1.1. If alternate judges have been exhausted or are not viable options due to necessary, travel timeframes or accommodation-related restrictions other judges who did not apply to include USA Archery staff who meet judge eligibility criteria may fill the role(s)

6. JUDGE SELECTION COMMITTEE

USA Archery will make recommendations to the Judge Selection Committee, who will then be responsible for making final selections and approval of Judge assignments.

6.1. Conflicts of Interest

i. All members of the Judge Selection Committee must comply with USA Archery's Conflict of Interest Policy, to include completing and submitting a disclosure form for review by USA Archery's Ethics Committee prior to convening of the selection committee.

ii. Any member of the Judge Selection Committee who has an actual, possible, or perceived conflict of interest must disclose it prior to the start of the selection process and/or recuse themself from the review process and/or decision. A conflict of interest exists when a personal, family, financial, professional, club, team or business interest of the committee member poses a direct or indirect relationship, connection, or affiliation, past or present, with an athlete in contention for the applicable judge selection that could compromise the committee member's ability to participate in the selection process in an unbiased manner. If a conflict exists, the USA Archery's Ethics Committee shall review the conflict and determine the committee member's level of involvement (e.g., whether that committee member must recuse themself from participating in discussions and/or recommendations). The committee member must not otherwise influence other members of the committee in the selection process.

iii. Additionally, any person with a good faith belief that a Judge Selection Committee member has a conflict of interest may report the alleged conflict of interest to USA Archery's Ethics Committee. Reports may be made anonymously. No committee member shall retaliate in any way against a person who, in good faith, reports an alleged conflict of interest.

6.1.1. Judge Selection Committee

The Judge Selection Committee shall include the following individuals:

- USA Archery Director of Events
- USA Archery National Events Manager
- Judge Advisory Council Chair
- International Judge Representative

7. JUDGE REMOVAL

7.1. A judge may be removed for any of the following reasons, as determined by USA Archery:

i. Voluntary withdrawal. Judge must submit a written letter to the USA Archery National Events Manager at events@usarchery.org.
ii. Injury or illness.
iii. Failure to maintain eligibility requirements.
iv. Violation of USA Archery's Code of Conduct, Anti-Doping Drugs and Alcohol Policy, Sportspersonlike Conduct Policy, SafeSport Policy and Background Screen Criteria and Review Policy, Minor Athlete Abuse and Prevention Policy, Code of Ethics, SafeSport Code or other USA Archery policies and procedures located at www.usarchery.org. A judge who is removed from a Commission pursuant to this provision has the right to a hearing per USA Archery's Bylaws.

8. REQUIRED DOCUMENTS

The following documents are required to be signed and submitted by a Judge as a condition of payment from USA Archery, when applicable (Shadow Judges are self-funded):

- USA Archery Conflict of Interest Form
- IRS Form W-9
- Independent Contractor Agreement

9. JUDGE UNIFORM REQUIREMENTS

9.1. Judge polos and rain jackets are available for purchase on the USA Archery online store. The USA Archery Judge uniform consists of:

I. Khaki colored pant, short or skort (at least mid-thigh in length). Cargo shorts are not recommended.
II. A hat of any color (logos not recommended)
III. Athletic shoes
IV. USA Archery judge polo (current and past judge program logos are acceptable).

10. JUDGE TOOLS

10.1. The Judge is responsible to obtain or purchase the tools necessary for the job including:

I. Calipers- vernier calipers with a locking screw (avoid digital or electronic)
II. Magnifying glass
III. Red pen

IV. Small notebook
V. Tape measure with metric markings
VI. Stopwatch
VII. Whistle
VIII. Red and yellow cards

11. PUBLICITY/DISTRIBUTION

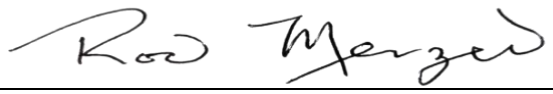
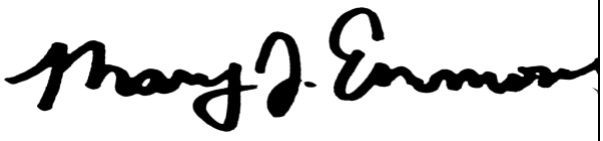
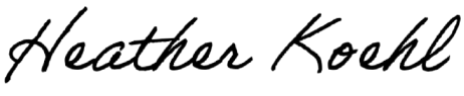
The USAA Judge Selection Procedures will be posted on the USA Archery website at www.usarchery.org. Selection of judges, including alternates, will be announced to all judges no later than thirty-days (30) prior to the event.

12. USA ARCHERY GRIEVANCE PROCEDURES

The USA Archery Disciplinary Proceedings and Grievance Policy can be found at www.usarchery.org.

13. USA ARCHERY SIGNATURES

I certify that the information provided herein regarding Athlete Selection Procedures represents the judge selection process approved by USA Archery to follow USOPC NGB Compliance Standards.

Position	Print Name	Signature	Date
CEO, USA Archery	Rod Menzer		2/6/26
Chief of Sport Performance and Operations, USA Archery	Mary Emmons		2/6/26
*Team USA AC Athlete Representative	Heather Koehl		2/6/26

* If the Team USA AC Representative has delegated authority to the Team USA AC Alternate Representative to sign the Judge Selection Procedures, attach a letter from the Representative indicating the reason they have delegated authority. If, for some reason, USA Archery does not have an elected Team USA AC Representative, USA Archery will designate the Chair from the Athlete Advisory Council to review and sign the Judge Selection Procedures.

Appendix A

Judge Roles and Responsibilities

To be a USA Archery (USAA) Judge is a privilege. It is a judge's duty to be sure the rules are applied correctly and, at the same time, not be overbearing or overly authoritative. The function of the judge at any tournament is to see that the tournament runs smoothly, so that every competitor can achieve their best performance. For the duration of the event, judges will be assigned tasks by a Chairperson of Judges (COJ). While executing official duties, judges must work, as a unit, a team. Judges will be required to keep comprehensive notes on any occurrences and may be asked to provide these if there is a Jury of Appeal. Judges are also to ensure compliance of all matter related to the dimensional layout of the field, conformity of equipment and procedural requirements stipulated by World Archery.

1. CHAIR OF JUDGES (COJ)

1.1 COJ DUTIES

1.1.1 Responsible to oversee the judge commission at an event, scheduling the duties of each judge, ensuring that the competition runs according to the World Archery Rulebook and dealing with any issues or appeals.

1.1.2 Make initial contact with the USA Archery National Events Manager and/or LOC Event Director to obtain necessary information about the competition venue and competition schedule, judges' accommodations, transportation, and meals.

1.1.3 Advise members of the Judges' Commission (judges appointed to work at the event) of the meetings to be held before and during the event; the specific responsibilities they will have; their contributions towards reports and any information they need before arriving at the tournament.

1.1.4 Maintain close contact with the USA Archery National Events Manager or LOC Event Director throughout the competition.

1.1.5 During the first meetings of the Judges, review new rules and interpretations as well as important procedures regarding the individual and team match play or event.

1.1.6 Plan the various duties of the appointed Judges and ensure that all duties procedures and guidelines for Judges are conscientiously followed up, both before and during the competition.

1.1.7 When applicable, conduct Team managers' meeting, making sure that all Team managers are aware of any new rules, remind them of important

procedures, for example: how to appeal, how to mark holes, reporting lost arrows on the field and signing of score cards. It may be necessary to call a Team managers' meeting during the competition to clarify issues that may occur. The meeting is usually carried out at the DOS stand, and a roll call of all participating teams must be carried out.

1.1.8 Secure a complete list of athletes from the scoring team or local event organizer for judge use during equipment inspections.

1.1.9 Take due consideration of Judges' conflicts of interest before assigning to competition targets and ensure they are not on the field of play for family members.

1.1.10 Then the Chairperson should provide the following information to the Judge, alternates, and Shadow Judge (if any):

- A letter of introduction, including possible information re: rules, judging or procedures that the Chairperson finds necessary to highlight.
- Location of the event and arrival points and dates
- Tournament schedule
- Information on Judges' accommodation, transportation, and meals
- Dress code for the Judges at the tournament
- List of equipment and clothing the Judges should bring
- Date and time of the first Judges meeting upon arrival (so that everyone, except alternates, may organize their arrival accordingly)
- An update of WA rules and by-law changes – if any

1.2 COJ RESPONSIBILITIES DURING THE EVENT

Upon arrival and during the event the COJ will be responsible for the following (although they may distribute some tasks to the deputy chairperson (appointed by the COJ) or individual judges:

1.2.1 Preparing an information package for the Judges for the first meeting, including detailed program, ground transport schedule, distribution of duties etc.

1.2.2 When applicable, conducting part of the Team Managers' Meeting in all matters related to the execution and control of shooting and scoring (information should be prepared in advance for distribution among Team Managers).

1.2.3 Holding daily meetings with the Judges at the end of the day to discuss matters related to the competition on that day – and preparing for the days to come.

1.2.4 Coordinating matters related to the competition with USA Archery and/or the LOC Event Director.

1.2.5 Meeting with the field crew and scorers (if any) to discuss their duties on the field and clarify possible problems.

1.2.6 Furnishing the Judges with athlete check in lists and bracket pairings, etc.

1.2.7 Keeping record of the most important information discussed in the Judge Commission Meetings.

1.2.8 Creating a teamwork atmosphere among the Judges through clear information, positive and encouraging attitude and keeping the group feeling throughout the entire stay. Over-seeing the work of the Judges on the field ensuring that all the duties, procedures and guidelines for Judges are conscientiously followed up.

1.2.9 Working with the Judge(s) concerned in any appeal in which a decision of Judge(s) is involved.

1.2.10 Working with USA Archery and/or the LOC to implement and enforce safety procedures and control access to the field by media personnel, coaches, agents, and the public.

1.3 COJ Responsibilities Post Event

1.3.1 Complete the USA Archery Event Report from the point of view of the COJ for submission to the USA Archery National Events Manager at events@usarchery.org.

1.3.2 Complete a Judges' evaluation form for each Judge by role at the event and submit to USA Archery.

2.0 DIRECTOR OF SHOOTING (DOS)

2.1 The DOS is responsible for the timing of the event and is usually the person who operates the signaling devices that indicate when archers can and cannot shoot their arrows.

2.2 The quality of a competition is directly proportional to how well the DOS discharges their duties and responsibilities. The DOS must be prepared to assume the responsibilities necessary to provide a quality competition even when disruptions to schedules occur.

2.3 The DOS confirms that the timing and sound equipment is working properly and is capable of setting the time for all variations that might occur in the tournament.

2.4 The DOS controls shooting, regulates the timing of ends, maintains the order of shooting, and implements and enforces sated procedures.

2.5 The DOS is responsible for making announcements to keep archers and coaches informed about important rules, procedures, schedule changes, or other information in coordination with USA Archery and/or the LOC.

3.0 JUDGE

3.1 During the official practice and individual competition, judges inspect athlete equipment, compliance with dress code, and are allocated a group of targets to manage for observation, safety and score adjudication, when requested. During mixed team and team events, judges ensure that athletes comply with the team event rules. During televised medals matches, judges may perform other duties, such as finals line judge, target judge, scorer, blind manager, or marshal.

3.2 During the duration of the competition, a judge will be assigned tasks by the COJ. While executing official duties, judges must work, as a unit, a team.

3.3 Judges must keep comprehensive notes on any abnormal occurrences. The notes may be required if a judge is asked to appear before the Jury of Appeal or may be requested by the COJ for completion of the event report.

4.0 SHADOW JUDGE

Shadow Judge assignments are fully self-funded
Shadow Judges observe along-side judges working at national events. Shadow Judges

will have an opportunity to observe during equipment inspection, arrows calls, target face changes, and the other various tasks or rule enforcement judges perform on a regular basis. There may also be potential to take part in some off-field duties.

Preparing for a Shadow Judge assignment:

- Wear a blue polo shirt,
- Khaki pants/shorts/skirt,
- Comfortable footwear that covers the foot
- Hat/visor
- Rain Gear
- Notebook and pen
- Review rules that pertain to the event format

Appendix B
Judge Evaluation Form

The Chair of Judges and the Tournament Director or their designee will complete a Judge Evaluation Form following each national level event for each judge. The feedback will be provided to the judge(s). If the judge receives a rating of "needs improvement", the judge will receive additional information from the COJ and/or USAA about their performance and will be encourage to gain more experience and/or take additional judge training.

1. Your Name
2. Your Role
3. Please select the Judge you are evaluating
4. Please select what level the Judge is you are evaluating
5. Please select the duties this Judge was assigned (check all that apply)
6. Please select the National Event Location the Judge served at
7. Please rate the Judge as it relates to their assigned role
   Needs Improvement – Meets Standard for Judge Level – Exceeds Standards for Judge Level – Not Applicable
    a. Communications with COJ before and during the event
    b. Knowledge of USA Archery and World Archery rules
    c. Application of USA Archery and World Archery rules and procedures
    d. Daily attendance and punctuality
    e. Conveys decisions clearly and succinctly
    f. Communicates clearly directly to athletes and/or judges (and via radio)
    g. Listens and implements instructions
    h. Wore required judge uniform
    i. Operates with impartiality and fairness
    j. Contributes to judge commission meetings
    k. Displays a friendly, customer service approach with event participants.
    l. Remains focused on judge role (is not distracted)
    m. Seeks guidance from COJ/DOS when needed
        i. If you rated the Judge *Needs Improvement*, please explain
8. General comments not submitted above