

## COJ Checklist

This is just a rough checklist for some of the things to bear in mind when you are COJ, not all of them will apply to all tournaments and will vary depending on whether you have worked with the Organiser and team of Judges before.

### Before Event

- Make sure all the Judges have a copy of the Entry Form/Prospectus and Target List
- Find out from the Organiser if they will be providing refreshments and if yes check if any Judges have any dietary requirements
- Liaise with the Organiser to see if there are any special information you need in advance, for example finding the venue, road closures, spot prizes etc
- Liaise with the Judges to allocate tasks and find out if there is anything in particular a Judge wants to do, for example spend time with the DOS, or if there is anything you need to know, for example have they hurt their leg and would prefer to judge the short distances or they have a family member shooting so don't want to judge that area
- Produce a work rota if needed
- Let the Judges know which colour t-shirt to wear (white and green or the new green one) and if the weather is hot are shorts allowed

### On Arrival

- Meet with the Organiser to discuss if there are any special issues for you to be aware of, for example archers with special requirements, new archers, spot prizes etc
- Get an up to date Target List from the Organiser for Equipment Inspection and work out where to conduct the Inspection
- Meet with the Work Party to see how they want to work, for example how to signal a face needs changing
- Make sure the venue and archers equipment are checked and the Judges report back on any issues or any potential issues
- Check the Judges Archery GB Membership Cards to make sure they are current
- Ask the Judges who wants a J5 and get their previous ones. Allocate who will complete them if you are not going to
- Check the Range Registration Certificate to make sure it is current and for any dispensations
- Allocate tasks for the day if you have not already done so

### During the Day

- Ensure your Judges are supported and have refreshments
- Cover for the Judges if they need to leave the field
- Liaise with the Organiser and DOS about breaks / distance changes
- Deal with any issues as and when they arise
- Complete the paperwork and J5s in consultation with the other Judges
- At the end of the day ensure the Organiser and their team are thanked, both face to face and if possible, publicly at prize giving