

Guide to moving through the Grades

This Guide has been created to try and give you some more information on moving through the grades of Judging. In particular information on what to expect at your assessment. The SCAS Judges Committee understand that the thought of assessments and exams can be nerve wrecking (let's face it, we all hoped that we had finished with tests when we left school!), so we try to do everything we can to make the process as transparent and as stress-less as we can. Hopefully this document will help with this, although please bear in mind that things might change slightly depending on the tournament, weather, timings and any other personal circumstances.

All SCAS Assessments are done at Outdoor Tournaments only. We aim that the assessments are done at Record Status Tournaments; for Regional assessments it will always be at a Record Status or World Record Status Tournament. We also try to arrange assessments for a venue where you have not judged before – this tries to make sure that all assessments are done on a 'level playing field'.

All assessments consist of a written exam and on the Field assessment. The written part will happen at a Seminar and the on the Field assessment will take part at a tournament.

You can choose whether you would like your practical assessment to be done at a Target or Field event, I would suggest you choose the discipline that you feel most comfortable with.

We try to make sure that the questions are clear and none are written to trick you. Whilst there are no specific example papers the previous National, Regional and County re-accreditation are available on the Judge's section of the website which you might find useful to look at.

The On the Field Assessment is your chance to show that you know how to put the rules into practice. You will be in charge of checking the field to make sure it is all correct, and you will need to organise the equipment inspection. You will also need to prepare an opening address to show to the assessor and Chair of Judges. You will probably be asked to deliver the opening address you have prepared and also make other announcements during the day. You will also probably be asked to control the timing and whistles for at least part of the day.

You can do the two parts in any order, but you need to pass both parts to qualify, and if you are successful then your new grade takes affect straight away.

Candidate to County

Are you ready to put in for assessment?

- The written part of the exam will happen at the end of the Candidate Seminar weekend. These Seminars will tend to happen at Archery GB headquarters at Lilleshall, but may move around the Regions depending on need, and there will hopefully be at least two a year. One will be at the end of January and one will be in October, although if required extra ones maybe held outside of Lilleshall. All Candidates who have not yet attended a Seminar will be contacted when the details of the next Seminar are available.
- You can attend the Seminar at any point during your time as a Candidate, although it might be better to attend it soon after becoming a Candidate so you can put what you learn at the Seminar into practice on the Field and become confident in it before you do your practical assessment.
- Before you apply for your practical assessment you should have met the other criteria as laid out in the J10 (please check the current version). Currently they include
 - ❖ You must have judged a minimum of 12 days at tournaments (the Seminar can count towards this)
 - ❖ There should be a minimum of one day at each discipline – Target and Indoor and one of either Field, Clout or Flight.
- Whilst you do not have to have attended the Candidate Seminar and done the written test before your practical assessment it is probably useful.
- The J05 Candidate to County Judge Checklist should be completed as you achieve the requirements of the J10 to help you keep track of what is needed.
- Most importantly before applying for your practical assessment make sure that you are happy within yourself and feel you are ready to become a County Judge. Also, discuss it with your mentor. Your mentor should be able to advise if there is any area they think you need to concentrate on or if they also agree you are ready. Remember when you pass you must be prepared to be Judge in Charge at Non Record Status Tournaments.
- As it can take a while to arrange an assessment you can apply in advance of meeting all the requirements. For example if your 12 tournaments will be complete on 1st May, you can apply early so the assessment can be arranged to take place after the 1st May. However it is always best to discuss it with the JLO before completing your application.
- Once you have passed your practical and written paper and completed the other criteria as laid out in the J10 you will be a County Judge and your new grade will take effect straight away.

How to apply for assessment and how they are arranged

- There is no application form for the written assessment, you just need to attend a Candidate Seminar
- To apply for practical assessment you need to complete the J01 send it to the JLO.
- When you send in your application please also include a list of weekends when you are available for assessment (or weekends when you are not available, whichever is easiest). With the increase in two day tournaments, please make sure you include Saturdays as well as Sundays.
- The JLO will then use these dates to try and find a suitable tournament for your assessment. Please bear in mind that suitable tournaments are often hard to find as they have to be Record Status, of a suitable size, be on a day when you and an assessor are available, not be too far away from you and have an Organiser that is willing for us to do the assessment. So it might take some time to find somewhere, so the more available dates you can give the easier it is. Generally County Assessments are done at Record Status Archery GB Rounds.
- Once the JLO has found a suitable tournament they will contact you to double check that the date and location is okay for you. Then they will arrange everything with the Chair of Judges and Tournament Organiser and confirm back to you when everything is in place.
- As the tournament will be being used for your assessment there is no requirement for the Organiser to offer you travelling expenses, or to give you a gift at the end of the tournament. The JLO will ask the Organiser if they are willing to cater for you, if they are not the JLO will let you know (most Organisers are very helpful and will cater for people being assessed).
- You can claim travel expenses from SCAS at the current Archery GB rates for your first practical assessment at each level. The JLO will provide you with a claim form following your practical assessment.

How to prepare for the assessment day

- Obviously make sure you read the Archery GB and World Archery Rule Books, also make sure you read the two Judge's Handbooks and don't forget the SAPs from Archery GB.
- Make sure that you know where the tournament is and how long it will take to get there.
- Make sure you have your previous J5s ready to give to the assessor on the day
- Make sure you have the correct official Judges uniform to wear on the day (or be able to provide proof that you have ordered the uniform before the assessment)
- Prepare an opening address for the tournament
- Talk to your mentor to see if they have any advice or guidance
- If you have any questions, then ask the assessor or the JLO

On the day

- As normal make sure you arrive at least 1 hour before, and when you arrive introduce yourself to the Organiser, Chair of Judges, Assessor and any other Judges. Have your J5s ready to hand over to the assessor. Remember that today is your opportunity to show the assessor what you can do.
- You will be in charge of checking the venue, safety distances, targets, faces etc, so you will need to ask the other Judges for assistance and explain to them what you would like them to do.
- You will also be involved in checking archer's equipment so you will need to demonstrate you can do this for all bow styles.
- Once the field has been checked show your prepared opening address to the assessor and Chair of Judges and go through it with them, also discuss with them where they would like you to be on the field and what they want you to do.
- For the rest of the day you will be working as a normal Judge, you will probably have to do some announcements and control the timing / whistles for part of the day. During this time the assessor or other Judges might ask you various questions to assess your knowledge.
- Once all this has been completed you will then be told whether you have passed or failed the practical assessment.
 - ❖ If you have failed then the assessor will explain to you where the issues are and information on what you can do to improve. If you need any more information or any help to fill in the gaps don't hesitate to contact the JLO or your mentor and ask for their help. There is a waiting period of 6 months before you can apply for re-assessment.
- As normal you are expected to stay until the end of the tournament and attend the prize giving (unless personal circumstances mean you can't, in which case let the assessor and Chair of Judges know when you arrive). Please also make sure you thank the Organiser for allowing you to attend.

What next?

- Once you have passed your County Assessment the choice is yours on whether you start working on becoming a Regional Judge straight away, take some time as a County Judge before thinking about becoming a Regional Judge or decide that you do not want to progress any further. Whatever you want to do is fine, but it is recommended that you keep getting J5s as these will help you develop.
- If you do decide you would like to progress to Regional Judge then it is advisable to do a wider range of shoots as possible, and to work with as many different Judges as possible so you can learn from them all. You may also want to look at doing some larger shoots and try to do more World Archery tournaments (such as 1440s) for experience. It is also a good idea to do some smaller Non Record Status shoots where you are Judge in Charge. There is no reason why a County Judge should not be in charge of a tournament which is Non Record Status, even when there are higher graded Judges there, so talk to your fellow Judges and ask if you can be in charge at a future tournament for experience. Also make sure you volunteer for SCAS tournaments.
- If you do decide to progress to Regional Judge, print off a copy of the J05 – County to Regional Judge Checklist to complete as you go.

County to Regional

A lot of things are exactly the same as when moving from Candidate to County, it is really just the level of knowledge needed that differs.

Are you ready to put in for assessment?

- The written part of the exam will happen at the end of the Regional Judge Assessment Seminar day. These Seminars will tend to happen the day before the National Judge Conference (which moves around the country) and there will be at one a year in March/April time. All County Judge who have not yet attended a Seminar will be contacted when the details of the next Seminar are available.
- You can attend the Seminar at any point during your time as a County Judge, although it might be better to attend it soon after deciding to go for Regional so you can put what you learn at the Seminar into practice on the Field and become confident in it before you do your practical assessment.
- Before you apply for your practical assessment you should have met the other criteria as laid out in the J10 (please check the current version). Currently they include
 - ❖ You must have judged a minimum of 18 days at tournaments
 - ❖ Three of the days must have been at World Record Status Tournaments, three at other Record Status Tournaments and two Indoor Tournaments
 - ❖ A minimum of 1 event must be at each discipline – Target and Indoor and one of either Field, Clout or Flight.
 - ❖ You must have attended at least one Regional Judges Conference or National Judges Conference
- Whilst you do not have to have attended the Regional Judge Assessment Seminar and done the written test before your practical assessment it is probably useful.
- The J05 County to Regional Judge Checklist should be completed as you achieve the requirements of the J10 to help you keep track of what is needed.
- As well making sure that you are happy within yourself and feel you are ready to become a Regional Judge make sure you discuss it with your mentor. Your mentor should be able to advise if there is any area they think you need to concentrate on or if they also agree you are ready. Remember when you pass you must be prepared to be Judge in Charge at Record Status Tournaments or World Record Status Tournaments with a Head to Head, which means you could be in charge of your County Championships.
- As it can take a while to arrange an assessment you can apply in advance of meeting all the requirements. For example if your 18 tournaments will be complete on 1st July, you can apply early so the assessment can be arranged to take place after the 1st July. However it is

always best to discuss it with the JLO before completing your application and if you one of the tournaments you have planned does not take place your assessment may be cancelled.

How to apply for assessment and how they are arranged

- There is no application form for the written assessment, you just need to attend a Regional Judge Assessment Seminar
- To apply for practical assessment you need to complete the J01 and send it to the JLO. As before let the JLO know what dates you are available for assessment
- Once the JLO has found a suitable tournament they will contact you to double check that the date and location is okay for you. Then they will arrange everything with the Chair of Judges and Tournament Organiser and confirm back to you when everything is in place.
- Regional Assessments will be carried out at either Record Status or World Record Status tournaments.
- As the tournament will be being used for your assessment there is no requirement for the Organiser to offer you travelling expenses, or to give you a gift at the end of the tournament. The JLO will ask the Organiser if they are willing to cater for you, if they are not the JLO will let you know (most Organisers are very helpful and will cater for people being assessed).
- You can claim travel expenses from SCAS at the current Archery GB rates for your first practical assessment at each level. The JLO will provide you with a claim form following your practical assessment.

How to prepare for the assessment day

- Your preparations should be exactly the same as for County assessment (but by then you should have a full Judge Uniform). If you have any questions, then ask the assessor or the JLO

On the day

- The assessment day will be in a very similar format to the County Assessment. This is your chance to show the assessor what you can do and how you apply the rules.
- You will need to demonstrate that you can act as COJ, so you will need to give thought to and create a work rota for the Judges, take control of the venue and equipment check and act as COJ for at least some of the day.

- You will be asked questions during the day which are a bit more in depth than the County practical, but there will still be no complicated 'what if' questions or anything relating to Head to Heads. The questions are a mix of Archery GB and World Archery and there may be questions on Target, Field and Clout rounds.
- Once all this has been completed you will then be told whether you have passed or failed
 - ❖ If you have failed then the assessor will explain to you where the issues are and information on what you can do to improve. If you need any more information or any help to fill in the gaps don't hesitate to contact the JLO or your mentor and ask for their help. There is a waiting period of 6 months before you can apply for re-assessment.
- As normal you are expected to stay until the end of the tournament and attend the prize giving (unless personal circumstances mean you can't, in which case let the assessor and Chair of Judges know when you arrive). Please also make sure you thank the Organiser for allowing you to attend.

What next?

- Once you have passed your Regional Assessment the choice is yours on whether you start working on becoming a National Judge straight away, take some time as a Regional Judge before thinking about becoming a National Judge or decide that you do not want to progress any further. Whatever you want to do is fine, but it is recommended that you keep getting J5s as these will help you develop.
- If you do decide you would like to progress to National Judge then it is advisable to continue to do a wider range of shoots as possible, and to work with as many different Judges as possible so you can learn from them all. Again try to do some larger shoots, for example get experience of Head to Head Rounds. Also try to be in Judge in Charge at some Record Status Rounds and World Record Status Rounds, as before there is no reason why you cannot be in charge and have more senior grades working for you, it is a great way to get experience. Also volunteer for more SCAS and National Tournaments to increase your knowledge and experience.
- If you do decide to progress to National Judge, print off a copy of the J05 – Regional to National Judge Checklist to complete as you go.

Regional to National

National assessments are controlled and organised by the National Judges Committee so are done slightly differently

Are you ready to put in for assessment?

- Feel free to discuss your desire to progress with your mentor or the JLO, they will be happy to advise you and help you prepare for the assessment. Remember when you pass you must be prepared to be Judge in Charge at World Record Status Tournaments with Head to Heads, which means you could be in charge of a Head to Head Tournament, for example The Masters at Lilleshall.
- There are also some requirements which have to be met (you start from zero again when you qualify as a Regional Judge; these are detailed in the J10, so please check the current version. Currently they include
 - ❖ You must have judged a minimum of 25 days at tournaments
 - ❖ Ten of the days must have been at World Record Status Tournaments or National Tournaments, of which two will be Head to Heads. Four of the judging days must be as COJ at a UK Record Status event or Judge in Charge at a WRS event without a Head to Head.
 - ❖ A minimum of 1 event from each discipline – Target and Indoor and one of either Field, Clout or Flight.
 - ❖ You must have attended at least one National Judges Conference in the two years before you applying
- The J05 Regional to County Judge Checklist should be completed as you achieve the requirements of the J10 to help you keep track of what is needed.

How to apply for assessment and how they are conducted

- To apply for assessment you need to complete the J03 and send it to the JLO. They will then check it and sign; then forward it on to the National Judges Committee.
- All applications must be with the National Committee by the 30th October for assessment the following year. You must have completed all the requirements in the J10 before applying.
- The National Assessment is held in two parts
 - ❖ On the Field – this is done at a World Record Status Outdoor Tournament. Make sure you apply for National Tournaments as normal for the year you want to be assessed in. Details of what will be expected of you will be given to you by the

National Committee and your assessor, but it will probably include organising checking the field, organising equipment inspection and the Judges work rotation and giving the opening address. You will also probably be asked questions during the day

- ❖ Written Paper and Discussion – this is done at Lilleshall, traditionally towards the end of October. At the end of the day you will know the result.