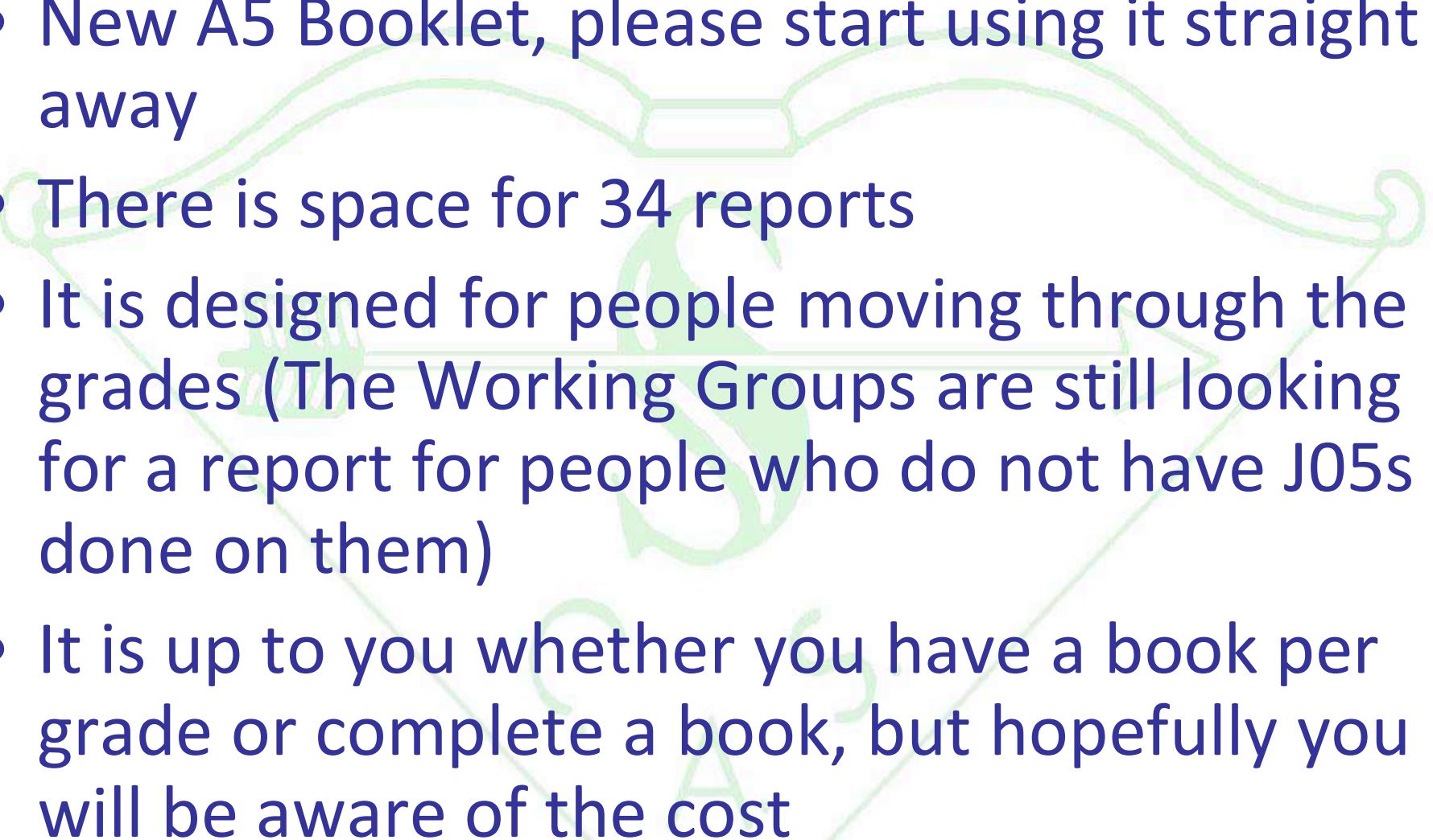




NEW J05 BOOKLET

- 
- New A5 Booklet, please start using it straight away
 - There is space for 34 reports
 - It is designed for people moving through the grades (The Working Groups are still looking for a report for people who do not have J05s done on them)
 - It is up to you whether you have a book per grade or complete a book, but hopefully you will be aware of the cost

- 
- The JLO will have a supply and they will be brought to each Conference.
 - When you need a new one just let the JLO know a few weeks before you need it
 - Or if you are at Lilleshall you can also pick up new books there



JUDGE'S LOG BOOK

J05

NAME

AGB NO.

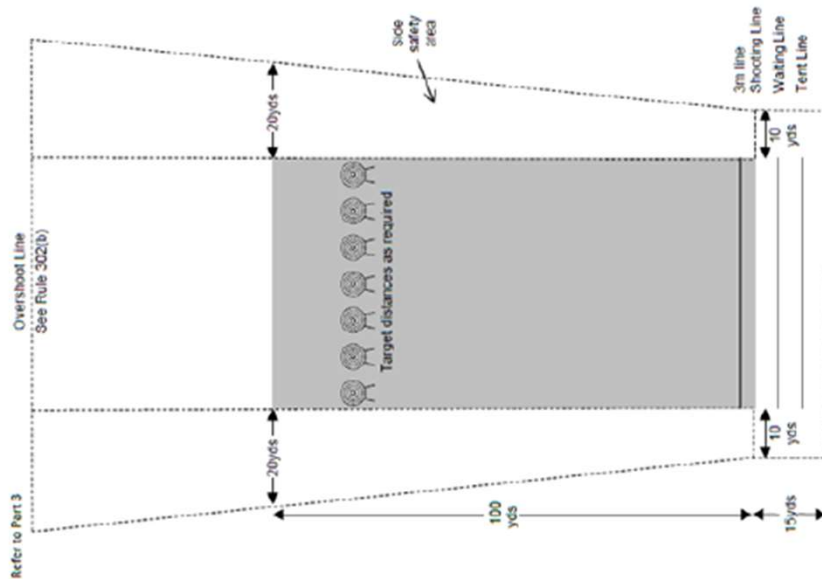
REGION



03/01/2026

TARGET RANGE LAYOUT OUTDOOR

APPENDIX C



ANNOUNCEMENT CHECKLIST

- | | | | |
|---|----------------------------|----|----------------------|
| 1 | INTRODUCE JUDGES | 10 | ERRORS = CALL JUDGE |
| 2 | FIRE AND SAFETY NOTICES | 11 | SECURE SCOPES |
| 3 | ROUND | 12 | PHONES (SHH!) |
| 4 | ARROWS | 13 | SMOKING |
| 5 | DETAILS | 14 | EQUIPMENT INSPECTION |
| 6 | TIMING | 15 | PRACTICE OR SIGHTERS |
| 7 | MARKING FACES | 16 | FIRST COMPETITION? |
| 8 | RULE CHANGES | 17 | ANY OTHER BUSINESS |
| 9 | SINGLE/DOUBLE SCORING, INK | | |

Page 2

A copy of Appendix C which is the Target Range Layout as a useful reminder

Announcement Checklist as a reminder of some of the things you might like to include in the opening Assembly

GUIDE TO THE J05

The J05 is designed to help you develop as you progress through your Judging career. Not only is it a record of the events you have attended but also a useful tool for other judges to see what you have achieved and what you need to develop.

NOTES FOR THE CANDIDATE

- Make sure you fill in the top section before the start of the day.
- On arrival give the J05s to the Chair of Judges and, if you have not already done, so let them know if there is anything specific you want to achieve during the tournament.
- Make sure the Report is completed before you leave and if you have any questions discuss them with the Chair of Judges.
- If you are the only Judge there, ask the Tournament Organiser to sign it as a record of attendance.

NOTES FOR THE ASSESSING JUDGE

- The J05 does not need to be completed by Chair of Judges; it can be delegated.
- In the Candidate Performance section, if you tick a grey box, please explain the reason in the Comments and Observations section.
- Comments should be constructive and helpful. If you tick Needs Improvement for Venue/Field Check, explain what is needed to improve (e.g., they need to know the tolerances on distances).
- If you tick Exceeds Expectations for something, explain why what they did was above and beyond (e.g., they judged the gold medal match, which ended in a shoot-off).
- Include anything useful to help the Candidate develop or that you think the next Chair of Judges should know. For example, "Judge observed first bouncer today and knew the rules thoroughly. At next event I would allow them to take control of the bouncer, under supervision."
- Make sure you talk through the report with the Candidate (and with the COJ, if needed).



Page 3

A quick guide to how to use the J05

Make sure you give it to the COJ at the start of the day, the COJ does not need to fill it out but they can delegate it out

Any comments should be constructive and be discussed with the candidate at the end of the day

JUDGE ASSESSMENT FORM

J05

REPORT NUMBER

Please remember to hand this form to the Assessing Judge at the start of the event.
The Assessing Judge must discuss the contents of this report in-person with the Candidate.

1

CANDIDATE DETAILS

To be completed by Candidate

JUDGE GRADE

CANDIDATE

COUNTY

REGIONAL

TIME IN
GRADE

2

EVENT DETAILS

To be completed by Candidate

DATE

VENUE

TOURNAMENT
STATUS

WRS

TASSEL

NO. OF
JUDGES

COJ

UKRS

H2H

DOS

LINE
JUDGE

NO. OF
TARGETS

ROUNDS

Hopefully self explanatory!
Needs to be completed by the Candidate

3

CANDIDATE TECHNICAL CHECKS

To be completed by Assessing Judge

BOWSTYLE FOR
EQUIPMENT
CHECK
(if applicable)

☐

COMPOUND

☐

BAREBOW

☐

OTHER

☐

RECURVE

☐

LONGBOW

FUNCTIONS
CARRIED OUT
DURING THE
TOURNAMENT

☐

BOUNCERS

☐

HANGERS

☐PASS
THROUGH☐LINE
CUTTERS☐TIMING
CONTROL
AUTO☐TIMING
CONTROL
MANUAL☐EQUIPMENT
FAILURE☐ARROW VALUE
CORRECTIONS

Again, hopefully self explanatory!

Is there so the Assessing Judges can quickly and easily see what the Candidates have done at other shoots

To be completed by Assessing Judge

	N/A	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
DELIVERY OF ANNOUNCEMENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VENUE/FIELD CHECK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNOWLEDGE OF RULES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACCESS TO LATEST RULES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT CHECKS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEALING WITH INCIDENTS/ PRESSURE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABILITY TO KEEP FOCUSED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONDUCT TOWARDS ARCHERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONDUCT AS PART OF A TEAM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NECESSARY JUDGING EQUIPMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Main part of the J05 – is a tick box matrix
- Whilst you can comment on any thing you want in the comments section, if you tick a “grey” box you MUST put a comment why
- As people move through the grades it is expected they start with “Needs Improvement” and “Meets Expectations” and move to “Meets Expectations” and “Exceeds Expectations”.
- People will only be “exceeds Expectations” when they have done something

amazing
03/01/2026

5 COMMENTS AND OBSERVATIONS
To be completed by Assessing Judge

6 SIGN OFF
To be completed by both Candidate and Assessing Judge

ASSESSING JUDGE NAME		ASSESSING JUDGE SIGNATURE	
CANDIDATE NAME		CANDIDATE SIGNATURE	

Again, hopefully self explanatory

All J05s must be discussed at the end of the event

MULTI-SPOT SCORING GUIDE

1. MARK WHERE THE
ARROWS LANDED ON
EACH TARGET



MISSES

OUT OF TIME

2. WRITE THE VALUES
OF THE ARROWS FOR
EACH FACE

FACE 1

FACE 2

FACE 3

MISSES

OUT OF TIME

3. WRITE THE ARROW
VALUES FROM
COLUMN 2 IN ORDER


4. WRITE DOWN THE
LOWEST THREE ONLY

5. APPLY ANY TIME
PENALTIES

Page 72

A reminder on how to do
multi-face scoring

Which you all know how to do
now following Hannah's
presentation!!



Page 73

Notes page for the Candidates
to do what they wish with

To be completed by Assessing Judge

	N/A	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
DELIVERY OF ANNOUNCEMENTS				
VENUE/FIELD CHECK				
KNOWLEDGE OF RULES				
ACCESS TO LATEST RULES				
EQUIPMENT CHECKS				
DEALING WITH INCIDENTS/ PRESSURE				
ABILITY TO KEEP FOCUSED				
CONDUCT TOWARDS ARCHERS				
CONDUCT AS PART OF A TEAM				
NECESSARY JUDGING EQUIPMENT				

Break into small groups and come up with what you think each category is and examples of what would come under each column and what comment you might put

For example – what is “Conduct Towards Archers” and what sort of behaviour would class as “N/A”, “Needs Improvement”, “Meets Expectations” and “Exceeds Expectations”

CANDIDATE PERFORMANCE

To be completed by Assessing Judge

	N/A	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
DELIVERY OF ANNOUCEMENTS				
VENUE/FIELD CHECK				
KNOWLEDGE OF RULES				
ACCESS TO LATEST RULES				
EQUIPMENT CHECKS				
DEALING WITH INCIDENTS/ PRESSURE				
ABILITY TO KEEP FOCUSED				
CONDUCT TOWARDS ARCHERS				
CONDUCT AS PART OF A TEAM				
NECESSARY JUDGING EQUIPMENT				

The background features a large, faint, light green outline of the University of Cambridge crest. It includes a shield with a cross, a book, and the letters 'C.A.S.' at the bottom. A banner at the top contains the text 'UNIVERSITY OF CAMBRIDGE'.

Feedback from the Groups following their
discussions follows

DELIVERY OF ANNOUNCEMENTS

- Definition/things you are looking at – Loud enough, heard by all, content, not unsure, right pace of speaking, not waffling too much, looking at audience, reading audience and tailoring it to them, use of microphone etc
- N/A – cause they didn't do it, bigger team, new judge, there is a DOS to do it
- Needs Improvement – be more confident and offer help before future assembly speeches, make some clearer notes (maybe write the speech out or use bullet points as works for the Candidate), be louder, practice on smaller announcements (like distance changes)
- Exceeds Expectations – managed a large group without help, dealing with difficult questions well, vast improvement in previous performance, picked up things TO has missed

VENUE / FIELD CHECK

- Definition/things you are looking for – know tolerances, distances, safety areas/perimeter, always go through process every time no matter how well you know the venue, look up the information if needed, check all relevant items, taking part in the process, checking squareness
- N/A – done by someone else or day before
- Needs Improvement – make a list of distances/crib sheet, double check if not sure, create a checklist, ask if not sure, measure both sides of the range (and the middle if large), make sure tape starts at zero, look at google maps if new to area, check range certificate
- Exceeds Expectations – issue found and they helped find a solution, checked squareness, taking responsibility and helping with issues, helping newer judges to learn, if they are resolving an issue then it might indicate they are ready to move onto the next grade

KNOWLEDGE OF RULES

- Definition – knowledge of the relevant round for that day, knowing where to look if you don't know
- N/A – no knowledge or unprepared
- Needs Improvement – suggest other training aids to help, checklist / aide memoirs, ask other Judges if not sure, prepare for the event you are attending and have read the rules specific to that, suggest specific rules which apply and where to look, consult newsletters and Judge communications
- Exceeds Expectations – interpretate the rules to the situation and the intent of the rule and not just apply a rule black and white, learnt rules beyond the normal knowledge for their Judge level

ACCESS TO LATEST RULES

- Definition – have they got the relevant rules for that event, do they know the context of the rule, do they know where the relevant rulebooks are, are they up to date or are they using old rules (there is no need to actually check they have the latest rules with them)
- Needs Improvement – remind them where to find the rules and training information they need; for example in the Members Portal or WA website. Training aids are on AGB, WA and SCAS websites

EQUIPMENT CHECKS



- Definition – knew what they were looking for, can they talk through what they are looking for, confidence to say not sure, clear process of checking, knowing common issues
- N/A – done the day before or earlier
- Needs Improvement – suggest a process to follow – for example start by checking the string then start at the top of the bow and work your way down, learn fine detail of each bowstyle, don't be afraid to ask other Judges if you see something unusual or you are not sure of.
- Exceeds Expectations – knows latest interpretations, stepping in when they see an issue even if they are not checking those bows, know how to fix the issue and suggest a solution to the archers, spotting hidden markings particularly on field, highlighting issues during the events not just during inspection

DEALING WITH INCIDENTS/PRESSURE

- Definition – not running away screaming, coping with new incidents, not being affected by the archer (if they are GB archers or aggressive), ask for help when needed, not shutting down, not ignoring issues (looking the other way when an equipment failure is called for example)
- Needs Improvement – communicate with other people who need to know, ask for help when needed, if struggling highlight it to others, take a breathe before responding
- Meets Expectations – being calm and confident, ask for help, communicate with other people, be professional at all levels of events, be consistent,
- Exceeds Expectations – dealing with an issue on their own or getting the right help that is needed, making the correct but difficult decision

ABILITY TO KEEP FOCUSED



- Definition – stop using your phone, stay awake, be a judge not a coach or friend or club/county member, focused all day, not talking to other people or each other all the time and ignoring the shooting line and scoring
- Needs Improvement – don't have your back to line, don't gather in groups as archers get nervous, don't sit down particularly if you feel tired, keep moving your head so people can see you are paying attention
- Meets Expectations – asking questions and taking notes
- Exceeds Expectations – still always checking the last couple of seconds to make sure a release is in time, spot something unusual, focused at the end of the event, ask for a break if needed

CONDUCT TOWARDS ARCHERS

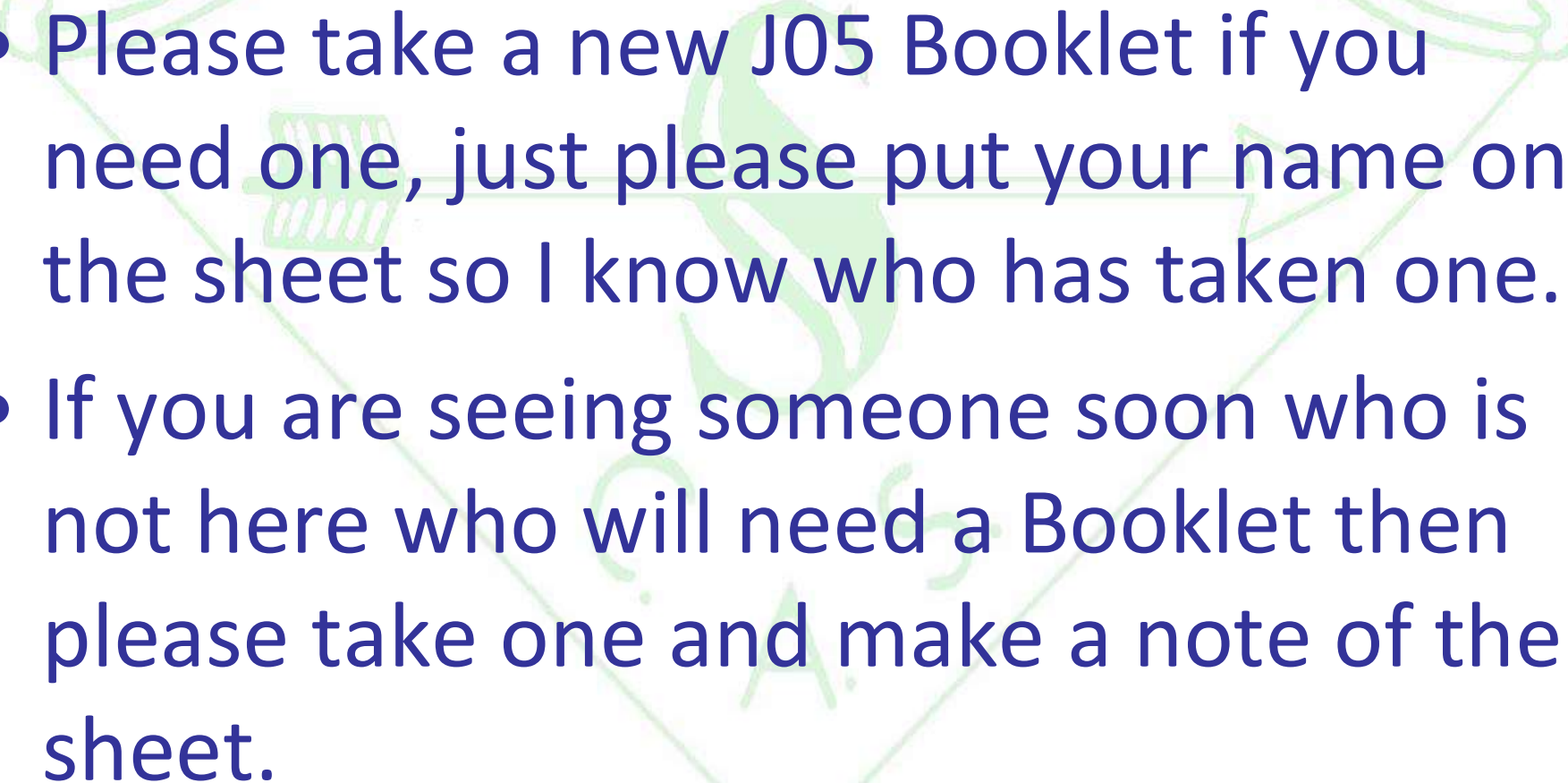
- Definition – separate your roles and from your friends, be consistent to all archers, be professional, you a Judge first and foremost
- Needs Improvement – don't get involved in deep conversation with archers unless there is an issue, maintain some distance from archers, don't disappear into the tents unless there is an issue, if you do something for one archer you need to be prepared to do it for all
- Exceeds Expectations – looking after an archer who has an issue, checking on the disabled archers, spotting an archer with an issue and assisting them, manage expectations of archers – for example equipment failures at distance change, dealing with unnecessary behaviour from other people

CONDUCT AS PART OF A TEAM

- Definition – talking to the team, being friendly, contributing to discussions, being proactive, conduct to TO and work party, communication to DOS, radio etiquette
- Needs Improvement – respond to COJ emails in a timely manner, don't be afraid to join in conversations – we were all new once, we all are there for love of the sport so have a common interest already
- Exceeds Expectations – bringing food, stepping in to cover someone who is busy or off the field, manage a “sub – team”, communication, realise a judge has an issue such as they are starting to feel unwell or need a sit down

NECESSARY JUDGING EQUIPMENT

- Definition – has the necessary judging equipment for an event, such as multiple whistles, notebook, several pens etc. This does not mean that a candidate needs all the gadgets such as range finders, arrowjacks and 100m tapes but that the have essentials needed
- Needs Improvement – check your equipment a few days before to make sure pens still work, batteries have not run out. Suggest other equipment that might be useful and where it can be purchased – for example car inspection mirrors which are good for tricky line cutters. Tips on how to use equipment
- Exceeds Expectations – has a gadget that people have not seen before that is useful and is prepared to share

- 
- Please take a new J05 Booklet if you need one, just please put your name on the sheet so I know who has taken one.
 - If you are seeing someone soon who is not here who will need a Booklet then please take one and make a note of the sheet.