

## **Terms of Reference for the S.C.A.S Judges Committee**

- To inform the Regional Council on all matters relating to Judging and Judge Training within the Region.
- To maintain a register of Judges and Candidate Judges within S.C.A.S.
- To maintain and monitor the Judge's training.
- To appoint Judges to Regional Tournaments as required.
- To resolve the queries of Judges pertaining to problems which arise when applying the rules and to make referrals or recommendations to other Committees which involve clarification of the rules or misinterpretation of the rules.
- To keep all S.C.A.S. Judges informed of developments in Judging matters and activities.
- To issue training manuals and guides, and review when required.
- To organise Regional Conferences and seminars.
- To initially investigate any complaint made against a Judge and take the necessary action, including referral to the National Judge Committee or Archery GB.
- To ensure that the Terms of Reference for Judge Liaison Officers as outlined in the Archery GB Form J10 are adhered to.

# Code of Practice

1. The title shall be 'The Southern Counties Archery Society Regional Judges Committee'
2. **Membership**
  - a. All Judges on the List held by the Secretary/Liaison Officer shall be equal members of the Judges Committee
3. **Officials**
  - a. There shall be three elected officials
    - i. The Chairman
    - ii. The Vice Chairman
    - iii. The Secretary/Liaison Officer
  - b. The elections for Chairman, Vice Chairman and Secretary/Liaison Officer shall take place at the Annual General Meeting one post to be elected every 3 years. The period of office is 3 years.
  - c. Nominations for the position will preferably be pre-nominated to the Annual Meeting, but may be taken from the floor of the meeting
  - d. The Chairman, Vice Chairman and Secretary/Liaison Officer should meet at least once, outside of the Conference, per annum. This maybe in person or via the telephone or internet.
4. **Responsibilities**
  - a. The Secretary/Liaison Officer shall be responsible for
    - i. Calling the Annual Meeting
    - ii. Arranging the Annual Meeting
    - iii. Production of the Agenda for the Annual Meeting
    - iv. Producing the minutes of the Annual Meeting
    - v. Providing information to Judges of all grades as required
    - vi. Arranging assessments for County and Regional Judges
    - vii. Appointing assessment panels for assessments
    - viii. To deal with any disciplinary matters that arise in conjunction with the Chairman, Vice Chairman and AGB Judges Working Group (if required)
    - ix. Reporting the proceeding of the Judges Annual Meeting to the S.C.A.S. Regional Council
    - x. Maintaining and controlling the S.C.A.S. Judges Budget and providing detailed accounts to the S.C.A.S. Regional Council as required
    - xi. Following the procedures and requirements as outlined in Archery GB Form J10, and working with the AGB Judges Working Group

- xii. Maintaining Judge Records on all S.C.A.S. Judges
- xiii. Requesting, collecting and collating Annual Work Records from all S.C.A.S. Judges and reporting back activity to the S.C.A.S. Regional Council and the National Judge Committee.
- b. The Chairman shall be responsible for
  - i. The conduct of meetings
  - ii. Assisting the Secretary/Liaison Officer with any disciplinary matters as required
  - iii. The Chairman may also be called upon to deputise for the Secretary/Liaison Officer in their duties if required.
- c. The Vice Chairman shall be responsible for
  - i. Assisting the Chairman and Secretary/Liaison Officer as required
  - ii. The Vice Chairman may also be called upon to deputise for the Chairman or Secretary/Liaison Officer in their duties if required.

## 5. Meetings

- a. There shall be an Annual General Meeting which shall
  - i. Approve the minutes of the previous Annual Meeting, and deal with any matter arising from them
  - ii. Elect the Chairman or Vice Chairman or Secretary/Liaison Officer for a three year period
  - iii. Elections of officials will be by a secret ballot of all those present at the Annual Meeting, plus proxy votes as received prior to the meeting
  - iv. There is no minimum number for a quorum at an Annual Meeting
  - v. Voting
    - All members shall have an equal vote
    - The Chairman shall have an additional, casting vote; in the case of a tied ballot
  - vi. Set the date of the next meeting
- b. All S.C.A.S. Judges (including Candidates) are entitled to claim expenses for attendance to the Annual General Meeting.
- c. As part of the Annual General Meeting there will be an Annual Discussion Meeting. This will be an opportunity to provide training and help on any Judging topic.
- d. An Extra Ordinary General Meeting can be called by not less than 10% of the membership, such requests should be made in writing to the Chairman.
- e. At each Meeting there will be a form on which people can record if they think there is any potential conflict of roles (for example being a member of another Committee/Working Group).

- f. If during any discussion during the Annual General Meeting or the Annual Discussion Meeting a member feels that their involvement might lead them to a conflict of duties later on, they can excuse themselves from the room for the period of the discussion.

## **6. Assessments**

- a. All assessments will be held following the procedures and requirements set out in Archery GB Form J10.
- b. Assessments are done in two parts, a written part and a practical on the field part. The written assessment will take place at the Candidate Seminar for people seeking upgrade to County and at the Regional Preparation Seminar for people seeking upgrade to Regional. The practical assessment will be organised by the Secretary/Liaison Officer.
- c. All practical assessments in S.C.A.S will be held at Outdoor tournaments which are a minimum level of National Record Status. For County practical assessments this may be at a similar standard tournament if no suitable National Record Status tournament can be found.
- d. Further details on how assessments are conducted and arranged can be found in the document 'Guide to moving through the Grades'. A copy can be obtained from the Secretary/Liaison Officer.

## **7. Renewals**

- a. All Renewals will be done following the procedures and requirements set out in the Archery GB Form J10.

## **8. S.C.A.S Judge Emeritus Title**

- a. The title of S.C.A.S Judge Emeritus is a purely honorary title which can be given to a Judge when they have retired from active judging.
- b. It is designed to recognise those Judges who have worked above and beyond their normal judging duties for the Region. Such as being a member of the S.C.A.S Judge Committee or have assisted the Committee, mentored and trained Judges etc.
- c. Any S.C.A.S Judge can propose a retired Judge to be considered for the title of S.C.A.S Judge Emeritus. They can do this either before the meeting by sending the request to the Secretary/Liaison Officer or Chairman; or by making a proposal at the Annual General Meeting. Ideally all proposals should contain some information on why the Judge should be awarded the title.
- d. All proposals will be put to the members at the Annual General Meeting who will then vote.

- e. A Judge Emeritus has no powers as a Judge, they may work as a Field Captain, but must not wear any items of Judges Uniform that infer that they are still an active Judge

#### **9. S.C.A.S Judge Grants**

- a. The following grants are available to Judges. For full details and information on how to claim contact the Secretary/Liaison Officer
  - i. For Candidates after attending an in-person Candidate Seminar (this is claimable only once)
  - ii. For County Judges after attending an in-person Regional Preparation Seminar (this is claimable only once)
  - iii. For any Judge after attending an in-person Archery GB (National) Conference
  - iv. For Candidate Judges when they qualify as a County/Youth Judge (this is claimable only once)
  - v. For Candidate and County Judges to cover their travel expenses to their practical assessment for each level
  - vi. For County, Regional or National Judges on passing the Archery GB reaccreditation
  - vii. For Judges going to a World Archery Europe or World Archery Seminar for upgrade to Continental, World Archery Youth Judge or International Judge Candidate
- b. All grants must be claimed within 3 calendar months of the event they are being claimed for. Any grants not claimed in that time frame (except for in exceptional circumstances) will be forfeit.