

The role of a COJ

Chairman of Judges

Purpose of this session is to provide some guidance of how a Judge should approach the role of Chairman of Judges, particularly at an AGB event.

Key contacts & Communication

- Organiser, and the following people within their team:
 - Work Party leader
 - Head scorers
 - Caterers
- Judges
- Archers

Communications

Before the event:

- Liaise with organiser, and obtain copy of prospectus / entry form – check and advise any items that may require change
- Check all your Judges are available, and in the last week or two prior to the event, check they know timings/directions etc

Communications

- Remember, all the others are volunteers as well, so in communications;
 - Be prepared for questions/queries from organisers and their support team
 - Be supportive and assist
 - If not sure what the question or query is, or why, just ask for clarification

Judge contact pre-shoot

- Plan for the early jobs on the day
 - Record status requires equipment inspection, ensure you can action this effectively.
- Advise of any rule changes that may have come in
- Ask and provide contact details for emergencies
- Have they any questions?

On the Day

- Engage with the organisers as soon as you arrive
- Ask for Record Status booklet, up to date target lists/assignments
- Organise the Judges – however, be very prepared to work with your team – we do not always have the “luxury” of a COJ just overseeing the team

On the Day

- Help with Equipment Inspection
- Guide the Judges where necessary
- Ensure arrangements are made for refreshments to be delivered to the Judges during the day, or sort out a process to ensure the judges are looked after
- If you have to work a patch, which is highly likely, make sure you keep in touch with all the Judges and ensure they are ok.

At the end of the day

- Complete Record Status booklet
- Complete J5's – if necessary explain your comments to the individuals for support
- Ensure expenses have been dealt with
- Remember to acknowledge the organiser and his support team for their work during the day.

Summary

- It's a responsible job - remember that!
- Can be very rewarding helping Judges progress and also seeing archers shoot well and enjoy themselves
- Team work in the wider team sense

References:

Rules of shooting

S.A.P.'s

Codes of Conduct