World Shooting Para Sport Judges Manual

May 2013
1 General

1.1 For the achievement of its purposes World Shooting Para Sport licences Judges to
supervise shooting competitions and to ensure the fair and equal treatment of all
competitors. World Shooting Para Sport Judges must be experienced and fully
conversant with the current versions of both the ISSF and World Shooting Para Sport
Rules and Regulations.

1.2 The World Shooting Para Sport issues Judges' licences as confirmation of qualification.

1.3 Judges' licences are divided into three (3) categories:

1.3.1 International Judge C Level
Successful completion of the Judges workshop including the examination is required.
Certified C Level International Judges may be allowed to attend World Shooting Para Sport
approved competitions accompanied by an A/B level International Judge.

1.3.2 International Judge B Level
Senior International Judges are competent to run World Shooting Para Sport recognised
competitions.

1.3.3 International Judge A Level
Supervising Judges are competent to run all World Shooting Para Sport recognised
competitions.

1.4 World Shooting Para Sport issues Judges licences for all World Shooting Para Sport
disciplines (rifle and pistol).
1.4.1 World Shooting Para Sport can issue Judges licences but only following successful completion of an official World Shooting Para Sport Judges course (courses and examinations are conducted in English only).

1.5 The World Shooting Para Sport Management Office together with World Shooting Para Sport Head of Competition and Officiating maintains a list of all licence holders. The names of new licence holders will be published in the World Shooting Para Sport website on annual basis.

1.6 Licence holders may only act as Judges for World Shooting Para Sport recognised competitions if they have been appointed by World Shooting Para Sport.

1.7 The official language for World Shooting Para Sport Judges is English. Licence holders must be able to express themselves and explain the rules in English.
2 Acquisition of a licence

2.1 The applicant must have the necessary capability and experience as World Shooting Para Sport Judge.

2.2 World Shooting Para Sport Judges' licences are not granted to active shooters who still participate in competitions where world records may be established. If the holder of a Judges' licence wishes to participate as a shooter, he must return the licence to the World Shooting Para Sport office for cancellation. He/she may apply for a new licence in the future.

2.3 For the acquisition of an World Shooting Para Sport Judge’s licence, preparatory instruction and training is necessary.

2.4 All applicants must possess an ISSF B or A Judges licence.

2.5 Applicants must have achieved the pass-standard in the General Aspects (e.g. IPC Handbook, ISSF rules) and the Shooting Discipline (rifle, pistol) parts of an official World Shooting Para Sport Judges' course within the last four (4) years.

2.6 An applicant’s National Paralympic Committee (NPC) must sign the completed official IPC Judges' application form (see Appendix 1) to confirm the contents and support the application. The National Paralympic Committee must then send it to the World Shooting Para Sport office.
2.7 Applications should be submitted as soon as possible, but no later than 1 November each year for licences to be issued in the following year.

2.8 Each application must be accompanied by two (2) recent passport photographs 3 cm x 2 cm or a passport-style digital photograph of the applicant.

2.9 The World Shooting Para Sport Technical Committee will evaluate and approve, or where appropriate, postpone applications during its annual meeting which will (usually be held towards the end of each year).

2.10 After approval, the World Shooting Para Sport office will issue the licences.

2.11 These licences are sent to the National Paralympic Committees for delivery to the licence holders.

2.12 Approval of initial applications will result in the issue of a ‘C’ category licence. Category ‘B’ and ‘A’ licences are only issued following further experience and upgrading (see chapter 6 of these rules).
3 Validity and extension of the licence

3.1 All World Shooting Para Sport Judges’ licences are issued for a period of four (4) years.

3.2 After expiration of this period, the licence can be renewed. The minimum requirements for each level must be in place by the applicant for the 4 years period by the renewal time.

3.3 The NPC must submit all requests for renewal to the World Shooting Para Sport office accompanied by a completed Renewal Form (see Appendix 2).

3.4 The application must be accompanied by two (2) recent passport photos 3 cm x 2 cm or a passport-style digital photograph of the applicant.

3.5 Evidence of recent activity as a Jury Member is required, and the applicant must be conversant with the current editions of the World Shooting Para Sport and ISSF Rules and Regulations.

3.6 The current licence should not be returned when applying for a renewal, though it will cease to be valid after the expiry date.

3.7 Applications for renewal should be submitted at least three months before expiry.

3.8 The World Shooting Para Sport Head of Competition and Officiating, in co-operation with the World Shooting Para Sport Management Office, will process all renewal requests. Renewed licences will be returned to the NPC.

3.9 A fee of Euro (€) 15.00 will be charged for each licence renewal.
4 Expiration of a licence

4.1 When an World Shooting Para Sport Judge’s licence expires after four years, licence holders will be taken off the World Shooting Para Sport list if not renewed by application within two years. In such a case any future licence must be applied for in accordance with the acquisition of a licence, including attendance at course(s). Licences renewed late within the two years will only be valid for four years from the previous expiry date.

4.2 The licence holder’s NPC, at any time, has the right to apply for cancellation of an World Shooting Para Sport Judge’s licence. The licence holder may be taken off the list, in such a case the licence should be returned to the World Shooting Para Sport Management Office.

4.3 A Judge’s licence may be cancelled if a holder does not fulfil his/her duties as a Judge or harms the interest or reputation of World Shooting Para Sport. The holder will be taken off the World Shooting Para Sport Judges list and the licence must be returned to the World Shooting Para Sport office.

4.4 All World Shooting Para Sport Judges' licences remain the property of IPC.
5  Judges' courses

5.1 Only courses that have been approved and recognised by World Shooting Para Sport will be considered as official training courses for Judges.

5.2 Applications for recognition must be submitted to the World Shooting Para Sport office within the given timelines in the application for a Judges course (see Appendix 3) before the date of the intended course.

5.3 The objective is to ensure that applicants for World Shooting Para Sport ‘C’ licences have a proper understanding of the Rules, and their application, in respect of the disciplines for which they seek to be licenced, and also of the Constitution, General Regulations, Terms of Reference, Eligibility and Anti-Doping regulations, etc. applicable to all disciplines.

5.4 Separately, applicants for licences must possess practical experience gained from officials' duties within ISSF competition.

5.5 Every part of the course should be opened with the explanation of the purpose and the content of the course, followed by the duties of a Judge.

5.6 During the course the World Shooting Para Sport Technical Rules and Regulations must be covered and an examination conducted, as set by the World Shooting Para Sport Management Office in collaboration with the World Shooting Para Sport Head of Competition and Officiating.
5.7 The instructors for World Shooting Para Sport Judges’ courses will be appointed by World Shooting Para Sport.

5.7.1 The Local Organising Committee must pay the costs for travelling, accommodation, meals and local transportation for the instructor(s).

5.8 World Shooting Para Sport International Judges’ courses must be conducted in English.

5.9 Courses should last a minimum of two (2) days.

5.10 The organiser is responsible for providing a training room with adequate facilities for efficient instruction, and for the comfort of those attending: projector, screen, flip chart, notepads and pens.
5.11 A maximum of eight (8) participants should be admitted per instructor. To make the course cost effective it is recommended that at least twelve (12) participants should attend.

5.11.1 The participants should possess a good background of practical experience as officials before attending a course. Participants with little experience must obtain practical experience under the guidance of an experienced Judge in a series of national competitions before applying for an World Shooting Para Sport Judge’s licence.

5.11.2 The World Shooting Para Sport will publish details of the course as early as possible. The announcement should include all details about dates, times, accommodation, meals, local transportation, costs and any further important information.

5.11.3 Every participant must be submit a course registration form (see Appendix 1) and further indicate his/her experience and any special knowledge he/she has acquired during competitions in which he/she acted as an official, and the qualifications obtained in his/her National Federation.

5.11.4 In case that the course is to be cancelled World Shooting Para Sport will announce it no later than a month prior to the course.

5.12 Participants who successfully complete the course, including knowledge of the General Aspects will be issued with an World Shooting Para Sport Diploma.

5.13 The World Shooting Para Sport Diploma does not guarantee the issuance of an World Shooting Para Sport ‘C’ licence: it only certifies the satisfactory completion of the official Judges course.
5.14  At the end of the course the instructor must write and submit a short report with a list of those attending. It should also indicate the names of those completing the course to the standard required for an World Shooting Para Sport licence (e.g. those having received a Diploma).

5.14.1  Where possible the report should indicate whether the individuals already possess sufficient practical experience, or whether further practical experience appears appropriate before an World Shooting Para Sport licence is granted.

5.14.2  The report must be sent as soon as possible to the World Shooting Para Sport Management Office and Head of Competition and Officiating.
6 Upgrading

6.1 Upgrading of Judges will be done by the World Shooting Para Sport Technical Committee (STC), based on the yearly evaluation sheets of all attending Judges at the World Shooting Para Sport recognised competitions. The World Shooting Para Sport office will maintain an overview of all World Shooting Para Sport ‘C’, ‘B’ and ‘A’ Judges and the activities during the year. If Judges meet the criteria to get upgraded, the Head of Competition and Officiating will propose those upgrades during the yearly STC meeting. After decisions are made the Judge will get a new Licence card.

6.2 Junior International Judge (C)

6.2.1 The successful completion of two (2) days Judge workshop, including the examination, is required.

6.2.2 Following the successful completion of the Judges course and examination, a certificate will be sent to NPCs by the World Shooting Para Sport office. Certified Junior International Judges may be allowed to attend an International approved competition accompanied by Senior International Judges.

6.3 Senior International Judge (B)

6.3.1 Certified Junior International Judges can be upgraded to Senior International Judges by attending (at their own expense) one (1) sanctioned World Shooting Para Sport competition, working under the supervision of an World Shooting Para Sport Supervising Judge.

6.3.2 The World Shooting Para Sport Supervising Judge will submit to World Shooting Para Sport the Evaluation of Performance / Progress Report of Approval after the sanctioned competitions.

6.3.3 The World Shooting Para Sport officials who supervised the officiating work that the Junior International Judge did over the World Shooting Para Sport competition submit a letter of assessment to World Shooting Para Sport.

6.3.4 Senior International Judges are competent to run World Cups (IPC Level 2 competitions).
6.4 Supervising Judge (A)

6.4.1 The basis for upgrading to the status World Shooting Para Sport Supervising (‘A’) Judge is the experience over a number of years acquired as Senior International Judge:

- Must be an active Senior International (‘B’) Judge for at least four (4) years;
- Must have the ISSF EST-Licence (Electronic Scoring Target-Licence);
- Must have attended at least five (5) Level 2 or 3 World Shooting Para Sport competitions;
- On at least two (2) occasions the applicant must have been a Jury Member;
- The other three (3) occasions the applicant must have been a Chief Range Officer or Chairman of the Classification-, Equipment Control- or Appeal-Juries.

6.4.2 World Shooting Para Sport will decide on the upgrading applications at its annual STC meeting.

6.4.3 After the upgrade to World Shooting Para Sport Supervisor Judge, Judges are responsible to write a report when working as Supervisor for every applicant which works under Supervision. Reports are to be submitted to the World Shooting Para Sport Head of Officiating.

6.4.4 The appointment of Judges to competitions will be based on the level of competency in relation to the weight of the competition.
6.5 World Shooting Para Sport Judges Pathway
7 Competition judges

7.1 Juries

7.1.1 At World Shooting Para Sport recognised competitions, juries must be formed in accordance with World Shooting Para Sport rules to advise, assist and supervise the competition officials appointed by the Organising Committee.

7.1.2 A Range Jury must be appointed to supervise the conduct of events.

7.1.3 A Classification Jury must be appointed to supervise scoring and ranking.

7.1.4 An Equipment Control Jury must be appointed.

7.1.5 All Juries when on duty are required to wear the “ISSF Jury vest” with their IPC Judge Licence. The vest must be purchased from the ISSF Headquarters.

7.1.6 Chairman of the Pistol and Rifle Juries supervise equipment control. In case of a combined Rifle and Pistol Jury only this chairman is responsible.

7.1.7 The Range Officers are responsible for the actual conduct of the competition while the Jury acts in an advisory and supervisory capacity. They must cooperate fully together.

7.1.8 The Range Officers and Jury are responsible to the Organising Committee and to World Shooting Para Sport respectively for the conduct of the competitions in accordance with World Shooting Para Sport Rules.

7.1.9 All Range Officers and Members of the Juries must be familiar with the World Shooting Para Sport Rules and must ensure that these Rules are enforced in a fair and equitable manner during the competitions.
7.2  Duties and Functions of the Jury

7.2.1  The Juries must supervise the examination of weapons, World Shooting Para Sport permitted equipment and accessories (in the Equipment Control Section), and must continuously observe the shooting positions and the equipment of the shooters throughout the competition.

7.2.2  The Jury must decide all cases which are not provided for in the World Shooting Para Sport rules. Such decisions must be made within the spirit and intent of the World Shooting Para Sport rules. Any such decisions must be put into writing and sent to the World Shooting Para Sport committee so that necessary rules may be clarified or changed.
8 Equipment

8.1 The Organising Committee must provide a complete set of World Shooting Para Sport instruments for equipment control before and during an World Shooting Para Sport recognised competition.

8.2 Certification or Calibration Test Equipment must be provided.

8.3 Athletes must use only equipment and apparel that complies with the World Shooting Para Sport Rules. Anything (guns, devices, equipment, accessories, etc.) which may give a shooter an unfair advantage over others and which is not mentioned in the Rules, or which is contrary to the spirit of the World Shooting Para Sport rules, is prohibited.

8.4 The athlete is responsible for submitting all equipment and apparel for official inspection and approval to an World Shooting Para Sport-supervised Equipment Control prior to its use in World Shooting Para Sport competitions.

8.5 Team leaders are equally responsible for ensuring that the athletes’ equipment and apparel complies with the World Shooting Para Sport rules.

8.6 Prior to the competition each athlete’s gun and other equipment must be examined by the Equipment Control Officials to ensure that it conforms to World Shooting Para Sport Rules. The shooter is responsible for presenting all guns and equipment, including any questionable equipment and/or accessories for official inspection and approval before use.

8.7 The Equipment Control Officials will be assisted and supervised by World Shooting Para Sport Jury Member(s).
8.8  IPC equipment control tools

8.8.1 During World Shooting Para Sport recognised competition only certified testing equipment may be used. These tools are:

- The measuring equipment for the support SH2 (this equipment must be marked with an World Shooting Para Sport stamp/ID sticker);
- 8 cm backrest slack measuring tool

8.8.2 This certified equipment will be documented in the World Shooting Para Sport equipment database by the Head of Competition and Officiating.

8.9  World Shooting Para Sport Judges’ tasks during equipment control:

- Measure and mark the support
- Measure the balance and mark the SH2 rifles
- Mark backrest high
- Check size, shape, armrests, sideboards and dimensions of the chair and table and mark them.
- Check the function of the pistol loading device

8.10  Personal Judge equipment

8.10.1 After completion of the C licence Judges' course, each Judge should have the following personal test equipment:

- Tape measure
- Level meter
- 10cm image size
9  Application forms for licences

9.1  The form in Appendix 1 should be used when applying for a ‘C’ licence

9.2  The form in Appendix 2 should be used when applying for Licence Renewal
10 Dress code

10.1 During World Shooting Para Sport recognised competitions, World Shooting Para Sport Judges may wear a suit or normal trousers with polo-shirt under his/her ISSF Red Judges vest.

10.2 World Shooting Para Sport Judge ID Cards must be worn at all times.