

Saskatchewan Archery Association Inc. Policies and Procedures

Approved by the SAA Board of Directors (November 2025)

JUDGES

- In accordance with the Archery Canada Operational Plan, all clubs must have two qualified safety officers or club judges (or a combination) in order to receive liability insurance.
- The SAA board reserves the right to grant or revoke accreditation at its discretion at any time.
- A judge cannot compete in the same event that they are officiating
- Must have a Current SAA Membership.

To become a judge you must:

- Become a member of Archery Canada for at least one year immediately preceding the application
- Be 18 years of age or older
- Be a current Range Safety Officer (RSO)
- Hold a valid and current Respect in Sport certification (<https://archerycanada-al.respectgroupinc.com/>)
- Maintain a Saskatchewan Archery Association (SAA) membership
- Complete [Safe Sport](#) application

Club Judges

- Write and pass (80% minimum required) the appropriate open book exam provided by Archery Canada ([Indoor Target](#), [Outdoor Target 3D Indoor and Outdoor](#)).
- Forward completed exam to info@saskarchery.ca. Upon receipt, your exam will be evaluated by the SAA Officials Coordinator. You will be notified once the review process has been completed.
- Work within a club environment
- Support your club during club activities and local events
- Club Judges cannot officiate a registered tournament by themselves (a minimum of one (1) Provincial level judge is required).

Minimum Requirements to Become a Club Judge (under supervision of a Provincial and/or National official)	
2 x 3D Fun Shoots	Indoor or Outdoor
2 x Target AC Registered tournament or SAA Provincial Championship	Indoor or Outdoor

- Once you receive Club Judge accreditation the SAA will provide you with a onetime kit that includes:
 - a) Officials bag
 - b) Whistle on a lanyard
 - c) Red ink pen to correct and initial arrow value changes
 - d) Small magnifying glass
 - e) Small flashlight
 - f) Officials log for tracking your competitions worked (may be provided at tournament)
- Club judges are required to achieve Provincial Judge status within five years. If this requirement isn't met, they will need to begin the Club Judge process again.

Provincial Judge Candidates

- Applicants must be accredited as a Club Judge for a minimum of six (6) months.
- Provincial Judge candidates cannot officiate a provincial or registered tournament by themselves (a minimum of one (1) Provincial level judge is required).
- Provincial Judge candidates wishing to become Provincial Judges are required to officiate as outlined in the chart below:

Minimum Requirements to Become a Provincial Judge (within twenty-four months)	
2 x 3D SAA Provincial Championships	1 Indoor / 1 Outdoor
1 x Field SAA Provincial Championship	Outdoor
2 x Target SAA Provincial Championships	1 Indoor / 1 Outdoor

Provincial Judge

- Provincial Judges are required to participate in at least one judging duty in response to an official SAA call for judges within every two-year period to maintain their accreditation
- Required dress code:
 - a) SAA Provincial Judges shirts are required. Shirts must be ordered by emailing info@saskarchery.ca.
 - b) Khaki colored pants/shorts/skirts.
 - c) No open toe or open back shoes allowed.
 - d) Hats are allowed but they must be red or khaki colored.

Note: One SAA judges shirt and hat will be provided once Provincial Judge status has been achieved.

National Judges

- Refer to Becoming an Official on Archery Canada's website [Become an Official – Archery Canada – Archery Canada](https://archerycanada.ca/programs/become-an-official/) <https://archerycanada.ca/programs/become-an-official/>

Additional Information

- A judge cannot compete in the same event that they are officiating.
- After supervising a tournament, the active SAA Provincial Judge must notify the Officials Coordinator and report on the judge candidate's performance and progress.
- A certificate will be provided as you reach Local and Provincial Judge status.

CODE OF ETHICS – As per SAA Safe Sport Manual

Responsibilities:

Individuals have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of other Individuals by:
 - i. Treating each other with the highest standards of respect and integrity;
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers, employees, or other participants;
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
 - iv. Acting to correct or prevent practices that are unjustly discriminatory;
 - v. Consistently treating individuals fairly and reasonably; and
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules
- b) Refrain from any behaviour that constitutes Harassment, Workplace Harassment, Sexual Harassment, Workplace Violence, Discrimination or any form of Maltreatment or Prohibited Behaviour
- c) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities

- d) Refrain from consuming tobacco products, cannabis, or other recreational drugs while participating in the programs, activities, Events of the SAA or representing the SAA at any such programs, activities or Events
- e) In the case of Minors, not consume alcohol, tobacco, or cannabis at any Event
- f) In the case of adults, not consume cannabis in the Workplace or in any situation associated with Events (subject to any requirements for accommodation), not consume alcohol during competitions (except where permitted in accordance with provincial licensing regulations) and manage the responsible consumption of alcohol in any other situation
- g) Respect the property of others and not wilfully cause damage
- h) Promote sport in the most constructive and positive manner possible
- i) When driving a vehicle,
 - 1 Not have their license suspended;
 - 2 Obey traffic laws at all times;
 - 3 Not be under the influence of alcohol, cannabis or illegal drugs or intoxicating substances;
 - 4 Have valid insurance; and
 - 5 Refrain from using a mobile device or engaging in any activity that would constitute distracted driving
- k) Adhere to all federal, provincial, municipal and host country laws
- l) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition or para-classification, and/or refrain from offering or receiving any benefit which is intended to manipulate the outcome of a competition. A benefit includes the direct or indirect receipt of money or other anything else of value, including, but not limited to, bribes, gains, gifts, preferential treatment, and other advantages
- m) Comply, at all times, with the bylaws, policies, procedures, and rules and regulations of the SAA and those of any other sport organization with authority over the individual, as applicable and as adopted and amended from time to time
- n) Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions involving an Individual to the SAA, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal or Prohibited Substance or Method

Officials:

In addition to responsibilities above, officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and any rule changes
- b) Not publicly criticize any Individual
- c) Place the safety and welfare of competitors, and the fairness of the competition above all else
- d) Work within the boundaries of their position's description while supporting the work of other officials
- e) Act as an ambassador of the sport of Archery by agreeing to enforce and abide by national and provincial/territorial rules and regulations
- f) Take ownership of actions and decisions made while officiating
- g) Respect the rights, dignity, and worth of all Individuals
- h) Act openly, impartially, professionally, lawfully, and in good faith
- i) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- j) Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Individuals
- k) Comply with the *Screening Policy*, including understanding ongoing expectations under the *Screening Policy* and fully cooperating in the screening process
- l) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases communicate their situation to the SAA or the individual(s) responsible for assignments as soon as possible
- m) When writing reports, set out the actual facts to the best of their knowledge and recollection
- n) Dress in appropriate attire for officiating
- o) Where applicable, adhere at all times to the rules of Archery Canada and the SAA, as well as the rules of any other sport organization that has relevant and applicable authority over the official

Resources

- [Archery Canada Rulebook](#)
- [World Archery Rulebook](#)
- [Archery Canada Judging Resources](#)

