

CONDITIONS GOVERNING JUDGES LISTED BY THE PAGB

The judges listed in the PAGB Handbook by member Federations are willing to visit affiliated clubs (of any Federation) **for no fee**, subject to any restrictions quoted adjacent to their entry and the following conditions. There is no obligation for a judge to accept an engagement but, once one has been accepted, it is hoped that only serious difficulty will necessitate a change or cancellation by either party. Changes must be notified as soon as possible.

BOOKING	The PAGB REQUEST and REPLY FORMS are recommended. The initial approach may be written, using these forms, or by telephone where a number is shown. In either case the booking should be confirmed in writing within three weeks and the Reply Form should be used to confirm expenses and agreed arrangements.
REMINDER	A reminder should be sent not less than two weeks prior to the visit and should include clear directions to the venue with information about one-way streets public transport, parking and other potential problems.
DELIVERY	Normally the judge will receive any work for judging a reasonable time in advance and the delivery arrangements should be agreed beforehand.
TAPE/DISK	For recorded judging a new tape or disk of the correct type should be sent. Sensible packing and return postage must be included with the entries.
PROGRAMME	The club programme/syllabus should acknowledge that the Judge is PAGB or Federation listed and should include relevant qualifications and honours. It is courteous to send a copy to the judge in advance.
ARRIVAL	A thoughtful club will reserve a parking space and someone should meet the judge on arrival to carry any materials and equipment.
HOSPITALITY	The judge is your guest and should be accorded good hospitality, including a meal beforehand and overnight accommodation when required. A drink before starting can be welcome and the event should begin at the agreed time. The club must ascertain and supply any equipment required. Someone should be designated to look after the judge throughout his/her visit to ensure that all arrangements are satisfactory.
EXPENSES	<p>The permissible expenses include the direct cost of public transport and taxis, or the mileage rate for private car. By agreement judges may claim for a meal, for overnight accommodation, for any consumables used and for wear and tear to equipment.</p> <p>The current mileage rate for private car, and the maximum for equipment are as published on the PAGB website and updated from time to time.</p> <p>Expenses should be agreed in advance and should be paid on the night without prompting. Cash is often preferred and should always be offered.</p>
THANK YOU	It is assumed that the club will always give its members the opportunity to express their gratitude - usually with a formal Vote of Thanks. It is also courteous to write to the judge within two weeks, saying thank you and perhaps including favourable comments from members and any local press clippings mentioning the visit.

Judges and Clubs are encouraged to report to their Federation any apparent disregard of these conditions.