



CODE OF PRACTICE FOR AREAS, CLUBS AND JUDGES

BLUE FORM

- 1 All parts of the Blue Form must be returned promptly showing Day and Date in writing.
- 2 This agreement does not constitute a binding contract until Form C has been signed and returned to the Judge. It is important that all relevant information be stated and adhered to by both the Area/Club and Judge.
- 3 It is important that **two Area/Club Officers'** addresses with telephone numbers and email addresses are supplied on the Blue Form.
- 4 **Schedule** - A draft schedule should be sent to the Judge/s for appraising well in advance of printing so that clarification may be sought and amendments made if necessary. If more than one Judge has been invited, both should be informed of the identity of their co-judge and both Judges should confer on the draft schedule. The Judge/s should return the draft schedule promptly with any necessary recommendations. The printed schedule should be sent to the Judge/s when it becomes available.
- 5 **Special Requirements** - Adequate time should be allowed to judge the various classes. Judge/s should be informed if comment cards or oral judging is required. To prevent misunderstandings, if anything unusual is requested, a covering letter should always be sought.
- 6 **Accommodation** - Private house or good class hotel, preferably with off street parking, should be agreed in advance with the Judge.
- 7 Advance settlement by Club of hotel accounts avoids embarrassment.
- 8 Ensure refreshments are available as requested.

3 WEEKS BEFORE - Reminder phone call and letter from Area/Club to include:

- Name, address and telephone number of Competitions Secretary/Officer (change may have occurred since initial booking)
- Send an **easily read** map with full directions, showing major road numbers/motorway exits/landmarks/road names and one-way systems and whenever possible, information affecting travelling time. Tolls and parking fees to be paid by the Area/Club. If Judge is arriving by rail/air give details and mobile phone number of designated person who will meet and greet
- **Confirm** day, date, time, venue and agreed time for arrival and commencement of judging. Full address including postal code and telephone number of venue together with instructions for parking
- Number of classes to be judged and approximate number of entries in each class
Any additional information sent to competitors
- Name, address and directions to overnight accommodation including postcode
- Request Judge's mobile phone number for use in cases of emergency

The Judge should acknowledge receipt of this letter promptly, confirming that all details are correct and understood.

Driving conditions are becoming increasingly hazardous and having a travelling companion is a sensible precaution. Due consideration should be given to this by all Judges.

The Area/Club should extend the courtesy of light refreshments for both Judge and companion.

The Judge should advise the Club beforehand of the possibility of an accompanying companion. The Judge is responsible for any meals and overnight accommodation for the companion.

CANCELLATIONS

CLUBS and JUDGES

The Blue Form constitutes a binding contract and both parties may, if unavoidable, withdraw from the commitment without obligation up to six months prior to the Show.

Within six months of the Show, the Judge is expected to find a substitute of equal standing.

Area/Club may decline the substitute but are then responsible themselves for finding a replacement.

If Area/Club cancels a show at short notice, any expense incurred by the Judge is the responsibility of the Area/Club.

AREAS/CLUBS

Checklist - ensure that:

- The Judges' Steward has been properly briefed
- Competitors vacate the competitions area at the appointed time
- The Judge is made aware of any non compliance with regulations in schedule
- The Judge is informed of any changes in staging not indicated in the schedule
- Judge is reminded of any Special Awards

- Exhibitors cards are face down
- Classes are clearly marked
- There are no distractions in the competitions area
- Measuring sticks are available
- Table and chair is available for writing of comment cards

Hosting Duties

Ascertain time of arrival and reserve parking space.

Offer refreshment and show location of Cloakroom/Dressing Room.

Ensure that Judge does not enter competition area until all competitors have vacated area.

Chairman

- 1 Ensure that all committee members have a copy of this leaflet and are fully aware of these requirements.
- 2 Ensure that the Judges' Steward is at hand.
- 3 Research information to introduce Judge if oral judging/prize-giving is to take place.
- 4 Organise the Vote of Thanks, if appropriate.
- 5 At night, if the vehicle is parked away from the venue, someone should always accompany the Judge and wait to check if the vehicle starts.
- 6 Chairman to be on hand to say farewell and thank you to the Judge.

**Good communication between Area/Club and Judge creates harmony
and ensures fairness for Competitors**

February 2016