

**IT IS THE CLUB'S RESPONSIBILITY TO ENSURE THAT ALL THEIR OFFICIALS GET A COPY OF THIS LETTER.**

**PLEASE NOTE THAT WE WILL BE USING 2016 RULES FOR THIS EVENT**

Dear Club Official,

Your club has nominated you as an official for the London Trampoline Regional Series 4 on Sunday 17<sup>th</sup> September 2017 at Harlington Sports Centre. Thank you for allowing your name to be put forward. If you are unable to attend, please ask your team manager to call me as soon as possible nominating a replacement. **There are no qualified reserves so a replacement must be offered if a judge cannot attend.**

**Please report to me on arrival. Anyone who has not reported to me by the start of the competition will be deemed absent and the club may incur a penalty.**

Officials' Meeting:

Chairs report to Linda Lawrie at 9am

Recorders and computer operators report to Karen Gent at 9am

Time of Flight operators report to Andrew Wood at 9am

Tariff Judges report to Andrew Wood at 9am

Capacity: **Please refer to officials' list. It is the club's responsibility to ensure that officials are capable of performing their designated task. Occasionally it will be necessary to ask officials to perform a different task to that designated on the attached list (role/panel). Should this happen, the judging co-ordinator asks for your cooperation and understanding in this matter.**

**All officials are expected to provide their own writing implement and calculator if required.**

Arrival time: 9.00am and you will be required for the duration of the event unless stated otherwise.

Trial Judging: It is very important that this takes place therefore **all judges must be at their panel at least 10 minutes before the start time** - judges do not have to wait for the Chair's instruction to start trial judging. All other officials should also be in place by then. Please ensure that you know what panel you are on and what job you are covering. Computer operators must print start lists during this time.

Tariff Judges: **As all competitors are now required to submit a tariff sheet, tariff judges must be available to sort and check all tariff sheets.**

Refreshments: Refreshments and lunch will be provided for all officials. Where more than one person is covering a job, only one lunch will be provided. Lunches and refreshments are only for those officiating. Lunch tickets must not be given to any non-official.

Dress: All judges, recorders and computer operators should wear BG uniform as below:

Men: Navy blazer and/or jumper, navy trousers (not track suit/jogging bottoms or jeans), white shirt (not T-shirt), BG or plain, dark tie, black shoes suitable for a gymnasium floor.

Ladies: Navy blazer and/or jumper, navy skirt or trousers (not track suit/jogging bottoms or jeans), white blouse (not T-shirt, polo shirt), black shoes suitable for a gymnasium floor.

If it is cold in the centre and you need to wear a coat/warm jacket, please ensure it is a dark colour.

Marshals and spotters should wear track suit or similar and trainers. **NO JEWELLERY.**

Reserves should bring BG uniform and track suit with them as they may be used in any capacity.

**PLEASE ENSURE YOU ARE AWARE OF THE DRESS CODE AND ADHERE TO IT. INAPPROPRIATELY DRESSED OFFICIALS WILL BE DENIED THEIR PLACE ON A PANEL AND THE CLUB WILL THEN INCUR A PENALTY IF THEY CANNOT PROVIDE A SUITABLE SUBSTITUTE. THERE HAVE BEEN REPORTS OF JUDGES IGNORING THE DRESS CODE IN RECENT EVENTS SO PLEASE ENSURE YOU ARE DRESSED APPROPRIATELY.**

Results: Please note that it is a requirement for the Chair of the judges' panel to sign all copies of results as being correct. **Tariffs and Time of Flight scores must be checked against the result sheets before results are signed.**

Timing: Please be aware of the need to be in your place at the correct time.

Judge record sheet: Please ensure that the judge record sheet provided on the day is filled in and signed. Any comments or incidents/accidents should be recorded on the reverse. It is the responsibility of the Chair of the judges' panel to return the sheet with the clipboard to me at the end of the day.

LONDON REGION rules state that any club whose official(s) do not appear on the day or do not stay for the duration of the event without a suitable substitute being offered will incur a fine of **£50** per missing official. **The penalty is**

payable at check in ON THE DAY either by cash or cheque. Failure to pay the penalty at the required time will result in the club having to withdraw performers back to the level of the number of officials that they have provided.

PLEASE NOTE THAT THE USE OF MOBILE PHONES WHILST ON A PANEL IS UNACCEPTABLE. BLUETOOTH AND ANY OTHER IN-EAR DEVICES (OTHER THAN HEARING AIDS) MUST BE REMOVED WHILST ON A PANEL.

Please contact me with any queries. Please do not refer judging queries to the Competition Organiser.

Yours sincerely,

Linda Lawrie [lindajslawrie@sky.com](mailto:lindajslawrie@sky.com)