

## BOOKING and REPLY FORMS

Pages 147 & 148

Please photocopy these forms as often as required or download copies from the PAGB web site:  
<http://www.thepagb.org.uk>

Alternatively, you may tailor them for your club using a computer or typewriter.

## EXPENSES for PAGB JUDGES

Judges should be reimbursed for all travelling expenses including full standard rail fare, bus and/or taxi if required. Where the lecturer uses his or her own car he/she is entitled to be paid for mileage in accordance with the rate published on the PAGB website (<http://www.thepagb.org.uk>) at the date of the visit.

By agreement at the time of booking judges may claim for:

1. The cost of a meal and/or overnight accommodation.
2. A charge to cover the wear and tear of the judge's own projector and tape recorder to a maximum of £10
3. The cost of all consumables including a new tape/disk if the club did not provide one.

It is up to the club to ensure that all expenses are *agreed in advance* of the engagement. Please note that, although no fee will be charged, some judges list additional necessary expenses in their Handbook entry, which are also payable.

## EXTRA \* EXTRA \* EXTRA

Extra copies of the Handbook are available to members of affiliated clubs  
at £8.00 per copy inc. P&P.

Make cheques payable to the **PAGB** and send your orders to:

**Ian Lyons ARPS**  
**7 Ravensdale, Manse Road, Newtownabbey, Co. Antrim, BT36 6FA**

## CONDITIONS GOVERNING JUDGES LISTED BY THE PAGB

The judges listed in this 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 of course be notified as soon as possible.

BOOKING	The PAGB REQUEST and REPLY FORMS - see pages 148/149 - are highly 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 the 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.
SYLLABUS	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 of your syllabus to the judge in advance of the engagement.
ARRIVAL	A thoughtful club will reserve a parking space and someone should meet the judge on arrival to carry any photographs 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	The permissible expenses are listed opposite. These should be agreed in advance using the Reply Form and should be paid on the night without prompting. Cash is often preferred and should always be offered.
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, Clubs and Societies are encouraged to report to their Federation any apparent disregard of these conditions.**