

SUMMARY OF PAGB CONDITIONS GOVERNING LECTURERS AND JUDGES

The judges/lecturers listed in this handbook are willing to visit affiliated clubs (of any Federation) for no fee, subject to any restrictions quoted and the following conditions. There is no obligation for a judge/lecturer 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.

1) The booking can be made in the first instant using the Booking Form (Page 23), or a telephone call can be made in advance to arrange the date. However a Booking Form should be completed in all cases. To aid navigation please include the Post Code of the venue. **Note:** A Booking Form and a Reply Form is printed on pages 23/24 and is also available on the

WCPF Website. <https://www.thewcpf.com/wcpf-lecturers>

- 2) The Reply Form should be completed as far as possible with the judge's details.
- 3) Reminder - this should be sent at least two weeks before the visit, giving details of the venue, including Post Code, and a map wherever possible to assist the judge/lecturer.
- 4) Programme - The club programme should acknowledge that the Lecturer or Judge is PAGB or Federation listed and should include relevant qualifications and honours. It is courteous to send a copy of your programme to the lecturer/judge in advance of the engagement.
- 5) Delivery - if the judge requires work in advance this should be delivered in a reasonable time.
- 6) Equipment requirements - These should be ascertained at the time of booking.
- 7) Arrival - A parking space is always appreciated, and someone to meet the judge/lecturer to assist carrying the work in.
- 8) Expenses - Agreement of expenses should be made at the time of booking and should include.
 - a) all travelling expenses including full standard rail fare, bus and/or taxi if required. Where a judge/lecturer uses his own car he/she is entitled to be paid according to the rate agreed with the PAGB in force at the time. (currently [2017] 45p per mile inclusive).
 - b) the cost of a meal and/or overnight accommodation.
 - c) a charge to cover the wear and tear of the judge's own projector and equipment to a maximum of 0.5% of the replacement cost. (currently maximum of £15.00) [2017]
- 9) Hospitality - Please offer your judges/lecturers refreshment before commencing the event, and ensure that they are looked after throughout the visit.
- 10) Thank you - it is only polite to thank the judge/lecturer in writing following their visit.

IMPORTANT NOTICE FOR ALL CLUBS

You are advised to ensure that all electrical equipment belonging to your club is checked annually by an electrician qualified to carry out such a check.

Failure to have this check carried out may prejudice your public liability insurance cover