

8<sup>th</sup> January 2023

Dear Official

Your school has nominated you as an official for the BSGA Southern Zonal Schools Trampoline Championships 2023 on Sunday 15<sup>th</sup> January 2023 at Jumpers Rebound Centre. Thank you for allowing your name to be put forward, without you the competition could not take place. If you are unable to attend, please ask your team manager to contact me as soon as possible nominating a replacement.

Please report to Mel Alesi at the Check In desk which is situated on the second floor on arrival.

**Arrival time:** See end of this letter for specific times. You will be required for the duration of the event unless stated otherwise on the officials list (see competition program). Once you have checked in, please go straight to your panel position and begin your role (see below).

**Role:** Please refer to the officials list. Please note that this may change, and your co-operation and understanding is requested should this happen. You will not be asked to fulfil a role that you are not qualified to carry out.

**Dress:** All judges, recorders and computer/camera 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, Region 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 you do not have navy coloured clothing, for this competition, equivalent black coloured clothing is acceptable. 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. Jewellery should not be worn and hair should be securely tied back. Reserves should bring judging uniform and track suit with them as they may be used in any capacity.

Please be aware that the use of mobile phones whilst officiating is not permitted. This includes any Bluetooth or other similar in-ear devices. Hearing aids are permitted.

Please bring a pen and a calculator (if needed)

### **Specific Roles**

**Chairs:** Meeting with Mel Alesi at 8.15am then go to your panel to manage trial judging. You should sign all copies of results as being correct once they have been verified. This includes tariff and HD scores which must be checked against the result sheets before results are signed. 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 the Competition Organiser at the end of the day.

**Execution judges:** Once you have checked in, you will have a brief meeting with your panel Chair then go straight to your panel and begin trial judging. You do not have to wait for your Chair to start trial judging.

**HD judges:** Once you have checked in, go straight to your panel and begin trial judging. You do not have to wait for your Chair to start trial judging. Please direct any queries to Dexter Millen.

**Marshalls:** Check in at 8.00am and report to your chair after they have finished their Chair meeting.

**Lunch officials:** Please report to Harriet Curtis at 8am

**Refreshments:** Refreshments and lunch will be provided for all officials. A wristband will be issued for this purpose. Where more than one person is covering a job, only one lunch will be provided. Lunches and refreshments are only for those officiating. Lunch wristbands must not be given to any non-official. Lunches cannot be collected for you without prior approval. No food and drink is permitted on the competition floor. The judges refreshment room is on the second floor (where you check in)

Please contact the Competition Organiser with any queries

Yours sincerely,

Karen Gent  
Competition Organiser

**Arrival times**

Check-in	7.30am
Door (spectators)	7.45am
Door (hall)	8.00am
Refreshments	8.00am
Panel Judges	8.00am

**Queries and questions at the event should be directed to the following people:**

Execution judges – please speak to your panel Chair

HD judges & V-Timer – please speak to Dexter Millen

Judges lunches – please speak to Harriet Curtis

Door & Check-In – please speak to Karen Gent