

29<sup>th</sup> October 2023

Dear Official

Your school has nominated you as an official for London Schools Trampoline Championships 2023 on Sunday 5<sup>th</sup> November 2023 at Chessington Sports Centre. Thank you for allowing your name to be put forward. If you are unable to attend, please ask your team manager to contact me as soon as possible nominating a replacement.

Please report to the Harriet Curtis at the Check In desk on arrival. Anyone who has not registered by the start of the competition will be deemed absent. This will result in a penalty for the school and the possibility of your school's competitors being unable to compete.

**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, LG 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 BG 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.

### **Specific Roles**

**Chairs:** Meeting with the Execution judges at 8.45am 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.

**Camera Operators:** Once you have checked in, you have a meeting with Harriet Curtis at 8.45am then go to your panel to sort and check all tariff sheets into order.

**Execution judges:** We are using a new scoring system this year which means that you no longer have to do the maths. We have tablets for you to enter your deductions and they work out the score for you, even with interrupted routines. Training for this will be at 8.30am so please be on time as we will only have time to do one training session. After the training 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 Megan Hall.

**Recorders and computer operators:** Check in at 8.45am then go to your panel. Please ensure that you know how to do your job, if not please ask your Team Manager to contact the Competition Organiser for some training materials. On the day, please direct any questions to Sarah Rihal.

**Marshalls:** Check in at 8.45am and report to your chair after they have finished their Chair meeting.

**Warm-Up Marshalls:** Check in at 8.45am and report to your chair after they have finished their Chair meeting. This is a new role for this year and you need to ensure that each competitor is wearing a wristband before they get on to the trampoline. Wristbands are handed out when coaches check in, so if a competitor doesn't have one then their coach hasn't checked in and needs to head to the check-in desk.

**Lunch officials:** Please report to Karen Gent or Harriet Curtis at 11am.

**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.

Please contact the Competition Organiser with any queries

Yours sincerely,

Karen Gent  
Competition Organiser

### **Arrival times**

All officials – 8.30am

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

Execution judges – please speak to your panel Chair

HD judges – please speak to Sarah Rihal

Computer operators – please speak to Karen Gent

Camera operators – please speak to Harriet Curtis

Judges lunches – please speak to Harriet Curtis