



**THE ROYAL SCOTTISH PIPE BAND ASSOCIATION**

**ADJUDICATORS' PANEL**

**Terms of Reference and Code of Practice**

**Revised November 2019**

**THE ROYAL SCOTTISH PIPE BAND ASSOCIATION  
ADJUDICATORS' PANEL  
TERMS OF REFERENCE AND CODE OF PRACTICE**

**CONTENTS**

- Section 1 - Structure and Composition**
- Section 2 - Management Structure**
- Section 3 - Entry Requirements**
- Section 4 - Adjudicators' Code of Practice**

**Copyright**

This document has been developed by the RSPBA Adjudicators' Panel with the approval of the RSPBA Board of Directors as a means of self-regulation.

## **SECTION 1: STRUCTURE AND COMPOSITION**

### **Purpose of RSPBA Adjudicators' Panel**

1.1 The Adjudicators' Panel of The Royal Scottish Pipe Band Association (RSPBA) exists to make available a pool of suitably qualified, experienced and competent individuals who can assess, objectively and impartially, competitions run by the Association at all levels. The Adjudicators' Panel is an integral part of the Articles of Association, and Standing Orders and Rules of the RSPBA; and it works in collaboration with the Board of Directors of the Association to develop and maintain high standards and professionalism in all aspects of adjudication. The Adjudicators' Panel also liaises closely with the Music Board of the RSPBA to support and facilitate the Association's education, training and development programmes for Pipe Band music.

### **Composition and Structure**

1.2 The Adjudicators' Panel is constituted under Article 103 of the RSPBA's Articles of Association; and Rules 2.29 – 2.35 of its Standing Orders and Rules. It comprises officially registered and approved Piping, Drumming, Ensemble and Drum Major Adjudicators.

NOTE: Under the provisions of Rule 2.29 Adjudicators are not permitted to hold any RSPBA committee or Branch office outwith the Adjudicators' Panel unless authorised by the RSPBA Board of Directors, with the exception of the Music Board.

### **Composition**

1.3 The Adjudicators' Panel comprises six categories of Adjudicator, the membership of which is reviewed annually:

#### **Unattached Piping or Drumming Adjudicators**

Approved Piping or Drumming members of the RSPBA Adjudicators' Panel resident within the UK who are not registered with Pipe Bands.

#### **Attached Piping or Drumming Adjudicators**

Approved Piping or Drumming members of the RSPBA Adjudicators' Panel resident within the UK who are still registered with Pipe Bands.

#### **Ensemble Adjudicators**

Approved Piping or Drumming Adjudicators who have successfully undertaken the Ensemble Adjudicator training programme following at least 3 years' experience of adjudicating in an Unattached Adjudicator capacity in Major Championships.

#### **Unattached International Piping and Drumming Adjudicators**

Approved International Piping or Drumming members of the RSPBA Adjudicators' Panel who are not registered with Pipe Bands in their Home Association.

#### **Unattached International Ensemble Adjudicators**

Approved International Piping or Drumming members of the RSPBA Adjudicators' Panel who have successfully undertaken a RSPBA approved ensemble adjudicator training programme, following at least 3 years experience of adjudicating in an unattached adjudicator capacity in major championships.

#### **Unattached Drum Major Adjudicators**

Approved Drum Major members of the RSPBA Adjudicators Panel resident within the UK who are not registered with Pipe Bands.

#### **Attached Drum Major Adjudicators**

Approved Drum Major members of the RSPBA Adjudicators Panel resident within the UK who are still registered with Pipe Bands.

**NOTE 1: On retiral from competitive playing, Attached Adjudicators become eligible for Unattached Adjudicator status. This transfer must be completed within two years of retiral from competitive playing.**

**NOTE 2: Any Adjudicator who has failed to participate in adjudication for the RSPBA over a three-year period, will automatically be removed from the RSPBA approved list of Adjudicators and would require to re-apply in accordance with the current entry criteria.**

### **Contest Allocations**

1.4 In normal circumstances, only Unattached Adjudicators are allocated Major Championships. However, Attached Adjudicators may be allocated a Major Championship if the availability of Unattached Adjudicators has been exhausted. Attached Adjudicators will not be allocated a Major Championship if their own Band is competing; nor will they be allocated their own competing Grade at a Major Championship. Usage would be in the lower Grades with gradual progression to higher Grades based on experience.

1.5 International Adjudicators will be considered for allocation to Major Championships (and possibly minor competitions around the same time) when they make themselves available, subject to the appointment conditions agreed with their Home Association (i.e. confirmation annually of their continuing Unattached status and adjudication activity in their Home Association, to their availability and to the needs of the RSPBA). **International Adjudicators will be expected to attend an annual Adjudicator Information Meeting, which will be held during the week prior to the World Pipe Band Championship. International Adjudicators may alternatively attend any of the Adjudicator Information Meetings that are arranged for UK Adjudicators.**

## **SECTION 2: MANAGEMENT STRUCTURE**

### **ADJUDICATORS' PANEL MANAGEMENT BOARD**

#### **Role of the Adjudicators' Panel Management Board**

2.1 The RSPBA Adjudicators' Panel and its Management Board are a formal Standing Committee of the RSPBA. The Management Board is responsible for the effective administration of the Adjudicators' Panel. It is accountable directly to the RSPBA Board of Directors for:

- adjudication standards (covering the process of adjudication, training, conduct and dress) and Adjudicator terms and conditions;
- criteria for entry to the Adjudicators' Panel (Piping, Drumming, Ensemble, Drum Major and International) in conjunction with the Adjudicators' Development Group;
- policy for Adjudicator training, performance and continuing professional development in conjunction with the Adjudicators' Development Group;
- Adjudicator retiral policy;
- Adjudicator classifications;
- overseeing the Adjudicator allocations to contests process
- maintenance of the Adjudicators' Panel *Terms of Reference and Code of Practice*.

#### **Composition**

2.2 Membership of the Adjudicators' Panel Management Board comprises:

- Convener
- Vice-Convener
- Secretary
- Two members of the RSPBA Board of Directors
- Four ordinary members (piping, drumming, ensemble and drum major representatives)

2.3 The Convener, Vice-Convener and Secretary are appointed by the Adjudicators' Panel. Appointments run for three years and elections take place annually on a rotational basis. The positions of Convener, Vice Convener and Secretary will normally be held for a maximum of 2 full terms of office, per position. The RSPBA Board of Directors' representatives are appointed by the Board of Directors annually. The four ordinary members are elected annually by the Adjudicators' Panel at the Adjudicators' Annual General Meeting. Ordinary members elected annually will normally serve a maximum of 6 one year terms. No Adjudicator should serve more than 15 years in total on the Adjudicators' Panel Management Board.

#### **Adjudicators' Panel Management Board Duties**

2.4 The specific duties of the Management Board members are to:

##### Convener

- convene and chair meetings of the Adjudicators' Panel and Adjudicators' Panel Management Board; and agree the agenda and minutes of these meetings;
- prepare annually a prioritised operational plan for the Adjudicators' Panel;
- co-ordinate adjudication policy, procedure and terms/conditions issues for consideration by the Adjudicators' Panel Management Board;

- represent the Adjudicators' Panel when required at meetings of the RSPBA Board of Directors, RSPBA Annual General Meeting, and other meetings/events;
- represent the Adjudicators' Panel on the RSPBA Complaints Committee when complaints against or by Adjudicators are being considered;
- chair the Adjudicators' Panel Management Board consultation team for the annual budgeting negotiation process with the RSPBA Finance, Insurance and Maintenance Committee for Adjudicator fees, expenses and other costs;
- ensure an appropriate level of liaison between the Adjudicators' Panel Management Board and the Adjudicators' Development Group; and
- facilitate interface between the Adjudicators' Panel Management Board and the Music Board (via the Music Board Liaison Group).

#### Vice-Convener

- deputise for the Convener when required;
- participate in the Adjudicators' annual budget negotiation team; and
- represent the Adjudicators' Panel on the RSPBA Complaints Committee when required when complaints against or by Adjudicators are being considered.
- participate fully in the Executive function of the Adjudicators' Panel Management Board

#### Secretary

- prepare and circulate minutes and papers associated with meetings of the Adjudicators' Panel and the Adjudicators' Panel Management Board.
- manage the Adjudicators' Panel Presentation Fund
- participate fully in the Executive function of the Adjudicators' Panel Management Board

#### RSPBA Board of Directors Representatives

- communicate effectively between the Adjudicators' Panel Management Board and the RSPBA Board of Directors;
- represent the interests of the Adjudicators' Panel when policy decisions are being taken by the RSPBA Board of Directors; and
- feed back information as appropriate to the Adjudicators' Panel Management Board.

**NOTE: the Convener, Vice Convener, Secretary and RSPBA Board of Director Representatives will participate in the allocation of Adjudicator duties process.**

#### Ordinary Members

- will participate in the function of the Adjudicators' Panel Management Board and may be allocated specific duties as required.

### **Sub-Committees**

2.5 The Adjudicators' Panel Management Board has two sub-committees:

- Adjudicators' Development Group
- Drum Major Adjudicators' Sub-Group

2.6 The Adjudicators' Panel may also from time to time appoint ad-hoc working groups to consider aspects of adjudication. These working groups would report only to the Adjudicators' Panel Management Board and would have no decision-taking authority.

### **ADJUDICATORS' DEVELOPMENT GROUP**

### **Role of Adjudicators' Development Group**

2.7 This Group is appointed by the Adjudicators' Panel Management Board and endorsed by the RSPBA Board of Directors. The Adjudicators Development Group (ADG) has the freedom to co-opt additional members, as and when required. The ADG will seek to operate with a preferred membership of four adjudicators with representation from piping, drumming, ensemble and drum major disciplines. The ADG is accountable to the Adjudicators' Panel Management Board for:

- developing, applying and reviewing entry criteria for the Adjudicators' Panel, in conjunction with the Adjudicators' Panel Management Board;
- preparing and conducting Adjudicator development courses, and deciding their results;
- overseeing Adjudicator performance;
- administering Adjudicator mentoring and continuing professional development;
- ensure that Adjudicator development is in line with the RSPBA education policy; and provide information about Adjudicators for contest allocations and for meetings of the RSPBA Complaints Committee, when required.

### **DRUM MAJOR ADJUDICATORS' SUB-GROUP**

#### **Composition**

2.8 The Drum Major Adjudicators' Sub-Group comprises:

- Convener
- Vice-Convener
- Minute Secretary

2.9 Each of these appointments runs for three years and elections take place annually on a rotational basis.

#### **Duties**

2.10 The Sub-Group is responsible for:

- identifying matters relating to Drum Major Adjudicators for the consideration of the Adjudicators' Panel Management Board; and
- in-depth consideration of matters relating to Drum Major Adjudicators, under the direction of the Adjudicators' Panel Management Board in conjunction with the Adjudicators' Development Group.

### **MEETINGS OF THE ADJUDICATORS' PANEL**

2.11 The Adjudicators' Panel collectively is required to meet formally on at least one occasion each year. This meeting - **the Annual General Meeting** - normally takes place in November and all Adjudicators are encouraged to attend unless there are exceptional circumstances. The Annual General Meeting is a prime opportunity for members of the Adjudicators' Panel to influence adjudication policy. All members of the Adjudicators' Panel are also requested to attend an Adjudicator Information Meeting annually. These meetings are designed to inform Adjudicators of any rule changes etc. relevant to their duties and also to assist in developing future policy on the basis of open forum discussions on matters relevant to adjudication.

2.11.1 An Extraordinary General Meeting (EGM) will be held within one month of receipt of a petition containing the names of 20% of the membership of the Adjudicators' Panel.

2.11.2 Proxy Voting

Adjudication Panel members shall send by electronic means, at such electronic address as may have been notified to the members by APMB/RSPBA Directors for that purpose, an

instrument of proxy (in such form as required by APMB/RSPBA Directors) and shall ensure that, in each case, the instrument of proxy is received by the APMB/RSPBA Directors at the relevant address not less than 48 hours before the time for holding the meeting (or, as the case may be, adjourned meeting).”

2.12 The Drum Major Adjudicators’ Sub-Group must meet to coincide with meetings of the main Adjudicators’ Panel so that Drum Major Adjudicators may participate in these meetings and report on their deliberations as appropriate.

### **MUSIC BOARD LIAISON GROUP**

2.13 A Music Board Liaison Group has been established by the RSPBA to ensure effective engagement, communication and liaison between the Adjudicators’ Panel Management Board and the Music Board on matters of common interest, where considered appropriate. The Liaison Group should meet on at least one occasion each year but in practice may meet more frequently.

### **RSPBA MEMBERSHIP CONDITIONS**

2.14 All Unattached members of the approved RSPBA Adjudicators’ Panel are classified as Associate Members of the RSPBA by virtue of their status as Adjudicators. Associate Member status carries no voting rights at General Meetings of the Association. Attached Adjudicators are registered “Band Members” of the Association. Conditions of RSPBA membership require all approved Adjudicators to:

- accept the Adjudicators’ Code of Practice (standards of conduct and professionalism; dress standards; and adjudication procedures);
- accept the fees, expenses and other conditions for Adjudicators agreed annually with the RSPBA Board of Directors;
- be available for at least 3 Major Championships annually (Unattached Adjudicators only);
- be available for at least 6 minor competitions annually (all Adjudicators);
- attend the Adjudicators’ Panel Annual General Meeting whenever possible
- attend an annual Adjudicator Information Meeting;
- direct invitations from Affiliated Associations and other organisations to adjudicate on behalf of the RSPBA through RSPBA Headquarters for endorsement by the Adjudicators’ Panel Management Board; and notify RSPBA Headquarters of any other personal invitations/adjudication commitments; and
- where possible, and as a matter of protocol, advise the Chief Executive Officer of any requests for media involvement relating to adjudication or with implications for the RSPBA (i.e. interviews, articles, presentations etc.)

**NOTE: Adjudicators should not accept invitations from other organisations, or make travel arrangements, before checking through RSPBA Headquarters that there will be no conflict with their RSPBA adjudication commitments.**

2.15 In turn the RSPBA Board of Directors is bound to ensure that:

- approved Adjudicators are used for all RSPBA competitions;
- Adjudicator fees, expenses and other financial requirements are reviewed annually with the Adjudicators’ Panel Management Board;

- Adjudicators' Panel views are requested and taken into account in developing and reviewing RSPBA policy;
- effective communication takes place with the Adjudicators' Panel on matters of mutual interest; and
- requests for Adjudicators for competitions run by Affiliated Associations are considered effectively, transparently and fairly.

**International RSPBA Approved Adjudicators**

2.16 Approved International Adjudicators are required to comply with the same conditions as the British Isles-based Adjudicators except that it is accepted by the RSPBA that they will be unable to meet the minimum availability requirements. International Adjudicators are also required to confirm and provide evidence annually, through their Home Association, that they are still active Unattached Adjudicators in their Home Association in the category for which they are accepted as RSPBA Adjudicators (i.e. Piping or Drumming). An Adjudicator Information Meeting will be arranged by the Adjudicators' Development Group in August each year for those International Adjudicators who are allocated RSPBA competitions that year. Any International Adjudicator attending a development workshop will qualify for consideration for RSPBA competitions for the following 12 months.

## SECTION 3: ENTRY REQUIREMENTS

### General

3.1 The highest standards of adjudication are essential to the competition programme of the RSPBA. Members of the approved RSPBA Adjudicators' Panel must be seen to be competent, credible and professional; and they must be capable of operating objectively, fairly, consistently and with integrity in an environment which is essentially subjective and very much influenced by individual judgement.

3.2 Applicants for entry to Adjudicator training must be fully aware of the importance of the role for which they are applying and they must meet the demanding entry criteria. Applicants who meet the criteria are accepted for training only on the basis of need for new Adjudicators. There is no guarantee of acceptance. All applications are considered by the Adjudicators' Panel Management Board on behalf of the RSPBA Board of Directors. Applications to join the Adjudicators panel should be submitted **between September 1st and October 31st** to be dealt with at the Oct/Nov meetings of the APMB.

### Piping and Drumming Adjudicator Requirements

3.3 The entry requirements for applicants for the training programme for Piping and Drumming Adjudicators are:-

#### Certificated qualifications

RSPBA Advanced Certificate in Piping or Snare Drumming; or  
An equivalent qualification in Piping or Snare Drumming at HNC/D or degree level; or  
PDQB qualification to current highest level; or  
An equivalent qualification in musical theory together with evidence of practical application of that qualification in a Piping or Snare Drumming environment, as determined by the Adjudicators' Development Group in conjunction with the Adjudicators' Panel Management Board.

#### Playing experience and achievements

Applicants must have competed successfully at the highest level and can demonstrate depth of knowledge and experience in musical leadership. The anticipated standard in this respect would be at least 20 years' playing experience in Grade One and / or Grade Two with a proven record of individual contribution to the musical success of the band.

### 3.3 Expedited Entry

*Other applicants may be considered if it can be demonstrated that their competency level is exceptional, as evidenced by outstanding personal achievement, and would be of benefit to the Adjudicators' Panel. These applications would be considered by the Adjudicators' Panel Management Board.*

*It is envisaged that in this respect there would be two further levels of Expedited Entry:*

- (i) High profile candidates whose achievements include multiple RSPBA Championship wins at Grade One level, while serving as Pipe Major or Leading Drummer;*
- (ii) High profile candidates whose achievements include multiple RSPBA Championship wins at Grade One level, including the Grade One World Pipe Band Championship, while serving as Pipe Major.*

The main focus of consideration with regard to the above individuals will be based primarily on their level of personal achievements and background experience. These individuals would be subject to a training and induction programme.

Conduct, integrity etc

Confirmation by two referees of reputation, conduct, integrity and reliability and, where appropriate, details of experience/achievement record.

Ability to adjudicate in terms of health and fitness.

Confirmation of health and fitness to be involved in a process which could result in assessing up to 50 Pipe Bands per contest in all weather conditions.

Continuing professional development

If successful, Adjudicators are expected to update skills and participate in continuing professional development as directed by the Adjudicators Panel Management Board.

Adjudicator conditions and retirement policy

Acceptance of the provisions of the *Adjudicators' Panel Terms of Reference and Code of Practice*; annual monitoring of Adjudicator performance; mentoring advice as directed by the Adjudicators' Development Group; and retirement from the RSPBA Adjudicators' Panel, at age 70 (with the option of applying annually for continuation until age 75).

### **Ensemble Adjudicator Requirements**

3.4 The entry requirements for applicants for the training programme for Ensemble Adjudicators are:-

- A proven adjudication record in their own discipline i.e. piping or drumming;
- A minimum of three years' experience of adjudicating at Championships in all Grades as an Unattached Piping or Drumming Adjudicator;
- In exceptional circumstances, other applicants may be considered for Ensemble Adjudication training

### **Drum Major Adjudicator Requirements**

3.5 The entry requirements for applicants for the training programme for Drum Major Adjudicators are:

Certificated qualifications

RSPBA Elementary Certificate or PDQB equivalent in Musical Theory (Piping or Drumming)

Practical experience and achievements

A minimum of 10 years' competition experience in RSPBA Adult Drum Major Championships with a track record of placings at Adult level in 10 or more Major Championships or 3 first prizes at Major Championships.

**NOTE: Acceptance as Adjudicators in all categories is subject to successful completion of the appropriate training programme, including supervised practical experience sessions and an end examination, and approval by the RSPBA Board of Directors.**

### **Retirement Policy**

3.6 It is RSPBA policy that all Adjudicators should retire on reaching age 70, but should have the option of applying in writing, on or before 31<sup>st</sup> October annually, to be considered for continuation as a member of the Adjudicators' Panel on a year-to-year basis until age 75. The onus is on the individual Adjudicator to submit his or her application for continuation. Each submission must contain a statement from the Adjudicator confirming their continuing health and fitness and ability to conduct adjudication duties. Annual

requests for continuation beyond age 70 will be considered by the Adjudicators' Panel Management Board on the basis of health and fitness, **continuing effectiveness and need for the relevant Adjudicator discipline; and decisions reached will be subject to the approval of the RSPBA Board of Directors.** In the event of an application being refused, the applicant will be informed of the reasons in writing by the RSPBA Chief Executive. All Adjudicators reaching the age of 75 will retire automatically at the end of the year in which they attain the age of 75. Appeals against compulsory retirement before the age of 75 should be made in writing in accordance with the RSPBA's published complaints procedure.

## **SECTION 4: ADJUDICATORS' CODE OF PRACTICE**

### **General**

4.1 Quality, objectivity and impartiality of adjudication are crucial to the standing and reputation of the RSPBA. The approach must be professional and as uniform and fair as it is possible to achieve within a process which is essentially subjective and very much influenced by individual judgement. The guidance which follows provides a general framework within which RSPBA Adjudicators must operate.

### **Preparation**

4.2 Adjudicators should aim to arrive promptly at a competition venue at the time specified by the Chief Executive of the RSPBA. They should report immediately to the RSPBA Board of Directors representative officiating on the day.

4.3 It is important for Adjudicators to ensure that, before the competition commences, they have with them all the equipment necessary for the day ahead. Such equipment should include:-

pens, pencils, spare leads, pencil sharpener etc;  
clipboard (preferably weatherproof);  
copies of the official Adjudicators' Personal Record;  
suitable clothing for inclement weather (e.g. cape, umbrella etc).

4.4 At Major Championships the RSPBA Board of Directors representative is responsible for the authorisation of the Grade/s allocated to each Adjudicator. Critique Sheets, Personal Record forms, order of play and expenses claim forms are sent from Headquarters a minimum of one week prior to the contest to enable Adjudicators to undertake some preparation in advance. Programmes and meal vouchers should be uplifted on arrival at the contest venue, prior to the morning meeting.

4.5 At minor contests the RSPBA Board of Directors' representative is responsible for deciding the Grade/s to be allocated to each Adjudicator. At minor contests held the week prior to a Major Championship every effort will be made to avoid allocating Adjudicators the same Grades they are due to adjudicate at the Major Championship. Critique Sheets, Personal Record forms, programme, order of play and expenses claim forms should be collected from the RSPBA Board of Directors' official before the competition commences (although in some instances they may be sent in advance).

4.6 Adjudicators should ensure that they are on the competition field and ready to adjudicate at least ten minutes before the first Band is due to play.

### **Competition Procedure**

4.7 Adjudicators should be fully conversant with the RSPBA Competition Rules as they relate to adjudication and it is recommended that they also obtain and carry an up-to-date copy of the RSPBA Standing Orders and Rules.

4.8 Current RSPBA policy is for the results of all competitions to be decided by a placings system.

4.9 Critique Sheets should be written clearly and constructively using appropriate musical terminology and comments which justifying the placings allocated. Completion of Critique Sheets should be undertaken within the timescale allocated for each Band performance.

**NOTE: When preparing and completing Critique Sheets, Adjudicators should always use the number of the order of play on the day of the contest rather than the programme number, to avoid misunderstandings resulting from any Band withdrawals.**

4.10 Bands should not be kept at the starting line beyond their allocated time.

4.11 Completed Critique Sheets should be handed to the RSPBA Board of Directors' representative or allocated official at the end of each Band performance.

4.12 A Personal Record of provisional placings allocated, with brief comments, should be maintained progressively after each performance as an aid to deciding the final placings at the end of the contest. The Personal Record should be retained by the Adjudicator as a means of resolving any inconsistencies, discrepancies etc in the compiling of contest results.

The Adjudicators' Personal Record should be used for this purpose.

4.13 Immediately after the end of all contests Adjudicators are allowed a maximum of 10 minutes during which to reflect on and decide their final placings. Adjudicators may make changes to their provisional placings during this period. Final placings should be transferred to the official Adjudicators' Result Sheet provided by the RSPBA Board of Directors' representative by the end of the 10 minute period.

4.14 Adjudicators should obtain the permission of the RSPBA Board of Directors' representative before leaving the competition. In doing so they must check that there are no anomalies in the competition results which require to be resolved by the Adjudicators. Fees and expenses should be claimed on arrival and, in the case of minor competitions, collected on departure. Fees and expenses for Championships are sent from RSPBA Headquarters the following week.

4.15 At Major Championships Adjudicators may encounter delays of differing duration between Pipe Band performances on account of Band withdrawals. It is RSPBA policy to adhere to the published playing times for each Band to allow them to maintain their tuning schedules, unless Pipe Majors are willing to play earlier.

#### **Dress Standards**

4.16 All Adjudicators must wear highland dress, including appropriate headgear (Glengarry or Balmoral), at all times when they are on duty on the contest field. It is important that the dress is smart and in keeping with the standards expected of RSPBA competitors. If high standards of dress are to be achieved among competitors, Adjudicators and other officials of the RSPBA must show a good example. In inclement weather conditions it is acceptable to wear appropriate protective clothing.

4.17 Adjudicators are reminded that when they are officiating either in the UK or abroad they are seen as representatives of the RSPBA. A professional approach to maintaining high standards of dress should be adopted, both on and off the competition field.

#### **Conduct**

4.18 The standing, professionalism and credibility of the RSPBA are obviously very much affected by the conduct of its officials. RSPBA Adjudicators, whether they are in the UK or abroad, should conduct themselves at all times in a professional manner and with the highest standards of integrity so as to maintain and enhance the reputation of the Association and the Adjudicators' Panel.

4.19 Adjudicators should not smoke while a competition is in progress.

4.21 Under no circumstances must the results of a competition be revealed by an Adjudicator prior to the official announcement.

## **Fees, Travel and Other Expenses**

4.22 Fees and expenses etc are paid to Adjudicators in accordance with rates set each year by the RSPBA Board of Directors, a copy of which is issued to each Adjudicator. These rates and associated conditions are applied strictly and **official** receipts are required for all items of relevant expenditure, except for mileage claims (which can be checked by electronic means). The following general conditions apply:-

- When travel is by means other than private car, only standard class public transport fares may be claimed. Taxis should not be used unless authorised by RSPBA Headquarters or public transport/cheaper method of transport is not available.
- When more than one Adjudicator travels in the same car, only one claim for car allowance at the full rate may be made. The driver may, however, claim an additional allowance at the agreed lower official rate for each Adjudicator or RSPBA Official travelling as a passenger in the same car.
- Travel by air is subject to prior approval from the Association Headquarters or from the Promoter of a minor competition.
- A meal allowance may be claimed only when lunch or an evening meal is not provided by the Promoter; and when the journey from home to venue is over 100 miles for the total return journey.
- Overnight accommodation is normally considered only when the journey from home to venue is over 100 miles (i.e. 200 miles total journey). Approval in advance must be obtained from the Promoter or Association Headquarters and, where possible, in the case of minor contests, the accommodation should be arranged by the Promoter. Adjudicators may be required to arrange their overnight accommodation personally for Major Championships, following approval from RSPBA Headquarters. Claims for Bed and Breakfast should be within the maximum allowance set by the Association and must be supported by **official** receipts. Claims for more than one night will only be allowed in exceptional circumstances at the discretion of RSPBA Headquarters.
- Claims for Breakfast only must have the prior approval of the RSPBA Headquarters and approval will be given only in exceptional circumstances.
- Insurance cover is arranged by the RSPBA for Adjudicators allocated to contests within the United Kingdom. For contests outwith the UK it is the responsibility of individual Adjudicators to arrange travel insurance cover and to reclaim the cost from the promoter.
- Separate rates for fees and expenses are available from RSPBA Headquarters for British Isles-based Adjudicators who are allocated by the Association to officiate in other countries. Official receipts must be provided with the claims, which should normally be made to RSPBA Headquarters rather than to the overseas Promoter. The rates are not negotiable. RSPBA Adjudicators who accept personal invitations to adjudicate on behalf of other organisations in the UK or elsewhere are responsible for negotiating their own terms and conditions.
- **Approved International Adjudicators**  
While adjudicating at RSPBA competitions International Adjudicators are paid the same rates set annually for British Isles-based Adjudicators, except that claims for travel are met only from their place of arrival in Scotland and the location/number of nights' overnight accommodation are agreed in advance with RSPBA Headquarters. All claims must be supported by **official** receipts.

**Performance Management**

4.23 The results of all competitions run under RSPBA rules are reviewed by the Adjudicators' Development Group and anomalies in results may require mentoring advice or additional training for individual Adjudicators.

**Discipline**

4.24 Complaints against or by Adjudicators are considered under the RSPBA's formal complaints procedure. The process requires the involvement of officials of the Adjudicators' Panel Management Board to ensure that the interests of Adjudicators are considered fairly.

**Inability to Adjudicate at an Allocated Contest**

4.25 Should for any reason an Adjudicator be unable to fulfil a commitment to adjudicate at an allocated contest, it is the responsibility of the Adjudicator to notify RSPBA Headquarters, the RSPBA Board of Directors' representative responsible for the contest or the promoter. An emergency telephone number is provided on the contest confirmation form received from RSPBA Headquarters. Notification should be made as early as possible to allow alternative adjudication arrangements to be made.