



**AGREEMENT TO ADJUDICATE**

<b>Contact Person:</b>		<b>Adjudicator:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Phone:</b> ( ) - <b>Cell:</b> ( ) -		<b>Phone:</b> ( ) - <b>Cell:</b> ( ) -	
<b>Email:</b>		<b>Email:</b>	
<b>Name of Event:</b>		<b>Date(s):</b>	<b>Time:</b>
Venue Name:			
Address:			
Competition <input type="checkbox"/> Open Championship <input type="checkbox"/> Closed Championship <input type="checkbox"/> Premiership <input type="checkbox"/>			
<b>Name of Organization Hosting the Event:</b> _____			
<b>The Organization will provide or reimburse you for the following:</b>			
An honorarium of \$            USD or equivalent in other currency for the total judging engagement.			
Airfare purchased for you by the host organization <input type="checkbox"/> Airfare purchased by you on an economy fare basis <input type="checkbox"/>			
Travel Cancellation Insurance;			
Is <b>NOT</b> required <input type="checkbox"/> Provided or reimbursed by Organization <input type="checkbox"/> Purchase your own <input type="checkbox"/>			
All ground travel including car rental, mileage, parking, tolls, airport vans, taxis (with receipts when possible).			
Miscellaneous allowance of \$            for meals and incidentals while traveling.			
Accommodation in a single <input type="checkbox"/> shared <input type="checkbox"/> room will be provided for            nights at the following hotel:			
All meals (with receipts) during competition days <input type="checkbox"/> A per diem of \$            . Other meal arrangements and allowances:			
Entry Form will Follow			
<b>Cancellation of Contract Policy:</b> Either party must give            days notice (written or verbal) if this agreement is to be cancelled for any reason. The party that cancels must assume any uninsured expenses or travel cancellation penalties. Unused tickets must be returned and all reservations cancelled by the maker.			
<b>AGREEMENT TO BE SIGNED AND RETURNED TO THE ORGANIZER</b>			
I agree to adjudicate on the above dates and agree to the above terms and conditions. I further confirm that I am eligible under the rules of the S.O.B.H.D. to adjudicate at all the above stated events.			
The organizer is authorized by the Organization to sign this agreement.			
<b>Organizer's Signature</b>	<b>Date</b>	<b>Adjudicator's Signature</b>	<b>Date</b>



## GUIDELINES AND CONTRACT FOR HIGHLAND DANCING JUDGES AND COMPETITION ORGANIZERS

*The purpose of these guidelines is to clearly state the expectations of the Highland Dance professional adjudicators to the Highland Games/Competition Organizers who hire these adjudicators. The guidelines provide a reference for both Organizer and Judges regarding the terms of the contract to adjudicate a dance competition.*

1. Organizers must choose Judges from the current Scottish Official Board of Highland Dancing Judges Panel list. Organizers may obtain this list from the FUSTA Competition Organizers' Chair or the Organizers' Section of the SOBHD website.
2. A Judge may reasonably expect the Games/Organizer to arrange and/or cover the expenses for the following:
  - **Travel** to and from the Judge's home to the competition. This includes;
    - 1 Travel between the Judge's home and the local airport;
    - 2 Travel between the destination airport and hotel;
    - 3 Travel between the hotel and the venue of the competition. A contact person from the Competition Committee should pre-arrange the ground transportation and hotel arrangements at the competition city.
    - 4 Parking, and/or ground transportation charges incurred by the Judge while traveling to and from the competition.
    - 5 Mileage will be reimbursed at .50 per mile.
  - **Accommodations;**
    - 1 Arranged by the Organizer at a hotel reasonably near the venue.
    - 2 It is expected to have individual rooms for each Judge.
    - 3 Clear directions to the hotel and the hotel phone number should be given to the Judge prior to travel.
    - 4 The judge must always have a number to call or text should any problems arise.
  - **All meals** and other expenses related to the competition
    - 1 The Organizer can choose to provide a **cash allowance per diem for meals**, given to the Judge in local currency upon arrival **or** to reimburse meal costs from receipts. FUSTA recommends \$70 per diem if no meals are provided by the organizers. Recommended individual meal allowance is Breakfast - \$15; Lunch - \$20; Dinner - \$35.
    - 2 **Meals** and other costs incurred by the Judge during travel to and from the competition should also be reimbursed if the total travel requires six or more hours or occurs during meal hours. The meals during travel and other incidentals could be included in a sum provided by the Organizer to the Judge for **Miscellaneous Expenses**.
    - 3 A **Fee** for judging. Organizers and Judges should remember that FUSTA Judges have voted to accept a **minimum** of \$275 per day for judging competitions and \$325 per day for judging championships in the United States.

PLEASE PROVIDE AN ITEMIZED EXPENSE FORM TO JUDGES IN ADVANCE OR UPON ARRIVAL.

- **Cancellations** by an Organizer or Judge are occasionally unavoidable. Travel insurance paid by the Organizer is recommended. The party that needs to cancel should notify the other party as early as possible. The party that cancels must assume any uninsured expenses or cancellation penalties. The Judge must return any unused travel tickets to the Organizer or cancel any reservations if he/she arranged his/her own travel. The Organizer must cancel reservations made for hotels or travel related services.

Please feel welcome to use the attached contract. F.U.S.T.A. recommends that all Judges require a written contract before accepting an invitation to adjudicate an event so that misunderstandings about expectations on the part of the Judge or the Organizer do not happen.

**For questions please contact: Janis Burkhardt, FUSTA Judges Chair [jburkhardt35@gmail.com](mailto:jburkhardt35@gmail.com)**