

## CONTRACT WITH ADJUDICATORS

Matters for Centres/Societies to consider when drafting up a letter of contract with adjudicator:

“The offer of adjudication is made on the following terms:”

- Details about the competition that the adjudicator needs to know (start and approx finish times, any special circumstances, awards, etc)
- Request the adjudicator to check (if necessary) that financial status and qualifications with relevant organisations are current.
- Enclose a copy of the syllabus/programmes indicating information relevant to the adjudicator and his/her obligations (speeches, availability at presentations, opening and closing ceremonies, availability or choice of writer etc)
- Adjudicator’s fees clearly stated
- Clear indication of the costs that will be covered by the Centre/Society (travel, accommodation, meals) and in some cases those not covered.
- Clear detail about arrangements re accommodation, transport to and from venue and on arrival and departure, and meals.
- Information requested about food/beverage preferences. (Maybe leave a space for this information)
- Ensure that it is stated that the adjudicator is responsible for any taxation issues relating to adjudicator’s fee. As this fee is taxable, separate from the fee any expenses such as travel, food or accommodation.
- Give details on how to contact the Centre/Society personnel. (Mobile numbers could be exchanged).
- If the adjudicator is a probationary adjudicator ask whether they need to write reports in order to satisfy the requirements of progressing to the General List.

“Please sign, date and return this contract being confirmation of your acceptance of the above conditions.”

Do not forget to thank the adjudicator for agreeing to adjudicate.