



# AMERICAN VAULTING ASSOCIATION

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## COURTESY AGREEMENT

The AVA Technical Committee requests that all event managers and judges follow the Courtesy Agreement to ensure clear and professional communication between the Judges and Event Managers.

### PRIZE LIST

- Should be emailed to the Judge at least 2 weeks prior to the beginning of the competition.
  - o Upon request of the Judge, a printed copy of the Prize List may be required.
- If Prize List does not include a copy of special regional rules that will be used in classes at the competition, the supplemental rules should be emailed to the Judge at this time.

### ORDER OF GO

- Order of go, pending last minute changes, should be given to the Judge no later than the night before each day of competition.

### CLERKS

- Clerks: should be recruited and prepped by event management prior to the start of competition. This is the responsibility of the Event Manager/Secretary.
  - o Clerks should be familiar with the score sheets being used.
  - o Clerks should be comfortable with numbers and calculations.

### TRANSPORTATION

- Flight arrangements may be booked by either the Event Manager/Secretary or the Judge. These arrangements should be discussed in detail prior to tickets being purchased.
  - o Arrangements must be approved by both the Event Manager/Secretary and the Judge.
  - o Transportation from the airport to the hotel should be emailed or communicated to the Judge at least 48 hours before the Judge's departure date for the competition.
  - o The Judge should be taken directly to their hotel upon arrival (unless previous arrangements have been made).
    - Please provide the following information to the Judge prior to the departure date for the competition:
      - Name of person picking up Judge.
        - o What does driver looks like.
        - o Pick up location (baggage claim, etc).
        - o What does the driver's car look like?
      - Cell phone number and home number of Event Manager or Secretary.
      - Cell phone and home number of the driver.
      - Shuttle service from the airport may be offered (if):
        - o Shuttle picks up at the airport and operates at least every 30 minutes.
        - o Detailed instructions on where to catch the shuttle, and which shuttle to take should be given to the Judge at least 48 hours prior to the Judge's departure from home.
        - o Judge has the right to request a driver pick up or taxi rather than a shuttle.
  - o NOTE: If Judge is left waiting for more than 30 minutes, the Judge's hourly rate may be charged.

### ACCOMMODATIONS

- All Judges should be housed in a standard business hotel, in a private room (not shared).
  - o Judge should be provided with the name, telephone number and address of the hotel at least 48 hours before departure from home.
  - o Hotel should have onsite restaurant available for meals (more than just a vending machine) and/or a full-service restaurant within walking distance.
  - o Judges should not be housed with the Event Management, Coaches, Vaulters or anyone involved with any of the previously mentioned participants.

- Judge may make personal arrangements for accommodations, but may not inconvenience management as a result. Said arrangements must be pre-approved by both the Event Manager and the Judge.

### COMPENSATION

- Full day and overtime rates are defined in the Judges' Contract.
  - Per diem:
    - If lunch is provided at the event, the per diem is \$50 per day
    - If breakfast and lunch are provided, the per diem is \$35 per day.
    - If breakfast, lunch and dinner are provided, no per diem is to be paid.
    - Travel days:
      - Per diem of \$65 is paid for travel (greater one hour) to the competition city.
      - Per diem is \$100/day for travel-only days when travel time is greater than 4 hours, from home to competition facility and/or hotel.
      - Return day: \$35 per diem for dinner (unless previous, mutually agreed upon, arrangements are made for dinner).
- All fees and reimbursements must be paid to the Judge upon the completion of the competition, prior to the Judge's departure from the competition venue.
  - Additional charge of \$50 may be applied to the Event if fees not paid as described above. It is the responsibility of the Event Manager/Secretary to remember to pay the Judge.
- Finance charge of \$50 will be charged to the Event, in addition to any bank fees incurred by the Judge, for bounced checks.

### COMPETITION - PROTOCOLS

- The time the Judge will be picked up at the hotel each morning should be given to the Judge the night before the next day's competition.
  - The Judge should be provided with the name, cell and home phone numbers of the driver.
  - The Judge should be told the color, make and model (if possible) of the car of the driver.
  - The Judge should be told what time and where to wait for the driver.
    - With prior agreement of the Judge, Judges are encouraged to participate in the awards ceremony.
    - Immediately (within 15 minutes) after completion of the day's competition (or the day's awards ceremony, if agreed to by the Judge), the Judge should be provided with transportation back to the hotel, unless other arrangements are previously agreed upon.
    - Please ask the driver to seek out the Judge by lunch to coordinate transportation at the end of the day.
    - NOTE: delays in return transportation greater than 30 minutes may be billable at the Judge's hourly rate.
- Judge should be provided with beverages, snacks and sufficient restroom breaks during the day's competition.
- Judge should be provided with lunch during competition.
  - Judge's meal options should be discussed prior to start of competition (allergies, preferences, etc).
- Transportation to the airport should be provided within 15 minutes of the completion of the Awards Ceremony on the final day of competition (unless the Judge is unable to attend the Awards ceremony due to pre-arranged flight departure conflict or prior arrangements have been made).
  - Please ask the driver to seek out the Judge by lunch to coordinate transportation at the end of the day.
  - NOTE: delays in departure transportation greater than 30 minutes the Judge's hourly rate may be charged.