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BPA JUDGES PROCEDURES

2019 Edition

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GLOSSARY

BPA	British Parachute Association
BPA Competition	BPA National Championships, BPA Grand Prix, BPA UK Skydiving League
BPA Event/s	Events organised in conjunction with the BPA Competitions Committee, including but not confined to BPA Competitions (defined below) and BPA Judge Training Seminars
CJ	Chief Judge
CoJT	Chief of Judge Training
Competition Events	include, but not confined to FAI or other NAC competitions held under FAI or very similar rules such as the European Skydiving League, Bodyflight Challenge, Armed Forces Parachute Competition and others. This list is not exhaustive and may be changed from time to time
EJ	Event Judge
FAI	Fédération Aéronautique Internationale, the World Airsports Federation
FCE	First Category Event – international competition sanctioned by IPC
GSSC	General Section of the Sporting Code (http://www.fai.org/downloads/casi/SC_GS)
IPC	International Parachuting Commission, the FAI commission governing parachuting
JC	Judges' Coordinator
NAC	National Airsport Controller
RAeC	Royal Aero Club, the NAC for the UK
S5SC	Section 5 of the Sporting Code (http://www.fai.org/downloads/ipc/SC5)
Senior Judge	An experienced BPA judge, usually with an FAI Rating who has chosen to be recognised for training new judges, fully defined at 4.8.

1. INTRODUCTION

1.1. Purpose of document

1.1.1. The BPA is committed to maintaining a quality pool of qualified judges and encouraging qualification to international level. The purpose of this procedures document is to be a central, public, single point of reference for BPA Judges and BPA Judges in Training. It is the repository of knowledge, custom and practice which has been accumulated by BPA Judges over many years. It forms part of the suite of documents relating to competitions which are governed by the BPA Competitions Committee. ,

1.2. Change process

1.2.1. The procedures in this document will change and be updated as the competition and discipline landscape changes. The process for making changes is:

- Updated wording to be proposed to the Competitions Committee by any member of the BPA
- Competitions Committee discusses the change, taking into account the views of the relevant discipline rep and at least one judge rated in the relevant discipline
- Competitions Committee votes on updating the Judges Procedures
- If passed, the Judges Procedures document is updated, including the date of the update and published.
- The Judges' Coordinator notifies all judges of the change that has been made as part of their role of liaising between the Competitions Committee and the BPA Judges.

1.2.2. The Competitions Committee have the right to alter requirements from time to time and make one-off exemptions as they feel beneficial to the BPA, which will not necessarily require an update to this procedures document, however must be recorded in the minutes of the relevant Competitions Committee Meeting. The Judges' Coordinator will notify all judges of such instances as part of their responsibility of liaising between the Competitions Committee and BPA Judges.

2. BPA JUDGE TRAINING AND EVALUATION

2.1. BPA Judge Ratings

2.1.1. Ratings are issued for the following disciplines:

- (1) Accuracy Landing (AL)
- (2) Freefall Style (S)
- (3) Formation Skydiving (FS)
- (4) Vertical Formation Skydiving (VFS)
- (5) Canopy Formation (CF)
- (5) Artistic Events (AE)
- (7) Canopy Piloting (CP)
- (8) Speed Skydiving (SP)
- (9) Wingsuit (WS)
- (10) 8-way Speed FS

2.1.2. BPA Members who have been awarded a Dynamic Flying Official Judges Certificate can become BPA Judges in Dynamic Flying/Indoor Artistic Events. As such, once they have gained sufficient judging experience, they can be nominated by the BPA to take part in FAI Judges Courses. In line with the approach taken to sponsorship for Indoor Skydiving athletes, costs of attending an FAI Judges Course for Indoor Skydiving disciplines will not be funded as set out in 6.2.4.

2.1.3. BPA Judges represent the BPA and uphold the values of the BPA. They aspire to exceptional knowledge of competition rules and promise to be fair and independent. Judges must at all times act in manner suited to holdings judge status.

2.1.4. Communication between the BPA and judges and the Judges' Coordinator and judges will be by e-mail and all BPA judges must provide the BPA Office and the Judges' Coordinator with a valid e-mail address at which they can be reached.

2.1.5. BPA National Judge Ratings are awarded by the BPA Competitions Committee, who delegates the responsibility to Senior Judges in the normal course of training and evaluation. The Competitions Committee reserves the right to request additional evaluations.

2.1.6. The IPC establishes the minimum requirements for an FAI Parachuting Judge Rating. NACs are encouraged to enhance the IPC's minimum requirements in order to ensure experienced and technically

competent FAI Parachuting Judges for FAI/IPC sanctioned competitions. BPA follows the IPC recommendations and has based these Procedures for Judging on Chapter 6 of Section 5 of the Sporting Code (<http://www.fai.org/downloads/ipc/SC5>).

2.2. Knowledge of Rules

- 2.2.1. For a rating to be valid, a BPA Judge must have a detailed knowledge of the Sporting Code, General Section and Section 5 with its annexes and the BPA Competition Rules for the particular discipline for which he or she is qualified.

2.3. Language

- 2.3.1. A BPA Judge or a Judge in Training must have the ability to understand and communicate in English, the working language of the BPA and the language in which Competition Rules are written and consequently the language used for all judging matters.

2.4. Record of Judging Activity

- 2.4.1. Each BPA Judge must keep a record of their judging activity in a paper logbook which includes a record of all judging activity and certain required personal data. Each entry recording competition judging activity must include at least the following information: date of competition, name of competition, name of CJ, location, function, discipline(s) judged, and the number of jumps/performances actually judged in each discipline. All such entries must be in English and must be signed by the CJ of that competition.
- 2.4.2. The results (including written and practical test scores achieved) together with the location, discipline(s) and the number of all jumps/performances judged for all re-evaluations and/or training courses taken must be recorded in English in the same logbook and must be signed by the Senior Judge for BPA ratings and the FAI CoJT for international ratings.
- 2.4.3. The required personal data for an FAI judge includes, at a minimum: full name, a passport sized photograph, country of residence and NAC. The BPA seal needs to be applied to the logbook and newly qualified FAI judges should send their logbooks to the BPA office for this to be carried out. Existing FAI judges who have not had the seal applied to their logbooks and have been selected to judge at an FAI event should send their logbooks to the office for the seal to be applied before the event in question.
- 2.4.4. The IPC Judges' Committee shall keep a record of all judging at First and Second Category Events and the final result of any formal evaluation of each Judge.

2.5. Requirements for BPA Judges at each stage of training

2.5.1. Trainee judge

- BPA Member
- Commitment to learn and follow training route, and commitment to BPA judging once qualified

2.5.2. Discipline National Judge - Qualification (in a given discipline)

- BPA Member
- Proven ability (as shown in event and in training to current BPA requirements see below)
- Training to ideally cover at least one BPA National event
- Commitment to judge at BPA event/s and to retain currency during the next judging year

- 2.5.3. Ordinarily, the training process takes 2 years enabling the trainee judge to attend at least 2 BPA National Championship competitions in the discipline in which the rating is being sought and sufficient other competition events to gain sufficient experience of judging at events such as:

2.5.3.1. BPA Grand Prix

2.5.3.2. BPA UKSL

2.5.3.3. Indoor Skydiving competitions not organised by the BPA

- 2.5.4. A National rating may be awarded in a shorter time if the written and practical assessments have been passed successfully and the faster than usual qualification is recommended to the Competitions Committee by a Senior Judge. Cross training to an additional discipline is usually achieved in less than 2 years. See Appendix I for flowchart of the training process.

- 2.5.5. For Dynamic Flying, a trainee judge needs to have been awarded a Dynamic Flying Official Judge Certificate, which can be obtained by attending judge training courses run by Dynamic Flying (www.dynamic-

flying.com/judges)

- 2.5.6. The BPA Competitions Committee, through the Judges Coordinator, may arrange for National Judge training courses to be held in disciplines which are judged by video. The courses should ideally be run by a recognised FAI Chief of Judge Training, as described in Chapter 6 of Section 5 of the FAI Sporting Code. As BPA National Ratings are awarded on recommendation of a BPA Senior Judge in that discipline, it is preferable if they are present at the course if it is not being run by a BPA Senior Judge.
- 2.5.7. Judges displaying continued competency and wishing to progress may, through in-event and in training sessions, progress to Event or Chief Judge Status as explained below. This will require enhanced understanding of rules and role specific rules.
- 2.5.8. Judges wishing to progress to international level will be supported by the BPA Competitions Committee and must meet requirements laid down by the FAI from time to time before nomination to FAI training events (see www.fai.org/parachuting). Such judges, who in the view of the Committee are of suitable standard, may attend an international training course at their own expense (see funding in section 6 below). The FAI FS rating encompasses both FS and VFS. Judges need to hold BPA National rating in both FS and VFS before they can be recommended to attend FAI training events.

2.6. BPA Evaluation on the Competition Rules

- 2.6.1. The evaluation in all disciplines will include an open-book exam on the content of the relevant Competition Rules. Where possible, the exam will be a paper approved by the IPC Judges' Committee consisting of 30 questions on the rules of the discipline. The evaluation will take place under the supervision of a Senior Judge, will be limited to two hours and a least 90% of the questions must be answered correctly in order to achieve a passing grade. The time may be extended if there are extenuating circumstances, such as dyslexia which the judge in training should raise in advance of the evaluation with the Judges Coordinator. This, including the reason, will be noted when notifying the Competitions Committee of the results.

2.7. Practical Evaluation

- 2.7.1. The evaluation will be carried out during a competition by a Senior Judge present.
- 2.7.2. The evaluation will include assessment of ability to operate judging equipment relevant for the discipline (e.g. stopwatch, speed measuring devices, scoring software)

2.8. Final Qualification as a BPA rated judge.

- 2.8.1. Any Trainee Judge who achieves passing grades in both written and practical at the same competition or course, will be awarded their rating as a BPA Judge by a BPA Senior Judge, under the power delegated to them by the Competitions Committee in 2.1.2. The Senior Judge will notify the Competitions Committee (via the Judges' Coordinator) of the trainee's success. If the grades are passed at separate competitions or courses, the rating will be awarded at the second of the two events.
- 2.8.2. In the event that the performance of an individual judge is perceived to have fallen below the standards set by Senior Judges, this should be brought to the attention of the Competitions Committee who will evaluate the situation and may recommend further training before the judge in question is next selected to judge at a BPA event.

2.9. Qualification for FAI Courses

- 2.9.1. In order to participate in an IPC FAI Judge Training Course, a candidate must meet the following initial requirements in the relevant discipline:
 - be a fully qualified current national judge (for FAI FS courses qualified in FS and VFS), and have the approval of their NAC or the NAC's nominated authority, to attend the course, and
 - satisfy the language requirements in 2.3.
- 2.9.2. A NAC may provide the name of any newly qualified FAI Parachuting Judge, immediately after satisfactory completion of an IPC Judge Training Course, directly to the Chair of the IPC Judges Committee, who will then add them to the current IPC list of FAI Parachuting Judges.

3. ANNUAL RENEWAL, REINSTATEMENT AND REQUALIFICATION OF BPA JUDGE RATINGS

3.1. Annual Renewal

- 3.1.1. BPA Judges ratings expire on 31 March of each year. Ratings are only renewed for those disciplines in which the judge has retained currency in accordance with 3.2, as demonstrated in their logbook submissions per 3.2.4.

3.2. Currency

- 3.2.1. At all times BPA Judges must demonstrate and continue to demonstrate competency in given discipline regardless of meeting previous levels and currency requirements. To retain a BPA National Judge rating in a qualified discipline, a judge must retain BPA membership and prove continued competency ('currency') acting as a judge to required level by attending recognised event/s in each discipline for which a rating is held as follows:
 - 3.2.1.1. Attend minimum of **two** Competitions over last **two** consecutive years, in given discipline
 - 3.2.1.2. Competition Events **MUST** include any BPA competition (BPA National Championships preferred), FIA First Category Events, Nationals for other countries and the Armed Forces Parachute Championships. In the event of uncertainty, the Judges' Coordinator and relevant discipline rep will decide whether the competition in question is suitable.
 - 3.2.1.3. Commitment to judge at BPA event/s and to retain currency during the next judging year.
- 3.2.2. See Appendix II for a flowchart of the renewal process.
- 3.2.3. Judges invited to judge at competitions other than BPA Competitions are requested to inform the Competitions Committee of the invitation, which shows the recognition of the individual judge's competence outside the BPA. Such invitation may assist a judge in meeting the currency requirements set out at 3.1.1, where insufficient BPA Competitions are available to the judge.
- 3.2.4. By 30 October, all judges should submit the following to the Competitions Committee (via the Judges Coordinator):
 - 3.2.4.1. proofs of currency (i.e. copy of last 12 months of their log book), preferably scanned and submitted by e-mail
 - 3.2.4.2. for FAI rated judges which, if any, forthcoming FCEs they **do not** wish to be nominated for
- 3.2.5. In accordance with the BPA Record Keeping Policy, a copy of the logbooks submitted will be retained by the BPA Office for six years following that to which it relates.
- 3.2.6. The Competitions Committee will review and confirm forthcoming status including free of charge BPA membership (see 6.2) and inclusion on FAI listings if relevant. Any requests for special exemption will be reviewed and decided by the Committee on request of the judge in conjunction with advice from Senior Judges and the Judges Coordinator. Special circumstances include disciplines whereby BPA events were unavailable to that judge during such periods. Judges should indicate if this applies to any of the disciplines in which they hold ratings in their annual logbook submission (see 3.1.4). Where no BPA competition is available to that judge, other Competition Events and the BPA Judges Seminar event may be considered sufficient.
- 3.2.7. Any Judge who does not meet the Annual Renewal requirements will be removed from the BPA list of BPA Judges and not included in the list submitted for FAI Parachuting Judges. .

3.3. Unacceptability

- 3.3.1. The CJ has the right to dismiss a Judge from the Panel of Judges if his or her work and/or behaviour is incompetent or unacceptable or if his or her ability to communicate is insufficient or inadequate and cannot therefore comply with the language requirements. The extent to which the BPA and/or Organiser is responsible for food and living costs for a Judge dismissed from a panel is at the discretion of the Chief Judge and Meet Director.
- 3.3.2. Unacceptable behaviour includes a judge failing to attend a competition without informing the CJ or Judges Coordinator in advance.
- 3.3.3. The CJ must file a report with the Competitions Committee containing specific details of the circumstances

in which the Judge was found unacceptable. The Competitions Committee will consider each such reports and decide whether the BPA Disciplinary Procedures need to be invoked in that situation. The BPA Disciplinary Procedures apply to all BPA members, including BPA Judges. The procedure is BPA Form 256 (available for download <http://www.bpa.org.uk/forms/download/131/pdf>).

3.3.4. Sanctions may include suspension of judging ratings and/or removal of free membership for a period of time

3.4. Submission of lists of BPA judges to IPC

3.4.1. The BPA office keeps a copy of the list of all rated BPA National and FAI Parachuting Judges (new, annual renewal, reinstated and requalified). The Judges' Coordinator will provide updates to the list to the office as and when they are needed, and at least once a year by 30 November, after the BPA Judges' have provided copies of their logbooks in accordance with 3.1.4 above, including notification that there are no changes if there are none.

3.4.2. The updated list will be circulated to all BPA Judges by the Competitions Coordinator to check the accuracy of their own entry.

3.4.3. In accordance with S5SC BPA will provide an updated list of its FAI Parachuting Judges to the Chair of the IPC Judges Committee no later than December 31 of the calendar year preceding the annual IPC meeting. This list will be updated on an annual basis and approved by the IPC Plenary.

3.4.4. BPA will certify to the IPC Judges Committee that the Judges from its country are current national judges and have met the FAI Parachuting Judge Qualification requirements.

3.4.5. BPA will submit the names of all Judges wishing to be trained as FAI Judges or those FAI Judges wishing to be re-evaluated or reinstated to the Chair of the IPC Judges Committee no later than December 31 of the year prior to the next IPC Plenary Meeting so as to determine Judge Training and evaluation requirements for the coming year.

3.5. Annual nominations to First Category Events

3.5.1. The names of all BPA Judges available for the events to take place in the following year and who must be on the current IPC list of FAI Parachuting Judges before being nominated, must be supplied, on the official nomination form(s), by the BPA to the Chair of the IPC Judges' Committee no later than December 31 of the calendar year preceding the IPC meeting preceding the events. The IPC Judges Committee will then draw up an annual nomination list from which Judges will be selected for the forthcoming FAI sanctioned events. In order to be included in the nominations, a BPA Judge must meet both BPA and IPC currency requirements.

3.6. Reinstatement

3.6.1. Any Judge that has been removed from the list of BPA Judges by reason of not meeting the Annual Renewal requirements can only be reinstated as a BPA Judge if they complete the same evaluations required of Judges in Training, including attending 2 BPA National Championships and 3 BPA UKSLs or BPA Grand Prix (see 2.5.3).

4. JUDGE SELECTION PROCESS FOR BPA EVENTS

4.1. Availabilities

4.1.1. On receipt of dates of competitions, the Judges Coordinator will send out a request for availability, asking for responses as soon as possible

4.1.2. All BPA judges will endeavour to indicate their availability to judge at BPA Events by 31 March of each calendar year to the Judges' Coordinator. If not all competition dates have been agreed by the Competitions Committee by this date, availability to judge at competitions shall be provided as soon as possible and ideally within 30 days of the competition dates being approved by the Competitions Committee.

4.1.3. Where leave requests are awaiting approval or other circumstances prohibit a judge from definitively committing to a competition this early in the year, they will indicate which competitions they hope to be able to judge at ('tentative availability') and confirm their actual availability once they are able to do so. To enable the Judges' Coordinator to identify and organise judges from outside the UK, BPA Judges are asked to confirm their actual availability as soon as possible.

4.1.4. Where the availability and tentative availabilities from BPA Judges are not sufficient to meet the judging

needs for BPA Events, the Judges' Coordinator will inform the Competitions Committee to gain approval to incur travel costs of suitable non-UK resident judges.

- 4.1.5. Judges will be selected to judge at events using the following criteria in descending order of importance:
- a) Enabling a judge to maintain currency in the discipline
 - b) Distance travelled to competition (to minimise travel expenses)
- 4.1.6. Trainee judges can only be selected to attend if at least one Senior Judge has been selected for the competition. A maximum of 2 trainee judges can be supervised by any one Senior Judge at an event.

4.2. Replacements

4.2.1. Inability to attend

If a Judge has accepted his selection to the Panel of Judges and is unable to attend, he/she must immediately notify the Judges' Coordinator who will then select another available Judge and inform the Chief Judge of the competition of the change in panel. If the Judge does not so notify the Judges' Coordinator, that Judge will be found unacceptable and 3.2 will apply.

4.2.2. Absence

If Judges from the selected Panel are not present at the required time or an insufficient number of Judges are present; the Judges Coordinator may choose replacements from any BPA Judges rated in the relevant discipline available and present.

4.3. Panel of Judges at BPA Competitions

4.3.1. The Panel of Judges at a BPA Competition shall consist of

- Chief Judge.
- Event Judges (if necessary).
- Judges.
- Senior Judge(s) (if necessary) who also fulfil(s) any of the other roles above.

4.3.2. The BPA does not set minimum requirements for the number of judges at BPA Grand Prix or BPA UKSL Competitions. Where only two judges are available to judge at such competitions, any judgement call needs to be collated in favour of the competitors.

4.3.3. At the BPA National Championships, the Competitions Committee, through the Judges' Coordinator will aim for the following number of judges by discipline:

Formation Skydiving – 7	Canopy Formation – 3	Speed Skydiving – 2	Accuracy Landing – 3 + equipment operator
Wingsuit – 5	Artistic Events – 3	Canopy Piloting – 7	

4.3.4. The Judges' Coordinator should highlight any concerns with meeting the above numbers to the Competitions Committee as soon as they arise. The Committee will consider whether to proceed with fewer judges or approve travel costs for non-UK resident judges.

4.4. Chief Judge

- 4.4.1. The Chief Judge is identified jointly by the Judges' Coordinator and the relevant Discipline Representative
- 4.4.2. The CJ must have held their BPA National rating for at least 2 years.

4.5. Event Judges

- 4.5.1. Event Judges will be selected by the CJ from the list of judges available for that event.
- 4.5.2. The Event Judge will brief the Judges appointed for the event and detail the duties of these judges.
- 4.5.3. For the avoidance of doubt, not all BPA Competitions require Event Judges.

4.6. Other BPA Judges

- 4.6.1. The other BPA Judges required will be selected from the list of available BPA Judges by the Judge' Coordinator.
- 4.6.2. Where more judges are available for any competition than are needed, selection will be based on the criteria in 4.1.5.

4.7. Progression

- 4.7.1. The ordinary progression of a judge through these roles is:
 - Judge
 - Event Judge at a BPA GP/BPA UKSL
 - Event Judge at BPA National Championships
 - Chief Judge at a BPA GP/BPAUKSL
 - Chief Judge at BPA National Championships
- 4.7.2. This is only a guide and not all judges will become EJ or CJ. It is also possible for someone to be selected as EJ at a BPA National Championship before being an EJ at a smaller competition, or a CJ at a smaller competition before EJ at the BPA National Championships depending on availabilities.

4.8. Senior Judge

- 4.8.1. A BPA National Judge who normally has held their National rating for at least 4 years and ideally is an FAI rated judge in the same discipline can inform the Competitions Committee and the Judges' Coordinator they wish to be recognised as a Senior Judge in any given discipline to assist with the training and development of the BPA Judges in Training. Senior Judges must be completely familiar with current development in the discipline and ideally familiar with the IPC training methods. This is an additional title available to more experienced judges who wish to pass on their knowledge to Judges in Training. The Senior Judges will take responsibility for training and evaluating any Judges in Training attending a competition alongside their responsibilities of Chief Judge, Event Judge or Panel Judge as appropriate.
- 4.8.2. For new disciplines, guidance on judge training will be sought from the relevant IPC discipline committee and the IPC Judges Committee.

4.9. Judges in Training

- 4.9.1. The Chief Judge or Senior Judge will look after in house training of trainees present at a competition. Judges in Training will be evaluated on their performance at the event. Under usual circumstances they will not be part of a panel of judges.

5. DUTIES OF JUDGES

5.1. Chief Judge

The CJ will serve as administrative head of the Panel of Judges.

5.1.1. Liaison with the organiser

The CJ will, upon nomination, communicate with the Host of the competition to confirm:

- a) Official arrival date of Judges (Chief Judge, Event Judges and Panel of Judges).
- b) Any specific requirements for that competition.

5.1.2. Arrival at the Competition site

- a) The CJ must be at the competition site in sufficient time to fulfil all the duties required of a Chief Judge.

5.1.3. Responsibilities prior to the start of the competition

- a) The CJ should raise any concerns about qualification of a member of their Panel with the Judges' Coordinator and the Discipline Representative to enable them to resolve the concerns in advance of the competition.
- b) The CJ has the right to dismiss a Judge who does not meet these requirements if their concerns are not addressed by the Judges' Coordinator and Discipline Representative before the competition.
- c) Prior to the start of the competition the CJ must liaise with the discipline Representative, Judges'

Coordinator and BPA Office staff to discuss equipment is needed and confirm how it will be delivered on site and in working order.

- d) The CJ or nominated official will supervise the publication of the draw of sequences and/or jump order, required by the Competition Rules.
- e) The CJ will designate the official scoreboard.
- f) The CJ will ensure that all judges have adequate insurance cover (see 7.1.4)

5.1.4. Responsibilities during the competition

- a) The CJ will handle queries from teams and team managers concerning their competitors' performance.
- b) The CJ will conduct any Judges' meetings.
- c) The CJ will ensure compliance with the Competition Rules during the competition working as necessary with the Meet Director and other competent personnel.
- d) The CJ will control the evaluation of score sheets and will ensure prompt publication of the results on the official scoreboard.
- e) The CJ will record any National Records and submit these to the BPA Office to be formally recorded using BPA Form 234. The current National Records can be found on the BPA website (<http://www.bpa.org.uk/member/bpa-members-skydiving-records/>)
- f) The CJ will review the travel expense claim forms for the Judges and will confirm attendance of the Judge at the event by signing the claim form.

5.1.5. Responsibilities (after) at the end of the competition

- a) During or after a competition, the CJ will conduct a meeting of the Judges if required, to discuss issues that may have arisen during the competition. Recommendations from this meeting shall be forwarded to Judges' Coordinator and Secretary of the Competitions Committee.
- b) The Chief Judge will provide feedback to each member of the Judging Panel regarding their performance.
- c) If the Chief Judge is not the Senior Judge at the competition, feedback on the performance of Judges in Training will also be given to the relevant Senior Judge to include in their evaluation of the trainee.
- d) The CJ must submit a report to the Secretary of the Competitions Committee and the Judges' Coordinator within 30 days of the completion of the competition. The standard report BPA Form 277A should be used. Copies of all summary score sheets will be submitted to the Judges' Coordinator, and Secretary of the Competitions Committee.
- e) All Registration forms will be forwarded to the BPA Office.
- f) Results will be passed to the BPA Office, Skydive the Mag and the Discipline Representative as soon possible after the competition completes.

5.2. Event Judge

5.2.1. Arrival at the Competition site

- a) The Event Judges must arrive at the competition site in sufficient time to fulfil all his/her duties as determined by the CJ.

5.2.2. Responsibilities during the competition

- a) The EJ is responsible for the interruption of his event when necessary, either alone or where possible, after consultation with the CJ.
- b) The EJ is responsible for prompt transmission of the scoring sheets to the CJ.

5.3. The Judges

5.3.1. Arrival at the Competition site

- a) The Judges must arrive on site in time to attend any meetings scheduled before the competition starts.

5.3.2. Responsibilities during the competition

- a) The Judges will present their logbooks to the CJ.
- b) The Judges will work as directed by the CJ and EJ.

5.3.3. Judges may not discuss competitors or teams performance until either all Judges have completed their assessment of the jump or the Event Judge requests it.

5.3.4. The Judges must not provide any person with result information until that information has been declared official/published and may not discuss the judging process with anyone other than the other judges on their panel.

5.4. Senior Judge

- 5.4.1. The Senior Judge will communicate to the participants the results of their test and give feedback on their performance during the course. This feedback should be provided in a reasonable (1 – 2 days) time period.
- 5.4.2. The Senior Judge must prepare a report, which contains details of the work of the BPA Trainee Judges, the equipment and working conditions, and an evaluation of each trainee Judge's work. This report must be sent within 30 days of the completion of the Course for Trainee Judges to the Judges' Coordinator.

5.5. Judges in Training

- 5.5.1. Judges in Training will work under the direction of a Senior Judge or Chief Judge.
- 5.5.2. The Judges in Training should, if possible, attend the Judges' Meeting prior to the competition.

5.6. Judge Video Librarian

- 5.6.1. A Judge Video Librarian will be nominated by the Competitions Committee to store and manage all judge related media and to facilitate the production of test and training material.
- 5.6.2. Ideally video evidence and score sheets from the previous 2 years' competitions will be retained on cloud based storage for training purposes.

5.7. Judges Coordinator

- 5.7.1. The vital role of the BPA Judges' Coordinator is to ensure the supply of Judges to all BPA competitions by means of liaison between Judges, the host Drop Zone Operator (DZO)/CI and reporting to BPA Competitions Committee. They assist in facilitating the aims and action plan and instructions of the Competitions Committee with regard to Judges and judging matters, in or out of competition.
- 5.7.2. The Judges Coordinator is appointed each year, by the Competitions Committee, in accordance with the standard procedure for appointing roles:
 - a) BPA Judges interested in the role should send their CV to the Secretary of the Competitions Committee by 31 December each year.
 - b) The Competitions Committee will appoint the person it considers most suitable from the applications received.
- 5.7.3. Although not necessary, the role should ideally be taken by a qualified judge, or person with experience of judging and/or competition matters. What is required is the ability to organize, liaise and report between the Committee, Judges, Drop Zones and other parties and knowledge of competition rules. The person must be a BPA member.
- 5.7.4. To assist in this role, the expenses of the Judges' Coordinator will be paid at standard BPA rates to attend meetings of the Competitions Committee. Other expenses may be available if agreed by the Committee for a pertinent event. If the Judges' Coordinator is not a Member of the Competitions Committee, they will be co-opted (as a non-voting Member).
- 5.7.5. The role description of the Judges' Coordinator is to:
 - c) Report to and, if possible, attend meetings of the Competitions Committee. If attendance is not possible, assign such duties to a Deputy Judges Coordinator.
 - d) On confirmation of the role by the Competitions Committee, liaise with the Deputy Coordinator appointed by the Competitions Committee (preferably the individual nominated by the judges present at the seminar at the BPA AGM) and liaise/update/ advise and communicate with this person as necessary.
 - e) Manage and control (in an efficient and cost-effective manner) budgets assigned by the Competitions Committee to cover judges' expenses, judge training and other agreed matters and submit prior to payment for final authorization by the Committee of such expenses and/or claims and liaising with the BPA Office as necessary.
 - f) Establish which judges are available for the various competitions in the calendar
 - g) Draw up a provisional list of Judges for specific competitions at the beginning of the season. When proposing judges for competitions, the need for judging pool to keep current, along with issues of logistics and expenses (i.e. travel distance) must be borne in mind.
 - h) Contact the host DZO/CI with the proposed Judges and follow up with the names of the proposed judges in writing/by e-mail. Ensure written acceptance is received on paper or by e-mail.
 - i) Get confirmed written/e-mailed acceptance from agreed judges on paper or by e-mail. Liaise with the allocated judges, DZ and other relevant parties, pre-event, to confirm plans and

communications between all.

- j) Liaise with providers of judging equipment for each competition at which equipment is required including but not limited to confirming the times, dates and venues at which such equipment is needed.
- k) Ensure all parties are aware of relevant expenses, expenses available to claim, and who will be responsible for authorization and payment of the same.
- l) Liaise with all parties, post event, and obtain a full report including full and final results from the Chief Judge of each BPA Competition and submit and report on same to the Committee.
- m) Collate reports and results at the end of each competition for submission to the Competitions Committee. (Forwarded to the BPA office in a timely manner, for record and to allow update of website)
- n) At the end of the season (by 30 October), collate and confirm names of Medal Winners in the relevant competitions, using the pre-prepared spreadsheet format to each Discipline Rep and the Secretary of the Competitions Committee to arrange the presentations at the AGM in January.
- o) Liaise with the Judges (in association with the Administration Secretary at the BPA Office), and represent the Judges at the Competitions Committee (and vice versa). Ensure the Committee are included in pertinent information, decisions etc, in writing or at Committee meetings, for record (and vice versa).
- p) Along with the Senior Judges encourage new trainee judges and, in accordance with the annual objectives set by the Competitions Committee, foster, encourage and enhance the skills and ratings through the existing pool of judges in all disciplines, including gaining international ratings, through "in competition" and dedicated training seminar/s.
- q) Regularly review current list of Judges on a basis to ensure Judges will be kept current ensuring necessary allocations to available competitions and events to facilitate.
- r) Produce end of the competitions season report by 30 October to advise the BPA Office and the Committee of any new national or international judges' ratings for the presentation of Certificates at the AGM in January.
- s) Produce full list of current judges, their attendances during the years, progression, currency and ratings (BPA/FAI) to the Committee and Administration Secretary by 30 November each year. The Committee will confirm judges meeting criterion and award any associated benefits (ie free membership or as offered by the BPA from time to time). Through the Committee the BPA will forward, in a timely manner, the list of BPA Judges shown to have qualified to have their names entered onto the FAI Nominated Judges List and Proposed Judges, to FAI, as required.

5.7.6. The Competitions Committee is grateful to the post holder for taking on this important role that is pivotal to all domestic competitions. The Competitions Committee and the BPA office are on hand to assist, advise and support the role.

6. FUNDING/EXPENSES

6.1. Judges attending BPA Competitions

6.1.1. An invited judge may, after such event/s be eligible to claim judge expenses for BPA events only as follows:

- BPA Judges are entitled to claim mileage to and from an event at a mileage rate of 45p per mile, which is under HMRC's allowance for mileage.
- The BPA holds an Approval Notice to issue a bespoke rate of £65 for overnight accommodation and meals, so judges are allowed to claim this amount if staying overnight, receipts are not necessary.
- If the Judge is not staying overnight, HMRC's Benchmark Scale Rates apply to claim for meals, where likewise, receipts are not necessary. Please see extract from HMRC's website below.
- Please note that these meal rates are instead of the overnight allowance that is for accommodation and meals.

Minimum Journey time	Maximum amount of allowance
5 hours	£5
10 hours	£10
15 hours (ongoing at 8pm)	£25

6.1.2. Any other expenses, on BPA's rule of cheapest option, will need support of receipts and will be subject to the budget holder's and COO's approval.

6.1.3. Any questions relating to this policy should be addressed to BPA's Finance Manager.

- 6.1.4. These amounts may be changed by the Competitions Committee from time to time.
- 6.1.5. Claim forms for events should be submitted to the Finance Manager, cc'd to the Judges' Coordinator and Chair of Competitions Committee. Approval by either the Judges' Coordinator or the Chair of the Competitions Committee should be granted as soon as possible by e-mail, followed by payment by the Finance Manager.
- 6.1.6. Judges attending other UK based events (eg Armed Services Parachute Championships, Bodyflight Challenge) will not normally be covered for expenses by the BPA unless agreed with the Competitions Committee in advance, in special circumstances only. Such non BPA events may count currency as set out at 3.1 above.

6.2. Free BPA membership

- 6.2.1. Judges demonstrating continued competency and attending the minimum number of events as set out below, being committed to maintaining judge status for the forthcoming year, will at the beginning of each membership/insurance year, in conjunction with the Judge Coordinator, be reviewed individually by the Competitions Committee at the April Competitions Committee meeting. Individuals reaching the requirements may be awarded with Free BPA membership.
- 6.2.2. To qualify for free BPA membership (for forthcoming year regardless of discipline) a judge must be
 - 6.2.2.1. Current BPA Judge as all currency requirements in 3.1 above (in at least one Discipline)
 - 6.2.2.2. Attend Minimum of **Three** events over last consecutive **two** years (in any discipline/s)
 - 6.2.2.3. Minimum events must INCLUDE at least one BPA Competition and one BPA Event as defined in the glossary above
 - 6.2.2.4. Commitment to Judge at BPA Event/s and to retain currency in future, as demonstrated by providing availability to judge in the forthcoming year (tentative or confirmed) in accordance with 3.1.4 above.
- 6.2.3. The decision which BPA Judges to award free membership will be communicated by the Secretary of the Competitions Committee to Membership Services on conclusion of the February Competitions Committee meeting.
- 6.2.4. For BPA judges nominated by the Competitions Committee to attend FAI Judge Training courses, Competitions Committee, will refund full entry fees and reasonable travel expenses (estimated in advance), incurred at the international training event on successfully reaching international rating status. In line with the approach taken to sponsorship for Indoor Skydiving athletes, costs of attending a FAI Judges Course for Indoor Skydiving disciplines will not be refunded (see 2.1.2).
- 6.2.5. Judges are expected to continue judging for the BPA for the 2 years after the BPA has reimbursed them for costs to attend a FAI course.
- 6.2.6. Judges attending other FAI or international events will not normally be covered for expenses by the BPA unless agreed by the Competitions Committee in advance, in special circumstances only. FAI and or other non BPA events may count towards currency as set out in 3.1 above by the Committee.

7. RECOGNITION OF NON-BPA JUDGE RATINGS

7.1. Invitees

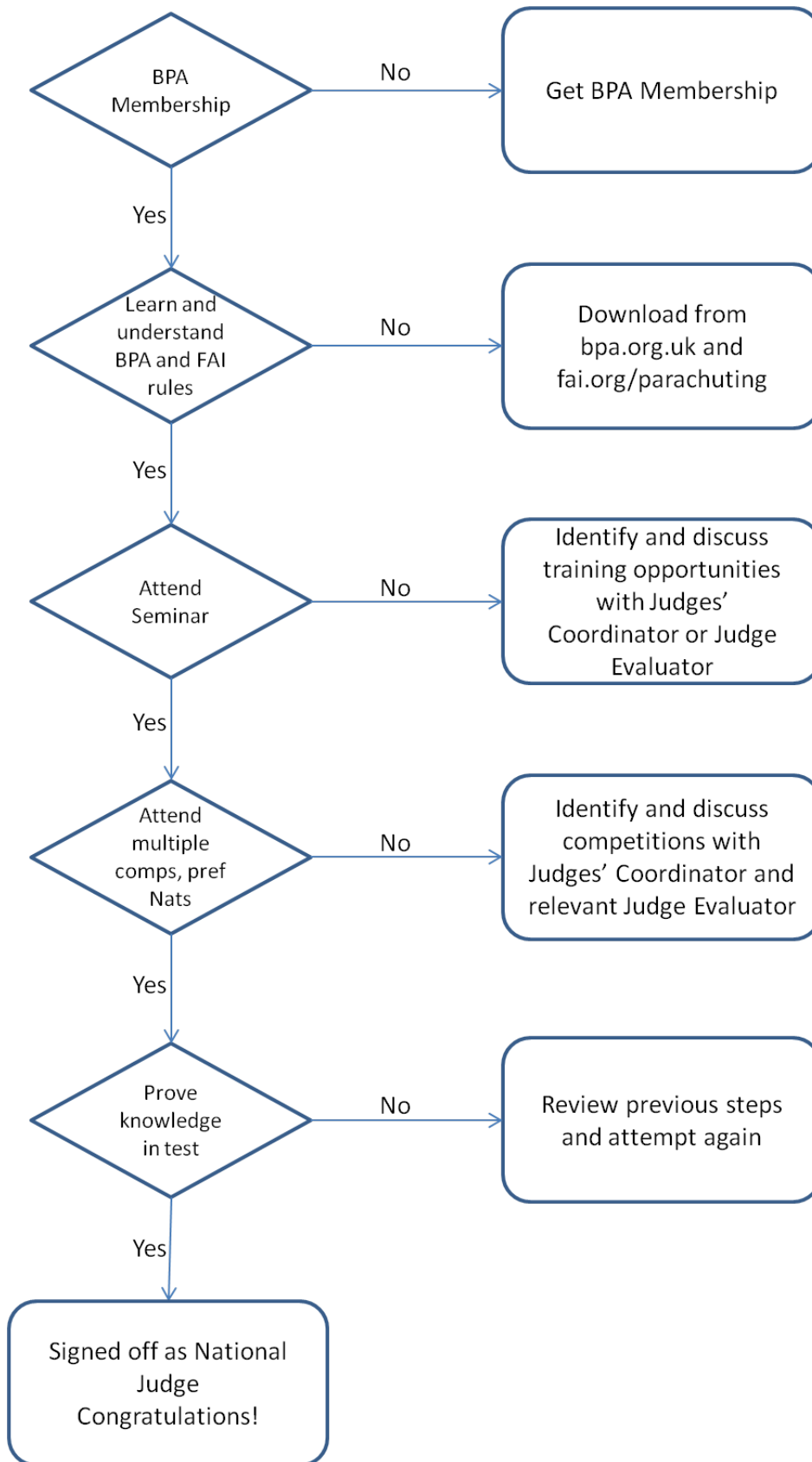
- 7.1.1. Non-BPA Judges invited to judge at BPA competitions who do not hold BPA Judge ratings are expected to hold an FAI or other National rating in the discipline concerned and meet BPA currency requirements. No further evaluation is necessary.
- 7.1.2. The Operations Manual requires that
 - 'All parachutists, riggers, packers, judges and DZ controllers must be current members of the British Parachute Association.'*
- 7.1.3. Invited judges need to become temporary members of the BPA for the duration of the competition they are judging.
- 7.1.4. It is the responsibility of the CJ at each competition to ensure that all judges present have adequate insurance (see 5.1.3)

7.2. Relocations

- 7.2.1. A judge holding national ratings issued by another NAC who has moved to the UK needs to meet the BPA requirements in order to become a national BPA Judge. For the avoidance of doubt, to be a BPA Judge an individual must:
- a) Pass the BPA written test used for Judges in Training
 - b) Be evaluated as competent by a Senior Judge either at an event or using video (for disciplines judged on video) to the same standard as Judges in Training
 - c) Be able to communicate verbally and in writing in English.
- 7.2.2. Judges who hold Category 1 FAI ratings which were previously submitted to IPC Judges Committee by another NAC do not need any further evaluation to be included in the BPA list of FAI judges submitted to the IPC Judges Committee. Holders of Category 2 FAI ratings will need to be evaluated by a Senior Judge to gain re-currency.

Appendix I - Gaining BPA National Rating

The check list below is to assist progression and demonstrate recommended requirements. The order listed is for guidance only, elements can be obtained simultaneously or in an alternative preferred order



Appendix II

Retaining BPA Judge rating (3 events over 2 years)

