

## IMPORTANT INFORMATION

### NOTES FOR JUDGES, DEMONSTRATORS, SPEAKERS & TEACHERS

All members who wish to be included on the Surrey Area lists for any discipline **MUST** be a member of a Surrey Club.

#### **1. Area List of Demonstrators**

##### a) Qualified Demonstrators

Area Club members who are qualified and wish to become Demonstrators on the Area A List should submit their name to the JDS&E Secretary who will take it to the JDS&E Committee for advice and approval. They will then be contacted by the Demonstrators' Representative.

##### b) Candidates in Training (Area B List)

Any member who would like to become a Demonstrator must undertake the necessary training. They should submit their name to the JDS&E Secretary who will take it to the JDS&E Committee for advice and approval and the member will then be contacted by the Demonstrators' Representative.

Once training has begun the member's name will be entered onto the **Area B list**.

After the members name has been added to the Area B List, they must take one or other of the next two Area Tests (these tests may not be within the Surrey Area). Failure to pass the Test will not preclude the member from taking it again but if not taken again within 3 years' their name will be removed from the list.

Having passed the Area Test, the member will be included on the **Area A List** and after 3 years' experience on this, application may be made via the JDS&E Secretary to the JDS&E Committee to take the NAFAS Pre-National Assessment.

#### **2. Area List of Teachers**

The NAFAS National Education Committee aims to promote a high standard of teaching and provides a liaison between NAFAS and the Teachers.

Area Club members who are qualified and wish to be considered for the Area Teachers List should submit their name to the JDS&E Secretary who will take it to the JDS&E Committee for advice and approval. They will then be contacted by the Education Representative.

All Teachers who appear on the Surrey Area List must update the JDS&E via the JDS&E Secretary of the flower courses they are teaching.

#### **3. Area List of Speakers**

Area Club members who are qualified and wish to become Speakers on the Area Speakers' List should submit their name to the JDS&E Secretary who will take it to the JDS&E Committee for advice and approval. They will then be contacted by the Speakers' Representative.

#### **4. Area List of Judges**

Area Club members who are qualified and wish to become Judges on the Area Judges' List should submit their name to the JDS&E Secretary who will take it to the JDS&E Committee for advice and approval. They will then be contacted by the Judges' Representative.

#### **5. General**

When travelling by car to fulfil judging, demonstrating, speaking or teaching bookings, etc., members are advised to make sure they are adequately insured. Mileage rates are in line with current NAFAS guidelines.

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### **IMPORTANT INFORMATION**

#### **GENERAL NOTES FOR CLUBS**

##### **1. Booking a Judge, Demonstrator, Speaker or Teacher**

When seeking to engage a Judge, Demonstrator, Speaker or Teacher, it is essential to give full details about the day, date, time, location of the meeting and flower allowance. All details including fees, cost of flowers, expenses and mileage should be confirmed within and with the exchange of the NAFAS blue booking form (which forms a contract).

It is expected that Clubs contact the Judge, Demonstrator, Speaker or Teacher 2 weeks before the date of the meeting to re-confirm the booking.

##### **2. Complaints**

If there is a need to make a complaint against a Judge, Demonstrator, Speaker, Teacher or Club, contact the Chairman of the JDS&E Committee for details of procedure.

##### **3. Definition of an Open Meeting**

A meeting for which tickets are sold.

Any further information regarding the Area Lists may be obtained from the JDS&E Secretary, Susan Hay on the email: [susanehay@gmail.com](mailto:susanehay@gmail.com)