

Judge Hiring Exchange

The Judge Hiring Exchange is a Tabroom feature that allows judges to advertise their willingness to judge at a tournament. There is no standard or recommended rate of pay. This is determined by the programs and judges - arrangements should be made between the two. The Hiring Exchange is a feature through Tabroom, not the CPFL.

Instructions for Judges using the Hiring Exchange:

- 1. Ensure you have a Tabroom.com account. If you are already attending the tournament and are obligated for rounds for a school, ensure your account is also linked to your school's judge record for the tournament so you do not double book yourself.
- 2. Go to your home page (where you land when you first log in; click your email at top right if you're not there already). Click "Offer Hired Judging Rounds" under Judging at right.
- 3. Find the CPFL Invitation, then enter the number of rounds you have to offer. The tournament must approve rounds before they appear on the hired judge list.
- 4. Coaches should contact you and arrange details and payment rates. Once they have, they may accept your hired rounds requests. You will get emails when a coach accepts your hired rounds. If a coach fails to make arrangements to pay you, contact the CPFL and we will offer you instructions on how to disavow the hire and re-offer the rounds.

Instructions for coaches using the Hiring Exchange:

- 1. Go into your registration for the tournament. Click the Judges tab. Select a judge group.
- 2. If there are hired judges on offer, a link will appear under "Hired Judge Exchange" on the bottom of the page. Click Add Hires.
- 3. Email the judges who have rounds on offer to work out payment; their contact information will be on the page. **It is your responsibility to contact judges and work out arrangements.** There are no standard rates and the CPFL does not manage your payments.
- 4. Ensure all hired judges availability are entered into Tabroom. Your school may be fined for missing rounds, so please work this out ahead of time.
- 5. If you claim a judge's hired rounds without working it out with them first, they should reject the hired rounds and you will not have judge coverage.
- 6. Once you've reached agreement with a judge, enter into Tabroom (following these same steps) the number of rounds you are claiming from each judge. It will notify the judge by email when you've done so, and those rounds will now count towards your judging obligation.