

Good Practice Guide for Club Programme & Competition Secretaries

Booking a Speaker/Judge

It is usually convenient to make the first enquiry by telephone to ensure the requirements and format of your meeting are acceptable to your invitee. A mutually acceptable date can quickly be agreed by telephone or e-mail if appropriate. Be prepared to use the communication medium most acceptable to both parties.

At this initial stage it is important to make sure that Judges are fully aware of the club's requirements on matters such as scoring range, category definitions, commendations and awards, and any other specific requirements. It may also be appropriate to agree the approximate expenses that the Speaker/Judge will expect for attending the event.

Inform the judge about the sequence of images to be projected. For example, do you go through all images in the sequence given without mentioning any awards and then give the awards at the end or do you want the judge to announce commended images in sequence and hold back the placings to be shown in reverse order at the end. Also inform the judge if you announce image titles or if you want the judge to do so and if you announce the author at the end of the judge's comments on the image.

If you would like the judge to supply the results prior to the meeting so that you can re arrange the images to reflect the results, ask the judge at the time of booking and agree how this will be achieved. Please note, you should never ask for results in advanced for inter-club competitions.

If it is a set subject contest ensure the Judge understands how the club will want the set subject interpreted. Also give them details of the usual running time for meetings and if there is to be any break during the evening for refreshments. Always ask if the Judge wants to see the entries prior to the competition rather than cold judging on the night and, if so, how best the entries can be delivered to them.

For Speaker bookings ensure they are asked what equipment, i.e. print stands, will need to be provided by the club and what they will be bringing and if they prefer to present their show straight through. As with Judges, let them know the normal club timings. Also remember to enquire if they want to have access to sound equipment for their presentation. If the Speaker asks to use their own laptop, check carefully how this will interface with any club equipment such as projectors and on-line equipment.

For any event with an external speaker or judge, let them know at the time of booking if you plan to host the meeting in person, using on-line connection e.g. Zoom, or a hybrid of the two. If you plan to record the event, you must obtain the explicit permission of the speaker or judge to do so and how such recordings may subsequently be used.

Promptly confirm an agreed booking in writing usually by email. If your club uses a written Acceptance Form, attach this to the email and request how you want the

recipient to respond. If you send out the confirmation by post, please, and enclose a stamped addressed envelope for the response. Contact the Speaker/Judge around 14 days before the booked date to confirm that all arrangements still stand and send (by post or email) a map or website link that clearly shows the meeting location and includes landmarks that are easily seen at night. Your own sketched map may be much better in this respect than a commercial map. If appropriate, it could be helpful to indicate the most convenient place to park and to reserve this space at the time of the event.

Supply a mobile telephone number for the Speaker/Judge to contact in the event of traffic or other problems, whilst travelling to your Club.

Before the visit

In your published programme always acknowledge the Federation from whose list the name was selected. Also please make a point of using photographic awards, distinctions and honours in your programme and in introductions made at the meeting.

On the night

Be in good time to meet your guest. Most Judges/Speakers will come in their own transport. Save a convenient parking space if possible and help them carry in any print boxes or equipment.

Judges will endeavour to view prints in daylight but may be limited to viewing PDIs on their own desktop or laptop monitors. Clubs should endeavour to provide on the night sufficient lighting for prints and carefully calibrated projection to ensure that authors' work is shown in the best way.

If you want the Judge/Speaker to use a microphone and/or pointer device to move images on, please ensure that they are happy to use these items and have been given adequate instruction on their operation.

Bear in mind that the Speaker/Judge has travelled to visit you and may have quite a journey back home afterwards. If at all possible, keep any announcements to an absolute minimum before introducing them. Better still make announcements at a break whilst they are being provided with refreshments or at the close of the meeting.

Discuss with the Judge where they would like to position themselves to give their appraisal and if prints are being displayed provide helpers to put up and take down.

Ensure that reimbursement of expenses is offered without any request needing to be made. Please note the PAGB recommended rate for car travel is up to 45 pence per mile, unless another form of reimbursement is otherwise agreed at the time of booking.

Above all do be hospitable and make your guest feel welcome and respected. Any comments from the audience should be limited to giving responses to any questions posed by the Speaker/Judge. Supply a drink of water or other appropriate refreshment.

It should go without saying but ensure that someone is detailed to give a vote of thanks to show appreciation to them for their time and effort in giving their assessment of your members' work.

After the event

Please send in feedback on Judges' performance to the NCPF Judges Sub-Committee using the form provided as downloads on the NCPF website. This should be the considered view of the club and is best agreed at a committee meeting or a group of key people rather than a single respondent. Please use the form not just for criticism but importantly to give helpful feedback as this can be very useful for newer judges by way of feedback on their performance.

The information is beneficial to Judges and for monitoring clubs' experience of Judges across our Federation. Such feedback is also helpful when Judges' workshops are being planned.

Separately from any formal feedback, a letter of thanks to the Speaker/Judge from the club is always appreciated.