

Thank you for taking the time to complete our Questionnaire and volunteer your time to become an SPF Judge, it is greatly appreciated. We are very happy to invite you on to the SPF's 'C' list of Judges. We have put together the following to help you.

SPF 'C' List Judges are non-accredited SPF Judges listed in our SPF Directory-Handbook as Judges wishing to gain more practical Judging experience with a view to going on to the SPF's Approved B List, or those waiting to attend an SPF Judging Assessment Day, either as an observer or as a candidate based on the level of practical Judging experience at that time.

The aim of an SPF Assessment Day is to assess you with a view to you being invited onto the SPF 'B' List of accredited Judges. Before then, if you can get some of the Clubs you Judge, to complete an SPF Feedback Form and return it to us, this will give both yourself and us useful information prior to that SPF Assessment Day and may help speed up the process.

Nearer that time, we will ask you for an update on the Judging you have done and any additional changes by the completion of the Questionnaire again, which helps us gauge when best to hold an SPF Assessment Day, and in what capacity to invite you along.

Since we introduced our Questionnaire, we have found that although all applicants see the relevance of the questions on the first page, most don't see the relevance to being a Club Judge, of much of the second page, particularly the participation or attendance at SPF, PAGB or other National or International events. It is therefore useful to point out that the reason behind this is to allow us to see the level of your knowledge of Scottish and UK Club photography, out with your own Club, and how up to date it is.

Regular attendance at these events, will allow you to keep up to date with the quality being produced in our Scottish Clubs and throughout UK Club photography, as well as keeping abreast of the subject matter, trends, and techniques as they happen, which makes you better prepared as a Judge. This is particularly the case where you are asked to Judge to a national Club level as some Clubs may request you to do. Additionally, this knowledge becomes more of a requirement when you progress to our SPF 'B' List of Judges when you may be asked to Judge larger events at a National level. We therefore encourage all our Judges, whatever list they are on, to keep up to date with current Club standards and as wide a variety of subject matter as possible, in this manner.

Based on the answers you have given on your Questionnaire, we may also take this opportunity to indicate where some further photographic, SPF Club, or other practical experience may aid you in your Judging, or help you succeed at a future SPF Assessment Day. We will do this separately in a covering email if we feel this is required in addition to this document.

If you have any questions on this information, please feel free to email or phone me to discuss any time. As soon as we appoint a new SPF Judges Liaison Secretary, we will let you know.

Kind Regards  
Libby  
SPF Judges Assessor

**Full conditions of your SPF Judges listing, together with details and advice can be found on our dedicated SPF website webpage, which contains a wealth of information to help you as a new Judge, as well as those more experienced Judges. This page will be regularly updated. –**

**<https://www.scottish-photographic-federation.org/all-things-judging-and-lecturing>**

On the above webpage you will also find more on the various levels of our SPF Judges, as well as about the SPF Assessment Day itself. We supply the very useful Guidance Notes which form the basis of that Assessment Day under the heading **CONDITIONS OF BOOKING, BOOKING FORMS AND GUIDANCE NOTES** downloads area to guide you through your Judging experiences -

- Guidance Notes 1 – What Judges Should Be Looking For
- Guidance Notes 2 – Quick Reference Checklist
- Guidance Notes 3 – Presentation Skills

You may also find ‘Supplying Images to a Judge for Digital Competitions’ of use also in downloads.

You will also find information on our **FEEDBACK FORMS** under its own heading on the above webpage.

**You will also find additional useful information on the following webpage –**

**<https://www.scottish-photographic-federation.org/competitions-guidance>**

The Competitions Guidance webpage contains everything from Colour Spaces, File-naming and Image Sizing through to Mono and Nature Definitions, AI Guidance and What is and Isn’t Allowed within SPF Competitions, info on Plagiarism, as well as examples of Club Competition Formats, and Equipment considerations.

**Being an SPF listed Judge means agreeing to the conditions laid out under the **CONDITIONS OF BOOKING, BOOKING FORMS AND GUIDANCE NOTES** area on the above SPF webpage. This includes the **PAGB Terms and Conditions and Guidance Notes for Judges and Lecturers** which also applies to **ALL SPF Judges and Lecturers, including when Judging at SPF Clubs.****

**Additionally please note the document ‘**PAGB Conditions for PAGB CMS web listing.**’ and refer to that when reading the last part of this document.**

This area also shows what conditions SPF and PAGB Clubs should abide by when they book you, both at the time of booking and throughout the Judging process. If you need any guidance on what you are being asked to do by a Club, please just ask me.

I have given a few examples in the following -

- The manner of Judging should be agreed between Judge and Club at time of booking.
- You should also ask if results are required prior to the night, if so when so you know the time you have available to Judge.
- whether you are happy or not doing a virtual Judging or being recorded should be confirmed at time of booking, not on the night.
- Confirm what expenses are due to be paid at the time of the booking and agree the method of payment.
- Agree when you require the Prints or Images supplied to you, and how they will be supplied to you if PDIs. (You do not have to accept images by a manner that is difficult for you, the Club should accommodate your requirements).
- What the scoring range is, and if marks are required, if so out of what. How many 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> you can have etc.

## SPF Judges Introduction and General Information\_2024\_1

- You should always receive paperwork either electronic or printed (in a format to suit you) containing competition specific requirements, map and/or directions (inc. how to get into the building) and a scoresheet in the same order as the supplied photos.

A couple of issues that have crept in in recent times are highlighted below –

- When Judging Prints on the night, you should always have the Print on view on an illuminated easel, for yourself and the audience, as reference (You should not be asked to Judge with only a PDI copy of the print on display).
- There is no requirement for you to agree to being recorded or to supply written comments for those who can't attend on the night. Someone from the Club can take notes if required.
- As a Judge you should not change or manipulate any of the images given to you as part of a Judging without the expressed consent of the Club and the Author.

**The MILEAGE RATES & EXPENSES heading** on this webpage also gives you details on the maximum allowed to be charged by our SPF Listed Judges and Lecturers. As an SPF Judge, you must not charge a Fee in addition to Expenses.

For Non-SPF or Non-PAGB Affiliated Clubs you are free to charge what you wish. As an SPF Lecturer, you must not charge a fee, unless you first notify the SPF. You will be listed accordingly.

**We require confirmation of the details that we will list for you.**

**Please confirm all of the following details for your listing in –  
THE SPF DIRECTORY-HANDBOOK**

- Name
- Photographic Distinctions
- Postal Address
- Personal Email Address
- Preferred Phone No.

**Please also indicate if you are happy to -**

- Judge PDI, Mono Prints, Colour Prints, or not as applicable.
- Judge Audio Visual, or not.
- To do 'Virtual' Judgings, or not.
- You can also list a maximum mileage restriction if you wish e.g. max 100mils, or that you are unavailable on a particular night e.g. Not Wed, or you may prefer to police this yourself.

*These details can be amended at any time just with an email.*

**We will use your email address to add you to our E-MAILING LIST.**

(emails are either direct from an SPF Executive Member, or by formatted email or SPF e-flash, and occasionally PAGB e-news). *Examples of what our e-publications look like is given overleaf.*

These communications are used to keep you updated with the business of the SPF and PAGB, and its events as well as rule changes. We also do admin updates of our lists by that method from time to time, and updates to our procedures.

A copy of the SPF DIRECTORY-HANDBOOK will be issued to you regularly by email containing a link for you to download a copy, but we request that you keep us updated as soon as possible as regards any changes to your details.

This is only supplied to SPF Clubs, Judges and Lecturers, and the SPF Executive. Our data protection policy is available from the following page of our website –

<https://www.scottish-photographic-federation.org/about>

Libby Smith - 01555 750737 - [libby.neilsmith@btinternet.com](mailto:libby.neilsmith@btinternet.com) or [libbyneilsmith@virginmedia.com](mailto:libbyneilsmith@virginmedia.com)

**We will also add you to the PAGB CMS WEBSITE ONLINE WEB LISTING**

(Replacing the old PAGB Handbook) - Please see the following page for full details.

The PAGB CES (newly called the CMS - Club Management System) website holds information such as contact details and Club and Federation memberships, together with Judges and Lecturer's lists from throughout the PAGB (previously supplied as part of the PAGB Handbook), as well as PAGB Recorded Lectures and access to enter PAGB Competitions (like entry to the Masters of Print, GB Cup and Trophy) etc.

**Your details used for this PAGB CMS WEBSITE ONLINE WEB listing are –**

- Name (and Distinctions if supplied), Postcode, Personal email address (and phone number).
- Whether you are happy to do - In Person and/or Virtual Judging.
- Any restrictions re mileages or night.

*After we set this up for you, if you create, or already have a login to this site, you can amend many aspects of your listing for yourself or send me an email and I will help.*

- **Your details will be able to be accessed as an SPF C List Judge by SPF Clubs only.**
- Only Club, SPF and PAGB Committee Members who have a verified log-in have access to your full information.
- Individual Members who have a login can see that you are a Judge but none of your contact details. (Once you are listed as an SPF B List Judge, Clubs from throughout the PAGB will have access to book you.)

More info on the PAGB CMS (including a couple of videos) can be found on the following SPF webpage under the PAGB CMS heading -

<https://www.scottish-photographic-federation.org/general-guidance>

**You can of course decline from being added to this PAGB listing, or if you would like to discuss further before committing, please contact me. I am also an administrator on this PAGB CMS website so am well placed to answer your concerns.**

*Examples of what our SPF e-publications look like are given below.*

