

# Scottish Photographic Federation

## Breach of Rules Procedures

This procedure applies to Breaches of Rules in SPF events and applies to any Breaches of our Code of Conduct whether at SPF events or activities and the conduct of related and general business. They involve interactions between individual Club members and others, both in person and virtually.

### Event Management

The SPF organises competitions and events for the benefit of its member Clubs, and their individual members. The conduct of each event is governed by its own published rules. Management of each event is delegated to an Event Co-ordinator and team by the SPF Executive Committee, under the chairpersonship of the SPF President.

There is a reasonable expectation that all entrants i.e. Clubs or individuals, will comply with the event rules in the interests of a fair outcome. Awarded images may be reviewed individually but, normally, the SPF will assume that entrants have complied unless some issue becomes apparent or a query or complaint is received.

The SPF accepts that entrants can make mistakes. Issues can arise with repetition of an image, by exceeding a quota in a section, or not complying with criteria such as monochrome or nature eligibility.

Issues can arise before, during or after the event. If the problem is detected before the event, it may be possible to resolve the problem immediately e.g. by a substitution or withdrawal. However, if the breach is discovered during or after the event, the Event Co-ordinator may then apply a remedy, generally by disqualifying the image and awarding a score of zero. This action may cause an order of merit to be changed, or an award to be withdrawn.

Where the Event Co-ordinator raises an issue with an entrant, informal resolution is highly desirable. It is very important that the entrant cooperates fully by investigating thoroughly and admitting promptly to any mistake. For a Club or Federation entry, this should include discussion with the individual photographer. Provided that the issue is resolved to the satisfaction of the Event Co-ordinator, there need be no formal referral to the SPF Standards Subcommittee.

Since the SPF Standards Subcommittee is not involved at this stage, all communications, including any appeals, should be directed to the SPF Event Co-ordinator.

**Code of Conduct.** Refer to SPF Code of Conduct document available from the About area of the SPF website, or from the SPF General Secretary.

### Formal Enquiry

Where the Event Co-ordinator or Executive Member has been unable to resolve an issue with an entrant, then the matter may be referred for a formal enquiry by the SPF Standards Subcommittee. The SPF Standards Committee which will comprise the SPF President, Senior Vice President, Junior Vice President, Immediate Past President, Hon Vice President, Treasurer and General Secretary.

Where an entrant or individual wishes to appeal a decision by the Event Co-ordinator, or Executive Member then the entrant may ask the SPF Standards Subcommittee to intervene by contacting the SPF General Secretary or SPF President.

In both cases, it must first be established whether the SPF Standards Subcommittee will assist with informal resolution by the Event Co-ordinator, or whether the SPF Standards Subcommittee will institute a formal enquiry.

A formal enquiry will be managed by the SPF Standards Subcommittee. The SPF President or General Secretary will assemble a panel from the Subcommittee members to investigate and report on the facts. They may seek other expertise from out with their Subcommittee on a

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confidential basis if felt useful. Their report, which may include a recommendation for a sanction, will be made to the full SPF Standards Subcommittee, who will determine any action.

Once the SPF Standards Subcommittee decision has been made, the SPF General Secretary will manage all correspondence, including advising the right of appeal. An appeal may be made against the decision of fact or against any sanction and must be lodged with the SPF General Secretary within 30 days of the notice of decision. A decision of the appeal panel will be final.

Any appeal made will go to the full SPF Executive Committee to decide. Their decision will be final.

## Sanctions

The purpose of a sanction is to indicate that the individual acted inappropriately, or the entrant or individual failed in their responsibility to others either by actions or to make a fair entry.

Every case is different and, fortunately, cases brought to the SPF for formal enquiry are rare. The SPF has no standard scale of sanctions but the Subcommittee will take the following into consideration:

- the severity of the breach of rules.
- any lack of cooperation or obstruction of the enquiry.
- whether the Executive considers a repeat breach to be possible.
- whether there has been a previous breach.
- the experience of the photographer, in so far as that might increase the expectation that the photographer should be aware of the detail and import of the rule breached.

Where the Subcommittee considers the breach to be sufficiently minor and unlikely to be repeated, then they may conclude the case with a letter of warning.

Where the issue involves contributions made via an SPF social media platform, the relevant Terms of Use Policy may involve removal of content from SPF platforms and sanctions on the contributor.

Where the breach arose because an entrant, acting as agent, wrongly submitted an image by a photographer, and there was no fault by the photographer, then the Subcommittee may issue a letter of warning.

Where the Subcommittee considers the case to be a more serious rule infringement, it may order a sanction of between one and three years. The exact duration will be from the date of decision and a specified end date.

The sanction may take the form of a prohibition on entry to SPF events, and eligibility to enter PAGB events through SPF membership. During the sanction period, all SPF event organisers will be issued with the names of those on the current sanctions list and will be required to disallow entries by those sanctioned. The details may also be notified to PAGB or FIAP.

The SPF General Secretary retains records of enquiries and of sanctions after their expiry. It will take a particularly serious view of any previous breaches and may impose a sanction of longer than three years.

## Information from Other Photographic Organisations

The SPF may receive information from another organisation, about an individual and a breach of the rules of that other organisation, possibly including a sanction e.g. PAGB or FIAP.

The SPF Standards Subcommittee will consider the information and reserves the right to apply a sanction in relation to SPF events.

This document should be read in conjunction with the various SPF Event Rules and Definitions, together with the SPF What is and Isn't Allowed document, also with the SPF Code of Conduct and other relevant documentation supplied in the General Guidance area of our SPF website.