

**Minutes of SPF Judges Meeting on Sunday 3<sup>rd</sup> Sept 2017**  
**at Stirling Court Hotel, Stirling at 10am**

<b>PRESENT</b>	Hunter Kennedy – President**	Neil Smith – General Secretary
Libby Smith – Hon Vice President**	Rod Wheelans**	John R Simpson
Ian Sturrock	Bob Collins	Neil Scott
Richard Bingham	David Hay	Peter Paterson
Allan Gawthorpe	John McVie	Gordon Rae
Ian Tully	Andy Hayes	Doug Berndt
Clive Watkins	David Sadler	Charles Summers
Scott K Marshall	Ron Bell	Robert Fulton
<b>APOLOGIES</b>	Rob Davis	Findlay Rankin
Stan Farrow	Sue & Doug Hamilton	Alastair Cochrane
Matt Johnston	Nicola Shepherd	Elsbeth Fear
Ian McCurrach	Guy Phillips	Piers Hemy
Al Buntin	Roy Smith	Eddie Telford
Roy Gibson	Andy Bennetts	Malcolm McBeath
Clive D Turner		

A total of 22 SPF Judges were in attendance, \*\*three of whom were also there on behalf of the SPF. The minutes of the meeting were taken by the SPF General Secretary, Neil Smith.

**1 President’s Opening Remarks** - Hunter Kennedy, SPF President, chaired the meeting. Hunter welcomed everyone to the Meeting, and introduced members of the SPF Executive attending, and invited all present to introduce themselves.

**2 Previous Meeting’s Minutes** – Amendment – Apologies; add Malcolm McBeath. Also note that Malcolm thought it more important to find more Judges than the introduction of the Forms.

With these amendments the previous Minutes were proposed and seconded by Rod Wheelans, Allan Gawthorpe.

**3 Overview of the ‘Feedback Forms Trial’** by the SPF from Forms received. It was outlined that George Neilson had stepped down from the SPF EC, early in to the trial, and although some Forms were forwarded, we are not sure that we have received all of them. Libby had collated those we had received onto a spreadsheet. Please see Appendix 1 for Libby’s bullet points to the meeting from this information.

It was clarified that if a Form was received from either party, after a couple of weeks had passed it, it was forwarded on to the other party, as agreed at the previous meeting. The SPF send the Judge’s forms on the Club Secretary, as that is the contact that the SPF holds for the Club. The forms are not supplied to anyone other than the Judge or the Club, other than members of the SPF administering the trial.

It was reiterated that it was important that positive reports be given as well. The process was not just meant to record negative points, as had been intimated by some people.

Some Judges said that they had not received any forms. Libby confirmed the Judges that forms had been received from and forwarded to.

**4 Judge’s Comments** on how they feel the ‘Trial’ has gone (Please also see Appendix 2 re comments from Judges who could not attend)

Generally all present bar one Judge present felt it was a positive step. That the trial required to continue as there was not enough participation or awareness yet. It needed some time to bed in. It is a useful educational process.

It was noted that Beginners are not always identified, and some Clubs have an expectation that more marks should be given to Beginners – More advice should be given.

One Judge had been against the forms. When an instance arose where a problem with a Club, he thought it better to handle in person. He felt Feedback to a third party was not so good. It was pointed out that a Form would have been forwarded to the Club directly, it was not the SPF that would deal with any such issue.

Another Judge had not completed any forms, nor had his Club, although he felt he was probably still in favour of the forms. He had felt uncomfortable doing so as his Club representative, as one judge had said 'I hope you are not going to send in a form on me' He felt there should be more guidance or encouragement to fill in the form, and the benefits of doing so.

Generally, all Judges who had had forms completed on them were very happy with the feedback, even although points had been made in the forms, even if not everything was positive. Those who hadn't received any forms intimated that they did wish to receive feedback on their Judging, as they saw this as a positive thing and a means of improving.

It was suggested by a number of Judges, that Judges should encourage Clubs to fill in the forms themselves. It was asked if the forms could be completed and submitted totally online – This was not thought practical given the wide range of computer abilities of individuals.

The SPF were asked if they could put the collation information on the SPF website without Names or Dates – This was agreed.

In the main we need a bigger sample and need to encourage more Clubs and Judges to participate.

Judges wondered what the Clubs thought. It is the SPF's intention following this Judges meeting to canvas the Clubs, although two emails from Clubs had been received saying they were delighted to receive the feedback, and information on ways they could improve.

##### **5 How the initial aims of the Feedback Forms introduction have been met**

- The other party's point of view has been given – i.e. How the length of a break impacts on the Judging time; or How the Club does not feel that Beginners are being encouraged, although the Judge felt he/she was being encouraging.
- Time will tell if improvements are made. It has not been running long enough, and there is too small a sample yet to tell.
- The SPF feel they have gained useful information, and has highlighted areas where additional guidance may be needed.
- The information received re time constraints and quantities to be Judged, is useful information for both Clubs and Judges alike. The SPF will continue to monitor this aspect, as again it can prove useful guidance for Clubs.

It was generally felt that the aims had been met, but a larger sample of forms is required.

The Forms acted as a check list for both parties, but it was agreed that more guidance should be given on how the forms should be completed by both parties, and what various categories meant. It was also felt that it would be useful for more explanation be given for why the forms should be completed, and the benefits of the information. In particular, emphasising the fact that the forms were also for positive comments, this was not purely a mechanism for complaining.

It was felt it would be useful to ask Clubs why they don't complete forms.

## **6 The Way Forward –**

**Should the Forms Continue?** – A vote was taken - 1 Against; 2 Abstained, the remainder were in favour of the Forms continuing.

- The SPF EC feel that this should be driven by the wish of the Clubs / Judges. But; The SPF see the Forms as being useful for the progression of the new C List Judges, to progress to Assessment Day or B List.
- It was generally felt that the scheme needs to be 'sold' more to all parties, to encourage more feedback, to give us a better sample of opinion. Even those who had been sceptical previously agreed that it should continue and be trialled for a longer period.

## **Suggested Changes/Amendments –**

- Additional Guidance Notes should be given generally, and in particular re how a Club should complete the Forms e.g. Committee, after obtaining the membership's views, considers factors on the night/quantity of entry/whether Beginners marked etc. Or what to consider when completing the form e.g. Is the introduction short because of the lack of time allowed for the Judging.
- Suggested that Clubs/Judges ask for forms to be completed if they want the feedback.
- The SPF Club's perspective – Clubs will be emailed for their views after this meeting.

Whether or not any changes were required to the Forms was considered, and a lengthy discussion followed re the 4 to 1 scoring range. Whether 1 to 5 should be introduced or wording changed. It was also felt that to allow cohesion of the collated information that perhaps it should not be changed at this time.

A vote was then taken re the 1 to 4 scoring range remaining, but changing the wording for 2 to 'development required' and keeping the existing wording on others; With one vote against this was agreed.

The following amendments were also agreed –

- Add Competition Secretary's email address to the Judge's form so form can also be sent to them.
- 'Not Applicable' to be added as an option
- Add quality of projection/print display to forms - Guidance is also required on projection of digital images and on illumination of prints. Libby suggested that a Greyscale Stepwedge also be supplied on the SPF Website with instructions.

The SPF was asked if the meeting would see minutes of this meeting and updated forms, for approval prior to being issued. Libby said this was not practical in the timescale, and that further changes may come about from the Club's feedback. The minutes would be added to the SPF Website, and the Clubs would be canvassed for opinion after all of them had started back. The details of that would also be added to the website. Judges were free to make comment on the information, as it appears on the website.

Everything to do with this process and Judging generally can be found on the SPF website page [www.scottish-photographic-federation.org/all-things-judging](http://www.scottish-photographic-federation.org/all-things-judging)

Another meeting of the Judges would be called in another year to discuss how the additional trial year had gone.

## **7 C List and Assessment Days Update –** (Please see Appendix 3 for additional details on the new Questionnaire)

There are now two methods of becoming an SPF Judge, both via a questionnaire; This can be obtained from the webpage mentioned above. The questionnaire will allow prospective Judges to go either on to a 'C' List of un-accredited judges, and/or on to a waiting list for a space on the next SPF Judges Assessment Day, dependent on their current knowledge and experience, with a view to becoming 'B' List SPF Accredited Judges. The 'C' List will allow interested parties the opportunity to

gain some practical experience and additional knowledge, while expanding the pool of available Judges for the Clubs. It is our intention to publicise this 'C' List and new process quite widely to try and encourage as many people as possible to try Judging.

- It is not expected that all of the questions on the questionnaire can be answered by many applicants, but it helps to show what they can do to improve their knowledge etc. and help to show progress as well - It was suggested that this be made clear in the additional notes and guidance provided so that it did not scare Judges off.
- This new process also allows an additional mechanism for Judges to progress from C List to Assessment Day then to B List, or C List to B List if positive Feedback Forms are received; Meaning waiting for an Assessment Day doesn't hold up their progress.
- This should mean a higher 'invite' rate on to our Accredited 'B' List following our Assessment Days with more applicants gaining necessary experience before applying.
- It would also be useful for Prospective Judges to approach a Judge local to them for help/ guidance/ mentoring – A number of Judges who attended the meeting would be happy to help in this way.

**8 AOCB –**

- a) Piers Hemy, Cromarty - Should we charge a fee to those wishing to attend an Assessment Day? – Piers' correspondence was read out to the meeting, and background given by the SPF of non-central belt workshops, and approximate costs. The Judges present did not think that charging would encourage attendees to the Assessment Days, and thought it unworkable. They also felt that any prospective Judges had to be prepared to travel. The SPF stated that it was its intention to hold all future Assessment Days at Stirling.

With no other business the Meeting ended at 1pm.

## Appendix 1 - SPF's Collation of Feedback Forms Received to Date

- 74 Forms were returned – Unfortunately we didn't receive many for the dates prior to George Neilson's resignation on health grounds. We have only 2 in October; The remainder from 10<sup>th</sup> Nov to 27<sup>th</sup> Apr (6 months out of the 8)
- 33 Forms were completed by Clubs, however that is made up of only 12 Clubs, who returned forms on 26 Judges, however participation was a mix of small and large clubs.
- 41 Forms were completed by Judges, however that was also made up of only 12 Judges, who returned forms on 36 Clubs between them. Participation was by both new and long standing Judges.
- In only 6 instances did both Club and Judge completed a form on the same Judging

### The following categories scoring (2 or less) from a Club - (from 33 Forms)

- Clarity of intro - 3 *Judge will take lead from Club if time is short*
- **Encouraging to Beg – 8** *Are beginners indicated*
- Enthusiasm – 3
- Clear Speaker – 3
- Constructive Comments & Encouraging – 1
- Confidence – 1
- Match Marks to Results – 4
- **Timekeeping – 5** *Were there influences out with the Judge's control – overlong break/late start – Too many entries?*

### The following categories scoring (2 or less) from a Judge – (from 41 Forms)

- Reminder Contact OK – 0
- **Work Delivered in timescale – 8 (6 scoring 1)** *A number a week or less/ Clubs need to allow longer particularly if a large entry. The Judge may have several Clubs to Judge*
- **Prep time adequate – 6** *Ditto*
- Prints in correct order – 3
- PDIs in correct order - 3
- Were you given all Instructions – 4
- Adequate Directions – 4 (One score 0)
- **Was Presentation time adequate – 6** *Panels take longer to Judge/Again overlong break..*
- **Club's Intro and Vote of Thanks – 8** *Judge will take lead from Club if time is short*
- Emergency No – 5 No
- Parking Arranged – 22 no ( *A number said wasn't required*)
- Expenses given without asking – 0
- One of the Judgings where both completed the forms –
  - 130 photos;
  - Judge scored a 2 for encouraging to beginners;
  - Club scored a 2 for adequacy of presentation time
  - (And 1 for work delivered; and 2 for prep time)
  - One Club commented on marking low although review of their Club guidelines would suggest Judge marked in accordance with them

There was only one instance where SPF thought they should offer advice to the Club on completing the form, although we did have a few verbal comments where Judges felt a few comments/marks were unfair/unjustified given the Club's set-up/expectations.

## Appendix 2 - Comments from Judges who gave their apologies

**Judge 1** - Feedback Forms – I can only give my experience of how things went with the forms.

Club - In practice, there were not that many occasions where the forms were completed because we didn't have loads of competitions – it was me who completed them on behalf of my Club. From memory, I don't remember any really adverse comments recorded on the forms, and generally the judging has been good over the last season. Of course, there will always be an image that scored well in one competition only to be scored less well by a different judge, but as a generalisation, consistency was good.

Judge - I judged a few competitions myself but I've not had any feedback on whether forms were submitted or not. (Quite happy to get my results by the way!)

Should it continue? – Well I think a point has been made, but having not seen results from others it's difficult to say if there's been an improvement in standards. My proposal would be that even if we feel there has been mixed results, keep it going for another year and review.

**Judge 2** - Maybe some sort of mentoring system by experienced judges at clubs - a friend at DPS was asked to judge at a nearby club, wanted to do it but was apprehensive & nervous. I went through the process with him, went to the club with him on the night, & had a post-match chat about how it had gone. The experience has not put him off, I've explained about Assessment Days, SPF lists etc, & with encouragement he would make a good judge. There must be quite a few others like him in the Clubs.

**Judge 3** - I am wholly in favour of the feedback forms continuing in use. Having said that, I must admit that I have yet to have any experience of them in use, reflecting that I only became accredited at the end of 2016

Highland judges. SPF clubs hereabouts are accustomed to "making do" as the cost of bring a judge up from the Central Belt (or even Aberdeen) is prohibitive, and I suspect use of an accredited judge never enters the mind of a competitions secretary. We need more of us, and to do that we need to have a Judge Assessment course "up here".

**Judge 4** - I applaud the SPF coming to grips with the thorny issue of Judging as experienced by both Club Members and Judges alike. I generally Judge at over a dozen or so Clubs in a season and the Guidelines offered regarding judging and evaluation has certainly stimulated much discussion.

Personally, although having been judging for some 45 years or so, I find the feedback forms from Clubs to be helpful, and gives the Judge a valuable insight as to their "performance" and a access to a varied sample of opinion. I wish you every success in developing the "feedback " forms and the current strategy.

It will no doubt take some time to "bed in" and undoubtedly meet with resistance from some, but in my opinion is well worth while.

**Judge 5** - Re the feedback forms – we've never bothered with them. No club has been so awful that we've felt moved to complain about them and, as everyone involved is a volunteer anyway it seems a bit petty to formalise complaints. We've no idea if any Club has submitted a form to you commenting on our performance but, as the same ones keep asking us back they can't be too unhappy. None of the ones we have visited this session have mentioned them anyway.

**Judge 6** - I would comment that I seem to have done far more than my fair share of judging this year, but as far as I am aware no clubs have given feedback on my performance.

## Appendix 3 – Details of the A, B and C Lists and new Questionnaire Process

Details and downloads as detailed below can all be found on the SPF Website, on the web address given in the footer of this document.

### SPF Judges

The SPF maintains a list of individuals from our member clubs who are willing to give their time to visit our SPF clubs as SPF Judges and/or SPF Lecturers. All SPF Judges are listed within the SPF Directory.

The SPF maintains three levels of Judges on their lists (As of July 2016 Judge's Meeting Approval). The reason for the introduction of the three different lists of Judges, is to try and facilitate more SPF members being able to gain practical Judging experience, at an earlier stage, by making their names known to Clubs that they are willing to Judge. This also gives Clubs more Judges to select from, and hopefully aids the process of more SPF members becoming SPF Accredited Judges in the future. More details are given below on the three levels.

**SPF 'A' List Judges** - These are both SPF and PAGB accredited and listed Judges. These are judges shown to have National/PAGB/International Judging experience. This list is also included in our SPF Directory. The 'A' List of Judges was the existing PAGB Approved SPF Judges as listed in the PAGB Handbook on the PAGB's own list of Judges page - Only the PAGB can approve addition to this list (See the PAGB Handbook for details)

**SPF 'B' List Judges** - These are SPF accredited Judges, and listed in our SPF Directory. These are Judges who the SPF has approved and invited on to their list, many following an SPF Judge's Assessment Day (or Workshop). These are Judges who have shown the SPF they hold both the knowledge and experience of photography, and that of SPF Club photography, along with the practical experience and skills to Judge.

**NEW SPF 'C' List Judges** - These are as yet non-SPF accredited Judges, and listed in our SPF Directory. These are Judges willing to Judge, but wishing to gain more practical Judging experience or before attending an SPF Assessment Day, with a view to going on the SPF 'B' List. A 'Questionnaire for Prospective SPF Judges' requires to be completed by all prospective 'C' List candidates to show they have the basic knowledge/experience required before they will be listed. It is encouraged that 'Feedback Forms' are completed by Clubs for Judges on this list, which may help them progress their status more quickly. More details are supplied under **Becoming a Judge** on this page.

We would ask all Judges and Lecturers to let us know as soon as there are any amendments to the details listed in our SPF Directory. (A copy of this Directory will be available with restricted access once our Member's Area is in operation). A contact form is supplied for this purpose at the end of the listings in our Directory and also below.

You can send these forms to [SPF Lecturer's Secretary](#) Ian Sturrock or to the [SPF General Secretary](#), or both. Full contact details for these Executive Members are in your SPF Directory.

Interested in Becoming a Judge?

Since the introduction of the three new Lists of SPF Judges, there are now two ways of becoming an SPF Judge. For both a 'Questionnaire' requires to be completed and submitted.

We will use the 'Questionnaire' to assess if you already have the necessary knowledge and practical experience to be added to the next SPF Judges Assessment Day with an aim to be added to the SPF 'B' List of Accredited Judges. You would be placed on the SPF 'C' List of non-accredited Judges in the interim.

OR; If the 'Questionnaire' indicates that you require to gain more practical experience, or a wider knowledge of SPF Club Photography, before being invited to attend an SPF Judges Assessment Day; You would be placed on the SPF 'C' List of non-accredited Judges to give you the opportunity to gain that knowledge/experience.

If we feel you are applying to become a Judge too early, we may decline to add you to the 'C' List at this time but give guidance as required.

A copy of the 'Questionnaire for Prospective SPF Judges' is available to download below. Before submitting, please read the information provided in both of the following areas on this page - 'SPF Judges - C List' and 'SPF Judges - Assessment Day'

### Downloads



[Questionnaire for Prospective SPF Judges](#)

#### SPF Judges - C List

SPF C List Judges are as yet non-SPF accredited Judges, but are listed in our SPF Directory. There can be two types of Judges on this list at any time as detailed below.

Some may be Judges willing to Judge, but who require to gain practical Judging experience, or a wider knowledge of SPF Club photography, before attending an SPF Assessment Day.

Others may be on a waiting list for the next SPF Assessment Day, having already gained the necessary practical or photographic knowledge required to be added to that list, with a view to become SPF 'B' Listed Judges.

A 'Questionnaire for Prospective SPF Judges' requires to be completed by all prospective 'C' List candidates to show they have the basic knowledge/experience required before they will be listed.

It is encouraged that 'Feedback Forms' are completed by Clubs for all Judges on this list, which may help them progress their status more quickly. More details are supplied under **Becoming a Judge** on this page.

#### SPF Judges - Assessment Day

The SPF runs these Assessments for those interested in becoming an SPF accredited Judge. They are for Club members interested in Judging, but before attending you should have had some practical Judging experience.

The purpose of the SPF Judges Assessment Day is to ascertain if you are ready to be added to the SPF's 'B' List of Accredited Judges details of which will be listed in the SPF Directory. This is our opportunity to see prospective 'B' List Judges in action, with a view to inviting a few new faces on to our SPF Judges list. Judging Assessment Days are popular, although slightly misunderstood - They are not intended to tell you what Judges are looking for, or how to Judge, but instead are an opportunity for the SPF to invite new



Judges on to their list, or for those with some Judging experience to hone their skills. These have now changed their names from 'Workshops' to try and avoid confusion.

These Assessment Days are free and are open to all SPF club members, and must be pre-booked, but observers are not permitted. Applicants require to complete a 'Questionnaire' which should show if they hold both the knowledge and experience of photography, and that of SPF Club photography, along with the practical experience and/or presentation skills to attend an Assessment Day, with a view to be invited on to the SPF 'B' List. We will use the Questionnaire supplied to assess if you already have the experience to benefit from this Assessment Day. We try to run this event annually.

During the Day we will discuss with you the pleasures and pitfalls of Judging, what clubs will expect, what you should expect, along with presentation skills. You will be asked to demonstrate your own presentation and judging skills with practical presentations.

Please see further details below on the SPF Judges Assessment Day or contact the SPF General Secretary. Some Guidance Notes, as supplied to attendees of the Assessment Day, are available to download in the Booking and Guidance area below to assist all levels of Judges (See Judges Guidance Notes 1, 2 and 3)

### Downloads



[SPF Judges Assessment Day](#)

**Additional Downloads on Website** – These are some of the documents supplied at our SPF Assessment Days



[SPF Judging Guidance Notes 1 - What Judges Should be Looking For](#)



[SPF Judging Guidance Notes 2 - Quick Reference Checklist](#)



[SPF Judging Guidance Notes 3 - Presentation Skills](#)