

Basic Guidelines for Operating PSA Division Interclub Competitions

Revised September 2019

1. Break the clubs participating into groups according to scoring records (new clubs compete in the bottom group and move up as new clubs join. This makes competitions more manageable for the Director and the host clubs. If there is more than one group, the Director will move the top three clubs up, per updated Guidelines, and if possible, move the lowest three clubs down.
2. Each competition will require one (1) host club for each group. The Host Judging Club for any given group cannot be a member club of the group they judge. This eliminates conflicts of interest where host club judges are judging their competitors' images.
3. One (1) round of make ups is allowed for the competition season.
4. It is highly desirable, though not mandatory, for the Inter Club Director to create a Slide Show Video that includes the "*Best---of---the Year*" (BOY). (See Guidelines for determining the BOY. Participants look forward to the possibility of being included in this summary, and the show can be viewed on the web site by many people in and beyond the Division as a great PSA recruitment tool for new club and individual members.
5. Ensure the Host Club has the Score Sheet where each club's six (6) makers' names and image titles are recorded (This is generated by the software. If clubs enter multiple times, and do not follow directions, sometimes extra images are generated, and the Director can check the entry files, and remove the older dated files.)
6. Clubs in all groups should expect to serve as the host club about every three (3) years, depending on the number of participating clubs. Host clubs select the judges. Three (3) judges should be used for each competition. Host clubs may invite judges that are not members of the host club, as long as the outside judge is not a participant in any of the clubs being judged. Neither the Host Club Chairperson nor any relative of any competitor may serve as a Judge. The same scoring range shall be used for all competitions (see 9 below). The judges shall decide all awards
7. The awards should equal a total of 20% with 10% of the participants receiving Merit and 10% of the participants receiving Honorable Mention
8. Judges should use the standard 1-5 scoring system and use the full range for a total of 15 points maximum. [It may help to suggest judges think of a five (5) as an award, a four (4) as a salon quality image, a three (3) as a good image, a two (2) as an average image, and a one (1) as a flawed or disqualified image.
9. The Competition Director should check for accuracy and correctness of the final returned results. Directors are expected to keep a record of clubs' submissions.

10. Be sure that all clubs receive both individual and club scores. Indicate that Club Representatives should announce results and distribute ribbons after each competition and announce the club's standing as soon as it is possible. Examples of this can be by announcing Merit and HM winners at club meetings, club newsletters, club websites, and/or social media.
11. Instruct Interclub Representative on getting signed releases on the "PERMISSION FOR PSA TO USE IMAGES FROM INTERCLUB COMPETITION" form found on the Competition's site. https://psa-photo.org/useruploads/files/psa_admin/Interclub-permission-other-divisions-v12.doc
12. Directors should create a timeline that includes an email to request Host judging clubs before the competition year begins; notification of the new deadline dates; request for new club representative information; and identify dates when to send reminders to the clubs about the upcoming competition deadlines.
13. Update the email list with new clubs and new Interclub Representative's email by updating the CSV file found on the web entry site. In the case of a small Division competition where this process may not be used, contact the PSA web editor psawebeditor@gmail.com.
14. Verify that participating clubs are PSA members with dues paid.
15. Directors are expected to send **results and winning images to the PSA web editor**.
16. Publicity: Information for the competition year should be included in the PSA *Projector*, the *PSA Journal*, E-news with the Internal Communications Director, and online.
17. **Give explicit instructions to the Interclub Representatives** submitting their clubs' images. These instructions should include:
 - How to keep his/her club's and club members' competition records. If you wish, suggest, or provide a standard spreadsheet format for doing this. Since it is important that there be no duplications submitted across years if possible, suggest that club representatives use only recent images.
 - It is a must that records are passed on from one representative to the succeeding Interclub Representative. Insist on this.
 - Entries will be shown in sequence order to match the auto generated score sheet and file name of the image.
 - It is up to the club how images are selected for competitions. Two possible methods are using club winners or having a selection committee.

- No two (2) clubs may submit images by the same individual. The Interclub Representative must be sure that any members belonging to more than one (1) club only allow one (1) of those clubs to use his or her images. The first image received by a single maker will be considered the legitimate entry. **If possible, a Director will notify the club submitting a second image from a previously submitted person, that that image is not eligible and give the club a chance to submit a replacement image.**
- Indicate how to enter the images to the Interclub Rep, e.g. file size, naming of images. The Interclub website has the capacity to identify unacceptable sizes and advise the entering club.
- Advise Interclub Representatives to retain the club email confirmations received from you, the Competition Director, in the records kept for the club.
- Photography clubs have the responsibility for policing the ethics and plagiarism of their own members. If any participant becomes aware of a violation, it is important that he/she make the Division Competition Director aware. The Competition Director should see that inappropriate images are not posted on the website or anywhere else.

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