

Basic Guidelines for Operating PSA Division Competitions

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Directors of INDIVIDUAL Competitions

1. Keep a running list of participants with contact information (this will change each year). Create an email list to readily communicate with all participants. This provides a Master Mailing List (MML) for future competitions.
2. Ask for participant's membership number on the entry form, but also verify that a person entering the competition is a PSA member.
3. Select three judges that are not related to one another. Relatives of judges should not enter the competition. You as Director should not serve as a judge.
4. All awards and honorable mentions are to be selected by the judges, not by you as Director or another person. *Accepted images* should be based on the number of entries and the scoring range. (Note: the use of accepted images is a way to encourage continued participation as well as to provide participants ideas for their future images.)
5. Report results promptly to all participants, using available software tools.
6. Keep a history record of the annual competitions noting the awards and HMs that are given, as well as those reported as accepted.

Directors of INTER CLUB Competitions

1. General directions for Inter Club Directors

- a) Break a competition into sub---groups according to scoring records (new clubs compete in the bottom group and move up). This makes competitions more manageable for the Director and the host clubs.
- b) Each competition will require one host club for each group. The host club for any given group cannot be a member club of that group. This eliminates conflicts of interest where host club judges are judging their competitors' images.
- c) Whether to allow make---ups (submitting late entries in a competition later in the year) is up to the Director of the Inter Club Competition. (Some see this as unfair while others believe this encourages wider participation.)
- d) It is highly desirable, though not mandatory, for the Inter Club Director to create a show disk that includes the "Best---of---the Best" for each year and send it to the participating clubs and also send this to the PSA Collections Committee. Participants look forward to the possibility of being included in this summary, and the show can be used by many people in and beyond the Division as a great PSA recruitment tool for new club and individual members.

2. **Give explicit instructions to the host clubs** about their role in the activity and how to conduct the judging, whether it is to be a virtual judging or conducted in person.

a) See that the host club has the spread sheet upon which each club's six makers' names and image titles are recorded (This may be generated by the software.) *Club identities (names)* are not shared with host clubs.

b) Clubs in all groups should serve as the host club at least once every 3 years. Host clubs select the judges. Three judges should be used for each competition. 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 d below). The judges shall decide all awards. (If three judges are not used, the A and B clubs may judge each other's competitions.)

c) At least six awards of merit are given in each group. The host club may decide upon the number of honorable mentions depending upon the number of entries. This is usually about 10%.

d) 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 5 as an award, a 4 as a salon quality image, a 3 as a good image, a 2 as a flawed image, and a 1 as a disqualified image.]*

3. Even when report cards are generated on the Inter Club website, **the Competition Director should feel assured about the correctness of the final results** and have a record of each club's submissions. Keeping a record of clubs' submissions in a folder for each year is useful. It is considerate to complete the cards on the back of ribbons sent so that participants know for what they have earned the ribbon.

4. It is also important that you **send results and winning images to the PSA web editor** (Sharon Cohen--Powers, psawebeditor@gmail.com) and see that these results are in your division news column in the *PSA Journal*.

5. **Give explicit instructions to the club representatives** submitting their clubs' images. These instructions should include:

a) How to keep his/her club's and club members' competition records. If you wish, suggest a 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.

b) It is a must that records are passed on from one representative to the succeeding Club Representative. Insist on this.

c) Indicate to clubs whether entries will be shown in rounds or sequences, and on screen or computer. Nearly all Inter Club projected competitions will soon be on the Inter Club website which means a host club will download the images already sorted.

d) It is up to the club how images are selected for competitions. Two possible methods are using club winners or having a selection committee.

e) Club representatives should work to spread participation as much as possible; that is, having six different entrants from each club is strongly recommended if at all possible. (If a Director wishes to allow club entrants in smaller clubs to submit two images, and all the participating clubs agree, he/she may do so.)

f) No two clubs may submit images by the same individual. The club representative must be sure that any members belonging to more than one club only allow one of those clubs to use his or her images. The first image received by a single maker will be considered the legitimate entry. A Director will notify the club submitting a second image from one person and give a chance to submit a replacement image to that same contest.

g) Indicate how to enter the images to the Competition Director, e.g. file size, naming of images. The standard at present is 1024 x 768 pixels. The Inter Club website has the capacity to identify unacceptable sizes and advise the entering club.

h) Advise Club Representatives to retain the club email confirmations received from you, the Competition Director, in the records kept for the club.

i) Be sure that 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.

6. **Let the PSA Inter Club Consultant know** of any changes concerning the Competition Director, his/her email address, club registration deadline, competition submission dates, skill levels, rules and awards, end of year awards and entry methods. The PSA Interclub Consultant will update the PSA Inter Club Comparison Chart and any other changes appropriate for the PSA Web Site.

7. **Have a time line** for when to do things. For example:

- a) By July 1 (for a September 1 publication) send a registration date deadline notice to the PSA Journal with the information the club needs.
- b) Update the email list with new clubs and new club representative's email addresses.
- c) Verify that participating clubs are PSA members with dues paid.
- d) Email all clubs asking for hosts.
- e) At an appropriate time (end of August or September for some) email all participating clubs regulations and new due dates.

8. Direct individuals, club hosts, and club representatives to the **PSA Ethics Statement**. This statement is in every issue of the PSA Journal and it is on the PSA Website. One of the most important parts is that participating photographers certify that work submitted to PSA activities is his/her own.

Photography clubs have the responsibility for policing the ethics of their own members and plagiarism should result in discontinued membership. If any participant becomes aware of a violation, it is important that he/she make the Division Competition Director and Interclub Consultant aware as well. The Competition Director should see that inappropriate images are not posted on the website or anywhere else.