

## **Good Practice Guide for Club Programme & Competition Secretaries - JUDGES**

### **Booking a Judge**

It is usually convenient to make the first enquiry by telephone to ensure the requirements and format of your meeting are acceptable to your invitee. A mutually acceptable date can quickly be agreed by telephone or e-mail if appropriate. Be prepared to use the communication medium most acceptable to both parties.

Promptly confirm an agreed booking in using the new YPU booking and reply form. Enclose a stamped addressed envelope if you require a written acceptance (alternatively this could be done by exchange of booking form by e-mail). Contact the judge around 14 days before the booked date to confirm that all arrangements still stand and send (by post or email) a map or website link that clearly shows the meeting location and includes landmarks that are easily seen at night. Your own sketched map may be much better in this respect than a commercial map.

Supply a mobile telephone number for the judge to contact in the event of traffic or other problems, whilst travelling to your Club.

### **Before the visit**

Make sure that your Club will provide an audience of sufficient size to warrant your visitor's time and effort. Be in good time to meet your guest. Provide a parking space and assistance to carry in any materials.

In your published programme always acknowledge the Federation from whose list the name was selected. Also please make a point of using photographic awards, distinctions and honours in your programme and in introductions made at the meeting.

Whether the work is judged in advance or on the night, club secretaries must set out in good time the club's detailed expectations on matters such as scoring range, category definitions, commendations and awards, and any other specific requirements.

### **On the night**

Most judges will come in their own transport. Save a convenient parking space and help the judge carry in any print boxes.

Judges will endeavour to view prints in daylight but may be limited to viewing DPIs on their own desktop or laptop monitors. Clubs should endeavour to provide on the night sufficient lighting for prints and carefully calibrated projection to ensure that authors' work is shown in the best way.

Bear in mind that the judge has travelled to visit you and may have quite a journey back home afterwards. If at all possible keep any announcements to an absolute minimum before introducing the judge and showing the work being judged. Better still make announcements at a break whilst the judge is being provided with refreshments or at the close of the meeting.

Discuss with the judge where they would like to position themselves to give their appraisal and if prints are being displayed provide helpers to put up and take down. Provide someone to read out the titles and note the scores.

Ensure that reimbursement of expenses is offered without any request needing to be made. Please note the new PAGB recommended rate for car travel is up to 45 pence per mile, unless another form

of reimbursement is otherwise agreed at the time of booking. The maximum amount for equipment wear and tear is £15.

Above all do be hospitable and make your guest feel welcome and respected. Ensure that your members know that it is inappropriate to challenge the judge during their discourse. Any comments from the audience should be limited to giving responses to any questions posed by the judge. Supply a drink of water or other appropriate refreshment.

It should go without saying but ensure that someone is detailed to give a vote of thanks to show appreciation to the judge for their time and effort in giving their assessment of your members' work.

### **After the event**

Please send in feedback on Judges' performance to the Judge & Lecture List Secretary using one of the forms provided as downloads on the YPU website. This should be the considered view of the club and is best agreed at a committee meeting or a group of key people rather than a single respondent. This information is beneficial to judges and for monitoring clubs' experience of judges across our large county. Such feedback is also helpful when Judges' workshops are being planned. Unless a club specifically requests that they do not want the feedback forwarding to the judge in question all feedback will be relayed to judges by Judge and Lecture List Secretary.

Separately from the formal feedback, a letter of thanks is always appreciated.

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