

## NORTH YORKSHIRE & SOUTH DURHAM PHOTOGRAPIC ASSOCIATION

Each year one Club/Society is responsible for providing the Competition Secretary and act as hosts for the Presentation Evening when the results are announced.

There is a rota of Clubs to hold this office that is kept by the Honorary Secretary who will advise those Clubs concerned.

The changeover of Competition Secretaries is formally carried out at the NYSDPA Annual General Meeting. At this meeting the entries from the previous competition and exhibition are returned to delegates. This is usually the THIRD Friday in March.

The schedule is shown in a tabular form to enable it to be used a Check List: -

<b>PRIOR TO AGM</b>	<b>ACTIONED</b>
<p><b>Check</b> Circulation List for your Competition Year has been circulated by the previous Competition Secretary and any amendments made are incorporated.</p>	
<p><b>Prepare</b> New Circulation List for the year after using the current year's as a template then take into account calendar changes, amendments already requested, Christmas/New Year break, Clubs change their meeting days and Leap Years.</p> <p><b>N.B.</b></p> <p>Insert the <u>Past Year's Host Club</u> dates after confirming with their Syllabus Secretary.</p> <p>The <u>Current Year's Host Club</u> may/will not require their date to be inserted, confirm with their Syllabus Secretary.</p>	
<p><b>JUDGES</b></p> <p>Early work on choosing and negotiating with 4 suitable judges is vital for: -</p> <ul style="list-style-type: none"> <li>• Inter Club Prints</li> <li>• Inter Club Projected Digital Images</li> <li>• Silver Salver Prints</li> <li>• Colour Slides</li> </ul>	

The requirements for good judges who still produce a tape/CD ROM recorded commentary, 45 minutes, and are prepared to handle some 90+ entries. If they are not able then if they can write their comments they will be subsequently recorded by NYSDPA. Judges have to be outside NYSDPA Clubs to ensure impartiality.

Use the PAGB Handbook is one source of judges.

Judges who are in a reasonable travelling distance from each other is of benefit because delivery/collection can be made simpler. This can then be made by car to overcome the costs and delivery by post. Using NYSDPA mileage rates can be quite cost effective.

Comments should be restricted to 45 minutes and this should be policed as far as it is possible. Editing of the comments can be undertaken though this is not disclosed.

Formally contact the Judges with the following: -

- Copies of the Rules pertaining to their section.
- Marking Criteria – First = 30, Second = 29, Third = 28, Highly Commended (if awarded) = 27.
- Date of delivery/collection

Best completed by mid April as they can already be committed up to 12 months in advance.

## **BOOK**

Hall for the Results Night, usually a Friday as this is the night when nearly all the Clubs do not meet.

Hire Costs are reimbursed by NYSDPA, any refreshments are the Host Club's financial responsibility

The next key date is the AGM: -

<b>AGM</b>	<b>ACTIONED</b>
<p>Remind Clubs/Association that Trophies are to be returned at the October Committee Meeting.</p> <p>Compile schedule of Club Winners and Individual Winner(s) to ensure you are aware of their whereabouts.</p>	
<p>File from previous Competition Secretary handed over. This should comprise paper and electronic data.</p>	

After the AGM: -

<b>APRIL</b>	<b>ACTIONED</b>
<p><b>JUDGES</b></p> <p>Formally write to them confirming the arrangements previously made.</p> <p>Obtain SEALED NEW C90 TAPES and/or SEALED CD RM for their comments.</p> <p><b>INTER CLUB COMPETITIONS</b></p> <p>Be Clubs will be showing both Prints and Projected Digital Images in one evening – hence the 45 minute commentary for each.</p> <p><b>CLEVELAND SILVER SALVER COMPETITION</b></p> <p>Bear in mind the number of entrants, up to 100, governs the time factor for the Judge's comments along with the mechanics of showing them on Club Nights. Again the time factor is critical so aim for say 6 prints per minute so 100 equals 1 hour! If it is possible ask the Judge to record a short commentary on say the best 10 entries in reverse order at the end of the Tape or CD/ROM</p> <p><b>COLOUR SLIDES</b></p> <p>Be aware of the number of entries and mechanics of Club Nights using the same</p>	

formulae as for the Silver Salver Competition.

## **ENTRY FORMS**

These should be prepared for distribution to the Clubs. They will follow the same format with merely a change of the year in the heading. They will be sent to Clubs in time for their competition secretaries to prepare the entries for submission at the October meeting of NYSDPA.

## **Exhibition**

As the organising secretary moves around the region the venue will need to be discussed within NYSDPA. James Cook Hospital have been agreeable for us to use the Atrium Although we have to provide our own display boards that can prove difficult as seen in February 2008.

The next dates have some discretion depending on holiday commitments, clubs break although it will prove useful to start early to ensure all documentation is sent out AND ACKNOWLEDGED. The latter proves to be difficult not even a SAE works every time! It is your responsibility to see that all the Clubs have the paperwork prior to, say, the start of the season.

<b>ENTRY ITEMS</b>	<b>ACTIONED</b>
<p>There is value in enclosing all the items together: -</p> <ul style="list-style-type: none"><li>• Entry Forms for all competitions – 4</li><li>• Copies of all the rules – 4</li><li>• Invitation to the Results Night showing venue.</li><li>• Copies of Circulation Lists for Current and Following Years – use colour backgrounds to differentiate is useful.</li><li>• Covering Letter in duplicate – latter to be returned in SAE</li></ul> <p>Give the Clubs say 2 weeks to acknowledge then chase, best by telephone and keep a record of actions so there is no comeback.</p> <p>There will be situations where you may have to send out the items again to a new Club Official – just do it!</p>	

Specimens of letter and forms are appended to this schedule.	
<p><b>SPREADSHEETS</b></p> <p>There are Master Sheets, appended, that should be checked to see that the information transfers across correctly. It has been known to become corrupted thereby creating havoc on results night!</p>	
<p><b>TEAM MEMBERS</b></p> <p>Pick at least one other person to assist and draw up an action plan to arrange duties in sorting the entries, could be 200+ to attend to.</p>	

After the October Meeting you have the following tasks that take time and effort: -

<b>OCTOBER</b>	<b>ACTIONED</b>
<p><b>ENTRIES</b></p> <p>Received at October NYSDPA Committee Meeting.</p> <p>You can agree to other arrangements subject to prior agreement bearing in mind the dates for the delivery to the respective judges.</p> <p><b>N.B.</b> The rules for the competitions state clearly the requirements for: -</p> <ol style="list-style-type: none"> <li>1. Slide mounting and spotting</li> <li>2. Maximum size of mounts</li> <li>3. Method of mounting prints</li> <li>4. Absence of any identification of the author – prime responsibility of the author then Club/Society before submission of their entries.</li> </ol> <p>You have the discretion to withdraw an entry should it be outside the rules. However refer to the NYSDPA Chairman for guidance.</p>	
<p><b>TEAM MEMBERS</b></p> <p>From experience a large room is helpful and easy access to a computer where the entries are already input. It is then a simple method of sorting for the judges, one section at a time.</p> <p>Prepare Judges Mark Form from entries sheet showing only: -</p> <ul style="list-style-type: none"> <li>• Entry Number</li> <li>• Title of Entry</li> </ul>	

<ul style="list-style-type: none"> <li>• Points Column</li> </ul> <p>Just a print out will suffice.. You can use 'Hide Column' to save on re-inputting data</p> <p>Store entry boxes etc. till final circulation completed and returned to you.</p>	
<p><b>JUDGES</b></p> <p>Deliver/send entries to judges as previously agreed.</p>	

Judges completed their Task: -

<b>AFTER JUDGING</b>	<b>ACTIONED</b>
<p><b>LIST</b></p> <p>Compile the results on the Master Spreadsheet and ensure they appear on connected files.</p> <p>The following will need to be provided for each club/society and for NYSDPA files: -</p> <ul style="list-style-type: none"> <li>• Individual Results List for all three competitions – see Spreadsheets.</li> <li>• League Table for Inter-Club Prints/PDI (automated)</li> <li>• Silver Salver points awarded – this will have to be constructed by using spreadsheets</li> <li>• Slides Competition</li> <li>• List of Trophy Winners</li> </ul> <p>These lists are normally made available for collection on the Presentation Evening. Those not collected will need to be posted.</p>	
<p><b>TROPHIES</b></p> <p>Trophies must be engraved with the details of the winners.</p>	
<p><b>PORTFOLIOS</b></p> <p>Prepare as follows and place in boxes: -</p> <ul style="list-style-type: none"> <li>• Prints and PDI</li> <li>• Slides (wooden box provided)</li> <li>• List of the results</li> <li>• Circulation List – with contact details (Spreadsheet)</li> <li>• Judges Tape/CD plus a sealed copy for emergency use</li> </ul>	

<p>This is also an opportunity to automate the viewing by –</p> <ul style="list-style-type: none"> <li>• Digitising the Inter Club Prints and use PTE or Pro Show Gold with the commentary in an executable file along with the PDI.</li> <li>• Digitise the Cleveland Silver Salver entries using PTE or Pro Show Gold with the commentary in an executable file.</li> <li>• Digitise the Slides using PTE or Pro Show Gold with the commentary using an executable file.</li> </ul>	
<p><b>CLUBS REMINDER</b></p> <p>Reinforce date of Competition Results Night and Venue.</p>	

Key Date is COMPETITION RESULTS NIGHT

<b>COMPETITION RESULTS NIGHT</b>	<b>ACTIONED</b>
<p><b>VENUE</b></p> <p>Already booked and confirmed</p>	
<p><b>EQUIPMENT</b></p> <p>The following items will be required: -</p> <ul style="list-style-type: none"> <li>• Tape Player, amplifier (if needed), CD player and speakers.</li> <li>• Projector (Slides and or digital) with stand, screen and print stand (if used) with suitable illumination.</li> <li>• Microphone for announcements</li> <li>• Table for trophies display.</li> </ul>	
<p><b>REFRESHMENTS</b></p> <p>This at the discretion of the Host Club and costs are borne by them.</p>	
<p><b>PORTFOLIOS CIRCULATIONS</b></p> <p>Boxes prepared and handed over to the first Club on the list.</p>	

After circulation completed: -

<b>PORTFOLIO CIRULATION COMPLETE</b>	
<b>EXHIBITION</b>  If there is to be an exhibition then it has been practice to show: - <ul style="list-style-type: none"><li>• the winners (First to Highly Commended) of both print competitions.</li><li>• If it is possible to scan the slides then this is a further task to be undertaken.</li><li>• To complete the available space then ensure that every Club/Society is represented in the display.</li><li>• When showing these items publicity material for NYSDPA (List of Clubs/Societies) should be provided along with any other items provided by the individual Clubs/Societies.</li><li>• A trophy has been made available for James Cook Hospital to award the best picture that is awarded on a separate basis to the competitions. Engraving will have to carried out prior to the AGM</li></ul> Actions will depend on the availability of an exhibition area and volunteers to be stewards.	
<b>RETURN OF ENTRIES</b>  Some Clubs/Societies have made requests prior to the AGM for the return of their entries and this will be a suitable date and time arranged between the Host Club and the parties concerned.	
<b>EXPENSES</b>  Keep a record of expenses: - <ul style="list-style-type: none"><li>• Postage</li><li>• Telephone Calls</li><li>• Mileage for delivery/collection of entries.</li><li>• Public Transport Costs for collection/delivery of entries.</li><li>• Road/Tunnel Tolls</li><li>• Hall/Room Hire for Results Night</li></ul>	

- Expenses of judges, if any.

Endeavour to submit to the NYSDPA Treasurer prior to AGM.

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