



PHOTOGRAPHIC SOCIETY OF AMERICA - COLOR PROJECTED IMAGE  
DIVISION  
INTERCLUB COMPETITIONS  
2011-2012 SEASON - OUTLINE OF JUDGING PROCEDURES

### ADVANCE PREPARATIONS

1. Study all of the materials supplied to you. Be sure you and your assistants are thoroughly familiar with what needs to be done and when.
2. Select the judging date as soon as possible. The judging should be completed within the first 14 days of the competition month.
3. Select three judges. Judges should be experienced in the field of color images photography and familiar with its various techniques. No judge may be a member of a club in the group being judged! You may use members of your club if they have judging experience beyond the club level.
4. Arrange for the necessary room, equipment and supplies. Images are to be judged under standard projection conditions. Voting may be done by electronic machine or numbered paddles or cards.

### PROCESSING THE ENTRIES

1. Each entry "package" should contain a completed entry form and a maximum of 6 digital images, unless a make-up is also included.
2. SCORE SHEETS with all the clubs names will be emailed to each club Representative by me several weeks before the closing date. Use the Score Sheet as your work template. Judge each image in the column marked IMAGE 1 for each club, then proceed to the column marked Image 2 and proceed until all images are scored. Please be sure to fill in the TOTALS box after the judging.
3. Make-Up Entries should be judged last. The procedures are the same as for the regular competition entries.
4. The judging club should accept entries received after the 1<sup>st</sup> of the competition month, but before the actual judging date if it does not interrupt their judging schedule.

### JUDGING

1. Preview all of the regular competition images for the judges before voting begins.
2. This year you will not have to select which images win any awards. All that is required is to list the top 20 scoring images on the Judges Supervisor's Report.

### REPORTING

1. All reporting is done electronically. Please contact Charlie Burke, APSA, EPSA at [NichBurke@yahoo.com](mailto:NichBurke@yahoo.com) for instructions. He should contact you prior to your judging, so this is only in case you need extra instructions.
2. Fill out the supervisors report on a computer using the data from the Score Sheet which is considered the master judging record.
3. Within 2 days after the judging date, the following data must be emailed to Doug DeLong at [cpiddirector@gmail.com](mailto:cpiddirector@gmail.com) or [cpiddirector@gmail.com](mailto:cpiddirector@gmail.com)  
→Score Sheet + Supervisor's Report

## FINAL THOUGHTS

Hopefully, these instructions will cover all the major contingencies. In the event you encounter a special problem not covered, please contact [Doug DeLong cpiddirector@gmail.com](mailto:Doug_DeLong_cpiddirector@gmail.com)

I hope that this experience has been a rewarding one for your club. Please remember that we are always looking for clubs to host one of our five competitions in the 2011-2012 competition season.

Doug DeLong  
Director IC

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