
THE PHOTOGRAPHIC ALLIANCE of GREAT BRITAIN

ANNUAL INTER-FEDERATION PRINT COMPETITIONS AND EXHIBITION

RULES and REGULATIONS

(with explanatory notes)

Subject only to the final authority of a General Meeting the Executive Committee shall have full authority in all matters pertaining to the Competitions and Exhibition. On a day to day basis this shall be regarded as being vested in the Alliance Competitions Administration Officer, who will normally consult with the Alliance Officers concerning any unforeseen or controversial matters that may arise.

RULES

1. The Competitions will be held annually on an Inter-Federation basis.
2. Prints may be home or trade processed. They may be of any subject but **MUST** have a distinguishing title. The competitions are “open” i.e. there are no separated classes.
3. Each Federation’s Entry shall consist entirely of work by members of the Societies in the Federation.
4. Photographers who are members of more than one club in different Federations may only permit one Federation (nominated by the photographer) to use his/her prints and PDIs in all Inter-Federation Competitions in any one calendar year. Consequently the first Federation a photographer permits to use his/her work becomes the Nominated Federation.

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RULES

5. If prints by the same author are received as part of the entries submitted by more than one Federation then the C.O. should immediately contact the FCS's of the Federations concerned and offer them the opportunity to rectify the situation. If this is not possible then all prints from the author must be excluded from the Federations' entries.
6. In making the calculations to determine the number of prints in an entry all fractions of one half or larger shall be rounded up to the next whole number.
7. Entries MUST be listed on the Entry-Forms issued by the Competition Organiser.
The forms must be returned as indicated thereon and in particular the Top Copy must be posted directly to the Competition Organiser under separate cover.
- 7a. A CD containing digital files of all the prints in a Federation's Entry must be posted directly to the Competition Organiser. Files should be numbered as on the Top Copy of the Entry Form, and named using the PAGB file format used for this purpose. (see appendix (c)).
8. There will be Three Judges for each Competition, who will also be the Selectors for the Exhibition.
9. The Judges will be appointed by the Executive Committee of the PAGB. The Competition Organiser and Federation Competition Secretaries will be advised of the judges' names as specified in these rules.
No work by any Judge so appointed may be included in a Federation Entry.
10. Each print will be marked by the Judges in accordance with the system currently approved by the Executive Committee of the PAGB, and an average mark per Federation determined therefrom.
11. The highest average mark will determine the winning Federation and the other average marks the order of merit.
The Average Mark will be determined by dividing the total marks obtained by an entry by the number of prints that the entry **should** contain, - even when a lesser number is actually entered.
12. The Judges will select the Best Individual Print in the appropriate competition and may, at their sole discretion, award One extra mark to the entry of which it forms a part.




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13. The Judges will select the Exhibition from the competition entries.
 14. The PAGB will exercise all possible care to prevent the loss of, or damage to, prints entered for the Competitions, but does not accept any responsibility for such loss or damage should this unfortunately occur.
 15. The PAGB has the right to permit reproduction, in association with the promotion of the Competitions and Exhibitions, with or without fee, but with due acknowledgement to the author, of any print forming part of the entries to the Competitions. All Exhibited Prints will be copied for use by the PAGB Recorded Lecture Service, and may be included with the information on the PAGB web page.
 16. The PAGB accepts the use of digital imaging in all competitions. Digital Images entered into all PAGB competitions must be entirely the work of the photographer. Composite images are permitted provided all component images meet this requirement.
 17. Allowing prints to be used as part of a Federation Entry for the Competitions confirms acceptance of these Rules and Regulations.
 18. Images, by the same author, which have been accepted in any previous Inter-Federation Competition will not be accepted. This includes images which are so similar to previously accepted images as to be virtually identical.
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THE PAGB MONOCHROME PRINT COMPETITION

1. The number of prints in an Entry shall be equivalent to one-third of the number of Societies in the Federation submitting the entry at the 31st December preceding the entry date. The maximum number permitted is fifty prints and the minimum is ten prints.
2. Each entry must contain the work of at least six photographers, but must not contain more than two prints by any one photographer.
3. The copyright of all prints entered must be at the disposal of the author.
4. Each print must be mounted on lightweight board/s which must not exceed 4 mm* in thickness and which must measure exactly 400 mm x 500 mm. The identification label (shown below) should be completed by the FCS and affixed to the back of the mount, preferably in the bottom right hand corner.

	Inter-Federation Print Competition
	Year Submitted <u>20xx</u>
	Title: _____
	Federation Initials _____
SEQUENCE No. (for PAGB use only) _____	

Details entered on the identification labels must agree with those on the Top Copy of the Entry Form.

In the case of any discrepancy the Top Entry Form will prevail


5. Any Print/mount received with any form of Velcro thereon will not be accepted.
6. The face of prints/mounts must not show any consistent markings or numbering which would enable a judge to reasonably deduce that prints so marked were all part of a single Federation Entry.
7. The closing date for the receipt of entries will be 1st June.
8. **The Keighley Trophy**, presented by the late Alexander Keighley, FRPS, in 1933, will be awarded to the winning Federation.

*Prints on thicker mounts will be accepted for the competitions but will not be exhibited if they cannot be fitted into the frames.



THE PAGB ANNUAL COLOUR PRINT COMPETITION

1. The number of prints in an Entry shall be equivalent to one-third of the number of Societies in the Federation submitting the entry at the 31st December preceding the entry date. The maximum number permitted is fifty prints and the minimum is ten prints.
2. Each entry must contain the work of at least six photographers, but must not contain more than two prints by any one photographer.
3. The copyright of all prints entered must be at the disposal of the author.
4. Each print must be mounted on lightweight board/s which must not exceed 4 mm* in thickness and which must measure exactly 400 mm x 500 mm. The identification label (shown below) should be completed by the FCS and affixed to the back of the mount, preferably in the bottom right hand corner.

 Inter-Federation Print Competition
Year Submitted <u>20xx</u>
Title: _____
Federation Initials _____
SEQUENCE No. (for PAGB use only) _____

Details entered on the identification labels must agree with those on the Top Copy of the Entry Form.

In the case of any discrepancy the Top Entry Form will prevail

5. Any Print/mount received with any form of Velcro thereon will not be accepted.
6. The face of prints/mounts must not show any consistent markings or numbering which would enable a judge to reasonably deduce that prints so marked were all part of a single Federation Entry.
7. The closing date for the receipt of entries will be 1st June.
8. **The Stirling Trophy**, presented by the Royal Borough of Stirling, in 1933, will be awarded to the winning Federation.

*Prints on thicker mounts will be accepted for the competitions but will not be exhibited if they cannot be fitted into the frames.



ANNUAL PRINT EXHIBITION

1. The Competition judges will select prints from the entries to form the Annual Exhibition, which will be shown in those Federations specified on the rota issued by the Competitions Administration Officer. Exhibitions should be well balanced in content with no single subject predominant.
2. Federations may show the Exhibition at such suitable venues as they wish *provided the venue is readily accessible to the general public*, and provided that all showings fall within the calendar month allocated to the Federation by the Competitions Administration Officer. In exceptional circumstances this may be waived provided the ACAO and the Federations effected are all agreeable.
3. All showings must be so timed as to allow at least seven days for the completion of the hand-over arrangements between both the preceding and the succeeding showings by Federations on the Exhibition Rota.
4. The number of Prints in the Exhibition shall not exceed one hundred and fifty. The Judges will be advised that the Exhibition must contain work from each competing Federation but the proportion of Monochrome to Colour prints will be at the sole discretion of the Judges and will reflect the standards of the respective entries.
5. The Organising Federation will deframe the previous years Exhibition, and be responsible for the return of the exhibited prints to each FES. Storage of the frames prior to the framing of the current Exhibition will be the responsibility of the Organising Federation as will the framing of the current Exhibition.
6. Transportation of the Exhibition and frames will be arranged by the ACAO. It is the responsibility of the forwarding Federation, in consultation with the receiving Federation, to arrange the day to day details of transportation between them.
A Federation may hang the Exhibition unframed if it so wishes but MUST reframe prior to dispatch to the following venue.
7. Each Federation showing the Exhibition will be solely and entirely responsible for its proper care, handling and showing while in its custody



Print Exhibition

- 8.** A PAGB. Gold Medal will be awarded to the author of the Best Monochrome Print in the Exhibition, and also to the author of the Best Colour Print . Each of the selectors will individually award a PAGB Silver Medal to the print of his/her choice, whether Monochrome or Colour.
- The selectors may also, collectively, Commend or Highly Commend prints. Their authors will receive PAGB ribbons.
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For a definition of Monochrome and Colour as used in this document
see Appendix A. (Page 23)



REGULATIONS

Responsibility for the organisation of the Competitions and Exhibitions is divided between:

- (A) The PAGB Executive Committee (EC)
- (B) The Alliance Competitions Administration Officer (ACAO)
- (C) The Competition Organiser (CO) and the Organising Committee
- (D) The Federation Print Competition Secretaries (FCS)
- (E) The Federation Print Exhibition Secretaries (FES)
- (F) The Federation General Secretaries (FGS)

The Specific Responsibilities and Duties of each of these are as follows:-

(A) The PAGB Executive Committee (EC) shall:

- 1. Appoint the ACAO
- 2. Appoint the Judges for the Competitions, including two reserve judges at least one of whom resides in reasonable proximity to the judging venue.
- 3. Approve the Judging and Marking System to be used

(B) The Alliance Competitions Administration Officer (ACA0) shall:

- 1. Plan the Competitions and Exhibition at least Four Years in advance.
- 2. Keep the Executive Committee fully informed of all such plans
- 3. Receive from each FES the dates and venues of all Exhibition showings.
- 4. Prepare an Exhibition Rota and send a copy to each FES and the CO
- 5. Invite and obtain the judges' agreement to act.
- 6. Issue the following Documents and Information to the Competition Organiser:-
 - (a) A copy of these Rules and Regulations together with such supplementary documents as the E.C. may approve
 - (b) Entry Forms for the Competitions
 - (c) Details of the approved marking system
 - (d) The Names and Addresses of the appointed judges
 - (e) The Names and Addresses of the Federation Competition Secretaries
 - (f) The Names and Addresses of the previous CO and of the next CO.
 - (g) "Identification" Labels
 - (h) "Accepted Labels" for prints selected for the Exhibition.
 - (i) The number of Societies in each Federation at the preceding 31st December.
 - (j) A copy of the Exhibition Rota
 - (k) Six copies of the previous Exhibition Catalogue
 - (m) A copy of the financial account of the previous Competitions & Exhibition, obtained from the PAGB Treasurer.



(B)

- (n) A copy of the complete Transportation Schedule including the venue for the storage of the cases after the final showing, plus the Names, Addresses, and Telephone numbers of:
- (1) the person responsible for forwarding the previous years exhibition to the CO.
 - and
 - (2) the person responsible for receiving the framed Exhibition following the final showing -if other than the CO for the next years competitions, and
7. Forward the PAGB velcro hangers to any FES who requests them.
 8. Arrange to have the Trophies returned by the current holders, and see that they are available for presentation.
 9. Supervise the selection of the Exhibition. (see page 21)
 10. Obtain from the Alliance Patronage Officer the Patronage Medals and Ribbons.
 11. Prepare a report on the Competitions and Exhibitions for inclusion in the Executive Committee's Annual Review to be presented to the Annual General Meeting.
 12. Approve the design of the posters for the Exhibition.
 13. Issue report sheets to the FCS of each Exhibition Venue
 14. Receive copies of the Exhibition CD from the Competition Organiser, forward one copy to the Alliance Archivist, and retain the remainder for sale to clubs or Federations.
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(C) The Competition Organiser:

The very considerable duties of the Competition Organiser are listed below. In the undertaking of these duties the C.O. should be assisted by the Competition Organising Committee to each member of which specific duties should be allocated (see page 13 (F) 5.), although final responsibility rests personally with the C.O. The keeping of financial records is now more onerous than before and it is strongly recommended that a member of the committee be appointed as the Competitions Treasurer, usually working in conjunction with the Federation Treasurer.

The committee should be involved at all stages of the planning and execution of the competitions so that, should the C.O. become indisposed, the committee can competently complete the arrangements etc.

The Competition Organiser (CO) shall:-

1. Keep the ACAO fully informed of all arrangements.
2. Receive two sets of Documents and information from the ACAO
 - Set A** will contain the Names and Addresses of the FESs to whom the previous years exhibited prints are to be returned following deframing.
 - Set B** will contain the documents referred to in Section (B) above.



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3. Arrange for the previous years Exhibition to be received at the venue previously notified to the ACAO on the date specified on the Transportation Schedule.
 4. Arrange to have the Exhibition deframed as soon as possible after receipt., and to have the prints despatched to the FES's within a week of receipt.
 5. When required, request from each FCS packaging for return of the exhibited prints. (note- prints cannot be returned until this packaging is received)
 6. Arrange to have the Frames and Transportation cases stored in the specified venue until required for the forthcoming Exhibition, and send confirmation to the ACAO.
 7. Keep full and accurate details of all financial transactions, these to be submitted when the account is made up.
 8. Arrange the date and venue of the Judging in consultation with the ACAO
 9. Distribute the Competition Entry forms and Identification Labels to each FES
 10. Make arrangements for the Judges' Travel, Accommodation and meals, etc.
 11. Prior to the judging obtain the Foreword for the Exhibition Catalogue from the President of the PAGB.
 12. Obtain advertising for the catalogue, and three separate quotes for the printing thereof. Send to each FCS a form asking for the number of catalogues required for their Federation's Executive members.
Discuss the printing with the ACAO and make the subsequent arrangements.
(see pages 17 & 18)
 13. Now deleted
 14. Receive the completed Entry Forms.
 15. Receive the Entries and check against the Entry Forms, notify the appropriate FCS immediately in the case of any significant discrepancy or non-compliance with these Rules & Regulations. (see rule 5). Provided this can be rectified by the closing date for entries the Entry should be accepted.
 - 15a. Check the Print Image CDs sent by each Federation against the Top Copy of the Federation's Entry Form ensuring that the files are in the same order as listed on the Entry Form and that their names conform to the PAGB Digital File Rules
 16. Supervise the Judging.
 17. Calculate the Results and prepare a full list.
 18. Enter Acceptances for the Exhibition on the Entry Forms.
Marks per Print should be entered.



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19. Return a completed set of Entry Forms, showing acceptances, to each FES, together with the Competition Results, **this to be done within three days of the judging.**
 20. Forward the Top Copies of the Entry Forms to the ACAO, showing, if necessary, any changes made to comply with rule 5.
 21. **Within three days of the Judging** send copies of the Competition Results to:-
 - (a) The ACAO
 - (b) All members of the PAGB Executive Committee
 - (c) The Editor of *e-news*
 - 21a. If the ACAO cannot attend then, along with the EC member on the Competition Committee supervise the Selection of the Exhibition.
 22. Ensure that the Judges and ACAO are reimbursed for their expenses prior to their departure.
 23. Number and List the selected prints and forward to the catalogue printer
 - 23a. Prepare a CD containing the Digital Files of such Prints as are to be used to illustrate the catalogue. (the Printer's CD)
 - 23b. Prepare a list of the prints on the Printer's CD, giving the following information about each :-
 1. The Title
 2. Details of any award the Print has received
 3. The photographer's name and honours (if any)
 4. The Camera Club of which he/she is a member
 5. The name of the Digital File on the Printer's CD
 - 23c. Arrange the production of the PAGB Print Exhibition CD from the Entry CDs submitted by the Federations. The CD should contain:-
 - (a) A continuous show, with Federation Title PDIs and a music background.
 - (b) A "step through" CD for club use whereby Print Images can be viewed and discussed at a club evening.
 26. Attach "Exhibited" Labels to the selected prints,
 27. Arrange to have the selected Print Exhibition framed and packed in the Transportation Cases and transferred to the venue specified on the Transportation Schedule. If this is a storage venue to be used prior to the first showing then subsequently see that it transferred as per the schedule to the first showing venue, and hand over to the FPES for the first showing. (Note: The FPES need not be the same person as the Alliance C.O. although it is helpful if he is a member of the Organising Committee).
 28. Return the unselected Prints to each FES.
Prints should be returned as near to fourteen days after judging day as possible. On no account must the period exceed twenty-one days.
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29. Receive the Catalogues from the printer and distribute as follows:-

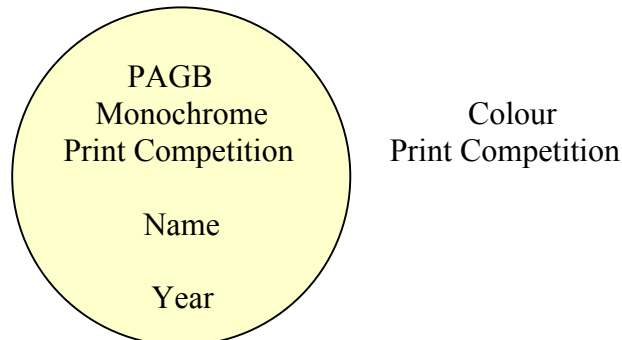
- (a) Sufficient copies to each FES to ensure one copy for each person in the Federation who had work submitted to the competition/s. Where possible the Exhibition Catalogues for authors and Federation Executives should be packed with the unselected prints
- (b) One copy directly to each Judge
- (c) One copy directly to each member of the PAGB Executive committee.
- (d) Twenty copies to the ACAO.
- (e) Sufficient copies to each Federation General Secretary to provide a copy for each member of the appropriate Federation Executive committee
- (f) Fifty copies to each Exhibition venue unless extra copies have been requested by the FES in advance prior to printing, these to be with the FES prior to the Federation Exhibition showing.
- (g) Three copies marked "Do not Remove from Exhibition" to be included with the Exhibition.

29a Receive the Exhibition CDs from the producer and distribute as follows:-

- (a) a continuous Show CD and a Step Through CD to each FES,
- (b) a copy of each to the *e-news* editor .
- (c) two copies of each to the Group 1 Recorded Lectures Secretary
- (d) the remaining CDs to the ACAO.

The costs incurred to be charged to the RLS. by the Alliance Treasurer.

30. Arrange to have the appropriate P.A.G.B. Trophies and Medals engraved. The medals to be engraved as shown below and forwarded to the appropriate Federation Secretaries.



32. After the closure at the final venue send the Exhibition to the CO responsible for the following year's competitions. (but see section (D) under "Handling of Prints")

33. Prepare a complete financial statement and send copies to the ACAO and the Alliance treasurer who will reimburse the Organising Federation for all legitimate expenses incurred. (see "Finance" section). All vouchers and receipts supporting the financial statement should be forwarded to the Alliance Treasurer.



(D) The Federation Competition Secretaries (FCS):

Each competing Federation shall appoint its own FCS.

There may either be one FCS looking after both the Print and PDI Competitions, or a Print FCS and a PDI- FCS. This is a matter for each Federation to decide. In either case appointments should be made a year in advance and the Name/s and Address/es sent to the ACAO when requested.

The Federation Competition Secretary shall:-

1. Receive the Federation Entry Forms, and the print identification labels from the ACAO
2. Forward the Top Copy of the completed Entry Form directly to the C.O., include the copy so marked with the entry, and retain the remaining copy for his/her own records. Photocopies of the Top Copy **MUST NOT** be used as the copy sent with the entry.
3. Forward the CD containing Digital Files of all Prints in the Federation's Entry. Files should be in two folders named MONO and COLOUR and should be in the same order as on the Top Copy of the Entry Form. The CD should contain no other files. It will not be returned.
4. Complete the Identification Labels and attach to the back of the mounts, preferably in the bottom right hand corner.
5. Forward the Federation Entry to the C.O.
6. When requested Forward to the C.O. for the following year packaging required for the return of any exhibited prints. (see page 10 No.5)
7. Receive all returned prints.
8. Receive any Patronage Medals or Ribbons awarded for any print/s in the Federation's Entry and arrange to have them presented to the winning photographers.



(E) The Federation Exhibition Secretaries (FES):

Each Federation showing an Exhibition shall appoint its own FES for that Exhibition (It should be noted that in the case of the first showings after judging the FES need not be the C.O. who certainly has sufficient work on his/her hands already!).

The Federation Exhibition Secretary shall:-

1. Arrange to have designed, printed and distributed an Exhibition Poster for the Exhibition. This must incorporate the PAGB. logo and must be approved by the ACAO.
2. Receive a copy of the Transportation Schedule for the Print Exhibition from the ACAO.
3. Receive and check the Exhibition. Complete the Report Form and return to the ACAO as soon as possible.
4. Supervise arrangements for the hanging of the Print Exhibition, including the deframing of the prints if so required for the showing
5. Receive the Exhibition Catalogues
6. Arrange suitable "staffing" of the Exhibition
7. Arrange a suitable opening if so desired by the Federation.
8. Repack the Exhibition in the transportation cases at the conclusion of the Federation showing. If the Exhibition has been deframed for hanging then the FES should supervise the reframing.
9. Report any appropriate problems encountered in connection with the showing to the ACAO
10. Oversee the movement of the Exhibition in accordance with the Transportation Schedule.
11. Forward any unused catalogues to the next venue



(F) The Federation General Secretaries shall:

1. Arrange the booking of an Exhibition Venue up to four years in advance of Federation showing. The venue must be easily accessible to the general public. Entry should normally be free of charge. If this is unavoidable the ACAO should be informed prior to a firm commitment to the venue.

2. Arrange the appointment of the following officials (annually) and advise the ACAO of their names and addresses when so requested
 - (a) The Federation Print Competition Secretary (FPCS)
 - (b) The Federation Print Exhibition Secretary – when appropriate

3. Advise the CO, when requested, as to the number of catalogues required for members of their Federation executive.

4. **TWO** years prior to their Federation being responsible for the organisation of the Print Exhibition arrange the appointment of the Competition Organiser(CO) and inform the ACAO of the Name & Address etc of the appointee

5. In the year prior to that in which a Federation will be the Organising Federation for the Competitions, arrange the appointment of the Alliance Competitions Committee, consisting of:-
 - (a) The Competition Organiser- already appointed
 - (b) The Member from the Federation on the PAGB Executive Committee
 - (c} Two additional named members.

6. Advise the ACAO of the Names, Addresses and Telephone numbers of (b) and (c) of the Competitions Committee, these to be advised as soon as requested by the ACAO.



FINANCE

The PAGB Competitions and Exhibitions are the most expensive annual events organised by the Alliance, and it is therefore essential that costs are kept to a minimum without jeopardising efficiency or quality. The normal practice is for the Organising Federation to totally finance the running of the event and then obtain reimbursement from the PAGB Treasurer.

It is recommended that a member of the Competitions Committee be appointed as a Competition Treasurer. This relieves the C.O. of this aspect of the organisation, leaving him/her free to get on with the actual competitions, and makes life easier for both the Organising Federation and Alliance Treasurers as they know precisely who to contact for financial information.

1. In broad terms the PAGB bears the cost of the Competitions, which are considerable, and all costs incurred through the transportation of the Exhibition, the frames and the storage of the latter. Federations bear the cost of showing the Exhibition.

The PAGB will meet the following costs incurred in the running and organising of the competitions and Exhibition:

- (a) Printing, including the Exhibition Catalogue
- (b) Postages and Telephone Calls
- (c) Carriage charges incurred by the C.O. for the return of Prints to the competing Federations.
- (d) Travel, Accommodation, and Sustenance payments for the Judges and the ACAO
- (e) Lunch at the Judging for the members of the Competitions Committee, **plus three assistants only.**
- (f) The provision and engraving of Trophies and Patronage Medals and Ribbons.
- (g) The production of CDs of the Exhibition for use by the PAGB Recorded Lecture Service, copies to each Federation and later sales.
- (e) The cost of transporting the Exhibition .

2. **All other expenses incurred in connection with the Competitions are the sole responsibility of the Organising Federation.**

While the above may seem perfectly clear there have frequently been difficulties in this regard, and to avoid future problems the following is added for further emphasis!

The Alliance does not pay for the hire of a judging venue
The Alliance does not pay the internal travelling expenses of the Organising Committee.

(It may be useful to keep this in mind when appointing the committee.)

Apart from the meals as in 1(d) and 1(e) above the Alliance pays for no other meals.

3. All expenses incurred for the showing of, or hospitality at, the Exhibition venues are the sole responsibility of the Federation concerned.



4. Printing of Exhibition Catalogues

Catalogues must be available for the first showing of the exhibition, and, as there is very little time available between the selection and the opening date, it is essential that all material, except the results and the list of exhibits, but including the President's foreword, should be with the printer as soon as possible, but certainly before the judging.

The production of the Exhibition Catalogues is the most expensive single item incurred in running the Competitions, and every possible effort should be made to keep the net cost as low as possible, consistent with maintaining acceptable quality. Net cost is the cost of printing less the income from advertising, and so obtaining sufficient advertising is a prime requisite for the production of a quality catalogue. If advertising cannot be obtained then the cost and quality of the catalogue must be cut accordingly. To this end potential advertisers should be contacted several months before printing.

In recent years the PAGB has been fortunate in being able to obtain sponsorship for the Print Exhibition in return for the offer of "free" advertising space in the Exhibition Catalogue.

Where any such agreements already exist the ACAO will inform the C.O. of the exact details and these must be adhered to before further advertisements are sought. Advertisements from those in direct competition with any sponsor should not be sought.

The reproduction of prints in the catalogue is a matter for the organising committee and will depend to a large degree on the amount of advertising obtained. The choice of which prints should be reproduced is a matter for the organisers. Award winning prints are not necessarily those that will reproduce successfully in print, but it is generally desirable to reproduce at least a proportion of the "Top" exhibits.

The rates charged for advertisements are at the discretion of the organisers. The C.O. will have a copy of the rates charged for the previous catalogue which should give a useful indication of possible charges. The ACAO may also be consulted if desired.

The design of the front cover of the catalogue is a matter for the Organising Federation but it should reflect the Alliance and both the PAGB and the FIAP logos must be incorporated therein.

Tenders should be requested from at least three printers all of whom must be informed that competitive tenders are being sought. The ACAO will be happy to provide copies of the most recent appropriate catalogue so that, if thought desirable, a copy can be given to those asked to tender as an indication of what is required. As the cost of this catalogue is known from the accounts of the former exhibition the tenders can be considered and the contract awarded.

FINANCE

5. Number of Catalogues to be printed

Catalogues are required for:

- (a) Each author of a submitted entry
- (b) The members of the Alliance Executive Committee
- (c) Those required by the Judges, the ACAO, and, the Alliance Archivist.
- (d) One for each member of the Executive Committees of each of the competing Federations (c.300).
- (e) Fifty for each Print Exhibition venue.

These should be issued by the C.O. as already stated.

6. Alliance Treasurer

As already indicated the Alliance Treasurer is not directly involved in the Competitions or Exhibitions but will willingly give any help or advice required on any financial difficulty or anomaly that may arise.



GENERAL GUIDANCE and ADDITIONAL INFORMATION

Receipt, Numbering, and General Preparation of Prints before Judging.

1. Entries should be opened and inspected immediately upon receipt, and the following should be checked:
 - (a) That the prints are as listed on the Entry Form enclosed with the entry.
 - (b) That there are no oversize prints which, in consequence, would be disqualified. If any discrepancies or oversize prints are found the appropriate FCS should be contacted immediately and given the opportunity to rectify the situation if at all possible. All prints should be inspected for damage or suspected damage.
If any is found the details should be recorded on an Exhibition Report Sheet and the appropriate FCS informed.

2. Numbering

A Master-Key Sheet should be prepared as follows, the prints having been listed in an entirely random order i.e. an order having no set pattern whatsoever.

Each Competing Federation should be given an identifying letter (but it must not be a letter that of itself reflects the Federation name). Suppose the letters A,B,C,D,E,etc are used, then the third print listed on the entry form from Federation "B" will be coded as print BM3 (M for mono-chrome).

The CO will have received copies of the Entry Forms directly from each FCS and from these a sequence order can be arranged in advance and a Sequence Number allocated to each print, the Sequence Number being the number that determines the order in which prints will be presented to the judges. The Sequence Number should be added to the Identification Label on the back of each print.

A section of a typical Master-Key Sheet might look something like the following :-

429 = DC21
430 = AC9
431 = BC36
.. etc.etc.

These, of course, are colour prints.

Numbers should run consecutively through both print competitions Monochrome & Colour, so that if the Sequence Number of the last monochrome print is 356 then the first colour print should be number 357.

Access to the Master-Key sheet should be restricted to as few people as possible. The CO, the ACAO, the Alliance Executive member and the scorer should be the absolute maximum.



Judging & Marking

(A) Preparations before Judging

Prints should be judged in a large well-lit room
There should be a team of eight people present, including the CO, the ACAO, and the Federation's Member on the Alliance Executive.

It is strongly recommended that all those generally involved in the handling of the prints should wear cotton gloves for this purpose.

Judging should be arranged as follows:-

Prints should be placed before the judges on an easel which can support prints on mounts measuring 50cm x 40cm. The easel should already support a larger background board of neutral colour against which the print to be marked will be laid. The total area of this board should be well, but evenly lit. (not a projector beam at 90° to the print!)

The placing of the judges' chairs vis-a-vis the easel should be arranged before the judges arrive to check that lighting is so placed that no judge is troubled by reflections from the print.

A pre-selection of prints should be made ready to show to the judges in order that they may form a view as to the general standard of work. Prints in such a selection should come from those about 2/3 of the way down the list of prints. It must not be prints from the top of the list which will be judged a few minutes later! About 30 prints should be available

(B) Presentation of Prints for Judging.

Prints should be arranged in piles on tables on one side of the room and, after marking, should finish in similar piles on the opposite side of the room.
Four people (only) should be involved in the presentation of the prints to the judges:-

- (1) **The Checker-** who lifts the print from the pile and checks the Sequence number as he does so, and who then hands the print to:
- (2) **The Presenter-** who places the print on the easel for marking, and who will announce the title. When the Scorer so indicates the print is taken down by:
- (3) **The Remover-** Should judges ask to see any print more closely it is the remover who will do this. Under no circumstances does a print go back to the Presenter.
The Remover then hands the print to:



(B)

- (4) **The Final Checker** - who again checks the Sequence Numbers and rearranges the prints in piles, if possible, according to the mark attained, which should be recorded in pencil on the back of the mount. If this is not possible he should have an arrangement with the scorer so that he can quietly set aside any print which obtains 5 marks from one or more of the judges. These will be the prints primarily, but not exclusively considered by the Judges when making their awards.

***FROM THE TIME THE JUDGES ENTER THE ROOM UNTIL ALL THE PRINTS
HAVE BEEN MARKED NO ONE PRESENT MAY MAKE ANY COMMENT
WHATSOEVER ABOUT ANY OF THE PRINTS.***

(C) Marking

All judging must be done by a silent electronic system. Prints should be marked within the range 2 to 5 marks. The Alliance scoring machine should be used where possible as it is quick, silent, shows the marks per judge and the total marks per print. However, to cover any possible emergency, numbered cards for the judges should always be available.

Recording Marks

Computers are now normally used to record marks and calculate the results. This enables the final results to be available almost instantaneously and which can be printed almost immediately, ready to be sent to those entitled to receive them. However, a manual record of the results, must be recorded at the same time in case of any failure or corruption of the computer, and as a second record in case any marking is disputed. The Alliance provides marking sheets for recording marks manually.

Judging of the Monochrome and Colour Print Competitions must be completed before the awards are considered.

Selection of Exhibition and Awards

There is no competitive element in the Exhibition (except as regards the Best Print), and selectors may confer freely when selecting exhibits.

The Exhibition must consist of not more than 150 prints, but may consist of a lesser number, depending on the quality of the work entered. It should not be unduly diluted to make up numbers. The selectors should endeavour to choose a representative exhibition of work in which no one field of photography dominates unduly. It is however essential that each competing Federation has at least one print from each competition included. The mixture of monochrome/colour prints is at the discretion of the selectors but, in general, should reflect the respective standards of each section.



AWARDS

Selectors should first decide on the prints-monochrome and colour- that will gain for their author/s the PAGB Gold Medals. They may -solely at their discretion- award an extra mark to the entries of which these prints form a part. The awarding of the extra mark should not be regarded as automatic and it is suggested that it should only be awarded when the selectors are spontaneously unanimous in their decision as to the Gold Medal awards.

Each selector should then, individually, decide on a print, whether monochrome or colour, to which he/she will award a PAGB Silver Medal. Each Selector must choose a different print and may not choose either of the Gold Medal prints. Also, at their discretion, the selectors may Highly Commend or Commend prints. The numbers should not be excessive about five of each being the maximum. Such Prints should be awarded PAGB Ribbons.

(D) General Notes on the Handling of Prints

Exhibition prints represent a lot of hard work and thought on the part of their authors (not to mention expense). They should be handled with care and respect at all times, and in particular care should be exercised to see that they are not scored through careless stacking. They should be packed carefully for transportation. If the Print Exhibition is deframed for hanging the prints must only be hung by a system that does not damage the print or mount.

If the Exhibition is to be displayed unframed the method of hanging used must be so designed that no Velcro, or similar product, is at any stage attached to the print or mount

This should be checked with possible venues in advance.

Unselected Prints will be returned, preferably with the Exhibition catalogues, as soon as possible after the judging.

(see “June” in Time-Table : Page 26)



(E)

CDs of the Exhibition

Two CDs of the exhibition are required for the Recorded Lecture Service, together with PAGB and Federation title PDIs for subsequent projection of the Exhibition. These CDs must be made by the organising Federation prior to handing the exhibition over to the first Federation on the Exhibition Rota. They should preferably be made by a competent person in the Organising Federation.

(F) **PUBLICITY**

Copies of the top awards plus a small selection of prints by the winning Federation are sometimes required by the press for publicity purposes. The ACAO will let the Organising Federation know if any such arrangement has been made, and a CD of the files of the selected prints sent to the appropriate publisher. Original prints should not be sent for this purpose unless the ACAO approves such special arrangements. It is probably useful to consult the publication concerned in the first place

Print images may also be put on the PAGB website (see page 3)

Appendix A

Throughout this document the terms Monochrome and Colour have the following meanings (based on the definitions issued by the FIAP in 1991)

(A) **Monochrome Prints**

1. All black and white and monochrome images are included.
2. A black and white image which has been modified by the addition of a single tone to the *entire* image is defined as a Monochrome Print.

(B) **Colour Prints**

1. All images other than those in (A) above are defined as colour images .
2. A black and white image which has been modified by the addition of *partial* toning or by the addition of one colour to any part of the image is a Colour Print



Appendix B

Notes on Framing and Deframing the Exhibition

The first job the Organising Federation has to do is deframe the previous Exhibition

Deframing the Exhibition takes about a day for four people.

The "clips" are bent up the print and any backing removed and separated, removing any White-tac (not Blu-tac which contains penetrative oils) used to locate undersized prints on their backing. A card and the hardboard backing should then be replaced in the frame and the "clips" bent back. The "empty" frames are then put back in the transport boxes with interleaving cards. Each box holds ten frames and seventeen boxes are needed to carry the Exhibition.

Deframing will take place in February and the boxes of frames need to be stored in a safe and secure place until the following June when they will be required for the then current Exhibition. Each box is 26" x 10" x 19" high, and they can be stacked two high. This means that a floor area of 26"x 96" is required to store the 17 boxes of frames.

When the Exhibition is framed for circulation apart from the actual prints there will be two framed PAGB logos and a number of spare "empty" frames. In the unlikely event that there are boxes of entirely spare frames these should be forwarded along with the Exhibition.

Framing takes about a day and a half for three people. Two solid tables covered with a thick cloth are required.

The framing operation is as follows:-

1. Select a vertical or horizontal frame to suit the print.
2. Bend up the frame clips and remove the card and hardboard backing. The best tool for bending the frame clips is a table knife.
3. Clean the inside of the glass.
4. Place the print in the frame.

If the frames are already numbered ensure that the correct print is inserted.

If the frames are not numbered then the correct number should be added to the bottom left corner of the frame.- not the glass or the print - after framing.

Undersize prints need a card backing and the print should be located on the backing with two small pieces of White-tac, making sure that the margins are even.

5. Place the hardboard in the frame and bend back the frame clips.

If there isn't sufficient room for the hardboard, i.e. the print & mount are too thick, then either use card for backing or bend the clips down directly onto the back of the print mount but this can only be done if the mount is full frame size. If a thickly mounted print is not full size it cannot be framed and will not be Exhibited, and even full size prints will not be exhibited if they are too heavily mounted for framing.

Remember that all the framing has to be completed between the judging and the date by which the opening venue requires the Exhibition. If the framing is done at a location some distance from the opening venue then time must be allowed for transportation. Contact the appointed carrier at least one working week before the Exhibition is to be moved and fix the date for pick-up and delivery (Remember that Saturday is not a working day).

If at all possible deframing and framing should be carried out at the same location as is used to store the frames to minimise transportation of the boxes.



Appendix C

Digital Image File Requirements

File Format and Projection :-

- (a) Files must be in JPEG format, RGB mode, (for both monochrome and colour images)
- (b) The maximum dimensions of files must be 1400 pixels horizontal by 1050 pixels vertical. (NOT 1400 pixels vertical).

File Names :

Files should be named as follows:-

AAA_XXX_Photographer's Surname _Photographer's First name _ Title.jpg

Explanation:-

AAA = Federation Initials as they appear in the PAGB Handbook, but WITHOUT ampersands (&)
(e.g. the Lancashire and Cheshire Photographic Union will be **LCPU**)

MX = Entry Code : a print identifying reference where XX is the same number as given to the print
or on the Top Copy of the Monochrome (M) or Colour (C) Entry Form
CXX .

_ = UNDERSCORE (Note UNDERSCORE not hyphen.)
Used to separate information as shown below

Photographer's Surname

Photographer's First name

Title =The Print Title – Upper and Lower case letters and spaces are permitted

.jpg = file extension

Example:

The complete file name for:-

EAF mono print, number 36, by Brian Taylor with the Title “ Windy Day” would be:-

EAF_M36_Taylor_Brian_Windy Day.jpg

All CDs should have the Federation Initials written on them.

DO NOT STICK LABELS ON THE CD

CDs will not be returned

Please ensure that your CD has been scanned for viruses etc.

All CDs will be checked when submitted and any found to contain a virus will not be accepted.



Time-Table of Arrangements for the Annual Print Competition and Exhibition

- January (-1):**
(1 year previous): ACAO notifies the FGS of next year's competition and requests the names of the Organising Committee Members so that a date and venue for judging can be fixed and the ACAO can invite the judges.
- December (-1):** ACAO sends the CO:-
(a) a copy of the Rules and Regulations
(b) copies of the previous Exhibition catalogue
- February:** ACAO sends the following to the CO:-
(a) A table showing the number of societies in each Federation at the 31st December previous, and showing the number of prints required for each entry
(b) The Names and Addresses of each FCS
(c) The Names and Addresses of the Judges
(d) The Entry Forms
(e) Identification Labels for the back of the prints
- March/April:** The CO issues the Entry Forms to each FCS showing the number of prints required for the Federation's Entry, together with Identification Labels for the back of the prints.
- June 1st:** **Closing date for receipt of Competitions Entries**
- June:** **Judging and Selection**
CO issues results and returns marked Entry Forms
CO returns unselected prints with the authors' catalogues
CO arranges production of an Exhibition CD
CO sends 30 copies of the Exhibition CD to the ACAO for distribution
- July:** CO arranges framing of Exhibition and hands over to first FES
FES arranges hanging of the Exhibition, and official opening, if required
CO distributes Exhibition Catalogues
- December:** CO sends financial statement to Alliance Treasurer
- January (+1):** Final showing of Exhibition
Exhibition sent to next Organising Federation for deframing and storage of boxes
- February (+1):** Following CO arranges deframing of Exhibition and storage of transportation boxes
Following CO arranges return of Exhibition prints to each FCS.



While this document aims to set out the complicated arrangements necessary for the smooth running of the Competitions and Exhibition it is nevertheless recognised that there will of necessity be local day-to-day arrangements between Federations, particularly as regards timings and transportation. Any such arrangements are acceptable provided they have no knock-on effect on other Federations. They cannot however be taken as deflecting responsibility from those defined as responsible by this document

