

SCPF Championships

Guidelines for running successful Print and PDI competitions

1 Introduction

The SCPF Print and PDI Championships are an annual single day competition for member clubs held towards the end of the season.

This document is maintained by the Championships secretary.

Although separate classes, both Prints and PDIs will be judged on the same day.

The SCPF Championship Rules detail the entry requirements and scoring of the competition so are not repeated here.

The report from the previous year's competition must be consulted to make any necessary improvements to the current event.

2 Pre-requisites

2.1 Nominated Host Club

The championships are hosted on behalf of the federation by a nominated photographic club that are fully paid up and have PLI. That club should be engaged at least 18 months before the event.

In the previous season prior to their hosting club representatives must have attend planning meetings, the dress rehearsal and the Championships themselves.

It is not expected that all kit and people are provided by the host club and that assistance will be made by other clubs and individuals by mutual agreement.

2.2 Event

The event will be held on the second to last Sunday of March that is neither Mothers' Day nor Easter Sunday. If there is a clash, the earliest free date will be chosen

Entering the competition is free to SCPF affiliated clubs.

2.3 Attendees

Admission to the event is free for SCPF affiliated clubs' members. There is no public admission.

2.4 Venue

The host club must book the venue for the event day and the dress rehearsal. Payment must be made by the host club and reclaimed promptly from the SCPF treasurer.

The venue need not be the home venue of the host club.

Contact details of the caretaker must be available on the days of the dress rehearsal and event.

The same venue as used for the day must be used for the dress rehearsal.

2.4.1 Rooms

The main room must be rated for an audience of approximately 150 to 200 attendees. It must be possible to blackout this room.

A second room of at least 20 square metres must be available for Print handling.

A room must be provided for lunches to be served to the judges, Council members and helpers. The Print room can be used provided that the Prints can be moved out of the way.

A kitchen must be available for the provision of light refreshments and light lunches.

At least 10 standard 2x1m fold up tables must be available. Chairs in the main room should be padded.

The venue should have its own parking or ample public parking nearby.

Other rooms in the venue should not be being used by other parties especially if those activities generate any noise.

2.4.2 Parking

Preferably there should be ample free parking.

If on-site parking is not available, there should be public car parks available nearby and any fees must be clearly advised to attendees in promotional material.

If needed, spaces for the judges must be reserved.

2.5 Dress Rehearsal

A rehearsal must be held approximately 2 weeks before the main event.

Five hours should be long enough to set up the room, run the PDI judging for 6 clubs, rearrange for Prints and judge those images, give out awards, closedown the venue and have a short wash-up session.

The peculiarities of the venue must be understood, including the position of any power sockets, need for cable covers, location of fire exits and any other health and safety risks.

The teams will gain an understanding of the venue layout so that the event can flow correctly. Each team member should understand and practice their roles as for the main event and work together seamlessly.

The host club must ensure that 6 clubs' Prints and PDIs are provided for the rehearsal and uploaded before the uploader closing date.

It is not necessary to book the kitchen although it would be advantageous to provide teas and coffees to helpers on the day. The catering team must be conversant with the layout of the kitchen and make themselves aware of the need for additional crockery and cutlery, etc.

2.6 Judges

Three PAGB judges from outside our region must be arranged by the SCPF at least nine months before the event. A substitute judge should be made available should one of the main judges not be able to fulfil their commitment.

None of the selected judges may be a member of, or have any attachment to, any SCPF club.

The judges must be provided with a briefing document at least two weeks before the event.

Any overnight accommodation or meals that are needed must be arranged in advance.

For the payment of their expenses, judges must apply direct to the SCPF treasurer.

2.7 PAGB Patronage and Medals

Patronage and medals shall be applied for by the Championship Secretary to the PAGB at least three months before the opening of the upload window.

The patronage certificate must be printed and displayed at the event.

2.8 Rules

Any major changes to the rules must be put to Council before they are notified to clubs. Changes to the rules must be made sparingly.

Minor rule changes and clarifications can be approved by the Championships Secretary.

The [SCPF Championships Rules](#) must be published on the website one month prior to the earliest date that images can be uploaded. These rules are in addition to the SCPF's General Competition Rules.

2.9 Images

2.9.1 Website Upload of Images

The webmaster will make the uploading of images available on the website on the 1st of January prior to the event.

The uploading of images will close at the end of the Sunday three weeks prior to the event.

The images must be sent to the Championships Secretary at the earliest opportunity after the closure of the upload window. This must be at least three days before the dress rehearsal.

2.9.2 Backup Method for Supplying Images

Should the uploader become unavailable images can be sent via WeTransfer or similar service to the organiser with the images clearly identifying:

- the SCPF club number
- class (Print/PDI)
- image number (1-15)
- photographer's name (including any distinctions)
- image title

If the uploader is not available on the closing day the deadline must be extended by 24 hours.

These accommodations are only to be used if absolutely necessary and do not form part of the ordinary Championship rules.

2.9.3 Sensitivity Panel

Upon receipt of the images the Championships Secretary shall identify any images that should be checked for sensitivity in line with current Council policy.

If an image is found to be unacceptable, the relevant club must be approached to provide a replacement or the image is withdrawn as per the guidelines in force at the time.

2.9.4 Distribution to scoring team

Once approved in terms of sensitivity the images will be distributed to the scoring team at the earliest opportunity.

The number of Nature images supplied in a club submission will be checked.

Images use in previous championships will be checked, where feasible.

If an image is found to be unacceptable, the relevant club must be approached to provide a replacement within a reasonable amount of time or the image is withdrawn.

The scorer will upload and confirm that the sets of images are working with the software and also prepare the Print labels.

2.9.5 Distribution of Print Labels

PDFs of the labels are to be emailed to the participating Print clubs at least one week before the event.

2.9.6 Club Print Lists

These must be prepared and distributed to the host club at the same time that the Print labels are sent out.

3 Venue

3.1 Booking

The booking is for 08:30 – 17:30 on the day of the event.

3.2 Floorplan

If setting-up is to be done by the venue's staff, a member of the organisation team should attend the setting up.

The floorplan will include the placement of:

- Scoring table
- Projector
- Screen
- Judges
- Print stands
- Tables
- Audience
- Café area
- Cable management
- Fire exits

3.3 Blackout

The venue must be able to be blacked-out sufficiently so that the PDI judging is not adversely affected.

All windows and doors should be blacked-out with the exception of any fire doors or otherwise restricted by the venue.

Additional covers may be needed.

3.4 Audio

A sound system with at least one hand-held microphone is required. It should be possible to send the audio output from the scoring computer so that it can be heard clearly by the audience.

3.5 Signage

The main banner is to be placed outside to show the entrance to the car park. Additional signage should be considered for the entrance to the building and/or Print Registration.

Inside signs:

- Toilets
- Print registration

4 Projection

4.1 Equipment required

- Large screen

- Projector
- Projector Stand
- Table
- Laptop, scoring software and handsets
- Printer
- Spare printer ink
- Printer paper/card
- Extension cables
- Cable covers
- Duct tape

4.2 Projector calibration

This should be done at the dress rehearsal, however, if the showing of the test image shows no obvious defects, then this step can be ignored.

It may be necessary to repeat this step if the lighting conditions have changed significantly.

4.3 Scoring

Suitable software must be procured. No specific software is prescribed but it is expected that the judges will score using hand-held devices and the system will produce results and certificates. The scorer must have practiced with the software and be conversant enough with the software as far as is needed to run the competition.

A manual scorer will additionally write down the scores as they occur. If audio and video evidence is available this can be used as a backup instead.

5 Prints

5.1 Equipment required

The host club will provide:

- White gloves
- Lightbox
- At least 4 print stands
- Tables x 10 from store cupboard
- Sellotape, marker pens, sharp knife, steel rule
- Mount size template
- Score markers for print stands
- Markers for piles of prints from each club

5.2 Registration of images

Images will be accepted from 10am on the day at the print registration table.

The recipient and club will sign the club's print list.

Someone to manage the queue might be needed.

5.3 Collection of Prints for the PAGB Inter-federation Championships

Prints are not be collected from clubs as this causes unnecessary delay at the event and the possibility of lost images.

5.4 Repacking of the Prints

Images collected after scoring placed directly in boxes in numerical order.

Sheets to be marked as image retained as above or ticked as in box.

No boxes of prints are to be returned to clubs before all boxes' contents have been checked.

Clubs must ensure their box's contents are correct before leaving.

6 Catering

6.1 Refreshments

Teas, coffees, soft drinks, cakes and/or biscuits. Food intolerances/allergies such as gluten or lactose intolerance must be considered.

6.2 Dietary Arrangements

All attendees that are having lunch must notify the catering team of any intolerances.

Appropriate signage for intolerances/allergies must be provided for the light refreshments available for general attendees.

7 Health & Safety

7.1 Risk assessment

A full Health and Safety Risk Assessment must be completed as part of the requirements of the PLI.

A first aider must be in attendance.

7.2 Disabled access

Reasonable arrangements for disabled access must be in place. Seats at the front or close to an exit must be removable so that anyone needing assistance can be accommodated.

8 On the Day

8.1 Schedule

A spreadsheet containing the fine detail of the day's schedule must be prepared.

8.2 Stewarding

The main banner to be placed outside venue.

Until the start of judging, two stewards to be available in the car park (if appropriate) and on the door to direct prints and other attendees.

8.3 Introductions

The Master of Ceremonies will usually be the chair of the host club. They will give out essential health and safety information regarding the fire exits etc.

Additional introductions will be given by the SCPF President.

The Championships Secretary will explain the judging, scoring and award procedure.

8.4 Programme

A slideshow of the programme is to be produced before the dress rehearsal by the Championship Secretary.

A basic rotating slideshow of the programme, health and safety, judges etc. is to be shown prior to the opening address.

The day's programme for the attendees is as follows:

10:00 Doors open, print registration

10:30 Opening address & slideshow

10:45 PDI Judging

12:30 PDI medals chosen

12:45 Q&A session with judges

13:00 Lunch

14:00 Print Judging

15:30 Print medals chosen

16:15 Raffle drawn

16:30 Awards handed out

16:45 Close

17:00 Prints returned

Should the judges need it, breaks may be taken at any time during the proceedings.

8.5 Refreshments

Teas & coffees will be available at 10:00, 13:00-13:50 and 15:45 (approx.).

8.6 Recording the event

There will be a nominated photographer. It is not necessary that this is a member of the host club.

Photographing the handover of awards is the main requirement. Additional recording of the day and its attendees is expected.

Images are to be emailed to webmaster, Championship Secretary and SCPF newsletter editor by the following day.

8.7 Streaming

The event must be streamed over Zoom or YouTube for the benefit of clubs in the Isle of Wight, Channel Islands, Gibraltar and the Disabled Photographers' Society. Depending on Internet access at the venue it might be necessary to use a 5G dongle for this purpose.

8.8 Selection of Awards

The audience may remain in attendance whilst the awards are chosen for both classes but must remain silent and not approach any of the judges.

Should the scorer or Championship Secretary feel it necessary because of undue noise or unacceptable behaviour, the main room will be cleared of attendees with the exception of the scorer, judges, Council members and a representative of the host club.

8.9 Raffle

The host club can organise a raffle to raise money for club funds with ticket sales at breaks and lunch.

This is entirely optional and does not form part of the competition.

9 After the event

9.1 Results

At the end of the day the scorer must check the results and, once verified, send them to the webmaster and Championships Secretary for emailing to clubs and/or distribution in the SCPF Newsletter.

9.2 Uncollected awards

Award winners that were not present can have their certificates sent to them electronically. Medals can be distributed by hand or posted if no cheaper method of distribution can be found. The Championships Secretary is responsible for ensuring that these are sent to the correct recipients.

9.3 Report

A detailed report must be created by the Championship Secretary and presented to Council that, as a minimum, reports any deficiencies so that these can be rectified in subsequent events.

10 Dress Rehearsal

10.1 Attendees

The following are required:

- SCPF Championship Secretary
- SCPF President

- Host club chair
- Host club event co-ordinator
- Print team leader and their team
- Scorer
- Audio/streaming team
- Stewards
- Observer(s) from next season's championships organising club
- Catering team leader
- Additional people to act as judges

10.2 Equipment required

To be provided by venue:

- Long tables x 8
- Chairs x 20

To be provided by club:

- Projector (1920x1200)
- Projector stand
- Extension cables
- Cable covers
- Print stands x 2
- Sample prints for 6 clubs

To be provided by federation:

- Scoring laptop/printer and judges' buttons

11 Publicity

SCPF website to promote the event on the website and in every edition of the newsletter from the December prior to the event.

Invites will also be emailed to competition secretaries, reps and secretaries in each club. A reminder email should be sent two weeks before the upload closing date.

After the closing date an invite email should be sent to all clubs.

11.1 Invitations for entry

Entry is free to members of SCPF affiliated clubs.

No public admission.

12 Contact details

12.1 Venue

A phone number for responsible person from the venue must be available.

12.2 Organisation

Email addresses and mobile numbers are required for every member of the organisation and the judges.

These must be recorded in the master planning spreadsheet.

Suzie Kirkby
April 2025

Appendix 1 - Example judges briefing document.



Championships
2024 Judges' Briefing

Appendix 2 - Example Room layout



SCPF
Championships 2024

Appendix 3 - Example planning spreadsheet



SCPF
Championships 2024

Appendix 4 - Example Health and Safety Risk Assessment



Risk Assessment
SCPF Champs 2023.d