



The Photographic Alliance of Great Britain

Judges & Lecturers at Club Meetings Code of Good Practice

This Code is intended to ensure that the contributions of speakers at Club events are properly recognised and that the event runs successfully. This Code is supplemental to the Terms and Conditions for speakers but should be used whether or not those apply.

Clubs and speakers should report to their respective Federation any significant disregard of this Code.

Bookings

Booking requests are best made with long notice, unless either as an urgent substitution or the speaker has indicated that short notice bookings are preferred. An outline of the event should be provided with contact and venue details. There should be agreement as to what equipment is provided by the Club and what is provided by the speaker. Expenses and any fee should be discussed and estimated.

Programme

The Club programme should acknowledge whether the speaker is PAGB or Federation listed and should include relevant distinctions. Where appropriate, the name of any sponsor must be included and the club should comply with any specific conditions of the sponsorship.

Reminder

A reminder should be sent shortly before the event. For a physical meeting, clear directions to the venue should be included with information about parking and potential problems. For an on-line meeting, access codes should be sent. Mobile telephone numbers should be exchanged for emergency contact.

Arrival (Physical Meetings)

Wherever possible, a parking space should be reserved and someone should meet the speaker to assist with any materials or equipment.

Hospitality (Physical Meetings)

The speaker is your guest and should be accorded good hospitality. The same applies to anyone accompanying the speaker. A drink before starting can be welcome and the event should begin at the agreed time. Someone should be designated to look after the speaker throughout the event to ensure that all arrangements are satisfactory.

Meeting Format

The chairman or other relevant person should reconfirm the aims of the meeting with the speaker and the timing. Speakers are often happy to answer questions during any interval or at the end. Some may encourage questions during their presentation.

If the speaker is using prints, you must agree in advance if you wish to project them for the audience or display them around the hall, as some speakers will not permit this.

Expenses and Fee

Expenses and any fee should have been estimated and agreed at the time of booking, should be confirmed at the event and should be paid promptly.

Appreciation

Clubs should provide an opportunity for a formal vote of thanks to the speaker at the end of the meeting. A written communication after the meeting is courteous.

All speakers, whether judges or lecturers, are volunteering their time to contribute to Club events. Some speakers charge a fee for that time but still deserve to be thanked. A free contribution of time does not mean it is worthless.

Clubs have always had the option to present small gifts to speakers, and some do this routinely. No guidance is offered on gifts which are always discretionary.

Feedback

Not all good photographers are good speakers and not all good speakers are good photographers. Federations invest in judge training and accreditation, but a certain level of compromise is inevitable.

Some Federations use formal feedback procedures, especially for judges. These procedures may be two-way, from the Club about the judge and from the judge about the Club. Any formal feedback must be carefully considered and must be adequately objective. Everyone should be aware that a speaker is entitled to see any feedback recorded by a Federation or by a Club.