

CHICAGO AREA CAMERA CLUBS ASSOCIATION

COMPETITION RULES

(Effective 2010)

CACCA is organized to promote photographic activities in the Chicago area and part of these activities is to conduct competitions for both Clubs and Individuals. Rules are required for the orderly handling of these competitions so that all that enter will have the same opportunity to have their work fairly judged by impartial judges. Because of the very nature and magnitude of entries to these competitions, it is very difficult for those in charge to determine if every entry conforms to every rule. Each entrant should understand the rules so that they do not inadvertently violate them. The CACCA Board believes that the basic fairness of CACCA members will guide them in the submission of their entries so they will not deliberately fall outside the rules.

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I. CACCA COMPETITIONS

This section identifies the various Categories, Divisions and Classes of competition currently being offered by the CACCA organization.

A. CATEGORIES

The CACCA organization currently offers three categories of competition: Interclub, Individual and Special. Interclub competitions shall be held monthly beginning in October and ending in May for a total of eight competitions. Divisions include Pictorial Slides, Digital Projected Images, Large Color Prints, Small Color Print, Small Monochrome Prints, Large Monochrome Prints.

CACCA shall also conduct various competitions for individual photographers, focusing on special subjects or photographic techniques. Individual competitions shall be held throughout the competition year beginning in October and concluding in March in accordance with the published annual competition schedule. In any season, CACCA may add or drop competitions from this group.

Except for the Annual Spring Salon, only photographers belonging to CACCA member clubs are eligible to enter, and they and their friends are welcome to attend the competitions. Entrants must live in the CACCA area.

All competitions shall be held immediately following the monthly delegate's meetings.

B. CLASSES

Competition divisions may consist of a single class or may be divided into multiple classes of competition. In a division, no Club or Individual participant may enter more than one class. At the beginning of each competition season, Clubs and Individuals entering a division for the first time will generally enter the lowest Class. Other Clubs and Individuals will be placed using the most recent one-year average of submitted images for Interclub Divisions and a two-year average, when available, for Individual Divisions. An individual must have submitted a minimum of 4 entries in a season in order for an average to be established in an individual division.

At the end of each competition season, when averages are available, the Records Chair shall propose to the CACCA Board, for its consideration and approval, recommended dividing points for all classes in that division. An attempt shall be made to keep classes roughly equal in size.

Members of any Class shall not move out of that Class simply because they withdrew from participation for one or more years or because they did not submit a full compliment of entries for the current competition year.

An individual or club may elect to compete in a class that is one higher than the class into which they have been placed. Participants in Individual divisions may request this move upwards simply by so indicating on their entry form. Board approval is required if a club requests such a move. Individuals or clubs who are new to a division will normally be placed in class B unless a request for a higher class has been made to the Chairman. Participants who have not entered at least four images during their prior participation in a division will be treated as a new participant.

Unless the Board decides otherwise, all new divisions will have only one Class the first year. Based upon number of participants and the scores in the first competition year, the Board may choose to divide the division into multiple classes for following years. The Board may also at a later date reorganize a division back into fewer classes.

II. GENERAL RULES

This set of general rules, unless overridden in Section III, applies to all divisions of competition except as noted.

A. ENTRIES

SUBMISSIONS

Except for the Annual Salon, all entries must be submitted to the division chairperson no later than one-half hour before the start of the delegates' meetings. Each CACCA Member Club may submit four entries each month in each Interclub division from regular members of the club. An entrant holding current membership in more than one CACCA club may enter his/her work from each club.

From each club in any monthly Interclub competition, only one entry per maker is permitted in each division.

MAKE-UPS

For divisions that allow make-up entries, if, as a result of a legitimate cause, a club or individual is not able to deliver their regular entries in time for a competition, make-up entries (hereafter referred to as regular make-up entries) may be submitted for judging and scoring in any of the remaining competitions. A maximum of four regular make-up entries is allowed per month. In Interclub Divisions, make-up entries are considered part of the original month's competition entries and not part of the month during which the make-up is submitted. Regular make-up entries ARE NOT eligible for honors.

Judge's make-up entries are entries that could not be submitted during the month when the photographer acted as a judge in a particular competition. If the competition that was judged was an Interclub Competition, the judge's make up must be entered in the next competition in which that judge's club participates. If the competition is an Individual Competition, judge's make-ups can be entered into the competitions prior to and/or after the judging event. Judge's make-ups may be split between Individual Competitions. Judge's make-ups **are** eligible for honors.

Separate entry forms shall be submitted for make-ups with "**Regular Make-up**" or "**Judge's Make-up**" and the **month** being "Made-up" clearly marked on the entry form. In Interclub Divisions, care must be taken to not submit a make-up from a maker who has already competed in the month marked. It is the delegate's responsibility to monitor compliance to such rules. Non-compliance will result in loss of points with no make-ups allowed.

ELIGIBILITY

With regard to all entries, the entrant must have exposed the original image. In order to produce slides, negatives or computer-readable files others may do the processing. Only the entrant may have done any modifications to the original images content. Others may do mounting, in all divisions. Copies of paintings, drawings or of another photographer's work by themselves are ineligible. However, they may be included as a **minor** part of a composition of the entrant's creation.

Same or similar photographs previously submitted by the entrant and judged in the same division are ineligible. Similar is defined as almost identical in subject, composition, props, lighting or technique so that a reasonable person viewing the entries together would decide that the entrant is attempting to duplicate the previous entry except for minor changes. The intent of the rule is to encourage submission of new photographs.

Computer imaging techniques may be used in all print and slide divisions. See specific rules for Nature and Photojournalism entries for restrictions on the amount of enhancement and/or alteration permitted. All entries must begin as a photographic image exposed by the entrant. The maker must do all computer manipulation, but output of the final slide or print may be done commercially.

II. GENERAL RULES (cont.)

Any element that was not generated by the maker, such as clip art, cannot be used in the image. For our purposes all items obtained from commercially available image libraries shall be categorized as Clip Art. This includes line drawings, photographs, etc.

PHYSICAL REQUIREMENTS

Slides: Any size slide that fits a 2" x 2" mount (paper, plastic or glass) may be entered. Glass bound over ready mounts as well as other type mounts, which jam the projector, may be ruled ineligible by the Chairperson. Each slide mount must be clearly spotted in the lower left hand corner when held in viewing position and must include the title, maker's name and club affiliation.

Digital Projected Images: Images must be no larger than 1024 pixels wide, nor more than 768 pixels wide. Computer file type is jpeg only. File names must follow requirements set forth in each competition year, which are usually limited by Club Viewer Software. Image titles can be no longer than 35 characters, including spaces, and the file naming structure is as follows:

Club #~CPI~ image #~maker name~image title.jpeg (where ~ is the separator)

example: 15~CPI~1~John Doe~This Is the Title.jpeg

Further information can be found at the DPI section of the CACCA web site.

Prints: Prints must be mounted. The title, maker's name and club affiliation must appear legibly on the back of the mount in the upper left-hand corner. Mounts with a black or dark back should have this information on a white or light colored label attached to the back.

"Small Print" areas shall not exceed 11 by 14 inches. All "Small Prints" are to be mounted on an 11 by 14 inch mount board.

"Large Print" area shall not exceed 16 by 20 inches. All "Large Prints" are to be mounted on a 16 by 20 inch mount board.

Toned prints are eligible in the "Monochrome Print" division.

Monochrome Prints hand colored by the maker are eligible only in the "Color Print" divisions.

RETURN

Except for the Annual Salon, Entry of the Month in each division, and Best of Year, all entries will be available for pick-up immediately after the completion of the competition. The Entry of the Month / Best of Year is held to copy for CACCA records and will be returned later. The Annual Salon entries are returned at the April CACCA meeting. Care will be exercised with all entries but the division Chairpersons or CACCA can assume no responsibility for loss or damage during transit, judging or exhibition.

Club delegates and entrants are requested to refrain from picking up or asking for their entries from monthly competitions until the Chairperson has had an opportunity to sort all entries and prepare them for safe return. Persons unable to wait for this to occur may pick up their entries at the next CACCA meeting.

CHALLENGES

The following challenge procedures have been adopted to help assure fair competition and to inform people who inadvertently submit ineligible entries:

The Chairperson, a judge or any attending member of a CACCA Club may make challenges to any entry at any time during a competition. All such challenges must be made to the Chairperson, who will try to resolve the eligibility issue during that competition if possible. If, during the competition the Chairperson concludes that an entry is ineligible for any reason other than violations of the same/similar rule (see "Eligibility"), that

II. GENERAL RULES (cont.)

entry will be pulled and returned to the maker with an explanation of the reason. In all cases, images should be scored on the merit of the image first before disqualification, and judges should be reminded to judge accordingly. The maker may submit a make-up entry at the next competition, but the make-up will not be eligible for honors. The entrant whose entry is ruled ineligible also may file an appeal in writing to the Chairperson not later than 60 days from the date of the challenge.

If the Chairperson is not able to resolve an eligibility challenge at the competition where the challenge was made, scoring and judging will be allowed to continue. The Chairperson will then later refer the matter to the CACCA Board for resolution. When the Chairperson is prepared to present a challenge, he or she shall notify the president in advance of the next CACCA Board meeting that a ruling on a challenge or appeal will be requested. The Board may decide to revoke any honors given an ineligible entry. The Board also may decide on remedies appropriate to the circumstances for entries removed from a competition and subsequently found on appeal to be eligible. At the last competition of the season, a special committee consisting of the Coordinator of Competitions, the President, and one other director, if available, as appointed by the President, shall be empowered to immediately resolve any challenge for that day.

If the challenge is made under the "same or similar" rule (see "Eligibility"), the maker will be requested to promptly furnish to the Chairperson the previous entries challenged as "same or similar". Failure by the maker to furnish the previous entries will cause the club/entrant to forfeit the points given the challenged entry with no make-ups allowed. An entry that is found, after presentation before the Board, to have violated the "same/similar" rule, will cause the club/entrant to automatically have the challenged score reduced to 18 (or remain at the original score, whichever is the lowest). A subsequent proven violation by the same club/entrant will cause forfeiture of points with no make-up allowed in the same competition season.

B. JUDGING

Room lights will be off during the judging of all competitions. The judges shall not preview entries.

Prints shall be displayed individually for scoring in a print box conforming to PSA standards. Judges shall view prints at a distance of approximately 5 feet. For digital projected images, the viewing distance will be 2- 2.5 times the width of the projected image. If possible, all judges used for CACCA competitions shall be selected from within CACCA membership.

Chairpersons shall arrange for three qualified judges for each competition and will make an energetic effort to prevent using judges from the same club more than once during the current competition year. At any competition, no two judges may be from the same club and, for these purposes, any judge who is a regular member of more than one club will be considered as a member of each club.

No judge may have their work in the competition they are judging. If a judge's interclub entry has been removed from competition resulting in a less than full compliment of entries, that entry must be entered in the subsequent competition and shall be eligible for honors. (See General Rules: Make-ups.)

C. SCORING

Entries are first scored on a point basis of from 4 to 9 by each judge, giving a maximum score of 27 for any entry. The scores earned by a club or individual for a competition are added to obtain the total score for the competition. The monthly scores are totaled for the year to obtain the final standings in each division.

D. HONORS

At each monthly competition, in each class of each division, a minimum of 20% of the images, except regular make-ups, will be selected for honors, and approximately half will be awards, and the remaining will be honorable mentions. (See "Chairperson's Procedures" for more details in the procedures for determining honors). Suitably inscribed ribbons will be presented to the recipients of these honors.

Also at each of these monthly competitions, in each division, an Entry of the Month (Slide and/or Print) will be chosen from the awards in Classes AA, A and B, judged together.

Judging for all honors will be by the Standard "IN" and "OUT" voting method. This vote will yield 4 categories ranging from "three IN" to "zero IN." The required number of winners will be chosen from these categories starting with the highest category and going down to include as many categories as are needed. If the lowest of these needed categories must be split, only that category will be rejudged.

A certificate and a medal will be presented to the maker of the Entry of the Month.

Immediately after the last monthly competition, each division Chairperson shall arrange a special judging to select the Best of the Year entry. All awards for the year are eligible and shall be judged together. All regular entries receiving **24** or more points and not receiving an Award are also eligible for Best of the Year honors. This judging will be by "in" and "out" voting, the same as the entry of the month. It is the makers' responsibility to submit eligible entries to the division Chairpersons.

The final cumulative scores for all clubs and individuals at the end of the competition year will determine the trophy/plaque/certificate winners. First, second and third place shall be awarded to the clubs with the highest scores in each class in each division. For Individual competitions, the number of trophies/plaques/certificates awarded is based on the number of completions in a category. If 6 or more complete in a category, 3 honors will be given. If 4 or 5 complete, 2 honors will be given, and if less than 4 complete, only 1 honor will be given. Clubs or individuals failing to submit the total required number of entries for the year shall not receive a trophy/plaque/certificate. In case of ties, duplicate trophies/plaques/certificates will be presented.

III. SUPPLEMENTAL RULES FOR SPECIFIC DIVISIONS

In addition to the general rules found in II, the following contains supplemental rules that are in effect for the identified divisions.

A. INTERCLUB COMPETITIONS

Eight competitions shall be held each competition year on a monthly basis beginning in October and ending in May. Each club may submit up to four (4) entries from (4) different makers per competition. A full complement of entries for the year is thirty-two (32). The Interclub divisions are:

- **Pictorial Slides**
- **Small Monochrome Prints**
- **Small Color Prints**
- **Large Monochrome Prints.**
- **Large Color Prints**
- **Digital Projected Images**

B. INDIVIDUAL ALTERATION OF REALITY

CACCA will conduct three Individual Alteration of Reality competitions during the year as digitally projected images. Entries in the Alteration of Reality Divisions must exhibit a departure from realism by creativity of subject matter and/or photographic manipulation. Entries that are “straight” photographs with no evidence of creativity or departure from realistic presentation are ineligible. Any and all techniques used to alter the image, such as derivations, sandwiches, montages, multiple images; diffusion, solarization, etc. are eligible. The best combination of imagination and execution is the intent of the Alteration of Reality Divisions.

Completely computer generated images are not permitted. The use of clip art and other “stock” computer shapes, forms, etc. is prohibited. If the maker did not photograph it or make it on the computer, it cannot be included in their final image.

C. INDIVIDUAL NATURE

CACCA will conduct three Individual Nature competitions during the year in two divisions, slides and small prints.

Photographs entered into Nature Divisions may depict observations from any branch of natural history, and must do so in a fashion that a well-informed person will be able to identify the subject matter and to certify to its honest presentation. Any view may be used, including micro and macro photographs.

The story-telling value of the photograph should be considered along with its pictorial quality. Obviously recognizable man-made elements shall not be present except for scientific wildlife banding and in the rare instances where man-made elements enhance the story (e.g., where wildlife adopts a man-made location). Even in those instances, the man-made elements should be unobtrusive.

Also ineligible are photographs of artificially produced hybrid plants (e.g. garden flowers) or domesticated animals, mounted specimens, obviously set arrangements, derivations or any form of photographic manipulation that creates a false or misleading impression of the natural history subject.

Print Division:

A maximum of four small prints may be entered in each competition. Monochrome or color prints or a combination of both are allowed. Sequences of more than one print on a mount will be considered as one entry.

Slide Division:

Four slides exposed by the entrant may be entered in each slide competition.

D. INDIVIDUAL PHOTOJOURNALISM

CACCA shall conduct three Individual Photojournalism competitions during the year in two divisions, slides and small prints. .

Entries in the Photojournalism Divisions must depict man and his environment. These will generally consist of story-telling pictures or sequences as seen in news media and periodicals, including human interest, spot news, documentary, and humor. Contrived situations or photographic manipulations that alter the truth are not allowed. The journalistic value of the photograph shall be weighed along with the pictorial quality.

Print Division:

A maximum of four small prints may be entered in each competition.

Slide Division:

Four slides exposed by the entrant may be entered in each slide competition

E. INDIVIDUAL PORTRAIT

CACCA will conduct three Individual Portrait competitions during the year in each of two divisions, slides and small prints.

Photographs entered into Portrait Divisions may be either living Humans or Animals. The Human(s) or Animal(s) shall be the main subject and shall dominate the picture.

The chairperson has the right to disqualify any entry that does not meet this requirement. Ineligible entries include, but are not limited to, plants, glassware and other inanimate objects.

Print Division:

A maximum of four small prints may be entered in each competition.

Slide Division:

Four slides exposed by the entrant may be entered in each slide competition.

F. INDIVIDUAL SPECIAL CATEGORY

CACCA shall conduct seven Individual Special Category slide competitions during the year as a single Class of competition. Subject matter of entries in each monthly competition is restricted to the pre-announced category for that competition.

Images entered into this division may not have been entered in any previous CACCA competition including Interclub, Individual and CACCA Salons.

Each entrant may submit up to four slides into each competition.

The Special Category shall be the main subject of the entry and shall dominate the picture. The Chairperson has the right to disqualify any entry that does not meet this requirement.

No honors received in this division shall count toward any cumulative awards or End of Year awards.

Categories for the next competition year shall be posted on the web or in a newsletter.

H. ANNUAL SPRING SALON

In the spring of each year, CACCA conducts a salon for members and non-members of CACCA clubs. The Salon General Chairperson will announce the date and location of the judging and subsequent projection of accepted slides and exhibition of accepted prints well in advance of the salon date.

The Salon includes the following divisions:

DIVISION

- Pictorial Slides
- Small Monochrome Prints
- Small Color Prints
- Large Monochrome Prints
- Large Color Prints
- Alteration of Reality (Projected Image)
- Nature Slides
- Nature Small Prints (Monochrome or Color)
- Photojournalism Slides
- Photojournalism Small Prints (Monochrome or Color)
- Portrait Slides
- Portrait Prints (Monochrome or Color)
- Digital Projected Images (DPI)

A maximum of four (4) images may be submitted in any division. A separate entry fee is charged for each division.

Where Individual Divisions do not exist, entrants having ten or more acceptances in a division in previous CACCA salons and/or any international salons must enter Class A in those Salon divisions. Other entrants may elect to enter Class A.

Where Individual Divisions exist, a Salon entrant shall enter at the same level, or a higher level, than they are participating in during the current competition year. If they are not participating during the current year, they shall enter at the same level they would have been assigned for the current year, or at a higher level. Others may elect to enter a class they feel is appropriate for their skill level.

No entrant may enter more than one Class in any division.

Although the salon is for individuals, all entries should be forwarded through the club delegates for delivery to the division Chairpersons no later than the March delegate's meeting. Specific arrangements for later submission may be made with the Chairpersons at their discretion. Entries will be available for return at the April delegate's meeting. Reasonable care will be exercised with all entries, but the division Chairpersons or CACCA can assume no responsibility for loss or damage during transit, judging or exhibition.

Entries that have been previously accepted in the same CACCA salon divisions are ineligible. The subject and physical requirements of entries are the same as stated in the applicable interclub and individual competition rules. The same or similar image (see Eligibility) may be entered only in one division each year.

Requirements for judges, judging and challenges will be the same as procedures in the applicable interclub and individual competition rules with the following exceptions:

During the scoring phase, all entries shall be separated into groups by the score they receive. All entries shall remain separated by scoring group during the selection of acceptances and the selection of entries for Award and Honorable Mention honors.

After scoring is completed, a minimum of 1/3 of the total entries shall be retained as acceptances. Beginning with the highest scoring group and moving down, the lowest scoring group required to produce the number of acceptances needed shall be determined. All remaining entries in lower scoring groups shall be set-aside at this point. If required, from that lowest score group, entries in excess of the needed number shall be dropped using the standard "IN" and "OUT" voting method.

Judges shall not review entries in the next lower scoring group for the purpose of choosing acceptances. For a scoring group split between acceptances and non-acceptances, a "+" will be added to the scores of the accepted entries on the report cards (and backs of prints) and the same designation will be shown as the "score required for acceptance".

Awards and honorable mentions will be selected from top scoring entries. A minimum of 20% of the total number of **acceptances** is eligible to receive Honors. After determining that number, beginning with the highest scoring group and moving down, the lowest scoring group required to produce the number of entries needed shall be determined. If required, from that lowest score group only, entries in excess of the needed number shall be dropped using the standard "IN" and "OUT" voting method. Once the correct number of entries has been selected, the remaining group of entries shall be split approximately in half between Honorable Mentions and Awards using the standard "IN" and "OUT" voting method.

Best-of-Show entries for each division will be selected in the same manner as the Slide/Print of the Month in the applicable interclub and individual divisions. At the completion of the judging of a division, the Honorable Mention, Award and Best-of-Show entries shall be announced to the audience.

Accepted entries shall receive acceptance ribbons, Honorable Mentions shall receive medals, and Awards shall receive suitably engraved plaques. The Best-of-Show in each division will receive an engraved trophy/plaque. No entry in any division will receive more than one honor. All trophies, plaques, medals and acceptance ribbons will be distributed at the annual banquet.

IV. CHAIRPERSON'S PROCEDURES

Chairpersons have the primary responsibility for the conduct of their competitions except for the actual judging of the entries. Their competitions shall be conducted in accordance with the current CACCA Competition Rules as they apply to their competition division. It shall be the responsibility of each chairperson to understand the CACCA Competition Rules as they apply to their specific division.

Each chairperson shall assemble a committee and make all arrangements for the location and equipment necessary for the competition. **Room lights shall be off during the competition.**

Chairpersons shall arrange to have three qualified judges for each competition and shall make an energetic effort to prevent having judges from the same camera club more than once during the year. If possible, all judges used for CACCA competitions shall be selected from within CACCA membership.

At any competition, no two judges may be from the same camera club and for this purpose, any judge who is a regular member of more than one club will be considered as a member of each club.

No judge may enter the competition he is judging. Judges' make-ups submitted at a subsequent competition shall be eligible for honors. For each competition, the judges shall be informed that their work cannot be entered.

At the start of each competition, the chairperson shall introduce the judges to the audience and give their club affiliation and any background information pertinent to the competition. The chairperson shall review the rules of the division and announce the number of entries, excluding make-ups, other than judges', in each category or class. The chairperson shall announce the number of awards and any other honors to be chosen. The chairperson shall not announce or in any way indicate which entries are make-ups. The judges shall not preview the entries. The audience will be requested to refrain from any comments or creation of any

disturbance while the judging is in progress.

Each club and entrant is responsible for the eligibility of their entries in each competition in accordance with the current CACCA Competition Rules.

The competition chairperson may make challenges to any entry at any time during a competition. Judges and any attending member of a CACCA club may also challenge an entry. The chairperson may request the assistance of the Coordinator of Competitions to determine the validity of the challenge. If, during the competition, the Chairperson concludes that an entry is ineligible for any reason other than violations of the same/similar rule (see "Eligibility"), that entry will be pulled and returned to the maker with an explanation of the reason. In all cases, images should be scored on the merit of the image first before disqualification. The maker may submit a make-up entry at the next competition, but the make-up will not be eligible for honors. The entrant whose entry is ruled ineligible also may file an appeal in writing to the Chairperson not later than 60 days from the date of the challenge.

If the Chairperson is not able to resolve an eligibility challenge at the competition where the challenge was made, scoring and judging will be allowed to continue. The Chairperson will then later refer the matter to the CACCA Board for resolution. When the Chairperson is prepared to present a challenge, he or she shall notify the president in advance of the next CACCA Board meeting that a ruling on a challenge or appeal will be requested.

Entries shall first be voted on the basis of points, 4 to 9, by each judge, and shall be grouped by total score.

After all the entries have been voted upon and the scores recorded, those with the highest scores shall be considered for honors. To determine which entries are to be considered for honors, the chairperson shall add the number of entries in each score group, from the highest downward, until at least the number needed or more is obtained at some score level. The entries from the higher score groups shall be set aside and the remaining needed entries shall be selected from the lowest score group.

All judging for honors shall be by "In" and "Out" vote. The "two In" and "three In" group shall be reduced by vote until the required number is reached. Judges shall continue voting until the chairperson finds the judges unable to arrive at a final decision. The chairperson will then request that the judges discuss the remaining entries among themselves until a final decision is reached.

Once the required number of entries has been selected, all entries shall be combined for the awarding of honors. Approximately one-half of the entries shall receive Awards and the remaining entries shall receive Honorable Mentions.

After the Award and Honorable Mention entries have been chosen, an Image of the Month shall be chosen from all Awards in all classes judged together. The chairperson shall show and announce the title, maker's name and club affiliation for the Honorable Mention entries prior to the judging of the entry of the month. After that entry is chosen, the chairperson shall show and announce the same information for the Awards and the Entry of the Month.

Immediately after the last monthly competition, each division Chairperson shall arrange a special judging to select the Best of the Year entry. A new panel of judges shall be used for this competition. All awards for the year, including the current competition, are eligible and shall be judged together. All regular entries receiving 24 or more points and not receiving an Award are also eligible for Best of the Year honors. This judging will be by "In" and "Out" voting, the same as the entry of the month. It is the makers' responsibility to submit previous eligible entries to the division Chairpersons.

Award and honorable mention prints shall have the appropriate stickers affixed to the backs of the prints prior to their return. Slide award and honorable mention ribbons shall be included in the Club's packet at the next CACCA delegate's meeting.

At the next delegates' meeting, chairpersons for each division shall present certificates with medals to image-

of-the-month winners.

All regular competition entries, except for the Image of the month/year, will be available for pick-up after the competition. Salon entries shall be returned at the April delegate's meeting.

The chairperson shall request that club delegates and entrants refrain from picking up or asking for their entries until the chairperson has had an opportunity to sort all entries and prepare them for safe return. Persons unable to wait for this to occur may pick up their entries at the next CACCA delegate's meeting.

The Image of the month/year shall be furnished to the record keeper and the Salon catalog for their use and shall be returned later.

The chairperson shall present certificates of appreciation to the judges as an expression of thanks from CACCA.

The chairperson shall tabulate all scores for the competition and year to date by Club/Individual. Monthly results shall be sent to the person responsible for reporting the results to the web page. These results shall include a listing of the Judges and all entries (by class where applicable) receiving honors. A current Club/Individual standing list (by class where applicable) shall also be furnished.

Year-end standings shall be furnished to the editor of the Salon catalog.