



CAPA Judging Standards Policy

Introduction

CAPA is committed to maintaining high judging standards for competitions where CAPA Trained or Certified judges are used. This policy outlines the expected behavior and performance levels for our judges, providing guidelines for both Judges and the Director of the Judging Program to follow. The policy aims to promote a positive environment, support judges' growth, and contribute to consistent and satisfactory competition outcomes.

Definitions

The following definitions apply to this policy:

- CAPA Judging Program: A complete plan for ensuring a consistent and high judging standard for CAPA sponsored competitions and salons. The program includes, but is not limited to, establishing Judging Standards, recruiting potential judges, developing training materials (in conjunction with the Director of Education), providing training for new judges plus recurrent and remedial training as required, establishing a certification process, ongoing monitoring of judges for quality assurance, and a feedback loop to capture suggestions for improvements to the program. The program is managed under the authority of the Director of the Judging Program.
- CAPA Certified Judge (CC): Refers to a current individual member of CAPA in good standing who has completed the CAPA Judge Certification Program and been granted the designation by the Director of the Judging Program.
- CAPA Trained Judge in Evaluation (CT): Refers to a current individual member of CAPA in good standing who has completed the CAPA Judging Course within the past two years, who subsequently formally applied to be registered in the CAPA Judges' Certification Process and was accepted for entry and is presently in the judging performance evaluation phase.
- CAPA Judges List: A list of CAPA Trained and CAPA Certified Judges maintained by the Director of the Judging Program. It is used by CAPA for selecting judges for CAPA-sanctioned competitions and events. The list is also made available for the use of CAPA member clubs for selecting judges for their competitions and events.



- Certification Period: The CAPA Certified Judge (CC) and the CAPA Trained Judge in Evaluation (CT) designations are only valid for a five-year period and only to judges who are CAPA members in good standing. If the judge does not maintain their CAPA membership their CC or CT designation status is removed. To maintain their certification, CAPA Certified Judges and CAPA Trained Judges in Evaluation must also complete re-certification training within each five-year anniversary of their designation having been granted.

Performance expectations

Judges are expected to meet the following performance expectations:

1. Compliance with Rules and Procedures:

- Familiarize yourself with the rules and judging criteria set out by the respective competition organizers for each competition prior to commencing judging.
- Remove yourself as a judge (this includes declining the request to judge) if you feel you lack the knowledge and/or skill to judge the genres of the competition in a fair and professional manner.
- Disclose to the competition organizer if you have images in the competition you are scheduled to judge and follow their direction.
- Adhere to the rules and judging criteria for the competition, seeking clarification when necessary.
- If you observe other CAPA Trained or Certified Judges who appear not to be complying with CAPA policies and procedures, advise the Director of the Judging Program of your concerns.
- Ensure that their computer/monitor used for on-line judging meets the Technical Requirements as published on the CAPA website.
- Be fully conversant with and follow CAPA's July 2020 "Policy Statement on Monitoring Judging in CAPA Competitions", recognizing that CAPA is committed to ensuring the highest standards of judging by its judges in its international, national, and zone competitions, as well as in recommending to CAPA member clubs that these same standards are applied in their local club competitions.
- A CAPA Judge will maintain CAPA's judging standards and help to provide ongoing improvement to CAPA's judging system, by ensuring you are:
 - (i) up to date with the art and craft of photography today,
 - (ii) fully conversant with CAPA's current judging standards, and
 - (iii) maintaining those standards in their judging activities.



2. Judging Knowledge and Quality:

- Demonstrate high-quality of judging skill that meets CAPA standards.
- Demonstrate knowledge of competition genres and respective judging criteria.
- Demonstrate a balanced assessment considering first the Creative Intent factors, and then how well the Organizational and Technical factors support the Creative Intent factors.
- Adhere to the accepted scoring methods prescribe by the competition organizer.
- On average, maintain a scoring variation of +/- 2 points with other certified judges.

3. Photographic Knowledge and Skill:

A judge must be familiar with the following skills and techniques:

- Exposure metering systems with respect to metering area, and difference between metering reflected and ambient light. Limitations of TTL light meters and ambient light meters.
- Exposure Bracketing
- Exposing for highlights and/or shadows
- The Exposure Triangle and relationship between shutter speed, aperture, and ISO. Equivalent f-stop and shutter speed combinations
- Freezing movement or controlling depth of field with shutter speed & aperture
- Camera Metering Modes: Auto, Shutter Priority, Aperture Priority, Program, Manual.
- Colour space, colour gamut
- Colour temperature – the Kelvin scale
- Different lighting situations including direction, quality, and strength
- Effect of lens focal lengths – wide angle, telephoto, fisheye
- Filters – polarizing, neutral density, graduated, etc.
- High-key and low-key
- Grey card, 18% reflectance
- Shooting in RAW
- White balance
- HDR workup and processing
- Post processing using at least one of the more popular software programs (Adobe LR/LrC/PS/Elements, On1Photo Raw, Capture One, Luminar Neo, PaintShop Pro, Affinity Photo)

3. Image Feedback:

- Communicate clearly, concisely, and professionally.
- Provide balanced feedback.



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- Always state something positive.
- Use appropriate photographic terms.

5. Adaptability and flexibility:

- Be open to learning new photographic skills both in-camera and post-processing.
- Demonstrate willingness to adapt to changing trends and processes.
- Embrace new technologies and tools that enhance the photographic process.

6. Professionalism and respect:

- Conduct yourself with professionalism and respect at all times.
- Treat the image makers with dignity and respect.
- Maintain confidentiality and discretion in sensitive matters.

Responsibilities

Judges are responsible for upholding the standards outlined in this policy. Failure to comply may result in disciplinary action, up to and including termination of their Certified status.

CAPA Certified Judges and CAPA Trained Judges are responsible for:

- Complying with the CAPA Judging Standards Policy.
- Maintaining their CAPA membership in good standing.
- Successfully complete the recertification requirements within five years of their initial certification or recertification date.

The Director of the Judging Program is responsible for:

- Providing clear communication and training on this policy and related judging policies.
- Setting performance expectations and providing feedback.
- Conduct periodic evaluation of competition judging to ensure compliance and identify program training needs.
- Addressing performance concerns and taking appropriate action.
- In cooperation with the Director of Education, provide training to judges including, but not limited to a Judges Training course for new judges, refresher training for CAPA Certified Judges and additional training or reference material as required.



Consequences of non-compliance

Violating this policy may result in disciplinary action, depending on the severity and frequency of the violation. Remedial actions may include:

1. The involved judge will receive a verbal and/or written warning outlining the concern(s) and the corrective action required.
2. A performance improvement plan may be implemented to address specific performance issues.
3. In extreme cases, following a formal assessment of their judging performance, or any other investigation of any issue(s) or concern(s) regarding the maintenance of CAPA's Judging Standards, the Director of Judges, in consultation with the President of CAPA and the Director of Education, will suspend and/or revoke the CAPA Certified Judge designation or CAPA Trained Judge designation.

Implementation and Review

This policy is effective as of May 1, 2024, and supersedes all previous judging performance standards policies. It will be reviewed and updated annually or as needed, ensuring it remains relevant and effective.

Director of the Judging Program: _____ *Glenn Bloodworth, FCAPA*

Date: ____ May 1, 2024 _____