



The Photographic Alliance of Great Britain

Judges and Lecturers at Club Meetings Standard Terms and Conditions

Application

These terms and conditions apply to any booking between an Affiliated Club, a Federation or the PAGB, and a Judge or Lecturer who has consented to be listed in the current handbook of either a Federation or the PAGB. These terms apply to bookings for both physical engagements and on-line engagements.

A speaker who is not listed in any Federation or PAGB handbook is not bound by these terms and conditions.

A breach of these terms and conditions or other dispute should be referred to the most appropriate Federation.

Terms

These terms and conditions directly cover bookings, expenses and fees. Other reference material is listed below.

Bookings

The Club, or a Federation or the PAGB should contact the speaker by telephone, email, post or other means to propose the date(s) and indicate the type of event. There is no obligation for a speaker to accept an engagement but, once agreed, only serious difficulty should necessitate a change or cancellation by either party.

A booking must be confirmed in writing, such as an email, soon after agreement. Any necessary changes must also be confirmed in writing.

Expenses

Expenses should be estimated at the time of booking and confirmed at the time of the event.

The permissible expenses are:

- Travel. The direct cost of public transport including taxis, or the current PAGB mileage rate for a private car.
- Subsistence: Essential accommodation and meals but only when specifically approved in advance by the Club.
- Consumables: The direct cost of any materials necessarily used by the speaker.
- Depreciation: Wear and tear of equipment provided by the speaker, including any used in the creation of both prints and projected images, up to a maximum amount.

The current mileage rate for a private car and the maximum for depreciation are published on the PAGB website. www.thepagb.org.uk/services/pagb-judges

For a physical meeting, expenses should be paid at the meeting without prompting. Cash is often preferred and should be offered whenever possible.

For an on-line meeting, a payment method should be agreed at the time of booking and payment sent promptly after the event.

Fees

Fees are either a payment for the speaker's time, or a copyright licence fee or both, and are always separate from expenses.

Any fees must be agreed at the time of booking and must be paid with any expenses.

Fee for Time

This section states the current PAGB terms (October 2020). Given experience with on-line meetings, the PAGB is currently consulting on possible changes.

A judge must not charge a fee for time.

A lecturer may charge a fee for time but only where a fee is already declared in a current PAGB or Federation handbook.

Fee for Copyright Licence

An oral presentation and any written material provided at the request of a Club are the speaker's copyright.

- The speaker is entitled to grant or refuse permission for the Club to record any part of the presentation.
- The speaker is entitled to agree or not agree to provide the Club with written material such as notes on images or a prepared handout.

The speaker can state licence conditions for the purpose and use of any recordings or written material and may charge a copyright licence fee. The licence fee may depend on the scope of the licence. A suggested range is published on the PAGB website. www.thepagb.org.uk/services/pagb-judges

Reference Material

Other documents are available on the PAGB website. www.thepagb.org/library

- Advice:
 - Recording of Meetings.
- Judges & Lecturers:
 - Code of Good Practice: Practice which all are recommended to follow, so that the speaker's contribution is properly recognised and the event is a success.
 - Booking Forms for Judges and Lecturers: A template booking and reply form which can be exchanged by post or email.

The following information is published on the PAGB website.
www.thepagb.org.uk/services/pagb-judges
and is updated there from time to time:

- Expenses:
 - The maximum permitted mileage rate for a private car.
 - The maximum charge permitted for depreciation of equipment.
- Fees:
 - A suggested range of charges for a copyright licence.