



# Juror Accreditation and Selection Rules and Guidelines

v1.4

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# 1. Introduction

- 1.1. National Philatelic exhibitions are the responsibility of the Association of British Philatelic Societies (ABPS). The ABPS is the recognised authority for the United Kingdom by the Federation of European Philatelic Associations (FEPA) and Fédération Internationale de Philatélie (FIP).
- 1.2. ABPS have assigned the duties of organising National and International Exhibitions to its Exhibitions and International Committee (Exhibitions Committee). This committee is authorised to use an organising vehicle, currently Stamp World Exhibitions Limited (SWE).
- 1.3. The responsibilities of the committee include, but are not limited to:
  - 1.3.1. Appointing and overseeing accreditation of UK National and Federation level judges.
  - 1.3.2. Supervising the performance of all accredited judges.
  - 1.3.3. Developing rules for exhibits and exhibiting at national shows.
  - 1.3.4. Developing cooperative exhibiting and judging programs with national federations in other countries.
  - 1.3.5. Appointing juries to serve at ABPS national exhibitions.
  - 1.3.6. Nominating jurors for international jury service.
  - 1.3.7. Nominating apprentice jurors for international jury service.
  - 1.3.8. Nominating jurors for overseas national jury service through accords with the U.S.A., Australia and other countries as applicable.

**This Handbook has been prepared in order to provide greater transparency on the processes and requirements of those involved in the Judging process.**

It is not intended that this Handbook should set out the way in which exhibits should be judged. It does however provide links to the relevant websites where this information can be found.

**Michael Smith FRPSL**  
**Chief Judge**  
**Exhibitions and International Committee**  
**January 2020**

## 2. Juror Accreditation

### 2.1. Juror Accreditation at Federation Level

#### 2.1.1. Application Process

2.1.1.1. Candidates must apply for a place on an ABPS Federation Juror course.

#### 2.1.2. Initial Accreditation

2.1.2.1. To receive Accreditation as an ABPS Juror at Federation Level, the candidate must:

- Be a member of a society affiliated to ABPS or a Friend or Patron of the ABPS.
- Have successfully completed the full ABPS Federation Juror course.

2.1.2.2. The ABPS Federation Juror course consists of two parts:

- A weekend presentation and workshop programme.
- A practical exercise of parallel judging of material at an ABPS National exhibition.

#### 2.1.3. Maintaining Accreditation

2.1.3.1. The juror should exhibit at an ABPS federation or ABPS national exhibition at least once in every five year period.

2.1.3.2. In order to keep up with the latest regulations and best practice, it is strongly recommended that Federation Level Jurors repeat the ABPS Federation Juror course every 5 years.

### 2.2. Juror Accreditation at National Level

#### 2.2.1. Application Process

2.2.1.1. There is no formal application process. Potential National jurors are usually identified by the Chief Judge or suggested by other National Jurors:

- Following their successful accreditation as a juror at federation level.

- Appropriate success as an Exhibitor.

2.2.1.2. Such potential jurors may then be invited to take part in the following Accreditation procedure:

### 2.2.2. Initial Accreditation

2.2.2.1. To receive Accreditation as an ABPS Juror at National Level, the candidate must:

- Be a member of a society affiliated to ABPS or a Friend or Patron of the ABPS.
- Have exhibited at a National or International Exhibition in the Exhibiting Class in which accreditation is sought during the previous 5 Years.
- Received 75 points or higher for a multi-frame exhibit (5 or more frames) within the previous 5 Years.
- Have received Accreditation as an Accredited ABPS Juror at Federation Level or have a similar, or greater, accreditation from an acceptable philatelic organisation.
- Successfully pass two apprenticeship juror outings (see below) at ABPS National Exhibitions.

### 2.2.3. Apprenticeship Procedure

2.2.3.1. The Apprentice Juror will be allocated three exhibits in their chosen Specialism (Exhibition Class) allocated by the appropriate Team Leader and/or Jury Chairperson and asked to judge these independently.

2.2.3.2. The Apprentice Juror will then be assessed on the basis of the marking of these three exhibits and their wider contribution to their Jury Team.

2.2.3.3. The relevant Jury Chairperson for each of the National Exhibitions will after consultation with the relevant Team Leader advise the Chief Judge whether the apprenticeship outing has been passed.

### 2.2.4. National Juror Qualification

2.2.4.1. Once a juror has completed the Apprenticeship Procedure, they will be deemed to be a National Juror.

- 2.2.4.2. They will be deemed to have a Specialism in the Exhibition Class in which they have been evaluated.
- 2.2.4.3. National Jurors are able to judge any of the Exhibition Classes, regardless of whether they have been evaluated in those Specialisms or not.
- 2.2.4.4. National Jurors can look to add additional Specialisms (see Section 2.3 below).

## **2.3. Adding Additional Specialisms at National Level**

### 2.3.1. Application Process

- 2.3.1.1. Existing accredited National judges must apply in writing (or email) to the Chief Judge requesting to be accredited in additional Specialisms (Exhibition Classes).

### 2.3.2. Initial Procedure

- 2.3.2.1. In addition to the requirements for National Juror Accreditation set out above, the candidate must:
  - Have exhibited at a National or International Exhibition in the Additional Specialism (Exhibiting Class) during the previous 5 Years.
  - Received 75 points or higher for a single or multi-frame exhibit in the Additional Specialism (Exhibiting Class) within the previous 5 Years.
  - Successfully pass the procedure (see below) at an ABPS National Exhibition.

### 2.3.3. Procedure

- 2.3.3.1. The Juror will be allocated three exhibits in the chosen Additional Specialism (Exhibition Class) allocated by the appropriate Team Leader and/or Jury Chairperson and asked to judge these independently.
- 2.3.3.2. The Juror will then be assessed on the basis of the marking of these three exhibits and their wider contribution to their Jury Team.

- 2.3.3.3. The relevant Jury Chairperson for each of the National Exhibitions will after consultation with the relevant Team Leader advise the Chief Judge whether the Additional Specialism has been passed.

## **2.4. Maintaining Accreditation at National Level**

### 2.4.1. Requirements for maintaining accreditation

- 2.4.1.1. Judges must comply with the following requirements, and any others deemed necessary by the Exhibitions Committee.

### 2.4.2. Maintaining Accreditation

2.4.2.1. The juror must:

- Exhibit at national exhibition level or higher at least once in every 5 year period.
- Attend at least fifty percent of the National Juror workshops run by the Exhibitions Committee over a 5 year period.
- Serve as a judge at national or international level at least once in every 3 year period.

- 2.4.2.2. Exhibiting and judging in any exhibiting Class will be sufficient to maintain all Specialisms (Exhibiting Classes) the Juror has achieved.

### 2.4.3. Failure to Maintain Accreditation Requirements

- 2.4.3.1. Any of the following will result in suspension as a juror and removal from the list of National Judges:

- Failure to exhibit once in every 5 year period.
- Failure to attend sufficient ABPS National Juror workshops over a 5 year period.
- Failure to serve on a jury once in every 3 year period.

### 2.4.4. Reinstatement of Suspended Jurors

- 2.4.4.1. Jurors can be reinstated to the list of Accredited National Jurors by the Chief Judge once all of the requirements set out above are met.

### 2.4.5. Registration, Retirement or Removal from Accredited Status

- 2.4.5.1. Accredited judges may request a temporary leave of absence from the accredited National Juror roster for personal reasons for a period of up to 2 Years. Acceptance of such a request will be at the discretion of the Exhibitions and International Committee.
- 2.4.5.2. Accredited judges may resign their accreditation status at any time for any reason by notifying the Chief Judge.
- 2.4.5.3. A judge may be removed from the list of accredited judges for misconduct while judging, incompetence as a judge, or loss or suspension of ABPS membership (Membership of a society affiliated to ABPS or a Friend or Patron of the ABPS). Such removal will require the approval of the Exhibitions and International Committee.

## **2.5. Juror Accreditation and Cross-Accreditation at International Level (FIP)**

### **2.5.1. Application Process**

- 2.5.1.1. The accreditation of Jurors at International Level is the responsibility of FIP.
- 2.5.1.2. If a National Juror is interested in becoming an FIP Juror, or an existing FIP Juror is looking to cross-accredit in another class, they should first familiarise themselves with the formal application procedures set out on the FIP website. They should then contact the Chief Judge to discuss whether a formal application would be appropriate.
- 2.5.1.3. If it is agreed that a formal application would be appropriate, that is one that could be supported by ABPS, the candidate should download the appropriate form from the FIP website, complete this and then forward it on to the Chief Judge. The Chief Judge will then complete the form and then forward it on to FIP for their consideration.

### 3. Selection of Judges for National Exhibitions

- 3.1. The selection of the Jury Chairperson, Jury Secretary and the Jury selection for an ABPS exhibition is the responsibility of the Chief Judge.
- 3.2. Provisional Jurys are usually prepared on an 18 month rolling basis.
- 3.3. Although the Jury Chairperson and Jury Secretary will be set when the Provisional Jury is released, the remaining juror assignments are provisional and will only be confirmed once the entries for each exhibition are known and the requirements for the jury are then clear.
- 3.4. Each Jury Team will be required to judge a number of different exhibition classes. The aim is to try and ensure that there is at least one juror on the team for each of the Specialisms (Exhibition classes), but this is not always possible.

### 4. Selection of Judges for International Exhibitions

- 4.1. The organisers of an FEPA or FIP International Philatelic Exhibition will request nominations for potential jurors from each member federation.
- 4.2. The nomination of potential jurors on behalf of ABPS is the responsibility of the Chief Judge who will normally draw up a list in consultation with the Chair of the ABPS Exhibitions and International Committee. The list will then be forwarded on to the organisers by the Chair of the ABPS Exhibitions and International Committee for their consideration.



## 5. The Role of a Juror

### 5.1. Responsibilities

- 5.1.1. Jurors must know and understand the rules and apply them correctly and fairly. They must evaluate each exhibit in accordance with guidelines and procedures established by the ABPS, which usually follow FIP/FEPA rules/guidelines (see Resources).
- 5.1.2. Jurors must know the limits of their own competence and consult as necessary if specific information is lacking.
- 5.1.3. Jurors must not submit applications to exhibit competitively in exhibitions where they are a member of the jury.
- 5.1.4. It should be recognised that being a judge requires an attitude of service towards fellow exhibitors rather than anything else. The object is to reward and encourage existing exhibitors and others to show their exhibits. To this end, judges should be liberal in interpreting the regulations and give the exhibit as shown the most appropriate award and to help the exhibitor improve and achieve an even better result in future.
- 5.1.5. All Jury deliberations are confidential and are not to be discussed with anyone except jury and secretariat members. The medal level awards are also confidential until posted, as are the special awards until announced at the awards function.
- 5.1.6. Jury activity will often take place when an exhibition is open to the public, so judges need to act appropriately in terms of confidentiality and show respect to members of the public who may be trying to view exhibits at the same time.
- 5.1.7. Jurors must remember that an exhibitor's exhibit is their passion and with few exceptions, the exhibitor's knowledge will be greater than that of the jurors. Jurors must help and encourage exhibitors to portray that knowledge and tell a good story in an attractive way in order to get the highest award possible.

### 5.2. Giving Exhibitors Feedback

- 5.2.1. All Judges must attend and participate in judging feedback sessions, unless excused by the Jury Chairperson.

- 5.2.2. Exhibitors want to know how they can improve their exhibit and get a better result next time they enter. Therefore, all Written Comments and Feedback should look to address this. Telling an exhibitor that they have a “nice exhibit” is not good enough!
- 5.2.3. Juror Preparation for the Feedback Session is essential and each Juror must have a copy of the Written Comments and Exhibit Evaluation sheet.
- 5.2.4. All Jurors must remember that they are part of a Team and that they must represent the “Team View” that was reached during the jury deliberations in any comments or discussions with the exhibitor during the Feedback Session.
- 5.2.5. Feedback given by jurors should be positive as we want to encourage and grow exhibiting. Jurors must provide Guidance and Help and NOT criticism!

### **5.3. Team Roles**

#### 5.3.1. Jury Chairperson

5.3.1.1. The Jury Chairperson is responsible for:

- Setting the Agenda for all Jury Activity.
- Manage jury activity to ensure work is completed within the available time.
- Coordination and Consistency across the entire Jury.
- The supervision and evaluation of Apprentice Jurors (together with the Team Leader).
- The supervision and evaluation of Jurors adding additional Specialisms (together with the Team Leader).

#### 5.3.2. Jury Secretary

5.3.2.1. The Jury Secretary is is a full member of the jury and is responsible for:

- Ensuring that SWE provide all judges with copies of the title pages (and synopses where provided) for all accepted competitive exhibits as soon as practical after the close of entries.
- Ordering the required frames from the central store.
- Allocating exhibits to frame positions.

- Attending the hand-in day and liaising with the mounting team to ensure correct mounting of the exhibits.
- Acting as one of the frame key holders during the exhibition (only).
- Providing printed stationery, such as judging sheets, reports, etc. needed during the exhibition.
- Helping with the database input as required.
- Making available details of past awards for accepted exhibits to the Jury Chairperson.

### 5.3.3. Team Leaders

#### 5.3.3.1. Team Leaders are responsible for:

- Leading the Team charged with the evaluation of a number of exhibition classes.
- The supervision and evaluation of Apprentice Jurors (together with the Jury Chairperson).
- The supervision and evaluation of Jurors adding Additional Specialisms (together with the Jury Chairperson).
- Allocation of preparation for certain exhibits by the Team Leader in advance of the exhibition.
- Allocation of lead juror role to team members for specific exhibits.
- Making sure that Marking sheets (including written comments) are legible, complete and are made available to the Jury Secretary on a timely basis.

## 6. Financial Considerations

### 6.1. National Juror Assignments

- 6.1.1. Judging is likely to be a financial burden to the judge. For this reason, ABPS ensures that each juror receives an honorarium as a contribution towards travel, hotel and other expenses.

### 6.2. Supervision of National Judging and Federation Judging Seminars

- 6.2.1. If a National judge is selected to supervise a judging seminar, accreditation or similar, they will be entitled to claim reasonable expenses.

## 7. Resources

### 7.1. FIP Website

- 7.1.1. Exhibiting Regulations and Judging Guidelines - International
- [Fédération Internationale de Philatélie \(FIP\)](#)
  - [Regulations – GREV \(General\) and SREV \(Class Specific\)](#)
  - Judging Guidelines – Attached to SREVs

### 7.2. FEPA Website

- 7.2.1. Exhibiting Regulations and Judging Guidelines - International
- [FEPA News](#)

### 7.3. ABPS Website

- 7.3.1. Exhibiting Regulations and Judging Guidelines - National
- [Association of British Philatelic Societies \(ABPS\)](#)
  - [ABPS Exhibition Rules](#)
  - [Exhibiting Regulations and Judging Guidelines - Federation](#)