



2020 Book Awards Judging Requirements

This judging-services agreement is between the Catholic Press Association of the United States and Canada (CPA) and assigned judges.

SECTION 1: **OVERVIEW**

The CPA Book Awards allows publishers, authors, and book editors to present their work. The awards program helps promote outstanding Catholic material to the general public. CPA members and non-members alike may participate.

- Judges must have experience in the medium they are judging.
- Judges must be computer proficient.
- Judges for Spanish categories must be fluent in Spanish.
- The judge must write brief comments about the qualities that made the winning entries stand out.
- Judges may disqualify entries that do not meet the criteria of a category.

SECTION 2: **PERFORMANCE OF SERVICES**

Each judge shall perform the services with the skill, diligence and care expected of recognized professionals with regard to similar work.

SECTION 3: **RECUSAL**

After reviewing your assigned category entries, if you sense a conflict of interest or are concerned that your skill set does not match the category needs, we ask that you recuse yourself from those categories. We appreciate your immediate attention to this so that we have enough time to find another judge.

Please contact Eucarol Juarez or Kathleen Holloway at 312-380-6789 or cpaawards@catholicpress.org to recuse yourself.

Recusing yourself from one category does not limit your eligibility to judge other categories.

SECTION 4: **TIMELINE**

- February 9 Entry deadline, contest closes
- February 11-28
 - Judges receive category assignments, entries, log-in instructions, contest rules and category descriptions
 - Judges receive hard copy entries
- March 1 Judging starts
- March 31 Judging closes
 - Judges must select winners and enter comments for winning entries, completing all assignments by March 31, 2020. CPA and any assigned coordinator will assist judges in completing the award judging by deadline.



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SECTION 5: **LOCATION**

Judging is conducted through the online system provided by CPA.

When applicable, hard copy materials are mailed to the preferred location of each judge. Please include your mailing address on the participation form for payment and to receive applicable hard copy material. When applicable, CPA pays all expenses to deliver material to the judge.

SECTION 6: **CONFIDENTIALITY/SERVICES FOR OTHERS**

All information regarding the process and results must remain confidential until the CPA announces the winners at its annual Awards Banquet in June.

SECTION 7: **PAYMENT FOR JUDGING SERVICES**

CPA will pay judges based on a tiered system:

Levels	Payment Plan
<u>Judged 1 Category</u>	
Reviewed 1-10 books	\$50
Reviewed 11 or more books	\$5 for each additional book
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<u>Judged 2 Categories</u>	
Reviewed 1-15 books	\$100
Reviewed 16 or more books	\$5 for each additional book
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<u>Judged 3 Categories</u>	
Reviewed 1-20 books	\$150
Reviewed 20 or more books	\$5 for each additional book
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CPA will also cover the cost of shipping books to the judges.

- Disqualified entries remain liable for payment
- Judges receive payment for disqualified entries because they are reviewed

SECTION 8: **PAYMENT SCHEDULE**

Judges are paid for their work no later than May 31, 2020



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SECTION 9: INDEMNITY

CPA will hold harmless, defend and indemnify each judge against all liabilities and losses to the extent arising out of any claim of infringement of copyright or other intellectual property right and out of any negligent act of CPA in the performance of services; however, it shall be a condition to CPA's indemnification obligation that: 1) judges notify CPA promptly if it knows or suspects of any reason for any claim for indemnity hereunder; 2) CPA has sole control over the defense or settlement of any claim; and 3) judges shall cooperate as CPA may request with respect to such defense or settlement.

Questions:

Direct questions concerning the use of the software and any other elements of the program to cpaawards@catholicpress.org or call the office at 312-380-6789.