

This judging-services agreement is between the Catholic Media Association (CMA) and assigned judges.

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## SECTION 1: OVERVIEW

The Catholic Press Awards recognition program is exclusive to Catholic Media Association members and highlights work produced during the previous year.

- Judges must have experience in the medium they are judging.
- Judges must be computer proficient.
- Judges for Spanish categories must be fluent in Spanish.
- Judges must write 2-3 sentences about the qualities that made the winning 1st to 3rd place 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 Kathleen Holloway at [Awards@CatholicMediaAssociation.org](mailto:Awards@CatholicMediaAssociation.org) with any questions or concerns.

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

## SECTION 4: TIMELINE

- February 7
  - Entry deadline, contest closes
- February 15-28
  - Judges receive category assignments, entries, log-in instructions, contest rules and category descriptions
  - Judges receive hard copy entries
- March 1
  - Judging period begins
- April 6
  - Judging period ends
  - Judges must select winners and enter comments for winning entries, completing all assignments by April 6, 2023 at 11:59am CT. CMA and any assigned coordinator will assist judges in completing the award judging by deadline.

## **SECTION 5: LOCATION**

Judging is conducted through the online system provided by CMA.

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, CMA 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 CMA announces the winners at its annual Awards Banquet in June.

## **SECTION 7: PAYMENT FOR JUDGING SERVICES**

CMA pays judges \$3.50 per entry judged, including those with multiple files for review.

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

## **SECTION 8: PAYMENT SCHEDULE**

All payments are processed in late May or early June, 2022. We are transitioning from check to ACH payments this year, and will ask for bank deposit information after you have been confirmed as a judge.

## **SECTION 9: INDEMNITY**

CMA 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 CMA in the performance of services; however, it shall be a condition to CMA's indemnification obligation that: 1) judges notify CMA promptly if it knows or suspects of any reason for any claim for indemnity hereunder; 2) CMA has sole control over the defense or settlement of any claim; and 3) judges shall cooperate as CMA may request with respect to such defense or settlement.

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## **Questions:**

Direct questions concerning the use of the software and any other elements of the program to [Awards@CatholicMediaAssociation.org](mailto:Awards@CatholicMediaAssociation.org).