

FARNBOROUGH CAMERA CLUB

**MEMBER OF THE SOUTHERN COUNTIES PHOTOGRAPHIC
FEDERATION (SCPF) AND AFFILIATED TO THE PHOTOGRAPHIC
ALLIANCE OF GREAT BRITAIN (PAGB)**



MEMBERS' HANDBOOK

**A HANDY REFERENCE GUIDE TO
HELP YOU GET THE MOST OUT OF
YOUR CLUB MEMBERSHIP**



Change History

Date	Change	Section
Aug 19	Location of the club updated	3
Aug 19	Club posts updated	4
Aug 19	Senior rate for membership removed	2
Aug 19	Rainbow/ Molesworth/ Heywood and Spectrum competition rules updated	6
Aug 19	Club officials list updated	Appendix 1
Aug 19	Introduction of change history included. Updated where to refer comments on handbook to	1
Aug 19	Whole document merged into 1 document	all



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SECTION 1: INTRODUCTION

Welcome to Farnborough Camera Club's Handbook for Members. Hopefully you will find it written in a style that is easy to understand, even for Members who are new to the world of Camera Clubs.

The purpose of this Handbook is to provide Members of the Club, and particularly new members, with a clear understanding of all the activities and facilities available to them. It aims to provide an outline of how the Club is run so that Members will know where to go to obtain help on any of these activities and facilities, and also who to contact to get further information on any aspect of their photographic interests. It is a work of reference, and Members are encouraged to look up the appropriate section for the information they require.

By way of background, the Farnborough and RAE Camera Club was formed in 1941, its current name being adopted in 1983 when the RAE (Royal Aircraft Establishment) withdrew its support. Over the years, the Club has achieved success in major competitions and it has gained a reputation for the quality of the photographic work produced by its Members.

Members are encouraged to take part in all Club activities and to compete in competitions, both in the Club and elsewhere. The aim is to help Members improve their photographic skills and techniques, leading to the enhancement of a most enjoyable hobby and to the attainment of photographic honours where these are sought.

The Club is officially a "not-for-profit organisation" which means that it can make a profit for its own purposes, which are usually charitable or social, but the profit must not be used to enrich others. Any money that is raised should be used for the organisation's own activities. Thus when the Club engages in money-raising activities such as selling tickets for keynote speaker presentations to the general public, it is important to state in any promotional media that proceeds are to be used for the Club's own activities.

Comments about this Handbook and any amendments should be passed to the Handbook Editor or member of the management committee. Major changes to the Club's management, organisation and procedures that arise during the season will be advised to Members at the time. The Handbook will be up-dated on an annual basis, during the close season, and Members will be advised when Handbook up-dates are posted to the Club website.



SECTION 2: CLUB MEMBERSHIP

Terms of Membership - membership of the Club is open to all those interested in photography, but the decision on whether to accept a request to become a Member is solely at the discretion of the Club's Management Committee. Minors may only become members by special agreement of the Club, in which case a suitable Child Protection Policy would first need to be put in place. The Club has given this special agreement for the admission of Junior Members, being minors aged 16 and 17, on a case by case basis subject to the requirements of the Junior Membership Policy in Appendix 2 of this Handbook.

Prospective members are welcomed by the Club Membership Secretary who will usually give them the opportunity to attend a few meetings before they decide whether to join. In order to join the Club, a new Member must pay the appropriate subscription to the Treasurer and complete and sign a Membership Form which requests basic personal details to be used for Club purposes. The maintenance of Members' personal data is subject to the Club's Data Protection Policy in Appendix 2 of this Handbook. The Membership Secretary will also offer new Members the opportunity to be paired with an existing Member with similar interests or the same camera in order to help their integration into the Club.

Membership of the Club allows Members to attend all Club meetings and events (on occasion there may be an additional charge eg for events on non-Club nights) and to have access to the Club's facilities (where they are generally made available). Membership carries with it the obligation to abide by the rules and policies in the Club Handbook and its Appendices.

Membership will lapse automatically should a membership subscription become more than three months in arrears, and in exceptional circumstances membership may be terminated for whatever reason by decision of the Club's Management Committee.

Membership Subscriptions - are levied to cover the cost of providing the various facilities offered by the Club to its Members. The main costs are for the meeting room, speakers and judges. Keynote speakers are expensive and Members may be asked to pay an additional fee to attend such meetings – this will usually be less than the charge for non-members. Committee Members endeavour to keep all costs to a minimum.

Membership subscriptions are payable in full in September at the commencement of each season. Payment should be made to the Treasurer by cash or cheque, and a receipt will be issued.

The current fees are shown in the Club Programme and on the Club website. There are different levels of subscription fees for the following groups:

Standard Membership - Sole and Partners
Junior Members

A reduced level of fees is payable for new Members joining after the season has started.



SECTION 3: ACTIVITIES AND FACILITIES

The Club provides various facilities and engages in a number of activities that are summarised below. Other events take place from time to time which will be advertised on one or more of the Club website, the Club Facebook page and the Club notice-board.

Meetings – take place at 7.45pm on Thursday evenings in the Richard Bartlett Hall in the Cody Sports and Social Club, except the last Thursday of the month. The season runs from September to May, with a break for Christmas. Dates and speakers/events are shown in the annual Programme provided to all Members. Members are encouraged to arrive in good time for meetings, and to assist in setting up and clearing away afterwards. There is a half-way break for refreshments and the meetings close at around 10.00pm. Meetings may include the following:

guest speakers who talk on various aspects of photography, photographic methods and photographic techniques, usually with a presentation of projected digital images (PDIs), prints or slides. Sometimes speakers give an audio-visual (A/V) presentation of images with recorded sound. Speakers are usually expert photographers who are prepared to impart their knowledge for the benefit of members. Most seasons the Club will invite a keynote speaker, usually a very well-known photographer, and invite non-members to attend for a fee.

competitions in prints and projected digital images (PDIs), both within the Club and with other clubs. (Club competitions in slides were discontinued in 2010.) All Members are eligible to enter the Club competitions. Members are split into ability groups for some Club competitions, and there are trophies awarded annually to the winners of the Club competitions. For full details see Section 5. Competitions with other clubs may be informal, or are undertaken under the auspices of the Federation of which the Club is a member. Matches may be held at Farnborough or at other clubs in the area. For further information see Sections 6 and 7.

practical evenings when Members provide demonstrations of specific skills covering topics such as basics of photography, studio work, mounting prints, use of digital photographic software like Adobe Lightroom and Photoshop, and advice and guidance on attaining photographic honours from the RPS and PAGB. Suggestions for topics to be included should be passed to the Programme Secretary. These evenings may also include Member's lecturettes, which are short presentations of prints or projected digital images (PDIs), and which provide an opportunity for Members to display their own work and develop their presentation skills.

displays of images from national and international competitions.

the Annual General Meeting, held in the first half of each year with the purpose of reviewing the Club's progress, adopting the Club's financial accounts, electing the Management Committee, filling the voluntary positions and dealing with any issues raised by Members.

the last meeting of the season is the Final Evening when the winners in the Club's competitions receive their trophies and certificates. For this event, each Member brings a plate of food so that a shared buffet meal can be made available.

Contact: Programme Secretary



in December or January the Club organises a Christmas evening meal at a local restaurant.

Contact: Social Events Organiser

Special Interest Groups – additional meetings may be organised on evenings that are not Club nights when groups of Members with an interest in a particular type of photography get together to discuss aspects of their interest. Such groups may be arranged for a short series of meetings or may become a permanent feature where there is sufficient interest. Examples are natural history and landscape photography. Meetings are led by a Member with appropriate experience in that type of photography who will invite other Members to participate and share their own experiences. Additional types of photography may be added if there is sufficient demand. Meetings may be publicised at Club meetings, in the Programme, on the website and on the Club's Facebook page.

Contact: Club Chairman/Group Organiser

Facilities - the Club has a range of **Equipment** for use at its meetings. The Club owns a digital projector and computer laptop for the projection of digital images. The Club regularly calibrates the digital projector to ensure that images are projected with the correct colours, brightness and contrast. This equipment is used for digital presentations, demonstrations of digital imaging and for projected digital image (PDI) competitions. For print presentations and competitions there are several print display stands and a lighted display box, and the prints are also projected onto a large screen using the digital projector for audience viewing. In addition the Club owns a number of other items including projection screens, modern studio lighting equipment, a sound system for speakers and judges, and a set of exhibition display panels. The Club no longer has a darkroom.

Contact: Equipment Officer

Studio –the Club may arrange a series of studio sessions to enable Members to develop their portrait skills. The Club owns studio equipment which is set up in a room in the Community Centre, with a model, on an evening previously advised by the Studio Organiser. Some sessions are specifically aimed at providing initial studio tuition with guidance on exposures, lighting and obtaining the best poses. A small charge is made to cover costs. All Members are welcome to take part, but the number of members attending each session has to be limited.

Contact: Studio Organiser

Communications – the Chairman provides information on forthcoming events and other news items at the beginning of each meeting. Further details and other information for Members are made available on the **Club website** and the **Club Facebook page** (see below). In addition the Club **notice-board** contains information on issues such as competition results, items for sale, external photographic competitions, etc. The notice-board is maintained by the **Club Secretary**.

The Club maintains three **email groups** for intra-Club communications:

official-fcc@googlegroups.com is used for distribution of official Club emails to Members. Only Committee Members can send to this group and emails are distributed to the whole membership. Emails appear in the inbox with the subject as [FCC|ALL].



chat-fcc@googlegroups.com is available to all Members to allow them to circulate information to other Members on matters that might be of interest, e.g. news of events or requests for meet ups. All Members can email this group. Information circulated in this group does not constitute official Club business. Emails appear in the inbox with the subject as [FCC|CHAT].

fcc-com@googlegroups.com is used for emails between the Members of the Club Management Committee. Any Committee Member can email into this group for Committee business only. Emails appear in the inbox with the subject [FCC|COM].

Contact: Membership Secretary/Website Manager

Outdoor Photographic Events – from time to time field trips and outings to places of photographic interest are organised and advised to Members. The Club may be able to derive the benefit of group bookings and in these circumstances can provide such outings at a reasonable cost. Suggestions from Members for places to visit are welcomed.

Contact: Events Organiser

Website – the Club maintains a comprehensive website on the Internet at www.farnboroughcameraclub.org/. It contains the Club's history and activities, notices of forthcoming events, Club news including competition results, the current programme, this Handbook, a list of Officers, a map showing where to find the Club, a winners' gallery of images from the Club's competitions and a photo gallery that contains photographs by a number of the Members. It also provides a facility which allows visitors to the site to communicate with Club Officials. In addition, the website contains links to the PAGB and its Federations, to other photographic sites and to some useful Internet shopping sites where photographic equipment and supplies can be purchased at very competitive prices. The site is regularly up-dated.

As well as being a useful tool for Members, the website is an excellent method of advertising the Club and attracting new members. Members are encouraged to contribute their photographs to the photo galleries so as to provide plenty of interest and variety. All photos for the photo galleries and any other suggestions or amendments to the website should be passed to the Website Manager who manages the site with the Webmaster – please refer to Appendix 4 page 4–7 Addendum for information on preparing images for the website.

Contact: Website Manager

Social Media – the Club has a **Facebook** page called “Farnborough Camera Club” which is intended to act as a tool for advertising the Club to the general public and to be a means of distributing news and information to its followers. It is also a useful way of reminding Members and others about Club events. Members who are on Facebook should search for the page and then “like” it to become a “follower”. They will then receive notifications of items posted to the page. Anyone can post to the Facebook page and Members are encouraged to post items of interest to other Members or of general photographic interest. The Facebook page is managed by the Publicity Secretary who has the ability to control the content.



There is also a **flickr** page that is private to Members for the purpose of sharing photos with other Members. Interested Members should go to <https://www.flickr.com/groups/frncc> and ask to join.

Contact: Publicity Secretary

Expert Advice – among the Club’s membership are experienced photographers having knowledge on most photographic topics. These include the use of the various camera functions, the taking of photographs in varying lighting conditions, the use of different lenses, and extend to the use of scanners, computers, digital imaging software and printers. Members seeking guidance on any aspect of photographic skills, the attaining of photographic honours such as LRPS or CPAGB, or the type of camera or scanner to buy should initially approach the Membership Secretary, and he/she will direct the enquirer to the appropriate Members who can help.

Contact: Membership Secretary

Exhibitions and Displays – the Club regularly organises displays and exhibitions of Members’ work, usually prints, at various public venues. The objective is to raise the status of the Club in the local community and to attract new Members. All Club Members are encouraged to offer their prints for inclusion in these displays and to volunteer to assist and to act as stewards at these events.

The Club also holds an Annual Exhibition of prints at a local venue. Members of the public visiting the display are requested to vote for their favourite photo and the winning Club Member is presented with the **Exhibition Cup**.

Contact: Exhibition Secretary

The Club may enter panels into displays at other clubs and exhibitions. A “panel” is a collection of prints or PDIs, and members’ work will be chosen for such displays by the Competition Secretaries. However, where a panel is required to have a common theme, this will be organised by the **Print Competition Panel Organiser**.

The Club has a display cabinet in Farnborough library. Members’ prints are displayed in these cabinets, with the displays being changed at regular intervals. The cabinets serve to advertise the Club and give Members the opportunity to show work that may not be seen in Club competitions. Members are therefore encouraged to offer their prints for display.

Contact: Print Displays Organiser

From time to time, the Club receives invitations for individual members to enter national and international exhibitions and competitions. These are advised to Members by email.

Other Activities – the Club participates in various other activities in the local community. It has provided photographs for Farnborough’s official Millennium calendar, and organised the photographing of Farnborough by local school-children for archiving under the auspices of the Millennium Commission. The Club has also produced its own photographic calendars, and has supported the Farnborough Festival of Arts. In 2011, to celebrate the 70th Anniversary of the founding of the Club, a “Blurb” book was published containing images from a large number of Club Members.

Through the Rushmoor Town Twinning Office, the Club has developed an active relationship with Photo-Cirkel, a camera club based in Oberürsel, Farnborough’s twin town in Germany. Oberürsel is in Taunus, near to Frankfurt. The Club regularly exhibits Members’ prints in Photo-Cirkel’s biennial exhibition, and



Photo-Cirkel has exhibited in the Club's own exhibition and entered some of the Club's PDI competitions. Members from both clubs have participated in reciprocal visits for a number of years.



SECTION 4: CLUB ORGANISATION

CLUB MANAGEMENT

A copy of the Club's Constitution is included as Appendix 3 of this Handbook. It defines the purpose of the Club, and contains rules for the election of Officers and the holding of the Annual General Meeting.

The Club's Constitution requires the appointment of three Officers: the Chairman, Treasurer and Secretary, and allows for the election of a Vice Chairman and up to nine additional Committee Members. A Member standing for any of these positions is elected at an Annual General Meeting for a period of three years. Together these Members make up the Club's Management Committee. The Management Committee is responsible for the smooth running and administration of the Club.

The honorary positions of President, Vice President and Honorary Member are awarded to long-standing Members for their contribution to the Club, and sometimes Honorary Membership may be offered to members of other clubs in recognition of service to the Club, for instance as a frequent judge.

The holders of honorary positions and the current Management Committee Members are shown in Appendix 1.

RUNNING THE CLUB

Apart from the specific responsibilities of the Chairman, Treasurer and Secretary, there are a number of other tasks involved in the day to day running of the Club. These tasks are carried out by a number of Members on a voluntary basis, and the main roles are listed in Appendix 1, together with the Member currently responsible for undertaking each one. Changes in incumbents are usually noted at the Annual General Meeting. All Members, irrespective of Committee membership, are encouraged to take part in the running of their Club.

Club Officers and Volunteers: a brief indication of what each role involves:-

Chairman – chairs Club meetings and Committee meetings, represents the Club in its interface with the local community, and provides general direction for the officers and volunteers in the day-to-day running of the Club.

Treasurer – maintains the Club's accounts and produces the annual Income and Expenditure Report, collects membership subscriptions, pays all bills, and advises on the Club's on-going financial viability and level of subscriptions needed for the next season.

Secretary – handles the administrative aspects of the Club, including compliance with the Club's Constitution and the organisation of the Annual General Meeting, deals with the correspondence sent to the Club, much of which is addressed to the Club Secretary, and manages the information on the Club notice-board. The Secretary also acts as the Club representative in matters relating to its membership of the Southern Counties Photographic Federation (SCPF), and attends their meetings to represent the Club – see section 7.



Vice Chairman – deputises for the Chairman in his/her absence, and should be a Member of the Management Committee who has the firm intention of standing as the next Club Chairman when the present incumbent's term of office comes to a close. The Vice Chairman will also assume a strategic role, with responsibility for reviewing the Club's current state and standing, and where appropriate proposing to the Management Committee a strategy for the further development of the Club which could be carried forward into his/her own term as Chairman. Furthermore, when requested by Management Committee, the incumbent will undertake projects which will involve researching and developing major strategic issues affecting the Club such as: Club premises, membership numbers, photographic standards in the Club, current photographic developments affecting the Club, or whatever else may be relevant at any given time.

Auditor – responsible once a year for auditing the Club's accounts as presented by the Treasurer and for confirming their accuracy.

Competition Secretary – PDIs - organises the Club's projected digital image (PDI) competitions, receiving the entries and loading them to the Club laptop, running the competition software on the night and publishing the results; organises the selection of entries by a small group of experienced members for use in inter-club competitions, and decides which images to enter; and has responsibility for maintaining the Club's digital projector, organising its use for presentations and competitions. An Assistant Competition Secretary for PDIs may also be appointed to assist in any of the above tasks.

Competition Secretary - Prints - organises the Club's print competitions, recording and publishing the results; organises the selection of prints by a small group of experienced members for use in inter-club competitions, and decides which prints to enter into the various competitions and exhibitions. Where competitions and exhibitions require the Club to enter a themed panel, the Competition Secretary - Prints may be assisted by the Print Competition Panel Organiser (see below).

Distinctions Adviser – encourages Members to attain photographic honours, advises on the specific requirements of the RPS and/or the PAGB, and organises workshops for assessing Members' work when required.

Equipment Officer – has responsibility for ensuring that the Club complies with its Health and Safety Policy as set out in Appendix 5. This will include making visual inspections of equipment on a regular basis, especially electrical equipment, to ensure that it will work safely and when required, and ensuring use of plug-in RCD sockets on electrical equipment.

Events Organiser – books and organises the evening for the keynote speakers; arranges visits to suitable locations of photographic interest.

Exhibition Secretary – arranges venues for exhibitions and displays, organises the setting up and dismantling of display boards, obtains prints from Members, arranges the display of images, and organises stewards.

FPOTY (FCC Photographer of the Year) Award Organiser – keeps the records of all the competition scores for each Member in a season in order to determine the winner of the award.



Fire Warden – ensures that the Club complies with the requirements set out in the Health and Safety Policy in Appendix 5 with regard to the building in which the Club meets. This will include maintaining a register of attendees, organising the movement of members to the fire assembly point when the alarm sounds, and checking all are present.

First Aider – a Member with first aid knowledge who will take charge in the event of an accident or serious illness of an attendee at a Club meeting.

Handbook Editor – writes and produces the Members' Handbook, produces up-dates when required, and arranges for them to be posted to the Club website.

Membership Secretary – welcomes prospective members, encourages and supports new Members, where requested pairs them with a Member who has similar interests, maintains membership records, ensures compliance with the Club's Data Protection Policy, monitors Members' attendance, and seeks to market the Club to attract new members.

Minute Secretary – takes the minutes at Committee meetings and the Annual General Meeting.

President's Challenge Organiser – organises the competition and its rules, including the choice of subjects, the circulation of the images and the scoring.

Print Competition Panel Organiser – where an external print competition or exhibition requires the Club to enter a themed panel and where requested by the Competition Secretary – Prints, the Panel Organiser will arrange to compose a panel of Members' images that meets the subject of the theme. The Panel Organiser will also seek to create a panel that is co-ordinated in style and presentation, with symmetry of size and format and with mounts of the same colour (or of colours that are complementary). In order to obtain a choice of such images, the Panel Organiser may arrange a suitable photo shoot for Members.

Print Displays Organiser – organises the display of Members' prints in the Club's two display cabinets. Displays are changed at regular intervals.

Print Presentation – arranges set-up of display stands and presents the prints for judging at Club and inter-club competitions.

Programme Secretary – organises the programme for each season, arranges the attendance of speakers and judges for the various Club and inter-club competitions, and organises the printing of the programme. He/she provides guidance to judges on the rules of the competition to be judged. Where appointed, the Assistant Programme Secretary may provide administrative support with the correspondence with the speakers and judges.

Publicity Secretary – arranges publicity for the Club and its events in local newspapers and other media as appropriate, and manages the Club's Facebook page by posting appropriate information and controlling the content.

Raffles Organiser – arranges fund-raising raffles at appropriate Club events.

Refreshments Organiser – arranges for the provision of tea, coffee and other drinks to Members during the half-time interval; this task is carried out by two different Members



each week on a rota system. The rota for the refreshments is produced and disseminated by the Refreshments Rota Organiser.

Social Events Organiser – organises the annual Christmas meal and other social events when appropriate.

Special Interest Group Organisers – Members with appropriate experience in a type of photography who organise and run meetings for the relevant group.

Studio Organiser - sets the dates of studio sessions for the season and advises Members, books the room and model, and arranges for the necessary equipment to be set up on the day. A Studio Administrator may also be appointed to assist in these tasks.

Webmaster – maintains the Club's website.

Website Manager – responsible for the website's content and ensuring that it reflects the Club's activities and is up-to-date. He/she provides the Webmaster with new content and images in a format suitable for up-loading to the site. Also responsible for the administrative aspects of the Club Facebook page.

There are a number of other tasks undertaken by many Members that are not mentioned above and which are essential in keeping the Club running: for instance acting as a steward at exhibitions, setting up the meeting room and exhibition displays, and so on. The assistance of all Members in these tasks is appreciated and welcomed.



SECTION 5: CLUB COMPETITIONS AND RULES

Each season the Club runs a number of varied and challenging competitions, and all Club Members are eligible to enter them. These competitions are of three types: Club Trophy Competitions held over several rounds where each image is scored; one-off Club Annual Competitions where only the winning images are chosen; and other competitions which are more informal. All the Club Trophy and Annual Competitions are judged by independent judges who are expected to provide a constructive critique of each image before awarding a mark or deciding the winning entries. In all competitions the judge's decision is final and attempts to influence his/her marking are strictly prohibited.

The winner of each Club Trophy and Annual Competition receives a trophy, and the winner and second and third places, plus highly commended images where awarded, all receive a certificate at the Final Evening. Trophies are donated by past and current Members.

Club Members organising the various competitions will take all reasonable care when handling the prints and digital materials entered into competitions, but Members must accept that the Club can accept no responsibility for any loss or damage that may arise.

Members accept that any image entered into Club competitions and exhibitions may be used by the Club for any purpose (except anything of a commercial nature), and Members accept that the Club does not need to seek the approval of members before doing so. Members also accept that images may be used by the Club after their membership has ceased. Usage of images by the Club will normally extend to (but will not be limited to) such things as:

- entering the image into external competitions, exhibitions and displays
- uploading the image to the Club website
- publication of the image in Club-sponsored books, calendars, etc
- marketing the Club and its activities.

Any Member who does not want his or her images to be used in this way must advise the Club Chairman in writing.

Further on in this Section are full details of each competition, including information on how it is run, the required format, any specific rules and the applicable trophy for the winner. First however there are some standard rules that apply to most, if not all, competitions.

Standard Rules and Procedures for Club Trophy and Club Annual Competitions

There are two different **image formats** for Club competitions – prints and projected digital images (PDIs). In each case images may be monochrome or colour, cropped images are accepted, and creative enhancement – either in the darkroom or digitally – is permitted.

1. Prints may be derived from any photographic process - produced by photo-labs, by the author in the darkroom or printed from a computer file. The maximum **size of prints** for all competitions is 50cm by 40cm including the mount. While prints of a smaller size may be entered in Club competitions, most external competitions require mounted prints to be 50cm by 40cm, so that is the preferred size. There are no restrictions on the



type of mounts that can be used, but prints should not be framed. A label with the author's name and the title should be affixed to the back in the top left corner. Prints for competitions are to be submitted at the meeting prior to the start of the respective competition. To facilitate the displaying of an image of the prints during the competition, a digital version of the prints being entered also has to be uploaded to the Club website a week before the competition in exactly the same manner as required for PDIs – see the guidance note in Appendix 4. Should Members on rare occasions be unable to comply with this requirement for whatever reason, prints may still be entered in competitions but the Competition Secretary – Prints must be advised prior to the meeting. The Club will mark the back or affix a label to record the competition entry and the mark achieved, where appropriate.

2. PDIs may derive from digital camera files or from scans of prints, film or slides. **Images for Club PDI competitions must be submitted in the manner explained in the detailed guidance note in Appendix 4.** Images must be with the Competition Secretary-PDIs at least one week prior to the date of the respective competition except when the Competition Secretary-PDIs stipulates otherwise. Late entries will not be accepted.

There are three **key rules on the entering of images**:

1. An image must not be entered more than once into any of the Club competitions.

2. The same image can be entered into Club competitions both as a print and as a PDI in the same season.

3. The same image can be entered into all of the Club competitions in the same season, but must not be entered into any of the Club competitions in any subsequent season. (The only exception to this rule is as follows: prints entered in the Print Panel Competition in one season that are not used in any other competition in that season may be entered into any competitions, except the Print Panel, in a subsequent season as a new image.)

(For the sake of clarity, these rules have no impact on informal competitions, external competitions covered in Sections 6 and 7, and exhibitions, either Club-run or external.)

The underlying rationale is to establish Club rules that are closer to the rules set by the PAGB and SCPF for their competitions in order to facilitate our image selection process. For the purposes of these rules, the “**same image**” shall be defined as **one that has not been materially altered from the original**. By way of guidance, the following would **not** be acceptable as “material alterations”: minor processing changes eg exposure adjustments; cropping; converting from colour to black and white or monochrome (or vice versa); and slightly different shots from a motor drive set – please note that this list is not exhaustive. Materiality is a subjective issue and the Competition Secretaries can give advice prior to entering an event if requested by a Member. Disputes may arise and will be adjudicated by the Management Committee, with the possibility of an image being disqualified if the rule is deemed to be broken. The effect of these rules is that the “same” image (ie exactly the same or altered in any way that is not “material”) may be entered several times in both formats in different competitions in the one season, but not in subsequent seasons. Additionally the image, where it has been **materially altered** from the original, will be treated **as a new image** and may thus be entered into competitions in the same season or a subsequent season (but not both).



Each image must have a **title** which must always be identical for each competition entered and must differ from all other images submitted by the Member (if necessary a numbering system may be used eg “Kingfisher 2”). An image that has been altered but not in a material way should retain the original title. For prints this must appear at top left on the back of the print, and for PDIs this is the file name given to the image and entered during the PDI upload process (see Appendix 4). If desired, the title may be “No Title”, but some additional identifying information will be needed eg a description or number. The Club has adopted the policy that titles will be read out prior to the judging of each image. In some instances titles can be instructive in indicating what the photographer is seeking to achieve or give clues as to the subject matter where this is unclear or obscure. Humour in titles is permitted. Judges are however requested to assess images wholly on their photographic merit without taking into account the cleverness or ingenuity of their titles.

Each image must be the **original work** of the Member and a direct copy of another author’s work is not permitted. Thus the copyright of all parts of each submitted image must be at the disposal of the photographer (for the sake of clarity, this does not mean that the photographer has to own the copyright of the subject matter of the image).

There is **no time limitation** on images.

It is the responsibility of individual Club Members to ensure that they comply with all these rules, especially the key rules above. Sanctions may be applied if members breach the rules. **Accordingly, it is essential that Members keep a record of all images entered into both Club and external competitions and exhibitions.**

CLUB TROPHY COMPETITIONS – these competitions are run in two image formats: prints and PDIs. All Members are divided into two classes:

- Club Class** – new Members on joining the Club will start in this class. The two Members who win the print and PDI trophies will move up to the Advanced class.
- Advanced Class**– Members who have graduated from the Club class.

A Member will be in the same class for both print and PDI competitions. Once competitions have begun, a Member must stay in their allocated class for the entire season. New Members who have photographic qualifications may ask Management Committee to be placed in the Advanced class, but this will not be agreed automatically.

The competitions run during the season, with prints and PDIs on separate evenings, and each competition comprises 3 rounds. Images are judged a class at a time, and the judge will award a mark out of 10, with half marks permitted. Members may enter 2 images in each round. In the 2018/9 season, one of the 2 prints entered in round 2 of the print competition must be a monochrome image; the term “monochrome” includes black and white photographs and fully toned images which have one colour across the whole image eg sepia. (Monochrome images with one colour highlighting part of the subject matter are not acceptable). The judge will assess and mark the monochrome entries separately from the other images. The scores from the 3 rounds are aggregated to determine the winner, and in the event of a tie, the winner will be the Member with the highest number of 10s, or if none or equal then 9½s, etc.



Print Panel Competition – in this competition, a set of 3 prints forms a panel. The subject of each panel is a free choice, but each panel must have a theme and the panel must be given an overall title which is to be written on the prints' labels. The prints are displayed as a panel, and each print must therefore be marked with "left", "centre" or "right" to indicate its respective position. Each Member may submit 2 panels.

Trophy: **David Collens Memorial Chalice**

Set Subject PDI Competition – entries should reflect the set subject which is changed each year and advised to Members in the Programme. A supporting brief is provided, and judges are asked to allow a wide interpretation of the set subject. Members may submit 2 PDIs.

Trophy: **The Fleet Cup**

OTHER CLUB COMPETITIONS – various informal competitions may be held during the Club season. Some of these are regular events, while some may be a one-off, such as voting on the images from a workshop event. The regular competitions are:

President's Challenge – a competition where the images are judged by the Members taking part. Having sought input from the participants, the Organiser chooses 4 set subjects for each season, and for each round participants are usually required to supply an image for the set subject and another of their own choice. Members enter 2 images for each of the 4 rounds (2 print rounds and 2 PDI rounds) when required by the Organiser. The print and PDI images are circulated to the participants who give to the Organiser their comments and scores on each image, taking into account relevance to the set subject as well as photographic quality. The Organiser keeps the score as the competition progresses. In addition to being an enjoyable informal competition, the President's Challenge encourages members to broaden their photographic skills in the taking of photographs of subjects they might otherwise not choose, and it also gives Members the chance to develop their ability in critically analysing photographs. All Members are eligible to participate. Full details of how the competition is run are provided on entering. The winner is the participant with the highest aggregate marks.

The standard rules and procedures at the start of this section apply to Club Trophy and Annual Competitions, but they are also applicable to this competition with one material difference: key rule 3 about the use of the same image in subsequent seasons on page 5-1 does not apply. This means that Members may enter an image used in the President's Challenge into a Club competition in another season if they wish.

Trophy: **The President's Challenge Trophy**

10s Competition – at the end or beginning of the season, the Club may hold a 10s competition in which all images that have received a score of 10 in the Club Trophy competitions are eligible. The images are displayed and Members vote for what they consider the best image. This is an informal competition and no trophies are awarded – although "liquid prizes" may be presented.

Annual Exhibition - members of the public visiting the Club's display are requested to vote for their favourite photo and the winning Club Member is presented with a trophy.

Trophy: **Exhibition Cup**



FCC PHOTOGRAPHER OF THE YEAR AWARD – presented to the Club Member with the highest score across all designated competitions in one season, in recognition of achieving a consistent level of high quality photographs. The aim is also to encourage more Members to enter all competitions as points are awarded for entering as well as winning.

The designated competitions and the point scoring system are as follows:

Scores Allocated for Each Entry

Competition	Number of Entries	1 st	2 nd	3 rd	Highly Comm- ended	Unplaced Entry	Other
Club Trophy Print	6						Judges' Scores
Club Trophy PDI	6						Judges' Scores
Annual Print - Open	1	14	12	10	8	6	
Annual Print – Portrait	1	14	12	10	8	6	
Annual PDI - Open	1	14	12	10	8	6	
Annual PDI - Creative	1	14	12	10	8	6	
Set Subject	2	14	12	10	8	6	
Print Panel (3 Prints)	2	28	24	20	16	12	
Local Competitions - Molesworth/Rainbow/ Heywood/Spectrum	4 (1 in each)	28	24	20	16	6	
Annual Exhibition	3						6 per entry

Please note:

- for the Trophy competitions, the actual points awarded by the judges to the 6 images over the three rounds will be used.
- in the Annual competitions, Members may submit a total of 4 entries, ie 2 to each of the print and PDI competitions; in each of these formats Members may enter 1 image in each section or choose to enter 2 into one section and none in the other. However for the purposes of the FPOTY, where Members choose the latter option only 1 image in each section – the higher scoring image - will qualify for points. It is hoped that this will encourage Members to enter each section.
- points are doubled for the Print Panel to reflect the extra effort in producing 3 prints per panel.
- points are doubled for the places in the Local Competitions (those in Section 6.1) in recognition of the higher level of competition against the two other clubs.
- in the Annual Exhibition, points are only awarded for each print entered, including those not exhibited because of lack of space.

The collating of the statistics will be the responsibility of the FPOTY Organiser who will maintain a spreadsheet, which will be circulated each month to Members so that they can view their progress. Scores will be provided to the FPOTY Organiser as follows:

Club Print Competitions
Club PDI Competitions
Annual Exhibition
Local Competitions

Competition Secretary – Prints
Competition Secretary – PDIs
Exhibition Secretary
Individual Members



In the case of the Local Competitions, records of all entries are not always available from the host clubs, and it is therefore the responsibility of Members themselves to advise the FPOTY Organiser the titles of the images entered and where appropriate the position achieved ie 1st, 2nd, 3rd or Highly Commended. This should be done in the week immediately after the respective competitions.

The winner will be the Member with the most points at the end of the season. In the event of a tie, the winner will be the one with the higher number of images entered, and if still equal the one with the most top marks (ie first places and 10s). Certificates are awarded to the Members in first, second and third places and to the highest scoring Member in each class: Club and Advanced.

Trophy:

The Monica Riley Trophy



SECTION 6: LOCAL INTER-CLUB COMPETITIONS

The Club participates in a number of competitions each season with other clubs in the local area. In the 4 competitions in Section 1. below, all Club Members are eligible to compete in their own right. In the other local competitions, each participating club competes as a club and the Club's Competition Secretaries select the images to be entered.

1. Molesworth Cup and Rainbow Trophy, Heywood Trophy and Spectrum Trophy – these competitions aim to promote a spirit of friendly rivalry with local clubs and seek to cover a wide range of photographic techniques. The clubs involved and their meeting venues are:

Aldershot, Farnham & Fleet Camera Club

Hale Institute Village Hall, Wings Rd, Farnham GU9 0HN

Yateley Camera Club

The Gallery, The Tythings, Reading Rd, Yateley GU46 7RP

For directions, ask a Committee Member. The hosting of these competitions is rotated between the clubs, and the host club is responsible for arranging the meeting and providing a judge. Members entering prints and projected digital images (PDIs) are requested to attend the competitions whenever possible and to submit prints 15 minutes prior to the published start time of the respective competition – different rules apply to PDIs (see below). **Images entered in the 4 competitions should not have been entered in any of the 4 competitions previously.** Hence an image once used in one of the competitions may not be used in another format on the same evening or at a later date. For the purpose of this rule, an image will be deemed to be the same as another, albeit in a different format, where there are no material differences between the two. All images must be the original work of the photographer. All images entered will be displayed for assessment by the judge. Images must have titles which will be read out during the judging. The judge will be asked to select a number of images for further consideration and from these to choose First, Second, Third and a small number of Highly Commended.

Molesworth Cup – Images eligible for entry are **monochrome prints**, which means black and white photographs plus fully toned images which have one colour across the whole image eg sepia. (Monochrome images with one colour highlighting part of the subject matter will not be accepted in this competition, but will be eligible for the Rainbow Trophy.)

Rainbow Trophy – Images eligible for entry are **colour prints**.

Prints may be derived from any photographic process, and must be mounted. The size of the print, including the mount, must not exceed 50cm by 40cm, in either landscape or portrait format. Each print must have the title of the image and the photographer's name and club written clearly on the back.

These 2 competitions are usually held on the same evening. Club Members may one print in each competition.

Heywood Trophy - Images eligible for entry are **PDIs of any kind**, as long as the original image was produced photographically.



Spectrum Trophy – Images eligible for entry are **PDI**s that fall within the type of photography indicated by the Set Topic for the respective year of the competition as advised by the host club. The Set Topics are listed below and will be used on a cyclical basis:

Natural History
Action Photography
Portraiture (Formal and Informal)
Landscapes
Black and White or Monochrome
Creative
Architecture
Macro and Micro

The host club is responsible for advising the specific requirements for preparing and titling of the PDIs, but certain standards will apply:

- Maximum image size – as advised by the host club at least 1 month prior to the competition.
- Image format – jpeg format should be used, and the colour space sRGB.
- Timing – all images to be with the host club at least one week prior to the competition, sent either by email or by hand or post on a computer storage device as stipulated by the host club.
- Identification – each Member entering the competition will need to provide adequate information on titles and photographer's name and club with each image file in the format requested.

These 2 competitions are usually held on the same evening. Club Members may enter one PDI in each competition.

2. FCC Inter-Club Digital Image Challenge Cup – Farnborough introduced this competition in 2006 to encourage local clubs to compete in the recently introduced digital image format.

Held annually in December, the competition is organised by the Competitions Secretary – PDIs who invites 5 or 6 local clubs to enter 10 PDIs each with no more than 2 images by the same author. Images should not have been entered in this competition previously. The images are displayed randomly and scored out of 10 by the judge – half points are allowed. The winning club is the one with the most points, and in the event of a tie the one with the most 10s, 9½s, etc. A report on the match and images scoring 10 are shown on the Club website.

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Please note that Inter-club competitions 3. to 8. below take place in clubs not far from Farnborough at venues which are usually shown in the Club programme. Members are encouraged to attend. For directions, contact the Secretary or Competition Secretaries.

3. New WJ Fry Trophy – a three way competition between North Hampshire Photographic Society (ex Gems), Andover Split Image Photographic Society and Farnborough, which is hosted annually by North Hampshire PS.



Each club enters 18 prints with no more than 3 per author, and the entry should be as varied as possible in terms of subject matter. The winner is the club with the highest aggregate score.

4. Albany Cup – hosted by Guildford PS, this competition is for 8 local clubs by invitation only.

Each club submits a panel of 4 prints by 3 or 4 photographers, and the panel must have a theme. The judge is asked to score each print individually out of 10 and then mark the overall themed panel out of 40, with the winning club being the one with the highest aggregate score.

5. Bracknell Nines Competition – hosted by Bracknell Camera Club, nine clubs including Farnborough compete.

Each club enters 6 PDIs each, with no more than two images from any one photographer. Images should not have been entered in this competition previously. Each image is marked out of 10 with the winning club being the one with the highest aggregate score. In the event of a tie, the winner is the club with the most 10s, 9½s, etc. If clubs have identical marks, then the trophy is shared.

6. Woking Silver Jubilee – a competition held each April between 4 clubs: Woking, Windlesham and Camberley, Guildford and Farnborough, hosted by each on a rolling basis.

Each club enters 10 prints with no more than 2 prints per author. The judge awards scores out of 10, with half points allowed. The trophy is awarded to the club with the highest score and in the event of a tie to the one with the most 10s, then 9½s, etc.

7. Francis Spooner Exhibition Trophy – a competition for 8 clubs held as part of Yateley CC's annual exhibition.

Each club enters a panel of 8 prints by 8 different authors.

8. International Competition - with the introduction of PDI competitions, images are usually sent to the organising club using e-mail. Therefore there are no geographic constraints on the clubs that may be invited to compete, making international competitions feasible.

Accordingly Farnborough has been invited by a former Member who is now with Ryde Eastwood Leagues Camera Club in Sydney, Australia, to compete with them and a club in New Zealand. Judging is done remotely by judges in each country viewing the images in isolation and the scores are combined to produce a winner. The rules are set by the host club and may change on each occasion the competition is held.

SECTION 7: PAGB AFFILIATION AND MEMBERSHIP OF THE SOUTHERN COUNTIES PHOTOGRAPHIC FEDERATION (SCPF)



PAGB AFFILIATION: the PAGB is the ‘**Photographic Alliance of Great Britain**’, and comprises the Federations and Associations of Photographic Societies in Great Britain and Northern Ireland. The purpose of the PAGB is to promote and co-ordinate the interests of the Federations and Societies and to co-operate with other national and international photographic organisations. A photographic society or camera club is affiliated to the PAGB through membership of its regional Federation – in the case of Farnborough through membership of the SCPF, the **Southern Counties Photographic Federation**.

The PAGB performs a number of functions which impact the societies and clubs:

- provides a list of all lecturers offered by the various Federations, and sets standard booking conditions.
- offers a recorded lecture service for speakers unable to visit clubs.
- provides a list of judges accredited by the Federations and sets standard booking conditions to be followed by clubs.
- organises competitions at national level:
 - runs the Inter-Federation Print and PDI Competitions annually for monochrome and colour prints and open and nature PDIs. Each Federation selects the entries from its club members.
 - holds annual competitions for prints and PDIs called the Print Club Championships and the PDI Club Championships. Each Federation selects two clubs to represent them.
 - runs the National Audio Visual Championship.
 - hosts the Great British Cup, a PDI competition with Open and Natural History sections, in which all clubs may enter.
- offers awards for photographic merit in prints and PDIs – Credit (CPAGB), Distinction (DPAGB) and Master (MPAGB). Applicants must be paid-up members of an affiliated club and meet certain time qualifications - see Membership of the SCPF section below.
- awards the APAGB for meritorious service to member societies, through a long period of judging, lecturing or service at the Federation and club level.
- organises and provides patronage for national photographic events and exhibitions
- allows members entrance to FIAP international exhibitions and thus to FIAP awards – FIAP is the ‘International Federation of Photographic Art’.
- offers Public Liability Insurance to clubs through the Federations.

PAGB Definition Of Natural History And Wildlife Images: FIAP and the PSA (Photographic Society of America) have adopted a definition for these images which is very restrictive in the degree of digital manipulation and of human influence permitted in such images. While the PAGB initially adopted it for use in its competitions, it subsequently adapted it to allow a more relaxed approach on these issues. The revised PAGB definition applies to all Natural History and Wildlife competitions that have PAGB Patronage and any other external competitions where so specified. **Members who enter PAGB competitions and PAGB-sponsored competitions and exhibitions must ensure that their images comply with these rules. Competition Secretaries who enter Members’ images into such competitions to represent the Club must request the authors to confirm that their images comply with these rules before submitting the Club’s entry.**

“Definition of Natural History and Wildlife Images



Nature photography is restricted to the use of the photographic process to depict all branches of natural history, except anthropology and archaeology, in such a fashion that a well-informed person will be able to identify the subject material and certify its honest presentation.

The story telling value of a photograph must be weighed more than the pictorial quality while maintaining high technical quality.

Scientific bands, scientific tags or radio collars on wild animals are permissible. Photographs of human-created hybrid plants, cultivated plants, feral animals, domestic animals, or mounted specimens are ineligible, as is any form of manipulation that alters the truth of the photographic statement.

Processing of the captured image, by cropping, exposure adjustment, colour correction, noise minimisation, dodging/burning, HDR, focus stacking and sharpening, is allowed. Cloning of image defects and minor distractions, including overlapping elements, are permitted when these do not distort the truth of the photographic statement.

Images entered as Nature can have landscape, geologic formations, weather phenomena, and extant organisms as the primary subject matter. This includes images taken with the subjects in controlled conditions, such as zoos, game farms, botanical gardens, aquariums and any enclosure where the subjects are totally dependent on man for food.

Access to biological subjects may be restricted. By entering a PAGB event, photographers warrant that they have followed relevant codes of practices and hold any necessary licences.

Wildlife

Images entered in Wildlife sections are further defined as one or more extant zoological or botanical organisms free and unrestrained in a natural or adopted habitat. Landscapes, geologic formations, photographs of zoo or game farm animals, or of any extant zoological or botanical species taken under controlled conditions are not eligible in Wildlife sections. Wildlife is not limited to animals, birds and insects. Marine subjects and botanical subjects (including fungi and algae) taken in the wild are suitable wildlife subjects, as are carcasses of extant species. Wildlife images may be entered in Nature sections.”

PAGB Guidance on Implementation and Interpretation

The PAGB organises a variety of Events where a Nature definition is used to determine eligibility for inclusion and exclusion. Decisions on the application and interpretation of Rules are delegated, by the PAGB, to each Event Organiser.

Events where ONLY Nature entries are permitted

- The GB Cup (Projected) Nature
- The GB Trophy (Prints) Nature

Categories within an Event where ONLY Nature entries are permitted

- The Inter-Federation Projected, Nature



- The Masters of Print Exhibition, Nature

Quotas within an Event where Nature entries are RESTRICTED to a maximum number

- The Inter-Club Print Championship
- The Inter-Club Projected Digital Image Championship

Events and Categories where Nature entries are NOT permitted

- The GB Cup (Projected) Open.
- The GB Cup (Projected) Small Clubs
- The GB Trophy (Prints) Open
- The Inter-Federation Projected Open
- The Masters of Print Exhibition, Monochrome and Colour categories.

Artistic Nature, meaning photographs which started as Nature, but which have been creatively modified to show a purely pictorial image, do not meet the Nature definition. They may be entered in “Open” events and categories, and do not count towards any Nature quota restriction.

It is not feasible to investigate adherence to the Nature definition when receiving multiple entries at an Event. Entrants should therefore expect the Organiser to consider that if an image looks like a Nature image, then it will be treated as a Nature image, even if the entrant suggests excessive manipulation. Entrants should plan their entries accordingly, whether that is to an Event, or in a Category or within a Quota. It is not desirable to have an Image excluded at short notice, before or after judging, when there is no facility for discussion.

In a Nature Event or Category, the Judges should assume that any Image presented to them does meet the PAGB Nature definition. After judging, the Organiser has discretion to review eligibility, including calling for the original file of the image, and this is likely for any awards.

MEMBERSHIP OF THE SOUTHERN COUNTIES PHOTOGRAPHIC FEDERATION (SCPF): the SPCF was known as the Southern Photographic Federation (SPF) up to 2013. Federations such as the SCPF represent the clubs in their respective geographic regions. Their objective is to promote co-operation between member clubs and to further the interests of photography through mutual effort and inter-club activities. Each is run by officials from the member clubs and 2 members from each club are entitled to attend their regular meetings – contact the Club Secretary if you are interested in attending.

The SCPF provides a number of services to its member clubs:

- provides a detailed list of local speakers and lecturers.
- provides training for judges who if successful are added to the Federation’s list. There are 2 levels of ability.
- organises inter-club competitions and exhibitions.
- maintains a website with information about its organisation, competitions and any events it runs – there is a link on the Club website.
- offers PAGB Public Liability Insurance cover to clubs.



Members are encouraged to attend and participate in SCPF events. Members who seek PAGB awards for photographic merit must pre-qualify in accordance with the SCPF's criteria. Applicants must be paid-up active members of an affiliated club for minimum periods that vary with the award sought: CPAGB 2 years, DPAGB 3 years and MPAGB 5 years. A letter of eligibility is required from the Club Secretary in order to enter. PAGB Award Adjudication Days are held twice a year, and full details are available from the Club's Secretary. Members seeking awards should also seek advice from the Club's Distinctions Adviser.

The SCPF maintains a Roll of Honour which recognises outstanding service to the Federation and/or its member clubs. Club Members who qualify may be nominated using a pro forma available on-line or from the SCPF Council. Members who have been accepted on to the Roll of Honour and who meet the qualification criteria may subsequently be nominated for the PAGB Award for Meritorious Service: APAGB.

SCPF Inter-Club Competitions And Exhibition: the SCPF runs competitions in which all member clubs can compete, and FCC's Management Committee decides which the Club will enter. At Farnborough, prints and PDIs to be entered in these competitions are chosen through a selection process organised by the Competition Secretaries. In the case of prints, Members are requested by the Competition Secretary to submit specific prints from the prior season that received good marks in the Club Trophy Competition or that achieved favourable comment in the Club Annual Competitions. For PDIs, the Competition Secretary is able to access these images from the image files held on the Club laptop. In each case, the selected images are then assessed by a small group of experienced Members who assist the respective Competition Secretary in choosing the images to be entered.

Inter-Club Print and PDI League Competitions: for each format, clubs compete in a league and are split into a number of divisions, based on ability. Each club will compete against all the other clubs in its division, and at the end of each season the top two clubs are promoted and the bottom two clubs are demoted. The prints and PDIs are judged at separate meetings. Detailed rules can be found on the SCPF website. The top clubs from each division receive awards at the Finals Day and compete for the League Cup, while the print and the PDI from each club's panels with the highest score from the divisional matches will be eligible for the Individual Best Print and Best PDI competitions.

The Annual Exhibition: both prints and PDIs may be entered by clubs in line with instructions issued by SCPF which may vary from year to year. There are awards for the best club entries and best individual entries in both print and PDI. The Exhibition is held in Salisbury Library in January.

SCPF Print and PDI Championships: competitions in prints and PDIs in which all SCPF clubs may compete. The rules are available on the SCPF website. There is a trophy for the winning club in each format, an award for the best individual image and three judge's awards. The first and second placed clubs represent the SCPF at the respective PAGB Print and PDI Club Championships.

SCPF Entry in the PAGB Inter-Federation Print and PDI Competitions: An annual competition where the SCPF selects and submits images from all members to compete in a single judging against the other Federations. There are two sections in each: Colour and



Mono in prints, and Open and Nature in PDIs. Awards for Federation success and individual images are available. In this case the images to be entered are not chosen by the Competition Secretaries, but the Club's Secretary will request Members to submit images at the appropriate time. The rules are published on the PAGB website.

For more information on the PAGB and the SCPF and their competitions and awards, contact the **Club Secretary**, or access the PAGB and SCPF websites through the links on the Club website.



APPENDIX 1

CLUB OFFICIALS, COMMITTEE MEMBERS AND VOLUNTARY POSITIONS

HONORARY POSITIONS

	President	TBA	
Fowler	Honorary Members	Ron Fowler SCPF Roll of Honour	Pat
Gaines		Jim Gaines SCPF Roll of Honour	Rose
Miller		Bob Miller	Evelyn
		Sheila Taylor	

MANAGEMENT COMMITTEE

Chairman	Kathryn Graham
Treasurer	Lesley Taylor LRPS CPAGB
Secretary	Kerry Turner
Committee Member	Clare Edwards
Committee Member	Paul Harratt
Committee Member	Neil Payne
Committee Member	Neil Purcell
Committee Member	Paul Whitbread
Committee Member	Pat Svanberg

VOLUNTARY POSITIONS

Auditor	David Turnidge
Competition Secretary - PDIs	Paul Whitbread
Assistant Competition Sec - PDIs	Neil Purcell
Competition Secretary – Prints	Kerry Turner
Print Competition Panel Organiser	Lesley Taylor LRPS CPAGB
Distinctions Advisor	John Childs ARPS DPAGB BPE** SCPF Roll of Honour
Equipment Officer	Neil Payne
Events Organiser	TBA
Exhibition Secretary	Kathryn Graham
First Aider	Linda Kent
FPOTY Organiser	Paul Harratt
Membership Secretary	Clare Edwards
Minute Secretary	Paul Harratt
President's Challenge Organiser	TBA
Print Displays Organiser	Kerry Turner
Programme Secretary	Pat Svanberg
Publicity Secretary	Kathryn Graham and Sally Seager
Refreshments Rota Organiser	Clare Edwards
Refreshments Organiser	All Members based on a weekly rota
Special Interest Group Organiser - Nature	Paul Whitbread
Webmaster	Hien Quan
Website Manager	Paul Whitbread

APPENDIX 2



CLUB POLICIES

1. DATA PROTECTION POLICY

The Data Protection Act 2018 establishes rules for organisations holding personal information. The Club, as a “not-for-profit” organisation, is subject to certain requirements of the Act, one of which is to have in place a policy setting out how it meets these requirements.

The Club holds personal information for the purpose of running the Club and its activities, and is committed to complying with the requirements of the above Act.

Club Policy:

1. The maintaining of personal information by the Club on paper, in computers or by any other means is to be limited to that required for the following:

- establishing and maintaining membership
- supporting the Club
- providing and administering activities for Members and those who have regular contact with the Club.

2. Personal information held is to be restricted to what is relevant to the relationship the individual has with the Club. For the purposes of membership, this information comprises:

Personal Details: Name, Telephone Number(s), E-mail Address, Address, Date of Birth

Club & Photographic Details: Year Joined, Competition Class, Photographic Honours, Positions Held, Photographic Skills, Photographic Interests, Make & Model of Cameras

For the sake of clarity, images produced by Members are not included under the definition of personal data.

3. Membership records are to be maintained by the Membership Secretary. Other Club Officials keep records for other purposes, eg membership fee payment or running Club competitions, but these contain no personal details additional to the above. The Club website maintained by the Website Manager also contains some personal information, but no personal contact details are made available.

4. The Membership Secretary is to be responsible for the accuracy of membership data and for keeping it up-to-date. All Club Officials maintaining personal data are required to take reasonable steps to ensure the accuracy and safe-keeping of the data, and they must ensure that Club data is kept separately from other data relating to individuals in other organisations.

5. When joining the Club, Members agree that the Club may contact them by email with information of various kinds related to Club activities. This includes the forwarding of emails received by the Club from third parties offering relevant products or services to Club Members, but these are kept to a minimum. For these communications, Club



Officials will use email groups (as described in Section 3 of the Handbook) that do not disclose individual email addresses. Members also agree that, to facilitate Member-to-Member communication, the Club will circulate a list of Members and their contact details (telephone and email) to all Members on a regular basis. This list is to be used solely for Club purposes. Any Member who does not wish to receive any email communications and any Member who wishes their details to be excluded from the list should advise the Club Chairman and Membership Secretary in writing.

6. The Club will not pass personal information to other organisations without obtaining prior consent, nor will it sell personal information. When the Club enters Members' images into external competitions, the Competition Secretaries are required to confirm to the competition organisers that the Club has permission to provide any related personal information, such as name, photographic honours and class. As a condition of Club membership, Members must agree in writing that such personal information may be provided. When the Club runs competitions involving images from other clubs, the Competition Secretary must seek similar confirmation from the competing clubs.

7. Upon written request from an individual to the Membership Secretary, the Club will respond within 21 days to provide the personal information held on that individual.

8. The Club will delete, within a reasonable period of time, information relating to an individual once the relationship with the Club comes to an end. This will normally be done by the end of the season following the season in which the cessation of the relationship occurred. Historical personal information in the Club archives should be the minimum required to reflect a Member's record at the Club eg name, dates of membership, positions held and photographic achievements.

Review of Compliance

9. The Club's Management Committee will review and document compliance with this policy on an annual basis, and record this in the first Committee meeting at the start of a new season.

2. HEALTH AND SAFETY POLICY

While camera clubs do not fall under the scope of Health and Safety legislation, it is appropriate for the Club to have a Health and Safety Policy in order to identify any such risks in any area of its activities, to explain what measures have been put in place to ensure that these risks are minimised, and to bring these factors to the attention of Members.

Club Policy:

Fire Risk

1. At the commencement of each meeting, the Chairman will point out to the attendees the location of Fire Exits from the building, and also advise the location of the designated Assembly Point in the event of the evacuation of the building.

2. The Club will appoint a Fire Warden whose responsibilities include ensuring that Members and other attendees sign in at the beginning of a meeting and sign out if they



leave prior to the end of the meeting, thus enabling a roll call to be made at the Assembly Point in the event of an evacuation. The Fire Warden should be aware of the location of fire fighting equipment such as fire extinguishers, but only individuals who are conversant with the operation of such equipment should use them.

First Aid

3. The Club will appoint a First Aider and a deputy, these being Members who have up-to-date knowledge of first aid. The First Aiders must be aware of the location of the Club's first aid kit and any other first aid equipment in the building, and will take charge in the event of any accident or serious illness of an attendee.

Club Equipment

4. The Club will appoint an Equipment Officer who is responsible for the maintenance of the Club's equipment. At the beginning of each meeting, the Equipment Officer should also visually check the integrity of all equipment being used, both that belonging to the Club and to a visiting speaker when present. Members should take care when using Club equipment, especially when putting up print display stands and panels. Members preparing refreshments for the Club should ensure that they are shown how to operate the electrical equipment before using it.

5. With regard to electrical equipment, where the electricity supply in the meeting room does not have fixed RCDs (residual current devices), portable RCDs are to be used for each electricity supply socket used. This is to include any electrical equipment to be used by visiting speakers. Portable RCDs must be tested at the commencement of the evening by pressing the test button. It should be noted that the use of RCDs not only greatly reduces the risk of electric shocks but should also negate the need for Portable Appliance Testing which some building owners require.

6. All trailing electrical cables and any other tripping hazards should be taped to the floor by the Members setting up before the room is populated. Besides reducing the possibility of attendees tripping, this will also avoid equipment being dragged onto the floor and damaged.

Insurance

7. The Club Treasurer will ensure that the Club has in place current Public Liability Insurance at a level of cover deemed sufficient for the purpose by the Club's Management Committee. The PAGB offer a suitable policy.

3. CHILD PROTECTION POLICY

The legislation covering the protection of children and young people is varied and complex. If minors (individuals under the age of 18) are to be admitted as members, the Club would need to have in place a Child Protection Policy that would introduce procedures and controls intended to provide an appropriate level of protection for the minor and which at the same time would seek to avoid any possibility of accusations of sexual, emotional and physical abuse, or exploitation.



Club Policy:

The Club policy as set out in the Club Constitution is: “Minors may only become Members by special agreement of the Club”. The Club’s Management Committee has decided to give this special agreement for the admission of Junior Members (ie Minors aged 16 and 17) on a case by case basis subject to the requirements contained in the following “Junior Membership Policy”. Minors below the age of 16 are not eligible to join.

4. JUNIOR MEMBERSHIP POLICY

The Club recognises the importance of encouraging young people with an interest in photography and welcomes those aged 16 and 17 to join as Junior Members. The intention is for Junior Members to participate fully in all the Club’s various activities, and this Policy sets out rules and requirements that the Club has introduced to ensure that all reasonable steps are taken to ensure the safety of Junior Members during these activities. Junior Members should be treated in the same way as any other Member of the Club, and should be given every encouragement and assistance to help them develop their photography skills. This policy should allow for sensible interaction between Junior Members and all other Members of the Club, as long as the rules are adhered to.

Club Policy:

Junior Membership

1. Junior Membership is open to young people who are aged 16 and 17. A Junior Member must complete and sign the usual Club Membership Form, and each application will be considered on a case by case basis.
2. As a condition of their membership, a Junior Member must be accompanied by a Responsible Adult at all Club activities (which term includes any meeting, event, visit, exhibition, workshop, etc organised by the Club). A Responsible Adult is one of the Junior Member’s parents or guardians who must complete a Parental Consent Form before membership can be granted. Where both of the Junior Member’s parents or guardians wish to be the Responsible Adult, both should sign the Parental Consent Form. In exceptional circumstances and where agreed by the Club, a Responsible Adult can be responsible for more than one Junior Member.
3. As an alternative, the parent or guardian may appoint a Nominated Adult, who may be a friend or relative, to assume the role of Responsible Adult, attending in their place and acting in loco parentis. This appointment of a Nominated Adult is made through the Parental Consent Form, and the Nominated Adult should be introduced by the parent or guardian to the Club’s Chairman and Membership Secretary for identification purposes. More than one Nominated Adult is permitted in exceptional circumstances, and a Nominated Adult can be changed or another added during the season, subject to the above procedures being followed.
4. The Junior Member will be issued with a membership card which also shows the name of the Responsible Adult(s). The requirement for the presence of a Responsible Adult ensures that there is always someone who can represent the best interests of the Junior Member. Although desirable, there is not a strict requirement for the Junior Member and



Responsible Adult to stay together throughout an activity, as long as the Responsible Adult is nearby and accessible in case of need. Should the Junior Member come to a Club event without a Responsible Adult, then he/she will not be permitted to join in that event until the Responsible Adult is present. If the safety of the Junior Member is then at issue, the Club will take whatever steps it considers necessary which may include phoning the parents or guardian. Parents and Junior Members are requested not to allow such situations to arise.

5. The Junior Member and each Responsible Adult will receive a copy of this policy and will be required to sign to confirm that they have read it and understand their role, and that they will abide by its rules.

6. A reduced membership subscription fee is applicable for Junior Members. This is payable by the parent or guardian. Where the Responsible Adult is not a Club Member and therefore not eligible to participate in Club activities, there will be no additional charge levied for their attendance except where there are extra charges applicable to all Members, as when the Club has a headline speaker.

7. Both the Junior Member and the Responsible Adult must sign in and out of meetings and other events where appropriate.

8. Junior Members will not be expected to participate in the Refreshments rota.

Responsibilities of the Club and Club Members

9. While Junior Members should be treated in the same way as other Club Members, there are some guidelines that need to be followed. Members should always act and be seen to act in the best interests of a Junior Member, and should avoid any conduct that would lead a reasonable person to question their motivation and intentions. Conversations with Junior Members should take place within the hearing of other Members and Members should try to avoid one-to-one conversations with the Junior Member when no-one else is present. Swearing and abusive language is inappropriate in any Club activity and is not acceptable in the hearing of a Junior Member.

10. The Club will communicate with Junior Members by email in the usual way, but a copy will also be sent to the Responsible Adult. A Junior Member may join the Club's social media sites such as Facebook and Flickr. The Junior Member's contact details will be included in the list of Members distributed by the Membership Secretary. Members may contact the Junior Member by phone, email or social media concerning Club business as long as the Responsible Adult is also contacted or aware. Members should however refrain from direct contact with the Junior Member by these means on other matters unless the Responsible Adult has agreed in advance that it is permitted.

11. It is illegal to show or distribute indecent or suggestive photographs to 16 and 17 year olds, and illegal for them to take such photographs. While it is extremely unlikely that indecent photographs will be shown in the Club's meetings, the Club will alert speakers and judges to the fact that Junior Members are present by inserting appropriate wording in the booking information sent to them. Members are asked to ensure that no images that might be considered indecent or suggestive are entered into competitions – this is clearly a subjective judgement that has to be made, but tasteful images of the naked human figure may still be considered acceptable competition images. There may occasionally be images that a Junior Member will find upsetting: this might include images of the naked



form, of war or torture, or even an animal kill in the wild. This is clearly subjective and impossible for the Club to be aware of in advance. Therefore it is the responsibility of the Responsible Adult to enquire beforehand if a subject suggests that there might be a problem, and to handle any unexpected situation which arises, possibly leaving the meeting with the Junior Member if necessary.

12. Occasionally Club Members take photographs of other Members when participating in Club events, and while the privacy of Junior Members must be respected, they can be included in such photos. However if any of these photos are to be used in Club media or displayed anywhere, parental permission must first be obtained. Members may not take photos of Junior Members without the knowledge of the Junior Member or when no others are present.

13. At Studio sessions, a Junior Member can act as a model, but only with prior written parental permission and in the presence of the Responsible Adult. Nude modelling is not permitted. Resulting images may be used in Club competitions, but use outside the Club will require completion of a formal model release form. Young people aged 16-17 years who are not Club Members may also be allowed to act as models for the Club, subject to the same rules. A Junior Member may take part in a Studio session as a photographer but the Responsible Adult must be present and be satisfied that the Junior Member can cope with the experience which should not involve a nude model.

14. In the case of Club outings and workshops, Junior Members are encouraged to take part, always in the presence of the Responsible Adult, but Members are advised not to work on their own with a Junior Member and not to offer transport to them on their own.

15. If there is an accident or emergency involving the Junior Member, Club Members will give whatever assistance is possible but it is clearly the responsibility of the Responsible Adult to make any decisions affecting the welfare of the Junior Member.

16. It is the duty of all Club Members to report any concerns about the behaviour or conduct of Members toward a Junior Member, or any Member who contravenes this Policy.

Procedure For Handling Complaints

17. If the Junior Member, Responsible Adult or any other Club Member should have any concerns about the behaviour or conduct of any Member toward the Junior Member, or considers that a Member has acted in contravention of this Policy, they should in the first instance report their concerns to the Club Chairman or Membership Secretary. A written record of the complaint will be made and this will be referred to a small number of Club officials convened for the purpose of deciding what action to take. In extreme cases, this may require referral to external bodies involved in Child Welfare.



FARNBOROUGH CAMERA CLUB - CONSTITUTION



TITLE

1. The Club shall be called the “Farnborough Camera Club”, referred to as “the Club” in this Constitution.

OBJECTS

2. The purpose of the Club shall be to promote the art and techniques of photography, and to provide its members with a meeting place, technical aid, assistance and the facility to take part in competitions, both internal and external to the Club.

MEMBERSHIP

3. Membership of the Club is open to all those interested in photography. Membership is solely at the discretion of the Club’s Management Committee. Minors may only become members by special agreement of the Club, in which case a suitable Child Protection Policy would first need to be put in place.
4. Membership of the Club carries with it the obligation to abide by the Club’s Constitution.
5. Members shall pay, in advance, a non-refundable annual subscription in September each year. The Management Committee shall propose at the Annual General Meeting (or a Special General Meeting) a scale of subscriptions considered necessary for the proper running of the club. New Members shall pay a reduced subscription for the remainder of the season during which they become a Member.
6. Membership will lapse automatically should a subscription fall more than three months in arrears. In exceptional circumstances, membership may be terminated by decision of the Club’s Management Committee.

CLUB ORGANISATION

7. The Officers shall consist of a Chairman, Secretary and Treasurer elected at an Annual General Meeting of the Club. All positions shall be voluntary and unpaid.
8. The appointment of a President and Vice-Presidents may be made at an Annual General Meeting and shall be restricted to Members who have given the Club long service. Such appointments are made as a mark of appreciation and are not subject to annual re-election, but appointees may withdraw or be withdrawn from office under exceptional circumstances. The Management Committee of the Club may also offer Honorary Membership as a mark of appreciation to members who have diligently served the Club over many years. Honorary Membership, which is a lifetime award, is to be offered as an exceptional privilege only and confers the right to free attendance at Club meetings.
9. The affairs of the Club shall be managed by a Management Committee consisting of the three Officers of the Club, a Vice Chairman (when elected) and a minimum of four and a maximum of nine other Members, all of whom are to be elected at the Annual General Meeting. The Management Committee should meet on a regular basis. The day to day running of the Club is carried out by Volunteers who undertake the various roles determined by the Committee. Any large or irregular items of expenditure (over an amount to be determined from time to time by the Committee) must be approved by the Committee before an Officer or Volunteer may commit the Club.
10. Officers and Members of the Management Committee shall be elected for a period of three years. Retiring Officers and Members of the Management Committee may seek re-nomination/election for further periods, but in the case of the Chairman, his/her term of office will be restricted to a maximum of three consecutive years. A Member who has already served as Chairman may stand again as Chairman after a period of at least 2 years has elapsed since he/she was in office.
11. Replacements for Officers and additional Management Committee Members may be co-opted by the Management Committee at any meeting when required and for such period as necessary.
12. At Management Committee meetings the quorum shall be five Members, including at least one Officer. A nominated Member of the Committee shall keep minutes of all meetings.

OFFICERS' DUTIES



13. The Chairman shall chair Club meetings, represent the Club in its association with the local community, and provide general direction for the Officers and Volunteers in the day to day running of the Club.
14. The Secretary shall handle the administrative aspects of the Club, including compliance with the Club's Constitution and the organisation of the Annual General Meeting, liaise with other clubs through the Federations of which the Club is a member, and deal with the correspondence sent to the Club.
15. The Treasurer shall maintain the Club's accounts and produce the annual income and expenditure report, collect membership subscriptions, pay all bills, and advise on the Club's on-going financial viability and level of subscriptions needed for the next season. He/she shall bank moneys, except float moneys, without delay. He/she shall ensure that Bank accounts are maintained in the name of the Farnborough Camera Club and that the Bank mandate requires the signature of two of the Officers of the Club for all withdrawals.
16. At the end of the Club's financial year (30th June), an income and expenditure account together with a balance sheet shall be drawn up by the Treasurer and audited by a Member of the Club, not being a Club Officer, appointed for this purpose by the preceding Annual General Meeting. The income and expenditure account and balance sheet shall be presented for approval at the following Annual General Meeting.

CLUB AFFILIATIONS

17. The Club shall be affiliated to such regional and/or national federations and alliances as will benefit the Club Members in the view of the Management Committee.

ANNUAL GENERAL MEETING

18. The Officers shall organise an Annual General Meeting of the Club in October each year.
19. The Annual General Meeting shall be given the opportunity to:-
 - a. Approve the audited balance sheet and accounts.
 - b. Receive annual reports by the Chairman, Secretary and Treasurer.
 - c. Discuss and vote on any motion under rule 20.
 - d. Amend the Club's Constitution, subject to rule 20.
 - e. Elect Officers and Management Committee Members,
 - f. Elect a President or Vice-Presidents, subject to rule 8.
 - g. Consider any other business.
20. All motions duly proposed and seconded by Club Members are to be published on the Club notice board by the Secretary two weeks before the date of the Annual General Meeting. Objections to motions shall be considered at the Annual General Meeting.
21. At an Annual General Meeting or a Special General Meeting thirteen Members (or over 50% of the Members, whichever is lower) shall constitute a quorum.
22. Nominations of Officers and Members of the Management Committee must be made in the form laid down by the Management Committee. A vote at the Annual General Meeting will be taken where necessary.
23. The new Management Committee elected at an Annual General Meeting shall not take office until the first of January following. In the interim the existing Management Committee shall continue to manage the Club.

SPECIAL GENERAL MEETING

24. A Special General Meeting shall be called by the Management Committee at any time provided twenty-one days notice is given in writing to each Member by the Secretary.
25. A Special General Meeting shall also be called within four weeks of a request signed by not less than six Members of the Club.
26. Only business included on the agenda of a Special General Meeting may be discussed at this meeting.

VOTING

27. Members present at an Annual or Special General Meeting shall be entitled to one vote on any issue. Proxy votes will be accepted if in writing and signed. The Chairman of the meeting shall not vote except to exercise his/her casting vote.

LIABILITY



28. The Club is required to have in place public liability insurance to cover the Club and its Members against claims for damage or injury. Members acknowledge that the Club itself and any of the Members individually shall not be held liable or responsible in any way for any injury to persons or property however caused in the course of Club business and activities.
29. Members agree that the Club's Officers shall not be held personally liable for any financial loss that may arise in the conduct of the Club's business, provided that the Officer(s) did not act negligently or fraudulently.

DISSOLUTION

30. In the event of a decision to dissolve the Club, the disposal of the Club's assets will be decided at a Special General Meeting.

This Constitution was approved by the Annual General Meeting held on 8 October 2015.



APPENDIX 4

PROJECTED DIGITAL IMAGE (PDI) COMPETITIONS – IMAGE PREPARATION GUIDANCE NOTE

The purpose of this note is to give guidance to Members on preparing images for digital projection for Club PDI competitions and should be read in conjunction with the rules for such competitions. Members should find this guidance straightforward, but should seek advice from the Competition Secretary – PDIs if any problems arise. A projected digital image (PDI) can be prepared in a few minutes following this 5-step process. The actions set out below and the screen grabs shown are from an iMac using the latest version of Photoshop CC. Windows PCs and earlier versions of Photoshop have virtually the same functionality, but may differ slightly. Similar functionality will be found in other photo editing software.

Step 1 - Create the Original Image.

Take or scan your picture at your usual (high) resolution, and manipulate the image in your image editing software. At this stage you should carry out any necessary image manipulation - this might include colour/exposure adjustment, cropping and use of filters. When you have finished, save the image in your usual file format – PSD, TIFF, etc (see Step 4 below for an explanation of why the JPEG format is not recommended). As you may at a later stage be asked to create another PDI in a different size, **keeping the original image is most important** and you might want to save it in a dedicated folder (eg Competition Images). In this way you can, if required, produce further PDIs at various resolutions that look identical.

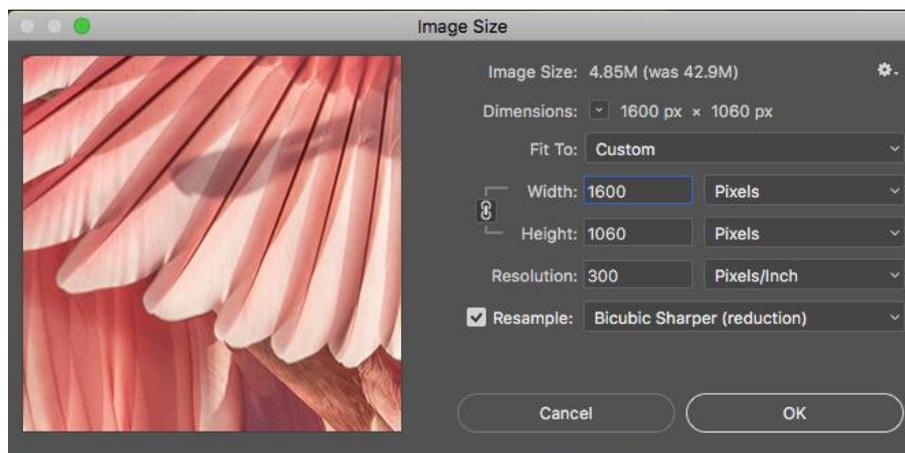
Step 2 – Resize the Image.

The Club requires PDIs to be resized to **1600 pixels wide by 1200 pixels high**. This is the size set by the PAGB as the standard for its competitions, and the SCPF has also adopted this as its standard. Your PDI can be any size or shape that fits within the above parameters ie no wider than 1600 pixels and no higher than 1200 pixels. When your PDI is less in width or height than the ideal size, the projector will project dark grey in the image-less areas. (It should be understood that the native resolution of the Club's present projector is 1400 pixels wide by 1050 pixels high, and this is therefore the "ideal" number of pixels for a full-size PDI that will fit the screen exactly. However the Club's competition software will automatically resize PDIs downwards from 1600x1200 to fit the current projector resolution.)

Your original image is likely to be much larger than the required size, so to carry out the re-sizing in Photoshop go to "Image/Image Size". In the "Image Size" dialogue box, first ensure that the "Resample" box is ticked, that the "Width" and "Height" are locked as shown by the link, and change the parameters to "Pixels". For an image in **landscape** format alter the width to 1600 pixels. The pixels for the height will be filled in automatically and must be 1200 or less. If the resulting number of pixels for the height is lower than 1200, do nothing, but if it is in excess of 1200, alter it to 1200 and the number of pixels for the width will automatically decrease. For an image in **portrait format**, the maximum height is 1200 pixels, so enter this number first. The width will be significantly less than 1600 pixels in this format. Finally choose an appropriate resizing mode, such as "Bicubic Sharper (reduction)".



You will notice that the “Image Size” at the top of the box will have reduced considerably from the original size shown in brackets. Then click “OK” to save the changes.

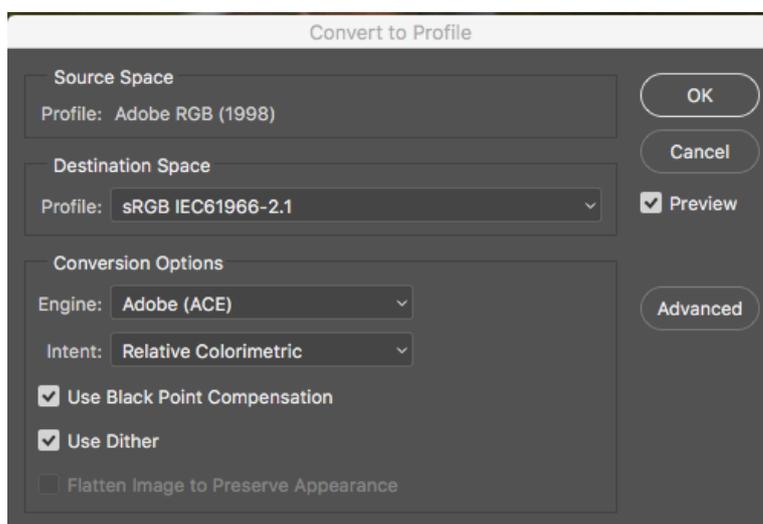


Step 3 – Undertake some Fine-Tuning Tasks.

There are a few adjustments/checks that need to be done before the PDI can be finalised:

a) Change the Colour Space to sRGB – there are a number of “colour spaces” that are used for differing purposes and each provides a different gamut (or range of colours). A “profile” is information describing the mapping between the actual image data and the colour space. A digital projector uses sRGB as the colour space for projecting the image. Most digital cameras use sRGB as the default colour space, but RAW images fit no specific colour space until a profile is given to them at the time of RAW conversion. Photographers may apply an Adobe 1998 profile at this stage as this colour space is thought best for the purposes of printing. If however an image has a colour profile other than sRGB, the image may not project as you might expect because an Adobe 1998 image projected in an sRGB colour space will lose a fair amount of colour information ie the colours may not look right and the PDI may appear flat. The solution is to convert the profile of the image to sRGB before it is saved.

This can be simply done in Photoshop by going to “Edit/Convert to Profile”. The “Convert to Profile” dialogue box shows the existing profile in “Source Space” and allows you to choose the new profile in the “Destination Space” box by picking “sRGB” from the drop down list. Click “OK” to proceed, and then view the image to ensure that you are still happy with the colours. If necessary, make colour adjustments before proceeding.



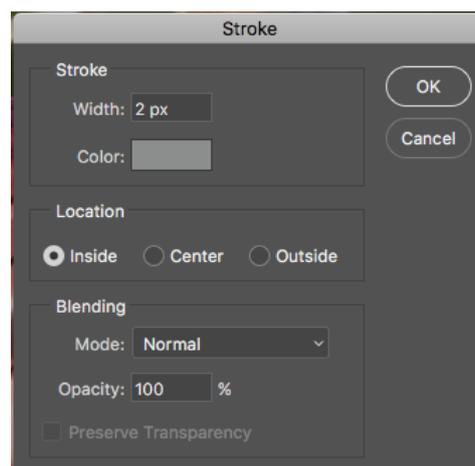


b) Close Layers – if you have used more than one layer to create your image and these are still open, they must be closed before the image is saved. In Photoshop, go to the “Layers” menu and click on “Flatten Image”.

c) Convert to an 8 Bit Image – your PDI needs to be an 8 bit image, but your camera or software may have created an image which is higher than this. Therefore you need to check by going to “Image/Mode” and clicking “8 Bits/Channel” if it is not already ticked. (Note: if you use the “Save for Web” method for creating JPEGs below, it is possible to skip this step.)

d) Create a Border– this is an optional adjustment, but it may enhance the presentation of the PDI. You should be aware that the projector will project the area around the image as dark grey, and dark areas on the edge of an image will therefore be indistinct and it may not be possible to see where the image stops. Accordingly, the image may benefit from adding a border.

To create a Border around the image, select the whole image by clicking on “Select/All” and then go to “Edit/Stroke”. In the “Stroke” dialogue box, choose width and colour to suit, select “Inside” with “Normal” mode and “100%” “Opacity”. Click “OK” and then “Select/Deselect”. When creating a border, it is advisable to make it narrow, say 2 or 3 pixels only, and to choose a neutral colour such as grey. Please be aware that a broad white border can have a negative impact on the appearance of your image when projected.



e) Do the Final Sharpening – a PDI may need more sharpening than a print, so having completed all the above tasks you might want to carry out a final sharpening of the image. Beware of over-sharpening – experience will tell what is acceptable.

Step 4 - Save the Image.

The final step in the process is to save the image in the appropriate format, and for this purpose you must choose **JPEG**.

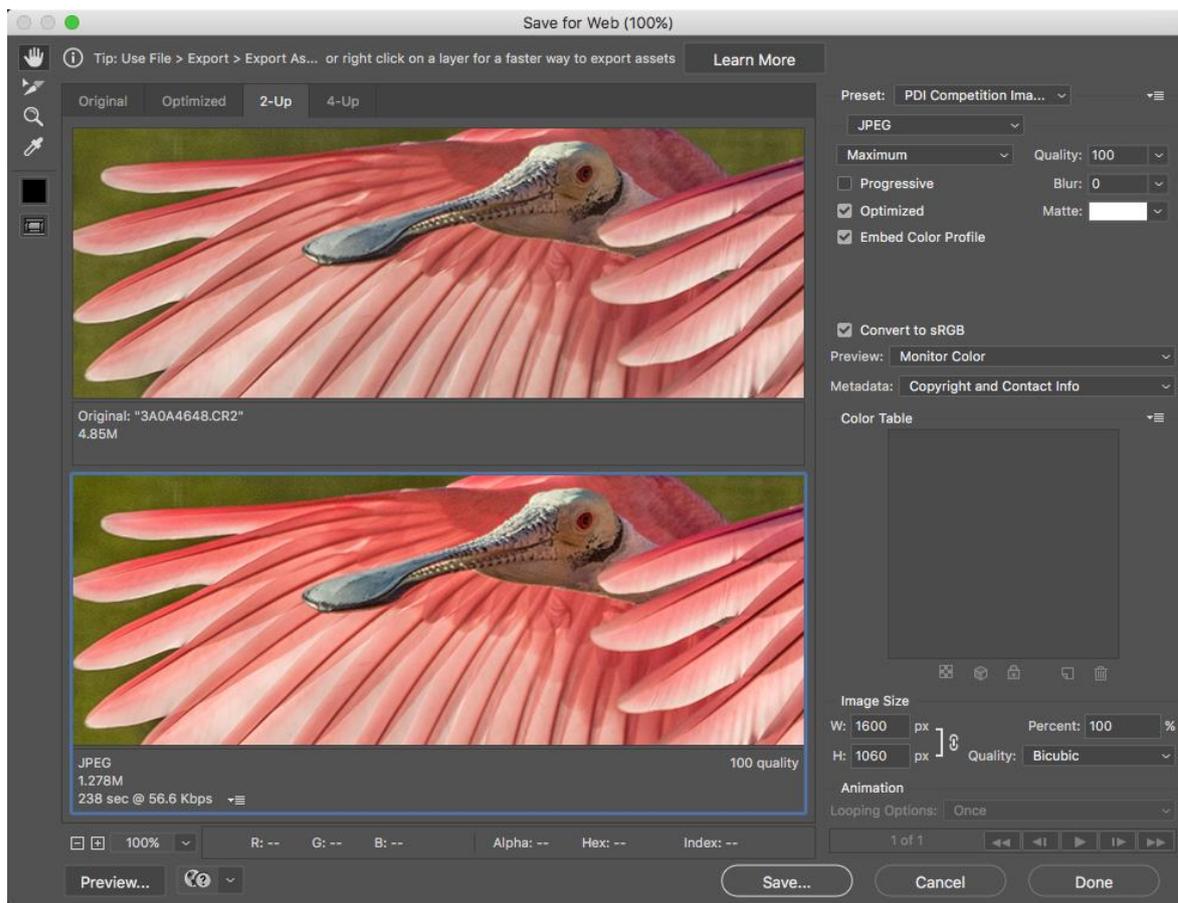
JPEG is a format that uses “lossy compression”, meaning that some colour data is lost when the file is compressed, but by creating a “maximum quality” JPEG image there will be no noticeable reduction in the quality of the projected image. Multiple opening, editing and re-saving of a JPEG image will decrease the colour information in the image and can lead to a deterioration in quality, but it should be understood that the Club’s PDI competition software does not involve the “opening, editing and re-saving” of the image, and that there will be no adverse impact on JPEG images. A JPEG file will be relatively small (around 1-3mb) which enables images to be uploaded to the Club website – see Step 5 below.

a) Creating a JPEG PDI - in Photoshop there are at least two ways of doing this:

i) Using “File/Export/Save for Web” – this method may be considered more user-friendly. When the window opens, click on “2 Up” at the top. You then have 2 screens showing your original image above and how it will appear as a JPEG below. In the boxes to the right of the screen, ensure that the format shows as “JPEG”, and then you can

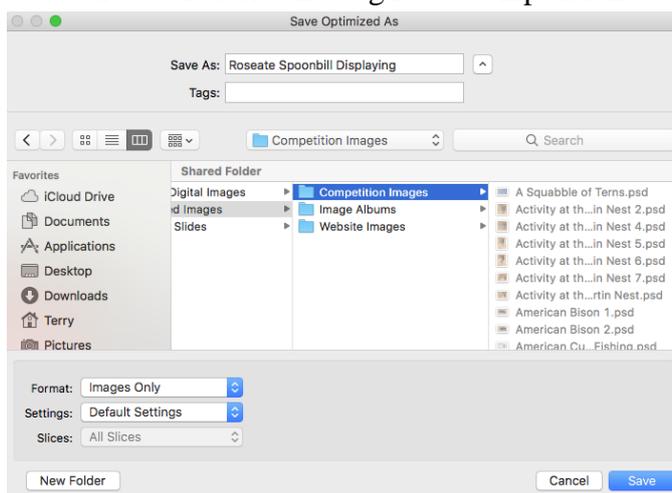


choose the quality of the JPEG image in the boxes below, or use the slider by clicking on the “Quality” box to the right. The effect of reducing the quality level is visible on the image and the resultant file size is also shown. Generally you should choose “High” or



“Maximum” and “Quality” 100. Ensure that “Optimized”, “Embed Color Profile”, and “Convert to sRGB” are ticked. The “Image Size” box shows the pixel dimensions you have already entered when resizing the image. Ensure that the “Percent” box is at 100% and choose the “Quality” - “Bicubic” or “Bicubic Sharper”. If you are happy with the result, click on “Save”. In the unlikely event that you are unhappy with the image, you will need to abandon this screen by clicking “Cancel” and then go back to the image. Photoshop will allow you to save your settings so you can use them each time you create a PDI – click on the small menu in the top right corner and choose “Save Settings”.

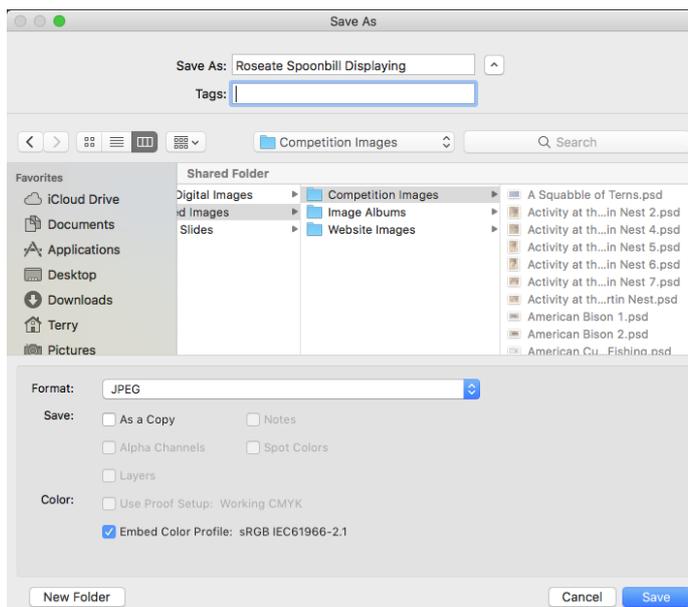
If you clicked on “Save”, in the next dialogue box choose the Folder where you want to save the image – you might want to create a dedicated folder called eg FCC Competition PDIs. Enter into the “Save As” space the title that you intend to use for the image in the competition. This should be the **full name of the image**, and nothing more. Please note that the title will appear in all records for that image, including when the image is projected on screen in the competition, so **do not add any extra information and avoid using non-alphanumeric characters such as ? & \ / ^ \$ £ * ~ # < >** as the system cannot accept them. Click “Save”.





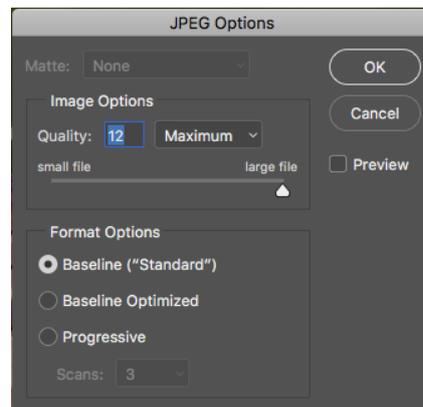
Now proceed to para b) below.

ii) Using “File/Save As” – when the “Save As” dialogue box opens, first choose the Folder where you want to save the image – you might want to create a dedicated folder called eg FCC Competition PDIs. Then enter in the “Save As” box the title that you intend to use for the image in the competition. This should be the **full name of the image**, and nothing more. Please note that the title will appear in all records for that image, including when the image is projected on screen in the competition, so **do not add any extra information and avoid using non-alphanumeric characters such as ? & \ / ^ \$ £ * ~ # < >** as the system cannot accept them. In the “Format” box click on the arrow and choose “JPEG”. Ensure that the “Embed Color Profile” box is ticked, and that it displays an sRGB profile – if not close and go back to 3a to change it. Then click “Save”.



You should then see the “JPEG Options” dialogue box – in “Image Options” select the highest quality (Maximum - 12) and use the “Baseline (Standard)” format option. Click “OK”.

Now proceed to para b) below.



b) Review the PDI - the JPEG PDI is now ready for use in the competition and should not be altered again in any way. You may wish to view the completed image to ensure that you are content with it, in which case open it from the folder where you saved it (make sure that you pick the jpeg version and not the original). If you decide upon further inspection that more image manipulation is required you must go back to the original image and commence the process again, otherwise there may be degradation in the quality of the image that may be evident when projected. Make sure you delete the image that is no longer required. Proceed to Step 5.



Step 5 – Submit Your PDIs.

Completed PDIs may only be entered by uploading them to the Club website using a dedicated URL (web address) provided by the Competition Secretary – PDIs. This URL should be treated as confidential so as to avoid the possibility of non-members disrupting our competitions. Well in advance of each internal competition, the Competition Secretary – PDIs will email all members with a reminder of the forthcoming competition and provide a link to the URL.

The link will take you to a webpage headed “FCC Member Upload”. Choose the competition you wish to enter by clicking on it and the next page headed “PDI Image Upload” will firstly ask for your name and competition class. To upload the first PDI image click on “Choose File” and this will open a new dialogue box that allows you to navigate to the folder where you saved your PDI images. Choose the respective image, click on “Choose” and the title will appear on the webpage. Do the same for any remaining entries and then click on “Send”. If you pick the wrong image, click on “Clear” and start again.

The next screen is headed “Review and Confirm Image Uploads”. There is a thumbnail of each of the images being uploaded so that you can be certain that the correct images have been selected, and below each thumbnail is colour-coded information on its size in pixels. If you have followed the above steps correctly, the number of pixels will be the same as the number you used when resizing the image, but please do check. The system uses a traffic light approach:

green means that the width and the height are both at the optimum size (ie 1600x1200) or that one side is at the optimum and the other side is less than optimum. The image is acceptable.

amber means that the both the width and the height are less than the optimum, so the image is acceptable, but it may project smaller on the screen if its size is less than the Club’s current projector resolution of 1400x1050.

red means that the width is above 1600 and/or the height is above 1200 so the image is not acceptable as it is too large. It will be automatically rejected and not uploaded – you will need to resize it and upload it again.

If you need to amend the image, because it is the wrong image or it needs to be resized, click in the delete box and on “Confirm”. The image will not be uploaded and you will need to re-submit your image. On this webpage there is also the chance to amend the title, your name and class if necessary. When it comes to titles, please remember the guidance in the Standard Rules for all competitions in Section 5 of the Handbook, and also in Step 4 above – **no extra data is to be added** and **avoid using any symbols** such as: ? & \ / ^ \$ £ * ~ # < >.

If all is well, click on “Confirm” and the images will be uploaded. The final webpage will thank you for submitting your images – you will not receive any other form of acknowledgement.

It is your responsibility to prepare your PDIs correctly in line with these instructions. However should the Competition Secretary – PDIs notice an obvious error, he will



endeavour to advise the respective member, but there is no requirement on his/her part to do so.

PDI's must be submitted within the timeframe stipulated by the Competition Secretary – PDI's – this is normally the Thursday before a competition at the latest. Late entries will not be considered.

Flow Chart – a separate document called the “Preparation of PDI's Flow Chart” is part of this Appendix. It summarises the actions required to prepare a PDI and may be used as a handy aide memoire at PDI competition time.

External Competitions

When entering external PDI competitions and exhibitions, members will find that the size and format of images for the entry will be set by the host and that these may vary from the Club's own standard set out above. Similarly the Club enters a number of PDI competitions where the host may require different sizing or format to the Club's standard, in which case the Competition Secretary – PDI's may ask you to provide a fresh PDI.

ADDENDUM – Preparing Images for the Club Website

When preparing images for submission to the Website Manager, the steps in 1) to 4) above should be followed, but note that the size of images required is as follows:

Members/Competition Winners Galleries – **600 x 400** pixels in landscape or portrait format

Pictorial News and other pages – **450 x 300** is the preferred size in either format



Preparation of PDIs Flow Chart

For use in conjunction with Appendix 4 of Club Handbook

NB This flowchart is based on Photoshop CC terminology and functions, but other image editing software should have similar functionality

