

# **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

<b>Date</b>	<b>Change</b>	<b>Section</b>
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
Oct 19	Club officials list updated following AGM. Update to the constitution following AGM motions passed.	Appendix 1  Appendix 3 Constitution Items 18, 23 and 10
Sept 20	Clarification on competition rules and other updates by Kerry	Section 5
Aug 21	Reformat and update	All
May 22	Updated Officers and committee members. Added condition of a PDI to all internal Print competitions except Print Panel  Added details of themed imaged in PDI Trophy Round 2	Appendix 1  Modified Section 5.1  Modified Section 5.3
Jul 23	Updated President and Honorary Members. Added new conditions to uploaded PDIs for Print Competitions  In image eligibility added new exclusions for AI and remote photography.	Appendix 1  Modified Section 5.1  Modified Section 5.2





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## SECTION 1: Introduction

Welcome to the Farnborough Camera Club's Handbook. The club was formed as the Farnborough and RAE Camera Club in 1941. In 1983 the RAE (Royal Aircraft Establishment) withdrew its support, so the club changed its name to its current name of Farnborough Camera Club. Over the years Farnborough Camera Club, The Club, has achieved success in major competitions and has gained a reputation for the quality of the photographic work produced by its members.

The aim of the club is to promote photography within the local community and help its 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 undertakes various forms of activities, talks from guest speaks, competitions both within the club and with other clubs, workshops, photographic trips, and social events. Members are encouraged to take part in all these activities.

The Club is a member the Southern Counties Photographic Federation (SCPF) and affiliated to the Photographic Alliance of Great Britain (PAGB).

The Club is run as a 'not-for-profit organisation' and as such we can make a profit for The Club's own purposes but not enrich others. When The Club engages in any money-raising activities, such as selling tickets for keynote speaker presentations to the general public, it will be stated that any proceeds will be used for The Club's own activities.



## SECTION 2: Membership

### 1. Terms of Membership

Membership of The Club is open to anyone aged 18, or over, at the discretion of The Club's Management Committee. Junior membership, for minors aged 16 or 17, is available subject to the requirements of the Junior Membership Policy found in Appendix 2.

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 occasions there may be an additional charge for events to cover the club's additional costs. 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.

### 2. Membership Subscriptions

An annual subscription is 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, cheque, or bank transfer. 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 may be 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 via, one or all, the Club website, the Club Facebook page, the Club noticeboard and by direct email.

### 1. Meetings

Meetings take place at 7.30pm 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 video. 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. 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, currently the Southern Counties Photographic Federation (SCPF). 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 Adobe Photoshop, and advice and guidance on attaining photographic honours from the Royal Photographic Society (RPS) and the Photographic Alliance of Great Britain (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 (AGM)**, held at the end of each season 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.



**Awards Evening.** The last meeting of the season is the Awards Evening when the winners of the Club's competitions receive their trophies and certificates.

**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.

**Outdoor Photographic Events.** Occasionally 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.

## 2. Communications

The Chairperson will provide 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, direct email, and the Club Facebook page (see below).

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

[official-fcc@googlegroups.com](mailto:official-fcc@googlegroups.com) is used for distribution of all 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](mailto: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].

[committeecc@googlegroups.com](mailto:committeecc@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].

The Club maintains a comprehensive website on the Internet at [www.farnboroughcameraclub.org](http://www.farnboroughcameraclub.org). It contains the Club's history and activities, notices of forthcoming events, Club news including competition results, the current programme, this Members 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 competitive prices. The site is regularly updated.

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 Addendum for information on preparing images for the website.

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.

### **3. 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. 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.

### **4. Town Twinning.**

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

### 1. 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 Chairperson, Treasurer and Secretary, and allows for the election of a Vice Chairperson 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 one year. 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 position of President will be announced at the Annual General Meeting by the Chairperson. The position of President will be awarded to long-standing Members for their contribution to the Club. The honorary position of President will be for a 3-year period.

The Club's Management Committee may also give the position of Honorary Member 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.

### 2. Running the Club

Apart from the specific responsibilities of the Chairperson, Treasurer and Secretary, there are several other tasks involved in the day to day running of the Club. These tasks are carried out by several 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.

**Chairperson** – 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 noticeboard. 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 Chairperson** – deputises for the Chairperson in his/her absence and should be a Member of the Management Committee who has the firm intention of standing as the next Club Chairperson when the present incumbent's term of office ends. The Vice Chairperson 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 Chairperson. 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.

**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.

**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 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).

**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.

**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.

**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.

**Event 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 regarding 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.

**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 external display cabinets. Displays are changed at regular intervals.



**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.

**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. The manager provides the Webmaster with new content and images in a format suitable for up-loading to the site.

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: The Club Competitions and Rules

Each season The Club runs a number of varied and challenging competitions which are open to all club members. There are three types of competitions:

- The Club Trophy competitions held over several rounds where each image is scored by an independent judge. Scores are used towards the Photographer of the Year (POTY) award
- The Club Annual competitions. These are one off competitions, where the winner(s) is chosen by an independent judge. Results are used towards the POTY award.
- Informal competitions. These are often judged by club members or the competition entrants. These are often used for gaining competition experience or just for fun.

All Club Trophy and Club Annual competitions will be judged by independent judges who will be expected to provide constructive critique for each image. The judge's decisions will be final and members attempting to influence the judge's decision is strictly prohibited.

At the end of that season The Club will attempt to hold a 'Finals' evening where competition winners will receive their trophies from The Club's President. Awards, in the form of certificates, will also be made to members who came second and third in the competitions or were awarded Highly Commended by the judge. Should the President be unavailable the awards will be presented by a club member chosen by the Management Committee.

When images are entered into The Club competitions or exhibitions then those images can then be used by the club for any purpose, except for a commercial nature, without the members permission even after the member has left the club. Should a member not want their image used by The Club, then the member needs to inform the Chairperson in writing.

The Club will take all reasonable care in handling prints and digital material entered into competitions. However, The Club accepts no responsibility for any loss or damage that may arise.

### 1. Standard Rules for The Club Competitions

The rules for all competitions organised by The Club are given below and apply to all internal competitions unless the competition rules specify otherwise.

The Club uses two different image formats for competitions, prints and Projected Digital Images (PDIs). In each case images may be monochrome or colour unless specially specified by the competition. The images may be cropped or creatively enhanced.

**Prints** may be derived from any photographic process. The maximum size of prints will be 50cm x 40cm including the mount. Whilst prints of a smaller size are acceptable for internal competitions it should be noted that certain external competitions, e.g. SCPF Exhibition, require that prints be at the maximum size. Whilst there are no restrictions on the type of mount that can be used, the prints should not be framed.

A label containing the author's name and the image title should be affixed to the top left corner at the back of the mount.





Except for the Annual Print Panel Competition and President's Challenge, it is requirement of entry that PDI needs be uploaded via the club's website so that it can be projected to the audience during the competition judging. This is to give everyone a good view of the print image being judged, but the judge will only mark the submitted print image. The image uploaded is to be to the same specification as a PDI entered for the trophy competition.

**PDIs** may be derived from various sources but must follow guidance detailed in Appendix 4. Images must be uploaded via the club's website by the date specified by the competition's secretary. Please note the requirements for external competitions may differ so you need to check the PDI file before submission.

## 2. Image Eligibility

Whilst The Club have endeavoured to follow the rules of image eligibility set by both the PAGB and the SCPF, it is the rules below that will govern our competitions.

1. An image must be the original work of the author, the club member. If an image is a composite, then all parts must be the work of the author.
2. An image can only be entered into any given club competition **ONCE**.
3. An image can be entered into club competitions as both a print and a PDI in the same season.
4. The 'Same Image' can be entered into all of The Club's competitions in the same season but not in subsequent seasons. One exception to this rule is images used in the Annual Print Panel competition. If the images have not been used in other club competitions, they can be used in subsequent seasons in competitions other than the Print Panel.
5. The 'Same Image', as used above, is defined as 'one that has not been materially altered from the original image. Changes to processing, cropping, colour, conversion to monochrome or vice versa are still considered the same image. 'Same Image' could also be defined as images based on the same original image as exported from the camera.
6. An image that at initial view could be deemed to be the same as an image used in a previous season or a previous round of a trophy competition. The difference between the two images is often a small movement but not obvious unless the two images are seen together.  
e.g. Images taken of a car/train/aircraft moved slightly from original.  
Parts of a body that has slightly changed position like animal's head, a bird's wing, or a model's position.  
Change in natural light such as could be found on a landscape.  
Often these images are as a result of using the camera's burst, or continuous, mode but not exclusively so.
7. A member may wish clarification of a particular image before entering it into a competition. Clarification is to be sought, in writing via an email, through the appropriate competition secretary. Verbal agreement with other club members, including committee members, is not sufficient protection against disputes.



8. There is no time limit on images.
9. Images created, partly or as a whole, using AI software are prohibited.
10. Images taken remotely where the photographer has not setup the camera, are prohibited.
11. Should a dispute arise regarding an image's eligibility it will adjudicated by The Club's Management Committee.
12. It is the members responsibility to comply with all rules above. We recommend that members keep a record of all images they have entered into internal and external competitions.

### 3. The Club's PDI & Print Trophy Competitions

**PDI Trophy:**                    **Advanced: The John Childs Rose Bowl**    **Club: The Hein Quan Trophy**

**Print Trophy:**                **Advanced: Miler Cup**                                **Club: Terry Hallett Tankard**

A member will be in the same class for both the PDI Trophy and the Print Trophy. Members can only change class by winning either of these trophies or on the Management Committee's discretion.

The competitions will consist of 4 rounds, with each round allowing up to 2 images from each member. An independent judge will be appointed for each round. The judge will adjudicate each class separately and award a score out of 10 with half marks being permitted. For these trophies, the best 7 scores will count, but for the POTY all scores will count.

Places in the trophy, 1<sup>st</sup>, 2<sup>nd</sup> etc, will be determined by adding the top 7 scores together and the member the highest score will be deemed the winner. Should there be more than one member with the same score then 'countback' rules will apply. This is where the number of 10s awarded will be used and if they are the same the number of 9½ awarded will be used and so on until a winner can be determined.

The winners of the 'Club' class trophies will be promoted to the 'Advanced' class for the following season.

The Management Committee will have the right to add a theme to a round, or part of a round. Where the theme is applied to only one image in a round, the judge will be asked to critique and score the themed entries separately. Any theme applied will be announce before the beginning of the season. Current Themes are:

Print Trophy Round 2: One image has to be a monochrome image.

PDI Trophy Round 2: One image has to be an abstract image. (**Abstract photography** is a bit difficult to pin down by definition, but generally, it is the art of capturing subjects in such a way that does not attempt to represent external reality, but seeks to achieve its effect using shapes, forms, colours, and textures. [What Is Abstract Photography? – Camera Harmony](#) )

For the Print Trophy Competition, members are expected to submit a digital image of their entries via The Club's website before the event. This is to enhance the audience viewing and will not be



used for Judging. These images should be as close as possible to the crop of the print submitted. The title used for the uploaded PDI and the title of the print should be the same.

## 4. Annual PDI Competition

<b>Open Trophy:</b>	<b>The Colin Price Trophy</b>
<b>Best 'Club' Class in Open Trophy:</b>	<b>The Goddard Cup</b>
<b>Creative Trophy:</b>	<b>The O'Donovan Trophy</b>

This is an annual open class event split into two competitions, Open and Creative, usually held on the same evening. Members may enter 2 PDIs in either competition or 1 PDI in each. The independent judge will critique each competition separately and then award a 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> plus a number of Highly Commended awards. Points will be awarded towards The Club's POTY but only for 1 entry per competition.

The term 'Creative' means a photograph characterised by originality of thought or inventiveness, employing imaginative subjects, process and / or methods of presentation.

## 5. Annual Print Competition

<b>Open Trophy:</b>	<b>The Derek Hoodless Shield</b>
<b>Best 'Club' Class in Open Trophy:</b>	<b>The Jim Gaines Cup</b>
<b>Portrait Trophy:</b>	<b>The Boswell Cup</b>

This is an annual open class event split into two competitions, Open and Portrait, usually held on the same evening. Members may enter 2 Prints in either competition or 1 print in each. The independent judge will critique each competition separately and then award a 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> plus a number of Highly Commended awards. Points will be awarded towards The Club's POTY but only for 1 entry per competition.

Members are expected to submit a digital image of their entries via The Club's website before the event. This is to enhance the audience viewing and will not be used for Judging.

## 6. Annual Print Panel Competition

<b>Trophy:</b>	<b>The David Collens Memorial Chalice</b>
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This is an annual open class event where members are invited to enter up to 2 print panels with each panel consists of 3 prints. The panel should have a theme and title covering the whole panel. The label on each print must include 'Left', 'Centre' or 'Right' depending on the print's position within the panel.

The independent judge will critique each panel and then award a 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> plus a number of Highly Commended awards. Points will be awarded towards the Club's POTY.

No digital images need to be submitted for this competition.



## 7. Annual Set Subject PDI Competition

**Trophy:** **The Fleet Cup**

This is an open class PDI competition. The Management Committee will announce at the end of the season, the subject for entries in the next season's competition. A supporting brief will be provided, and the independent judge will be asked to allow a wide interpretation of the subject. Members will be allowed to submit up to 2 digital images.

The Management Committee reserve the right to invite other clubs to enter this competition. The trophy will be awarded to the highest placed Club Member.

## 8. President's Challenge

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

An open class competition where members who enter, critique and score entries from other members who have entered.

There will be 4 rounds with 2 themed entries per round. Normally there will be two rounds of PDIs and 2 rounds of Mounted Prints, but the Management Committee may change this depending on circumstances.

The President's Challenge organiser will announce the themes before the beginning of the season. The organiser will also be responsible for the collection of the images, collating the information to make scoring sheets, distributing the images for members to critique and score and finally collating all critiques and scores.

This is an informal competition designed for members to broaden their photographic skills in taking images of subjects they may not normally do so. It also designed to give an insight into the art of critiquing images.

Digital images are to be generated to the same rules as those used in the PDI trophy competition. Prints are to be mounted such that the print and mount do not exceed A4 in size.

Members may use images that have been used in any format in any season in other club competition. Likewise, images used in the President's Challenge can be used in other competitions run by The Club in the same or subsequent seasons. Once an image has been used in the President's Challenge it cannot be used in the President's Challenge again regardless of format.

## 9. Annual Exhibition

**Trophy:** **The Exhibition Cup**

Every year, usually a weekend in late January, The Club will hold an exhibition where the public has access. The main part of the exhibition is an open class print competition. Members will be allowed to enter a set number of prints, as announced by the Management Committee, and the public will be invited to vote for their favourite print. The member with the most votes will be awarded the Exhibition Cup. If more than one member has the most vote the Exhibition cup will be shared.



The Management Committee reserve the right to invite other clubs to enter this competition, but the Exhibition Cup will only be awarded to a Club Member.

## 10. 10s Competition

On the first evening of the season, a Welcome Back evening, an informal PDI competition will be held where the entries consist of those images that have scored 10 in the Trophy competitions last season. Images will be displayed, and members invited to vote for their favourite image. There is no trophy for the winner but, at the management committee's discretion a prize may be awarded.

## 11. Photographer of the Year

**Trophy:** The Monica Riley Trophy

**Best Club Class Member:** The Basil Cup

The Photographer of the Year (POTY) is awarded to the member of The Club who has accumulated the highest points across designated competitions in the season. In addition, there is a separate award for the top 'Club' class member. The awards are in recognition of achieving a constant level of high-quality photography. The aim is also to encourage more members to enter all competitions, both internal and external, as points are awarded for both entering as well as winning.

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

Competition	Max No. of Entries	Scores Allocated Per Entry					
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	Highly Commended	Unplaced Entry	Other
Print Trophy	8						Judge's Score
PDI Trophy	8						Judge's Score
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	
Annual Set Subject	2	14	12	10	8	6	
Annual Print Panel	2	28	24	20	16	12	
Annual Exhibition	3						6 points per entry
Molesworth / Rainbow Heywood / Spectrum	4 (1 in each)	28	24	20	16	6	

Notes:



- For the trophy competitions, the actual points awarded by the judges to the 8 images over the four rounds will be used.
- For the purpose of this competition, in the Annual Print and PDI competitions only one entry per competition will count, the highest score, even though those competitions do allow 2 entries.
- Points have been doubled for the Annual Print Panel to reflect the extra effort in producing 3 prints per panel.
- Points are doubled for the Molesworth, Rainbow, Heywood, and Spectrum competitions in recognition of the higher level of competition against other clubs.
- Points will be awarded for each entry in the Annual Exhibition even if, due to lack of space, the entry is not exhibited.

The collating of the scores will be the responsibility of the POTY organiser with the help of the competition organisers. The current scores will be circulated to the members on a regular basis, preferably after a competition is completed or after a round in the Trophy competitions. For the external competitions, the hosting club's secretary should be able to provide the results. The Club Secretary should be able to assist.

The winner of the POTY 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 member with the higher number of images entered, and if still equal the member with the most top marks (i.e. 1<sup>st</sup> places and 10s).

The winning member will be awarded The Monica Riley Trophy and a certificate. Second and third place members will also be awarded a certificate. The top placed members in each class, 'Advanced' and 'Club', will also be awarded certificates. The highest placed 'Club' class member will also be presented with The Basil Cup.



## SECTION 6: Inter-Club Competitions

The Club participates in a number of competitions each season with other clubs in the local area. Beside the competition detailed below, and with the development of online technologies, The Club has been able to arrange and participate in other competitions with clubs from this country, Europe, and the rest of the world. For these competitions, The Club's committee would be responsible for the image selection.

### 1. Molesworth Cup, Rainbow Trophy, Heywood Trophy and Spectrum Trophy.

These competitions were derived with the aim to promote a spirit of friendly rivalry with local clubs. The clubs that participate in addition to Farnborough Camera Club are:

**Aldershot, Farnham & Fleet Camera Club (AFFCC)** ([www.affcc.uk](http://www.affcc.uk))

**Yateley Camera Club (YCC)** (<http://yateleycameraclub.co.uk/>)

These competitions are for individual members to enter with an independent judge being asked to award a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place, plus a number of images that the judge feels deserve an award of Highly Commended.

These competitions attract POTTY points just for entering with bonus points for coming 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or being awarded Highly Commended.

#### Molesworth Cup and Rainbow Trophy

Both the Molesworth Cup and the Rainbow Trophy are open subject print competitions and are usually held on the same evening. Participating clubs host these competitions on a rotating basis. The format of these competition is:

The **Molesworth Cup** is for **monochrome** prints. Monochrome is defined as black and white images plus fully toned images which have one colour across the whole area e.g. sepia. Monochrome images with one colour highlighting part of the subject matter will not be accepted in this competition.

The **Rainbow Trophy** is for **colour** prints.

Prints may be derived from any photographic process. The maximum size of prints will be 50cm x 40cm including the mount. The author's name, club and the image title should be shown clearly on the back.

The host club may request PDIs of the entered prints. This will be for display purposes only.

Members may enter one print in each competition.



## Heywood and Spectrum Trophies

Both the Heywood and Spectrum Trophies are PDI competitions and are usually held on the same evening. Participating clubs host these competitions on a rotating basis. The format of these competition is:

The **Heywood Trophy** is an open subject competition.

The **Spectrum Trophy** is a themed competition with the theme rotating every year. The themes are:

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

The host club will be responsible for:

- Maximum image size. The format will be JPEG and the sRGB colour space used.
- Submission information including the image file name so as to identify the author, club, and title.

Members may enter one PDI in each competition.

## Image Eligibility

1. All images must be original work of the author.
2. Once an image has been entered in one of the competitions, the 'Same Image' cannot be entered in that competition, or any of the other three competitions, again. i.e. If you enter an image into the Spectrum Trophy, then that image cannot be entered into the Heywood Trophy on the same evening, or the Rainbow Trophy or the Molesworth Cup at a later date.
3. The 'Same Image', as used above, is defined as 'one that has not been materially altered from the original image. Changes to processing, cropping, colour, conversion to monochrome or vice versa are still considered the same image. 'Same Image' could also be defined as images based on the same original image as exported from the camera.





## 2. FCC Inter-Club Digital Image Challenge Cup

The Club introduced this competition in 2006 to encourage local clubs to compete in the recently introduced digital image format.

Usually held annually in December, the PDI Secretary will organise this competition as follows:

- Invite 5 or 6 local clubs to enter up to 10 PDIs with no more than two images per author.
- Inform other clubs how to submit images.
- Arrange an independent judge.
- Select, with assistance of other committee members, the 10 images that make up The Club's entry.

Scoring will be out of 10 with ½ marks allowed. The winning club will be the club who have the highest total score. Should two, or more, clubs have the same score than 'countback' will be applied where the number of scores of 10 are used. Should there still not be a winner then scores of 9½ are used followed by scores of 9 etc.

The current clubs invited, along with Farnborough Camera Club, are:

Bracknell Camera Club (<https://bracknell-camera-club.co.uk/>)

Aldershot, Farnham & Fleet Camera Club ([www.affcc.uk](http://www.affcc.uk))

Yateley Camera Club (<http://yateleycameraclub.co.uk/>)

Windlesham & Camberley Camera Club (<https://wandccameraclub.org.uk/public/>)

Oakley Camera Club (<https://oakleycameraclub.weebly.com/>)

### Image Eligibility

1. Images should not have been used in this competition previously.

## 3. The WJ Fry Trophy

A print competition organised and hosted by Oakley Camera Club (<https://oakleycameraclub.weebly.com/>). Besides Oakley Camera Club and Farnborough Camera Club, Andover Photographic Club ([www.andoverphotoclub.uk](http://www.andoverphotoclub.uk)) make up the 3-club competition.

The competition is usually held annually in February or March. Each club enters up to 15 prints with no more than 2 images per author. The Print Secretary is responsible for organising a selection meeting for The Club's entry.

## 4. The Albany Cup

A print competition organised by Guildford Photographic Society ([www.guildfordphotosoc.org.uk](http://www.guildfordphotosoc.org.uk)). Up to 8 clubs are invited to take part with each club entering 4 prints that will be judged both as individual images and as a 4-image panel. The 4 images must be from a minimum of 3 authors.

The Print Panel Organiser, along with the Print Secretary, will be responsible for the selection of The Club's entry.



## 5. The Bracknell Nines Competition

A PDI competition organised by Bracknell Camera Club (<https://bracknell-camera-club.co.uk/>). Nine clubs, including Farnborough Camera Club, are invited to take part.

Each invited club enters 6 PDIs, with no more than 2 images per author. The PDI Secretary is responsible for organising the selection of The Club's entry.

Scoring will be out of 10 with ½ marks allowed. The winning club will be the club who have the highest total score. Should two, or more, clubs have the same score than 'countback' will be applied where the number of scores of 10 are used. Should there still not be a winner then scores of 9½ are used followed by scores of 9 etc.

## 6. The Woking Silver Jubilee Competition

A print competition usually held in April between 4 clubs who host on a rota basis. The clubs, in addition to Farnborough Camera Club, are:

Woking Photographic Society (<http://www.wokingps.uk/>)

Guildford Photographic Society ([www.guildfordphotosoc.org.uk](http://www.guildfordphotosoc.org.uk))

Windlesham & Camberley Camera Club (<https://wandccameraclub.org.uk/public/>)

Each club enters 10 prints with no more than 2 prints per author. The Print Secretary will be responsible in organising the selection of The Club's entry.

Scoring will be out of 10 with ½ marks allowed. The winning club will be the club who have the highest total score. Should two, or more, clubs have the same score than 'countback' will be applied where the number of scores of 10 are used. Should there still not be a winner then scores of 9½ are used followed by scores of 9 etc.

## 7. The Yateley 8 x 8 x 8

Every spring Yateley Camera Club (<http://yateleycameraclub.co.uk/>) hold their exhibition. As part of that exhibition, they organise an 8 x 8 x 8 competition for the Frank Spooner Triple 888 Trophy.

Eight clubs submit 8 prints, as a themed panel, from 8 different authors. The Print Panel Organiser, along with the Print Secretary, will be responsible for the selection of The Club's entry.

## 8. Online Tri-Club Challenge

This is an online PDI challenge competition using video conferencing software with clubs from Cornwall and North Wales. The clubs involved, as well as Farnborough Camera Club, are:

Penwith Photographic Group (<https://theppg.org.uk/>)

Conwy Camera Club (<http://conwycameraclub.co.uk/>)

Each club submits 15 PDIs with no more than 2 images per author. The PDI Secretary is responsible for organising the selection of The Club's entry.



## SECTION 7: AFFILIATIONS AND EXTERNAL MEMBERSHIPS

### 1. 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 Camera Club through membership of the SCPF, the **Southern Counties Photographic Federation**.

The PAGB performs several 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 confirm that their images comply with these rules before submitting the Club's entry.**

## **DEFINITION OF NATURE TO BE USED IN PAGB COMPETITIONS**

Note that images already meeting the separate FIAP Definition of Nature will satisfy this less restrictive definition.

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 Nature 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.

### **Guidance.**

Guidance on implementation and interpretation of the PAGB Definition of Nature is available on the next page and should be read in conjunction with this Definition.

### **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.

## **2. 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 several 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 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 can 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

### HONORARY POSITIONS

President	John Childs ARPS DPAGB BPE** SCPF Roll of Honour
Honorary Members	Ron Fowler SCPF Roll of Honour Pat Fowler Jim Gaines SCPF Roll of Honour Rose Gaines Bob Miller Evelyn Miller Sheila Taylor Kathryn Mitchel

### MANAGEMENT COMMITTEE (Elected)

#### Officers

Chairperson	Neil Purcell
Treasurer	Neil Payne
Secretary	Kerry Turner

#### Members

Membership Secretary	Ian Newell
Publicity Secretary	Kathryn Graham
Social Secretary	Lesley Taylor LRPS CPAGB
Equipment Officer	Neil Payne
Competition Secretary – Prints	Kerry Turner
Competition Secretary - PDIs	Paul Whitbread
Programme Secretary	Pat Svanberg
Assistant Programme Secretary	Alan Brown
Committee member	Gary Pratt

## OTHER POSITIONS

Auditor	Susan V Anderson
Assistant Competition Sec - PDIs	Ian Newell
Print Competition Panel Organiser	Lesley Taylor LRPS CPAGB
Distinctions Advisor	John Childs ARPS DPAGB BPE** SCPF Roll of Honour
Exhibition Secretary	Kathryn Graham
FPOTY Organiser	Paul Harratt
President's Challenge Organiser	Kerry Turner
Print Displays Organiser	Kerry Turner
Special Interest Group Organiser - Studio	Gary Pratt
Special Interest Group Organiser - Nature	Paul Whitbread
Webmaster & Website Manager	Paul Whitbread





Raffle Organiser

Sally Seager



## 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 Photographic Equipment

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, e.g., 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, 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 e.g., 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 Chairperson 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 firefighting 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. About 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, if 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 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 must 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.



## APPENDIX 3: 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 Chairperson, Secretary and Treasurer elected at an Annual General Meeting of the Club. All positions shall be voluntary and unpaid.
8. At the Annual General Meeting the Chairperson will announce to the membership the Management's Committee choice as President for the next 3 years. The Management Committee will choose a member who have given the Club long service. 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 one year. 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 (30<sup>th</sup> 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 May or June 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 take office immediately.

## 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: PDI IMAGE PREPARATION

### Projected Digital Image (PDI) Competitions – Image Preparation Guidance Notes

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 (e.g., 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 i.e., 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.)

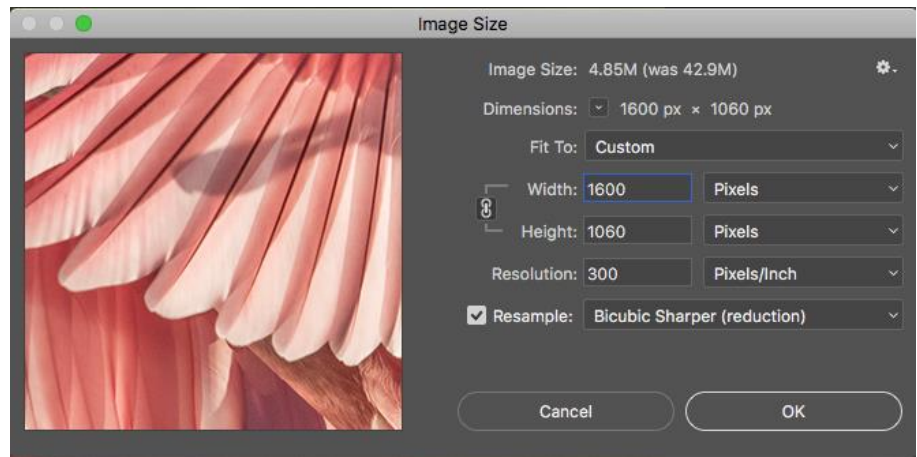
Your original image is likely to be much larger than the required size, so to carry out the re-sizing in Photoshop go to "Image/Image Size". In the "Image Size" dialogue box, first ensure that the "Resample" box is ticked, that the "Width" and "Height" are locked as shown by the link and change the parameters 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.

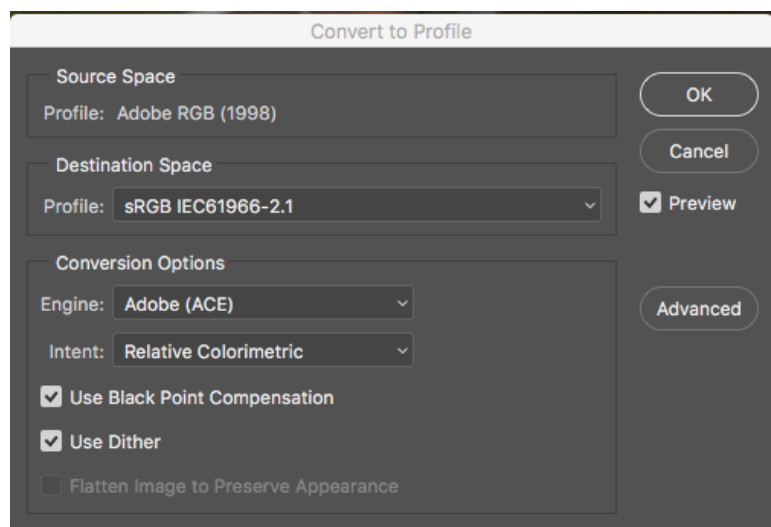


### Step 3 – Undertake some Fine-Tuning Tasks.

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 i.e. 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.



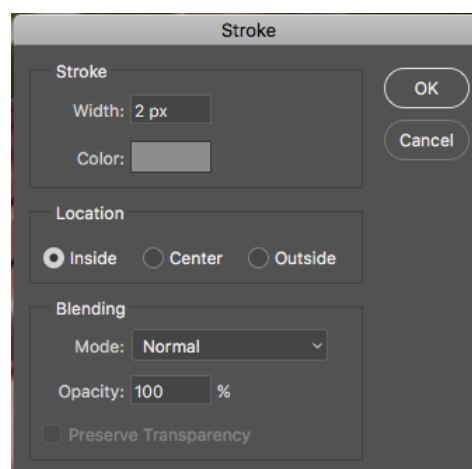


**b) Close Layers** – if you have used more than one layer to create your image and these are still open, they must be closed before the image is saved. In Photoshop, go to the “Layers” menu and click on “Flatten Image” or “Merge visible”.

**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.



If the “Stroke” option is not selectable then this may be due to you only have a locked background layer. You will have to either unlock the background layer or copy the background layer (CTRL/CMD + J) and then select the new layer.

**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.

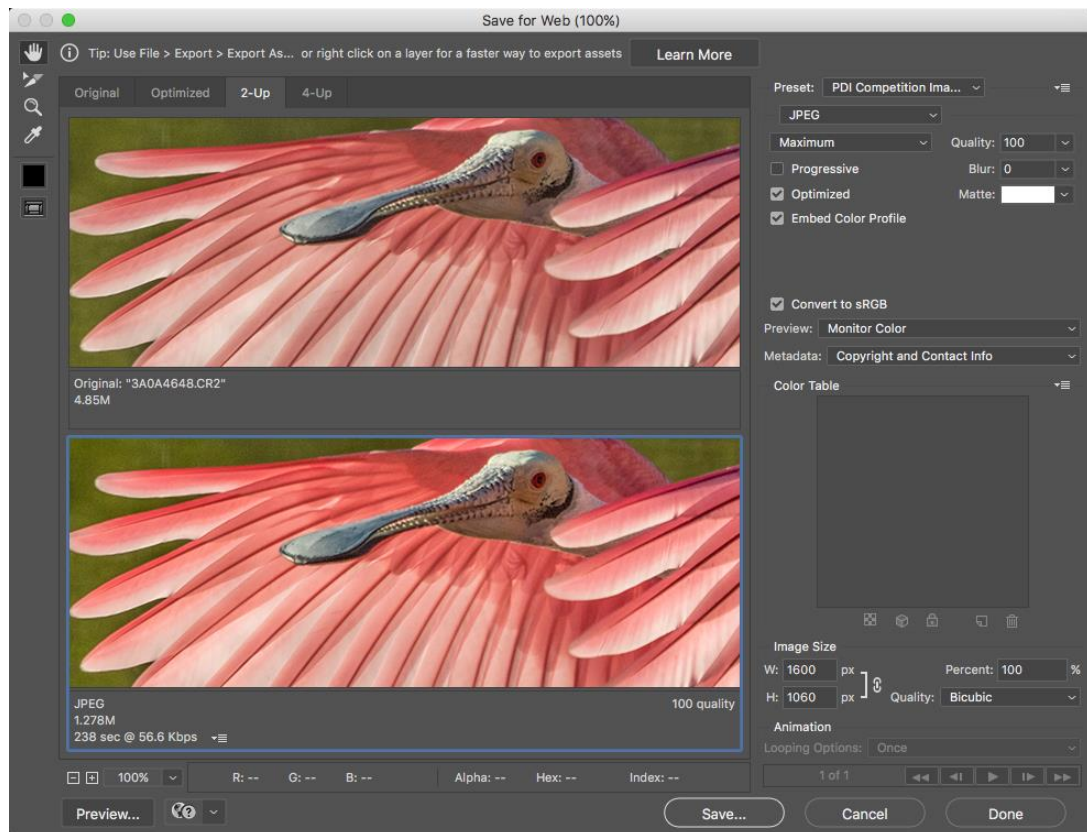
The final step in the process is to save the image in the appropriate format, and for this purpose you must choose **JPEG**.

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. In Photoshop there are at least two ways of doing this:

**a) 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

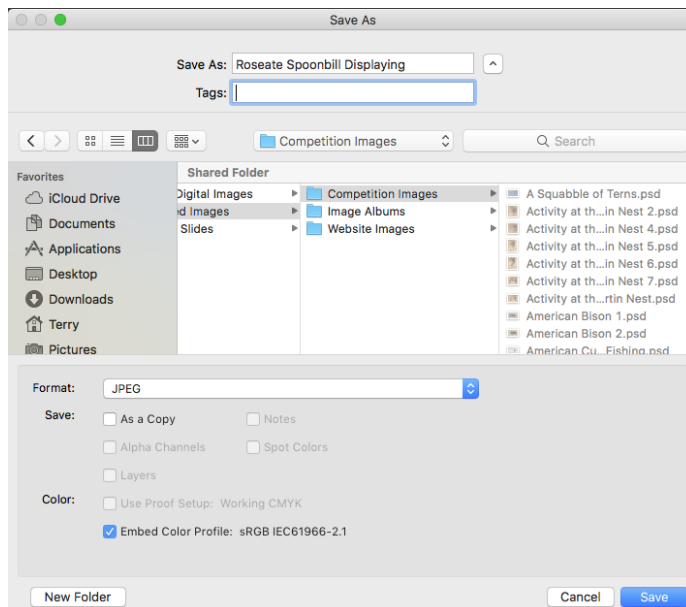


boxes to the right of the screen, ensure that the format shows as “JPEG”, and then you can choose the quality of the JPEG image in the boxes below, or use the slider by clicking on the “Quality” box to the right. The effect of reducing the quality level is visible on the image and the resultant file size is also shown. Generally, you should choose “High” or “Maximum” and “Quality” 100. Ensure that “Optimized”, “Embed Colour 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



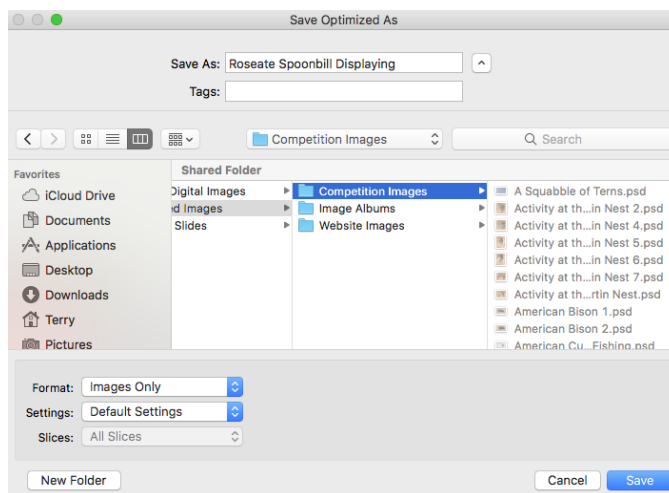
use them each time you create a PDI – click on the small menu in the top right corner and choose “Save Settings”.

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 e.g. 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”.



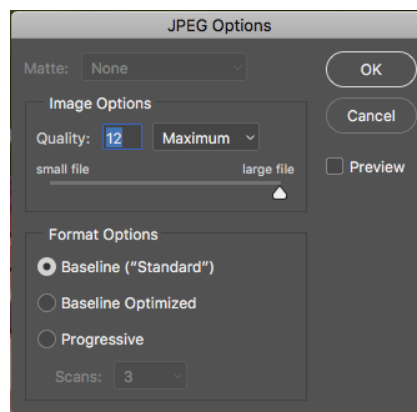
Now proceed to para b) below.

**b) 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 e.g. 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 Colour 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.

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

**Flow Chart** – a separate document called the “Preparation of PDIs 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 – PDIs 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** are 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

