

Alton Camera Club Est 1957

A stylized black and white icon of a camera, positioned to the left of the word 'Club' in the main title.

Handbook 2013/14

Welcome

Welcome to Alton Camera Club where we hope you can pursue your enjoyment of all aspects of photography in a friendly environment.

The Club offers a very wide range of activities related to photography.

There are several monthly and themed competitions held throughout the season that members can enter. Many are assessed by experienced judges who provide a valuable insight into the qualities required to excel in photography. These are described in detail later in this handbook.

Illustrated lectures throughout the season cover many aspects of photography from composition and techniques to travelogues and other photogenic subjects. These also give an opportunity for members to see the individual and personal approach of different photographers.

Some of the most important features of the Club programme are the inter-club competitions where our best club competition entries are put forward to be judged against other local clubs.

Members are encouraged to attend away activities whenever possible. Meeting with other clubs' members can be extremely useful and enjoyable, both in making helpful contacts and in seeing new approaches and ideas.

Instruction in Photography

The Club programme also includes practical evenings and demonstrations of equipment and image processing techniques. These can prove extremely enjoyable and helpful, both to new photographers and as a refresher course to those who know something about the digital darkroom or traditional film processing.

One of the objects of the Club is to help beginners to make a start in photography. The more experienced workers are ready to help if advice or practical instruction is needed. If any member needs help in any aspect of photography, committee and other members will be pleased to answer questions or arrange instruction, where possible.

The programme now contains more evenings to explore and develop expertise in practical photographic techniques. The membership are encouraged to submit topics to learn or discuss in an informal manner.

Photographers of all skill levels are most welcome.

Whether you have just bought a new camera and want to find the bells and whistles, take better snaps of your children, pets and holidays, or even take up photography competitively, then this is the ideal place to learn.

Highlight

A Club newsletter, 'Highlight', is circulated by email; printed copies are also available. The newsletter relies on the efforts of the editor and contributions from Club members. If you have any views on aspects of photography, stories of your photographic exploits, ideas for cartoons or information on your particular photographic techniques, the editor will be very pleased to receive them.

Presentation Evening

At the end of the season a presentation evening is held at a suitable venue. The evening usually includes a meal, the projection of the season's work and the presentation of the awards and trophies.

Club Exhibition

Over the years the Club has held several exhibitions of the work of members, often accompanied by the work of a renowned photographer.

More recently, exhibitions of members' work have been held in Alton's Allen Gallery. Application for the use of the Gallery is made as frequently as we are allowed. This is usually every second or third year and we concentrate all our efforts on a display of the best of our work of the intervening years.

A private view and official opening often takes place on the Friday or Saturday before the exhibition is opened to the public.

Social Activities

The Club offers a variety of social activities to its members. These have included day outings, evening walks in the summer months, short holidays and evenings at local hostelrys.

A popular activity takes place over a weekend in May when members and friends travel by coach to various parts of the country or to the near

continent. Beginning on the Friday, the weekend usually includes a tour of the area and a visit to a place of interest before the return to Alton on the Monday. The destination is always chosen with photography in mind and during the tour of the area stops are often made in suitably photogenic locations. Members of other clubs often join us.

A Beer and Skittles evening is often arranged on a Friday evening during the summer break. Family and friends are always welcome.

Fund Raising Activities

Money raised from annual subscriptions accounts for less than 50% of the Club's total outlay. The rent of the clubroom, fees and expenses of speakers, equipment and the ever-rising cost of postage and stationery mean that the Club must organise other fund-raising activities to make up the rest and keep the annual subscription as low as possible.

A regular source of income is from competition entry fees, raffles and the sale of refreshments at Club meetings. Other additional income can include donations and the profits from Social Activities. The proceeds of the raffle held in November are donated to Children in Need.

Website, Facebook, Flickr and Twitter

The club also has a website which is used to keep members informed about club activities, to give members an opportunity to show their work in the club gallery, to provide links to members' websites, and to generally promote the club to the public.

There is also a Facebook page and we are on Twitter.

The Club has a Flickr group to share images and run a monthly ad hoc themed competition.

Members are encouraged to use all of these facilities.

The Audio Group

This group was formed in 1973 to further the interests of Tape/Slide enthusiasts within the Club. It is open to all fully paid-up members of the Club.

The accent is very much on involvement and each member is expected to play an active part in all the group activities.

These include the making of sequences, assisting with titling, sound recording, editing and assisting with the presentation of shows to other camera clubs and organisations. Some members of the group also assist with the construction and maintenance of the necessary hardware.

The Group is listed in the Southern Counties Photographic Federation Handbook and regularly gives shows to other camera clubs and organisations. These provide a small income and valuable publicity for the Club.

Club Constitution

The Club shall be called the Alton Camera Club and membership shall be open to everyone interested in photography.

Membership shall be by annual subscription payable at the first meeting in September each year. New members joining later than December 31st will pay a reduced proportion of the appropriate subscription. Students in full-time education are permitted membership at a lower rate as determined annually by the committee. The current membership rates can be found on the Club notice board.

The Club may have a Life President. The officers of the Club shall consist of Chairman, Vice Chairman, Secretary, Treasurer, Programme Secretary, Competition Secretary. All but the Life President shall be elected annually at the Annual General Meeting.

The affairs of the Club shall be managed by a Committee consisting of the Officers and at least four members elected at the Annual General Meeting. The Committee shall have the power to co-opt members if this should be considered necessary. Five members of this Committee shall constitute a quorum.

The electoral procedure shall be as follows:

At the Committee meeting prior to the AGM, members of the existing Committee willing to serve in the coming year should submit their names and the post they are willing to hold.

At the AGM, when the procedures reach the election of officers, the Chairperson stands down, and a member not willing to stand for that position is appointed temporary Chairperson until the new Chair is elected.

The election of officers is performed in the following order: Chair; Vice Chair; Hon Secretary; Treasurer; Programme Secretary; Competition Secretary; four members willing to serve on the committee; two examiners.

Volunteers and nominated persons willing to stand will be proposed and seconded. If more than one person is standing for a given office, a vote of all members present will be carried out before the next post is considered. The Chairperson will not vote unless a tied vote is declared,

in which case he/she has the casting vote.

All officers and committee members are eligible for re-election each year.

The Club shall meet at 7:30pm on Wednesdays from September to May and other evenings as decided upon.

A member may be expelled from or asked to resign from the Club at the decision of the committee. The committee can request a member to appear before it without stating the reason, provided that where any charge or accusation is made, the member shall be given full and reasonable opportunity to put forward a defence and bring witnesses at a later meeting.

A member expelled or asked to resign shall have the right to appear at a special general meeting of the Club called for that purpose. All committee proceedings and any special general meeting called at the request of a member under this rule shall be treated as confidential and privileged.

Any member may resign from the Club at any time by notifying the Secretary in writing of his/her desire to do so.

Children under 15 may only attend Club meetings if accompanied by a parent or guardian.

The Committee may bestow Honorary Membership when appropriate.

No alteration of or addition to these rules can be made except at an Annual General Meeting or a special meeting called for that purpose. Any motion made at the AGM which is likely to make a change or modification in either Club Rules or Constitution, MUST be submitted in writing with names of the proposer and seconder to the Secretary not less than SEVEN DAYS before the AGM for inclusion in the published agenda and a copy is to be posted on the Club notice board at the same time.

Any motion proposed and passed at any AGM shall stand for at least 3 years, unless specifically stated that it was for a 12 month experimental period only.

Any member has a right of appeal to the Club Committee, whose decision will be final.

At the AGM the Club's Officers will report to members on key

events, activities or changes of which the members should be aware.

Because the Club's financial year ends after the AGM, it is necessary to hold an EGM at the start of each new season for presentation to members by the Treasurer of the balance sheet for the previous year. The Examiners will be then asked to state whether they recommend acceptance of the balance sheet and whether they have any observations or recommendations to make, before a vote is taken to approve the accounts.

Exceptionally it may be necessary to hold EGMs at other times, e.g. in the event that a Club Officer has to stand down and an election is required for his or her replacement. In this event, the same principles shall apply as for AGMs as regards giving notice to members, notice of proposals, publication of the agenda and voting procedures.

Public Liability Insurance

The Club is advised by the PAGB to have Public Liability Insurance. This can be facilitated by the Southern Counties Photographic Federation but an alternative insurer may be appropriate depending on the cost and level of cover required.

The policy provides cover against liability in law for damages and claimants costs and expenses in respect of accidental injury to any person and accidental damage to property.

The policy is endorsed to note the following two extensions:

1. Member to member liability.
2. Members engaged in group or individual club activity.

The policy gives cover from the 1st February of one year to 31st January of the next.

Dissolution Clause

In the event of the Club being dissolved, or otherwise ceasing to exist, any assets held following settlement of all liabilities incurred shall be transferred to the Southern Counties Photographic Federation to be held in trust by them until such time that any new Club be created for the area

(or part thereof) covered by the previous Club.

If the Club is dissolved by calling a Special General Meeting then any Quorum requirements will not apply.

Duties of Officers

The Chairman shall ensure the good conduct of club meetings by opening and closing the meeting, welcoming, introducing and thanking the speakers/judges for the evening, ensure meetings start and finish promptly and present pertinent information to attendees.

The Chairman shall chair all committee, AGM and SGM meetings ensuring that they follow the defined agenda, run to schedule and ensure that all attendees are able to share their views. They will also act as final decision maker as appropriate.

The Chairman shall ensure that all committee officers fulfil their roles and are fully enabled to do so.

The Chairman shall be a signatory to the club bank account(s) unless they are related to the Treasurer.

The Chairman shall ensure adherence to the club constitution, rules and policies.

The Chairman shall ensure that, at all times, the best interests of the club and its members are addressed and that the reputation of the club is held in the highest regard.

The Vice-chairman will represent and undertake the duties of the Chairman, as set out above, where the Chairman is unable to be present or otherwise fulfil those duties.

The Secretary shall:

- Give notice of, prepare agendas for and record the minutes of Annual General Meetings, Extraordinary General Meetings and Committee meetings;
- Maintain a list of up-to-date contact details for Club members;
- Maintain attendance lists of those who have attended Club meetings. (Note that these details may be required in support of any grant applications);
- Safeguard the Club's documentary archives, except for the

financial archives;

- Handle routine communications and membership enquiries on behalf of the Club, whether by telephone, e-mail or post;
- Distribute any circulars received from the PAGB, SCPF or other clubs to the appropriate Committee members or to Club members, via email or the Club noticeboard;
- Remind the Chairman of any announcements to members at Club meetings;
- Be a bank account signatory and hold a spare chequebook to be taken to Club meetings, to make any Club payments in the unavoidable absence of the Treasurer.

The Treasurer shall:

- Operate the Club's bank account, including handling all cheque payments, paying-in, bank statements and preparation of signatory mandates;
- Make all payments and handle all cash receipts on behalf of the Club;
- Keep an up-to-date and accurate record of the Club's financial transactions through a cashbook and supporting receipts, vouchers, chequebooks, paying-in books and other documents;
- Ensure that recurring payments such as room rental and insurance policies are paid on time;
- Ensure that insurance cover is appropriate to the needs of the Club and best value;
- Handle all membership subscriptions and regularly provide an up-to-date list of paid-up members to the Committee;
- Issue membership cards to those members who have paid their subscriptions;
- Provide a petty cash float where required for competition fees and refreshments;
- Provide the Committee with a proposed annual budget for the Club;
- Report on the current and forecast financial situation and on membership levels at each Committee meeting;
- At year-end prepare the financial records and balance sheet for review by the Examiners and approval at the EGM;
- Advise the Secretary beforehand in the event that the Treasurer

is unable to attend a Club meeting or event, so that the Secretary can handle any payment or receipts on the Treasurer's behalf.

The Programme Secretary is responsible for the annual preparation of the Programme, using and following the guidelines as laid down by the PAGB. This involves contacting suitable judges and speakers, confirming the booking and costs involved in writing and reminding the judge or speaker two weeks before the visit, including details of the Club's location, the parking facilities and advising them of the presence of junior members. Also to ensure the visit is followed up with a written thank you.

The Competition Secretary will be responsible for the checking and listing of entries into the Club's Internal Competitions and that Print entries meet the requirements as set out in the Club Rules.

The Competition Secretary will be responsible for the prints and PDIs selected for Inter-club and other external competitions/exhibitions and taken or sent to the Club and away venues for the appropriate judging. They are also responsible for the listing of the selected prints and PDIs and forwarding these lists to the appropriate Competition Secretaries.

The Competition Secretary may call on members to assist with the selection of prints and PDIs for inter-club competitions and exhibitions.

With regard to Federation League Competitions they must ensure that league match scores are recorded and the results forwarded to the Federation's Competition Secretary or Scorer.

The Club Committee will oversee other duties which contribute to the smooth running of the Club. These include the preparation of the room for meetings, the provision of suitable equipment, e.g. projector and screen or print stand, Scoring of club competitions, the Editing of the club newsletter, Publicity for the club via press reports, the Organisation of the Presentation Evening and any Exhibition the club may hold.

The committee shall also promote the club and its events through appropriate media.

These tasks will usually be organised through the setting up of working groups with defined responsibilities and budgets.

Club Competitions

Competitions are open to all fully paid-up members of the Club.

A fee is paid for each league round in every class and for each individual competition. The current charges will be published on the notice board; this is currently £1 per class.

All competitions shall be judged by an external judge with the exception of the Safari which is judged by the organiser.

League Competitions (Internal)

These competitions are held throughout the year and are seen as an opportunity to gain helpful criticism and comments .

The classes and their respective trophies are:

Colour Print – *the Colour Print Tankard*

Monochrome Print – *the Norman Rogers Cup*

Colour Projected Digital Image – *the Joyce Vincent Memorial Cup*

Monochrome Projected Digital Image – *the Shirley Finden Cup*

There are also Intermediate Print and PDI competitions.

Competition Rules

The following rules apply to the League and Themed Competitions. They shall be strictly adhered to. Entries not meeting these conditions will be excluded from the competition. Titles are for identification purposes only and shall be read out prior to judging.

Entries, unless stated elsewhere, must be submitted before 7:30pm on the evening of the competition.

League competition entries will be scored out of ten. Half marks may be given.

Images may be entered once only in any League competitions and those entered in Intermediate classes may not be re-entered in Open classes. Similar images, cropped or manipulated are to be considered as if they were the same image.

The competitor who gains the highest total of points in each class during

the season will be awarded the appropriate trophy.

For League Print competitions up to 3 images per class may be entered and each of the monochrome and colour competitions will be contested over 2 rounds.

The League PDI competitions (Open Colour, Intermediate and Monochrome) will be contested over 3 rounds and up to 2 images may be entered in each class.

The Intermediate classes allow members the opportunity of constructive comments from the judge and who may feel daunted by the standard of work in the Open classes.

For all other competitions up to 2 entries may be submitted in each competition, unless stated otherwise. No work may be re-entered in the same class or section. No image may be presented more than once in the same evening. For these competitions the judge will be asked to select 1st, 2nd and 3rd places.

To summarise:

Print League:

Monochrome - 3 prints for each of 2 rounds, 6 prints in total.

Colour - 3 prints for each of 2 rounds, 6 prints in total.

Intermediate - 3 prints for each of 2 rounds, 6 prints in total.

Final scores will be based on the 5 highest-scoring images.

PDI League:

Monochrome - 2 PDIs for each of 3 rounds, 6 PDIs in total.

Open Colour - 2 PDIs for each of 3 rounds, 6 PDIs in total.

Intermediate class - 2 PDIs for each of 3 rounds, 6 PDIs in total.

Other competitions: 2 PDIs or 2 Prints in each competition.

Where similar images are produced from photographs taken at almost the same time, or minor changes have been made to an existing work, for these rules they will be treated as if they are the same image.

Images that are obscene, pornographic, likely to cause offence or have been obtained illegally may not be entered in club competitions.

The club does not distinguish between Amateur and Professional status.

It is assumed all entries may be used by the club for any external competition or exhibition unless the author advises the Club otherwise. If a member is also a member of another PAGB federation affiliated club it is their responsibility to ensure that each item of work represents only one club.

Copyright

The club applies the current PAGB rule for eligibility:

Images entered into all competitions must be entirely the work of the photographer. Composite images are permitted provided all component images meet this requirement.

If you are in any doubt over the eligibility of an image, please check with the Competition Secretary *before entering the work.*

Please note that other organisations may phrase their rules differently.

Monochrome

Monochrome images must be standard 'black and white' monochrome images. They may be modified by the addition of a single colour tone to the *whole* image.

All other images are defined as colour images. Any partial colour toning of the image renders it a colour image.

Please note that National & International Organisations e.g. The RPS, PAGB, FIAP, have their own definitions of Monochrome.

Prints

Prints must be mounted and bear the title and member's name. This must be on the back of the mount, in the top left hand corner.

Unless stated elsewhere, mounts for Open Print Competitions *must be 500mm x 400mm* and may be in either landscape or portrait orientation. Please bear in mind that some championships and exhibitions also mandate a depth limit. A print must not overhang any edge of the mount.

No markings on the front of the mount or image may identify the entrant. Please bear in mind that some championships and exhibitions mandate a

depth limit. Prints may be of any dimensions, not necessarily rectangular, provided that they do not exceed the size of the mount. There are no minimum size restrictions although 210mm x 125mm would be a realistic limit.

Prints may be of any dimensions, not necessarily rectangular, provided that they do not exceed the size of the mount. There are no minimum size restrictions although 210mm x 125mm would be a realistic limit.

Intermediate Class Prints

Entered prints may be colour, mono or a mix of both. Prints must be mounted (to give rigidity) but may be of any size up to a maximum of 500mm by 400mm and any method of mounting may be used, such as double-sided tape, glue, picture corners. They can be in either landscape or portrait orientation. A print must not overhang any edge of the mount. No markings on the front of the mount or image may identify the entrant. Prints may be of any dimensions, not necessarily rectangular, provided that they do not exceed the size of the mount. There are no minimum size restrictions although 210mm by 150mm would be a realistic limit for the image. Entrants are encouraged to use mounts of 500mm x 400mm.

The judge will be guided to comment and mark with constructive criticism, encouragement and tuition in relation to the image only and not the mount.

Missed Print Entry

If a member should miss the first print round competition for a valid reason, that member may include the missed work additionally in the later print competition. The committee will decide if the reason for non-attendance is valid. If they agree the reason is *not* valid, the member will forfeit that round.

Projected Digital Images (PDIs)

Entries must be submitted on CD, DVD, plug-in USB memory stick or by email.

The email address is pdi@altoncameraclub.org.uk

PDI images must be submitted on or before the Sunday preceding the competition.

Images must be in JPEG (.jpg) format only. It is advisable to use the sRGB colour space. It is not necessary to resize the files for projection although the optimum size is *1400 pixels wide by 1050 pixels high*. Please note that images that exceed these dimensions cannot go forward to represent the club in external competitions.

It is the entrant's responsibility to ensure that the media can be read and that the files are identifiable. Entrants will be placed in one of two Colour classes Intermediate and Open. There is also an Open Monochrome class. (See above for the definition of Monochrome)

The member's name, image title and class (C: Colour, M: Monochrome, I: Intermediate, O: Other) must be contained in the filename, such as:

My Name_My Image Title_C.jpg

Entries may be rejected if the filename is not supplied correctly.

Example: **Len Scapoff_Another Blazing Sunset_M.jpg**

Advice, assistance and equipment is available to enable members to meet these requirements. The club uses PC computer equipment.

Panoramic Print Competition – the Tony Berridge Cup

Images can be colour or monochrome, prepared from one or more photographs using any process.

The shorter dimension of the image must be no less than 125mm nor greater than 210mm.

The longer edge of the image must be not less than 3 times the length of the shorter edge.

Images must be mounted and not extend past the edges of the mount. The mount's shorter edge must not exceed 400mm and the longer edge must not exceed 2000mm.

There must be only one horizontally or vertically printed image per mount; overlapping prints or collages are not permitted.

All other rules for Prints will apply.

Images are scored out of 10 and 1st, 2nd, and 3rd places are derived from the top scores. In the event of a tie the judge reconsiders the highest scoring images. The trophy is awarded to the winner.

A maximum of two prints may be entered by each member; those previously entered for this competition may not be entered again.

Portraiture – the Kay Stickland Cup

Images are scored out of 10 and 1st, 2nd, and 3rd places are derived from the top scores. In the event of a tie the judge reconsiders the highest scoring images. The trophy is awarded to the winner.

Any image entered for the Kay Stickland Trophy must not have been entered in other print competitions on the same evening.

Prints may be monochrome or colour portraits and may be derived from any photographic process. All other rules for Prints will apply.

A maximum of two prints may be entered by each member; those previously entered for this competition may not be entered again.

Meadows Photo-presentation Award

The award will be made annually to the member judged to have entered the best series of slides, digital images or prints (monochrome, colour or mixed), accompanied by a live or recorded commentary/music/sound effects. The club holds appropriate licences for the use of pre-recorded audio material so there should be no need for the author to obtain their own.

Each programme shall run for not more than 8 minutes. Please note that the club may not be able to use sequences with a running time longer than five minutes for many external inter-club competitions.

A maximum of two entries per member may be submitted. Entries may be co-authored and will count as one entry for both authors.

All entries must run 'stand alone' i.e. the sequence must not use additional software for projection. If members use software other than 'Pictures to Exe' or 'ProShow' then they must check with the Competition Secretary that their sequence will run on the club's computer and projector. Alternatively, if they prefer, they may bring along any other computer or projection equipment that is more suited to their needs.

No sequence may be submitted more than once in this competition.

Images may be sourced from the printed page, photographic prints, slides

or digital camera files.

Straight digital conversions from ready-made slide sequences are not permitted.

Images are scored out and 1st, 2nd, and 3rd places are derived from the top scores. In the event of a tie the judge reconsiders the highest scoring images. The trophy is awarded to the winner.

The club now uses the current PAGB rules for eligibility:

An AV production should predominantly consist of a sequence of still photographic images, the majority of such images being the original work of the entrant, together with an accompanying synchronised sound track.

The use of third party images, animated graphics, video clips or other visual material, whilst not excluded, should be limited and appropriate to the production.

Entrants must confirm that they have obtained legal consent for the use of any visual material or audio material used in the production other than their own original content.

The Changing Face of Alton – the Mary Bisset Cup

Entries for this competition shall be monochrome or colour prints depicting the changing Face of Alton. Double prints may be entered.

For the Face of Alton competition: Where a pair of images are used, portraying previous and current views of the same scene, the later image must have been taken by the member submitting the entry. The earlier image may either have been taken by the same member, or by another person provided that the earlier image is either out of copyright or the user has the written permission to use the image from the copyright owner.

Images in this competition must be taken of subjects that are *within a 3 mile radius of Alton's Town Hall* in the Market Square. (This allows the inclusion of the villages of Chawton and Holybourne.)

Prints must be mounted and there is no restriction on the size of the mount.

The title of the print, an indication of the location and the date taken,

together with the member's name shall be written on the back of the mount. This competition will be judged by a local external judge. The judging will in most cases be carried out away from the club and the prints will be exhibited at the club and the results announced on the last meeting before Christmas.

Images are scored out of 10 and 1st, 2nd, and 3rd places are derived from the top scores. In the event of a tie the judge reconsiders the highest scoring images. The trophy is awarded to the winner.

Record Sleeve/CD/DVD/Video Case or Book Cover

The object of the competition is to design either a record sleeve/CD/DVD cover, a book jacket or a video case.

There are two classes, monochrome and colour with a certificate being awarded to the winner in each class.

Appropriate titling must be included.

The lettering need not be produced by photographic means.

All entries must be of a size suitable for its intended purpose.

Book Jacket and video case designs can represent the front cover only or the front, spine and back. In the latter case the entry can be presented flat, or folded as if on a book or video tape.

Entries must bear the entrant's name on the inside of the item so that it cannot be seen by the judge. This competition may be judged on the same evening as a PDI Competition but please note that it is not a PDI competition.

Images are scored out of 10 and 1st, 2nd, and 3rd places are derived from the top scores. In the event of a tie the judge reconsiders the highest scoring images. Certificates are awarded to the winners.

Innovative Photography - the Merlin Hologram

There is no restriction on the techniques that may be used. Hand-tinting in several colours, a combination of monochrome and colour, printing on wood or metal surfaces, the use of three dimensions to make a photo-sculpture - these and whatever you can think of may be used, provided the basis is photographic. There are no size restrictions.

Entries should have a photographic basis originated by the author.

Images are scored out of 10 and 1st, 2nd, and 3rd places are derived from the top scores. In the event of a tie the judge reconsiders the highest scoring images. The trophy is awarded to the winner.

Children in View – the President's Cup

Entries for this competition shall be monochrome or colour PDIs illustrating children and their activities. Club rules will apply. Images entered for the President's Cup cannot be used in other competitions on the same evening.

Images are scored out of 10 and 1st, 2nd, and 3rd places are derived from the top scores. In the event of a tie the judge reconsiders the highest scoring images. The trophy is awarded to the winner.

The Challenge Trophy – the Dorothy Rogers Tankard

This competition is for prints based on a choice of themes and is an annual open competition in colour or monochrome.

Prints must be mounted and bear the title and member's name. This must be on the back of the mount, in the top left hand corner. Prints must adhere to the theme chosen.

Themes will normally be suggested by the membership at the Annual General Meeting with the final decision being made by the Committee. The theme is published on the club website.

The Dorothy Rogers Tankard will be awarded to the winner.

Images are scored out of 10 and 1st, 2nd, and 3rd places are derived from the top scores. In the event of a tie the judge reconsiders the highest scoring images. The trophy is awarded to the winner.

Projected Colour Image – Alton Photographic Cup

For this competition entries will illustrate a theme which will be chosen by the Committee. The theme is published on the club website.

Entries must be submitted as a digital file as described in the club rules section. Images entered for the Alton Photographic Cup cannot be used in other competitions on the same evening.

Images are scored out of 10 and 1st, 2nd, and 3rd places are derived from the top scores. In the event of a tie the judge reconsiders the highest scoring images. The trophy is awarded to the winner.

Homes and Gardens - the Daisy Parratt Cup

This competition is for projected digital colour images. All other rules for projected digital images will apply.

Pictures must be taken in or around the home or garden. The object is to portray the familiar home or garden scene in general views or close-up.

Club rules will apply. Images entered for the Daisy Parratt Cup cannot be used in other competitions on the same evening.

Images are scored out of 10 and 1st, 2nd, and 3rd places are derived from the top scores. In the event of a tie the judge reconsiders the highest scoring images. The trophy is awarded to the winner.

Photographic Safari – the Ray Algar Safari Shield

As well as being a practical exercise in photography, this end of season competition is a light hearted exercise in deciphering cryptic clues. Knowledge of map reading is not required as full directions for the route are supplied.

A car is essential, giving the opportunity to make it a family day out. Members may like to share cars. A small charge is made to defray expenses, any surplus going towards club funds.

Route directions are interspersed with a series of cryptic clues, constituting a test of wits and keen observation. The answers to these are filled in on the clue sheet as the contest proceeds and photographs are taken at the various locations indicated.

Photographs for the main competition are colour images. These must be taken on the day of the Safari as prescribed by the organiser. Digital images for the Safari Competition may only be re-worked to crop, rotate, remove dust, change the white balance, saturation, contrast (including curves and levels adjustments) and apply sharpening in an image converter or a raw converter but the image must not be manipulated. All balance, saturation, contrast and sharpening changes must be to the image as a whole and no selective corrections on portions of the image

are allowed. All other projected digital image rules will apply.

All entries should be submitted as digital PDIs on a CD or similar medium. Scoring involves a balance of marks between the correct answering of the clues, coupled with the quality of the photography.

Photographs are required to be submitted early in the following Club season and are judged by the organiser of the competition. The competition results are presented at a Club meeting, usually the pre-Christmas Social Evening.

The Overall Winner will be awarded the Ray Algar Safari Shield

The entrant with the Best Overall Image is awarded the Best Safari Slide Cup.

The organiser of the Safari will receive credit towards the Alex Bisset Cup.

His 'n' Hers Cup

This is a competition where the ladies and gentlemen members of the Club compete to produce the best panel of digital images. A panel of thirty images must be submitted from each side. These will usually be taken from the work entered into club competitions in the previous 12 months.

The selection of images will be organised in advance of the event. The panels should include images from as many members as possible.

No image entered in a previous His 'n' Hers competition may be included.

The judge will be asked to award marks out of ten for each image. Half marks are permitted.

The cup will be held by the member with the highest scoring image in the winning team.

Photographer of the Year - the Alex Bisset Cup

This cup was donated to the Club by Mary Bisset in memory of Alex, a founder member of the Club and Chairman from 1964 to 1967. The Cup is used as a 'Victor Ludorum' type of award, acknowledging all round achievement and participation in Club competitions.

The award is based on the judged league, themed and internally judged

competitions.

Progress Trophy

This trophy, awarded by Geoffrey Jefferson FRPS in 1986/87, is for the member who has shown the greatest progress in photography over the period of the last year. The winning member is selected by the Committee. Consideration is given to both progress in basic photography and exhibition successes in deciding the winner.

If it is felt that no achievement is sufficiently outstanding, then no award will be made for that year.

'Member of the Year' Award

This trophy is awarded to the member who has contributed most in service to the Club. Members are invited to nominate a recipient, and to state their reason for the nomination, but the final decision is made by the Committee. This is because many valuable services to the Club are made faithfully and quietly behind the scenes and not in an aura of publicity.

If it is felt that no achievement is sufficiently outstanding, then no award will be made for that year.

Photographic Alliance of Great Britain (PAGB)

The Club is affiliated to the PAGB through the Southern Counties Photographic Federation (SCPF).

The Club is entitled to send two delegates to the quarterly meetings of the Federation and each member is entitled to vote, except on matters requiring club ratification in which case each club shall be entitled to one vote only.

As a member of this Federation the Club is eligible to take part in its inter-club competitions. The Federation publishes a directory of member clubs and lists of judges and lecturers. These provide a useful source of information when planning the Club programme.

Members can also apply for awards showing photographic achievements, signified by the letters CPAGB (Certificate), DPAGB (Distinction) and MPAGB (Master).

SCPF Competitions

The Southern Counties Photographic Federation (SCPF) competitions are organised on a League basis. One league for Prints and another for PDIs.

Each participating club selects panels of prints and PDIs and these are used throughout the competition.

The panels of prints and PDIs are marked out of ten by a judge who will not be a member of any club within the clubs' division within the league. At the end of the season the top two clubs in each league will gain promotion to a higher league and the bottom two will be relegated, moving down to the league below.

The full rules are on the Federation website.

Away fixtures are printed on the back of the Club programme, Members are encouraged to support these matches.

At Finals Day, normally held at the beginning of May, the print or PDI from each club panel which has gained the highest aggregate marks is entered in a separate competition to find an individual winner

The SCPF also holds an annual Exhibition in January for which member

Clubs submit panels of prints and/or PDIs. The Exhibition is of a competitive nature and the rules which apply to the competitions also apply.

Photographic Federations and Societies throughout the country hold their own Exhibitions and many of them invite entries from members of other Federations.

Additional Championships are organised by the SCPF. Clubs are invited to submit panels of prints or digital images for various annual competitions which are usually held at a central venue.

Winners and runners up of these competitions are then invited to represent the Federation at the National Championships, competing against all the Federations in the PAGB.

The SCPF organises occasional full or half-day lectures and seminars at which leading photographers give instruction on the use of photographic software and techniques. There is usually a charge for these events but those who attend find them worthwhile.

Child Protection Policy

The term 'minor' in this policy will be used to refer to any member of the Club or visitor under 18 years old. Also, 'designated adult' is used for any adult acting for the minor's parent or guardian.

The Club has a responsibility for any minor to prevent abuse in any form, such as sexual, physical or emotional and to protect them from bullying.

Members' attention is drawn to this policy on the enrolment form along with other Club rules and policies and adherence is a condition of membership. A parent or guardian must countersign the form as acceptance of the policy.

The Club will take any complaint from a minor seriously and in confidence. It will be recorded and the appropriate authorities notified.

If there are club activities where minors are present a Code of Behaviour is available to guide members – see Appendix A.

Photographs of Club members, in a group or individually, can be taken for publicity or record purposes. Parents or guardians of minors accept this by countersigning the enrolment form.

It is in the nature of Photography as art that some images may be presented at Club meetings that may not be to everyone's taste or may offend. Parents or guardians of minors accept this by countersigning the enrolment form.

A nominated Child Protection Officer is appointed by the club and in his/her absence any other committee member.

This policy shall be reviewed annually by the Club committee.

Further up to date information on Child Protection Legislation is available on the websites of the NSPCC and the Charity Commission.

Appendix A

Members should avoid spending time alone with a minor on his or her own. If members find themselves in this situation, they should make sure that they are clearly observed by others.

Members should avoid doing anything for minors of a personal nature that they can do for themselves or that their parent, guardian or designated adult can do for them.

Members should avoid taking a minor to the toilet unless another adult is present or has been made aware. This should include the parent, guardian or designated adult, if present.

Members, other than a minor's parent, guardian or designated adult should avoid having a minor in their own vehicle, unless accompanied by that minor's parent, guardian or designated adult.

Members should avoid making sexually suggestive comments to, or within earshot of, a minor.

Members should avoid reducing a minor to tears as a form of control.

Members should avoid any unnecessary physical contact.

Members must not allow or engage in inappropriate touching of any kind or engage in rough physical horseplay.

Members must not physically restrain a minor unless the restraint is to prevent physical injury to the minor, another individual or the member themselves. In all circumstances the physical restraint must be appropriate and reasonable otherwise the action can be defined as assault.

Mentoring of minors under 16 is only allowed with the explicit permission of their parent or guardian and only if more than one adult is present which may include the parent, guardian or designated adult.

When demonstrating equipment or techniques the mentor may be required to be in close proximity to the minor. This should be for as short a duration as possible and only with the express permission of the minor and prior permission of the parent, guardian or designated adult.