

**Knowle Camera Club**  
**General Competition Rules**  
**and**  
**Conditions of Entry**  
**Issued on 31 August 2017**

Page 2	General Rules	
Page 3	Appendix A	How Prints are to be prepared for entry in competitions
Page 4	Appendix B	How Digital Images are to be prepared for entry in competitions
Page 7	Appendix C	Images on the Club's Computer

	<p><b>General Rules, including marking, are applicable unless otherwise stated.</b></p> <p><b>Refer also to Appendices A, B and C</b></p> <p>Glossary: an 'image' can be digital or print. 'projected' means a digital image.</p>
1.1	<p>Any images can be entered into a competition as long as the author owns the copyright. i.e. the author took the image.</p> <p>There is no restriction on the age of the image.</p>
1.2	<p>If an image is awarded a 1,2,3,4 or Commended, the image cannot be submitted again - with one exception: Winning images can be submitted to the Rosebowl competition at the end of the season.</p>
1.3	<p>If an image is submitted and does not receive a placing, that image can be re-entered once more in the same season.</p> <p>Images which have been unsuccessful in previous years cannot be re-entered.</p>
1.4	<p><b>CROPPING AND PHOTO EDITING</b> is allowed At the author's discretion, and unless specifically instructed otherwise, images may be cropped or edited to advantage.</p>
1.5	<p><b>HANDING IN ENTRIES TO COMPETITIONS:</b> Refer to the Competition Guidelines for the number of entries per member allowed in each competition.</p> <p>Entries are normally required by the Competition Secretary 7 days prior to the date of the competition. Less than 7 days may be possible but only by mutual arrangement with the Competition Secretary, and cannot be assumed.</p> <p>The Competition Secretary may at their discretion advise alternative arrangements and timescales, with appropriate warning to members.</p>
1.6	<p><b>METHOD OF ASSESSMENT:</b> The judging and/or assessment of all competitions, unless otherwise stated, will be by an outside judge on the night.</p> <p>The judge will select four prints and four projected images, and in each case place them in order first, second, third and fourth. It will be left at the judge's discretion how many additional entries he/she wants to commend.</p> <p>If the number of entries for either the prints or projected images is less than ten for a competition, then they will be combined into a single competition. A top four from the combined entries will be selected, and the number of commended will reflect the overall number of entries.</p>
1.7	<p><b>Trophy Awards</b></p> <p>For any competition, the award of a trophy will be for the best overall image on the night (whether print or projected) as selected by the judge. The trophy remains the property of the Club, and the overall winner may keep it at their home until 2 weeks prior to the night of the same competition in the following season, when the trophy shall be returned to the Competition Secretary in a clean state. In the event of a tie, each winner will hold the trophy for 6 months.</p>

## Appendix A

How **Prints** are to be prepared for entry into Club competitions:

- Prints should be mounted on a board **size not to exceed 20" x 16" (50cm X 40cm.)**
  - The mount may be coloured, or black, or white as desired by the author.
  - Mounts with 'Sticky Velcro', any other fasteners or sticky residue on the back will not be accepted (due to the risk of damaging other people's prints).
- Any size print (or format) may be displayed within the mount board space at the author's discretion, e.g. 'letter box' or square format are perfectly acceptable where images have been cropped to advantage.
- Information to be given on the *back* of the mount (at the top) for each print is:
  - Title
  - Either your competition number or your name
- During the transporting and handling of prints every care will be taken to prevent any deterioration of their condition.
  - The Competition Secretary shall transport prints in a suitable storage box.
  - Prints will be handled with care during competition nights; however, Knowle Camera Club cannot be responsible for any accidental damage.

## Appendix B

How **Digital Images** are to be prepared for entry in competitions

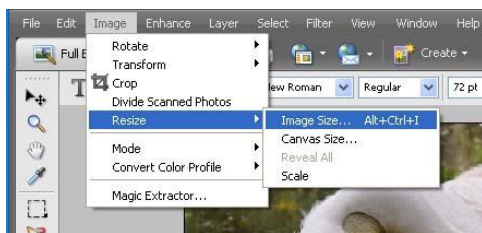
You need to ensure your images are the right size and saved in either tiff or jpeg formats. For jpeg's, make sure you save them at the maximum quality setting.

You will need to submit your images as an attachment to an e-mail, or transfer them onto a memory stick and hand this to the Competition Secretary.

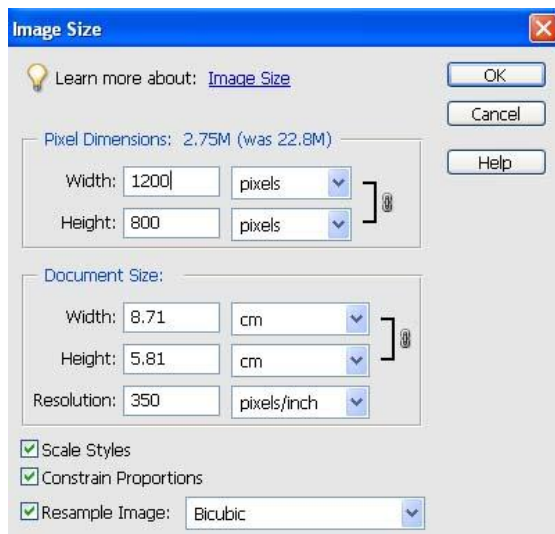
Adjusting the image size:

### Using Adobe Photoshop Elements

The image needs to fit within a rectangle 1200 x 800 pixels high, as this is the optimum size for digital projection.



Open the image and, when you have adjusted it to the way you want it, then left click on “Image” in the top menu. On the drop down menu left click on “Resize” and then left click on “Image Size”.



When the Image Size dialogue box pops up it is the top part of the box marked Pixel Dimensions that you need to concentrate on and adjust. The part marked Document Size should be ignored as it is irrelevant for this purpose.

Now tick the boxes marked Constrain Proportions **and** Resample Image and to the right ensure Bicubic is showing (select if necessary by left clicking on the downward arrow).

Now the image is in Landscape Format change the pixel dimension for the width to 1200 and if the height pixel dimension is less than 800 then click OK.

**NB** if the height pixel dimension is greater than 800 then change it to 800 and settle for a pixel width dimension of less than 1200.

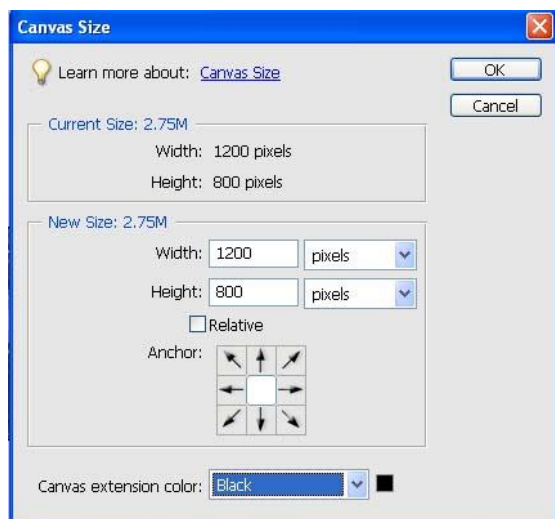
If the image is in Portrait Format then select width and set the pixel dimension to 800. If the height dimension is less than 1200 then click OK. Should this figure in fact be greater than 1200 then alter to 1200 and settle for a width dimension less than 800 pixels.

## Appendix B Continued

### Extending the canvas size:

The author may choose to submit the image at this stage. Alternatively, the final canvas size of the image can be extended to 1200 by 800 pixels, by filling any unused space. You can choose any colour but the preferred colour is black and this option is described below.

On the Toolbar, ensure that the foreground and background colours are set to the default of black and white boxes (a) and then click on the curved arrow (b) to reverse the options.



Left click on Image on the top menu, as before. Then left click on Resize, Finally left click on Canvas Size. Change the pixels dimension to 1200 width and 800 height for landscape or 800 width and 1200 height for portrait images.

Next ensure that the “Relative” box is **not** ticked. In the box “Canvas Extension Colour” select black from the drop down menu. Finally click OK.

It is probably wise to sharpen the image at this stage.

**Now save your image in tiff or jpeg format. Filenames should follow the protocol below for all competitions other than the Braithwaite Competition, for which see overleaf).**

*In this example the competition number is 17-06 and your competition number is 26.*

- The first five digits in the file name will be the competition number.
- The next three digits will be another hyphen followed by your member number.
- The next three digits will be another hyphen followed by the image number.

In our example, therefore, if you are submitting three images, they will be named:

17-06-26-01          17-06-26-02          and          17-06-26-03

**NB if your competition number is a single digit the please show it, for example, as 06 not 6.**

Note that it is important that a hyphen is used not a full stop.

Lastly you need to identify, in your email (or, for USB sticks, on a piece of paper) the title for each image as follows:

e.g. 17-06-26-01 “The Winner”, 17-06-26-02 “The Runner Up”, etc.

For the Double Choice Competition (See section 2 of Rules), also include the topic.

## Filenames for the Braithwaite Competition:

*In this example the competition number is 17-08 and your competition number is 26.*

- Images must be in sets of three numbered in the format: 17-08-26-01a
  - The first eleven digits are as above
  - The extra, twelfth digit is a set position identifier (so the first set would be 17-08-26-01a, 17-08-26-01b and 17-08-26-01c; the second set would be 17-08-26-02a, 17-08-26-02b and 17-08-26-02c, and so on) where a = left, b = centre and c = right hand side.
  - A fourth image must also be made up per set of three of a kind, and this will comprise of all three images together so that the judge can see the set as intended to be viewed. This is the triptych image and is the author's opportunity to be creative and show the images to best effect.
  
- This additional image will be numbered in the format 17-08-26-01d following on from the numbering described above, and is made up as follows:
  - Step 1 – Set background
  - Step 2 – Click File – New - Blank File then Preset Custom width and height as required, Resolution 300 pixels/inch – set background contents to background colour
  - Step 3 – Using Move tool drag and drop images into place in order required using grid if necessary
  - Step 4 – Click Layer Flatten image
  - Step 5 – Resize image to digital criteria (1200 x 800) and save as image of the set as described above.

## **Appendix C**

### **Images on the Club's Computer**

Digital images from competitions will be retained on the Club's computer and may be used for:

- Inter-Club competitions
- Suggested selections for external competitions (to be advised to the author)
- The Club's Website
- The Club's Facebook pages and other social media if applicable

If any KCC club member does NOT want their digital images to be kept on the club computer, or used on the website, or on social media, or for any other purpose than the competition that the entry was intended, the member must write to the Club Secretary to advise of their restriction of use. Such a notification shall be deemed to be ongoing unless it is rescinded by the author, in writing to the Club Secretary.

The Club Secretary shall then inform the Competition Secretary of the restriction, and retain the member's letter on file. The Competition Secretary shall then delete such restricted images from the club's computer following the relevant competition. On a random basis the Club Secretary (or any other committee member nominated by the Club Secretary) shall from time to time check the club's computer to ensure that member's restrictions are being adhered to.

If any club member (who has placed a restriction of use on their work) wishes to check the club's computer, they may do so on a Club night provided they do not disrupt the evening's proceedings.