

Knowle Camera Club

General Competition Rules and Conditions of Entry

Issued on 17 May 2018

Introduction

This document should be read in conjunction with the Competition Guidelines for the relevant season, which gives rules and guidelines for the specific competitions being held in that season.

This document gives general rules on eligibility and advises you how to prepare and enter your images for Club competitions.

1. How to determine if your image is eligible for a competition

You can enter any image into a Club competition as long as you own the copyright. i.e. you took the image.

There is no restriction on the capture date of an image – ie the date it was taken – unless specifically instructed otherwise for a particular competition (for example, the shootout competition).

You may crop, edit, or apply any other post-processing to your image, unless specifically instructed otherwise for a particular competition (for example, nature/wildlife competitions).

Once you enter an image into a Club competition, the following rules apply regarding entering it again:

- If it is awarded a 1st, 2nd, 3rd or 4th place or is Commended, you cannot enter the image into another Club Competition in the same season other than the Rose Bowl Competition.
- If it is not awarded a 1st, 2nd, 3rd or 4th place and is not Commended, you can enter the image once more into another Club competition in the same season.
- You cannot enter that image into any Club competition in a subsequent season.

You may take a series of very similar images or process an image in more than one way. If there is any debate about whether two of your images should be regarded as the same image for the purpose of the above rules, a decision will be made by the Competition Secretary, after appropriate consultation with you, and that decision will be final. The Competition Secretary will subsequently report the circumstances to the Committee, so that the rules can be kept under appropriate review for future competitions.

2. How to set filenames and titles for your entries

You should set filenames using the protocol below, for all competitions other than a “three of a kind” or triptych competition, for which see overleaf.

In this example the competition number is 18-06 and your competition number is 26. If your competition number is a single digit then please show it, for example, as 06 not 6.

- 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.

Always use a hyphen, not a full stop.

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

18-06-26-01

18-06-26-02 and

18-06-26-03

Filenames for a “three of a kind” or triptych competition:

In this example the competition number is 18-08 and your competition number is 26.

Images must be in sets of three numbered in the format: 18-08-26-01a

- The first eleven digits are as above
- The extra, twelfth digit is a set position identifier (so the first set would be 18-08-26-01a, 18-08-26-01b and 18-08-26-01c; the second set would be 18-08-26-02a, 18-08-26-02b and 18-08-26-02c; and so on) where a = left, b = centre and c = right hand side.
- A fourth image must also be made up for each set, which will consist of all three images together so that the judge can see the set as intended to be viewed. This is the triptych image. (Guidance on preparing this image are given in section 4.)
This additional image will be numbered in the format 18-08-26-01d.

3. How to prepare prints for entry into club competitions

Your prints should be mounted on a board which has a size not exceeding 20” x 16” (50cm X 40cm). The mount may be of any colour.

The Competition Secretary will not accept any mount with “Sticky Velcro”, any other fasteners or sticky residue on the back, due to the risk of damaging other people’s prints.

The print you display within the mount board may be any size or shape.

On the top of the *back* of the mount you must write the title of the image, and your competition number or your name or both.

NB During the transporting and handling of prints, every care will be taken to prevent any deterioration of their condition. The Competition Secretary will transport prints in a suitable storage box. Prints will be handled with care during competition nights; however, the Club cannot be held responsible for any accidental damage.

4. How to prepare digital images for entry into club competitions

You may submit your image in either TIFF (*.tiff) or JPEG (*.jpg) format, but jpeg is preferred. Make sure you save a jpeg at the maximum quality setting.

Image size

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

How to adjust the image size using Adobe Photoshop Elements

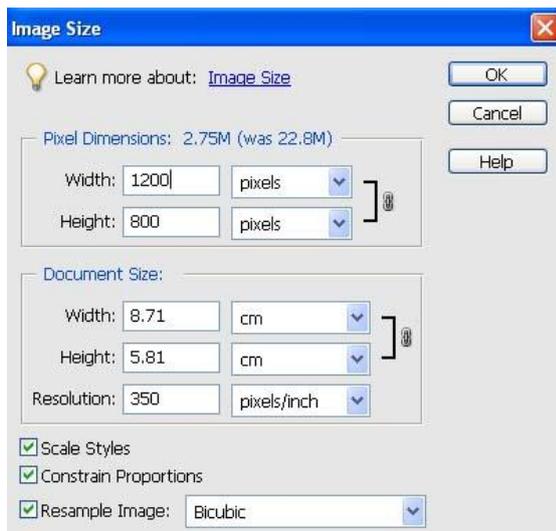


Step 1

Edit or crop your image to your satisfaction.

Step 2

Left click on "Image" in the top menu. On the drop-down menu, left click on "Resize" and then left click on "Image Size".



Step 3

In the Image Size dialog box, you need to adjust the top part of the box marked *Pixel Dimensions*. The part marked *Document Size* is not relevant for this purpose and should be ignored.

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).

Step 4

This step depends on whether your image is in landscape or portrait format.

If your image is in landscape format:

- change the width pixel dimension to 1200
- if the height pixel dimension is less than 800 then click OK. If the height pixel dimension is greater than 800 then change it to 800. (The width pixel dimension will now become less than 1200.)

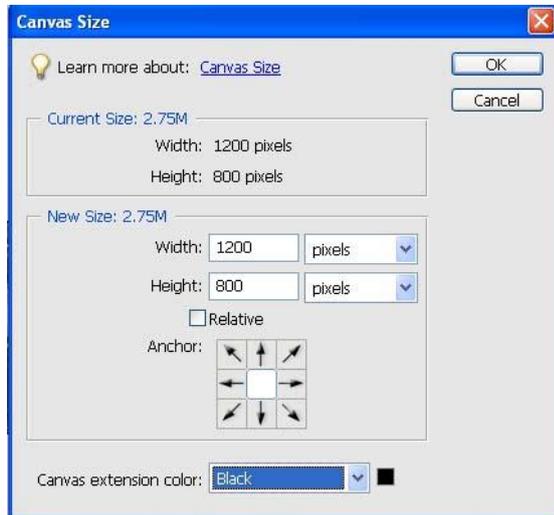
If your image is in portrait format:

- change the width pixel dimension to 800
- if the height pixel dimension is less than 1200 then click OK. If the height pixel dimension is greater than 1200 then change it to 1200. (The width pixel dimension will now become less than 800.)

Step 5 (optional)

If you wish, you can extend the final canvas size of the image to 1200 by 800 pixels, by filling any unused space. You can choose any colour but black is preferable and this is assumed 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 wide and 800 high 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.

Step 6 (optional)

It is probably worth sharpening the image at this stage.

How to prepare the triptych image for a “three of a kind” or triptych competition:

Step 1

Set background

Step 2

Click File – New - Blank File

Preset Custom width and height as required

Resolution 300 pixels/inch

Set background contents to background colour

Step 3

Using the Move tool, drag and drop images into place in the order required, using grid if necessary

Step 4

Click Layer – Flatten image

Step 5

Resize image to the maximum of 1200 wide by 800 pixels high

Step 6

Save as image d of the set as described above.

5. How to submit your entries

The Competition Guidelines state the number of entries you are allowed for each competition.

The Competition Secretary will advise all members from time to time about the deadlines for receiving entries, which may be different for prints and digital images. He or she may at their discretion advise alternative arrangements and timescales, with appropriate advance notice.

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

If using email, you must identify in your email the title for each image, as follows:
e.g. 18-06-26-01 "The Winner", 18-06-26-02 "The Runner Up", etc.

For memory sticks, you should provide this same information on a piece of paper.

6. How competitions are judged

All competitions will be judged by an outside judge on the night, unless otherwise stated.

The judge will normally award 1st, 2nd, 3rd and possibly 4th places, separately for prints and for digital images, and then choose an overall winner from the two 1st placed entries. The overall winner will be awarded the trophy for the competition.

The judge may at their discretion also commend some entries which have not been placed, up to a maximum number advised by the Competition Secretary. The maximum number will be separately determined for prints and for digital images, such that the total number of entries placed and commended is no more than a stipulated percentage. The stipulated percentage is: 33% for prints and 25% for digital images.

If the number of entries for either the prints or digital images is less than ten for a competition, they will be combined into a single competition. The maximum number of placed and commended entries will reflect the combined numbers entered and be decided by the Competition Secretary.

NB The trophy remains the property of the Club. The overall winner may keep it at their home until two weeks prior to the night of the same or equivalent competition in the following season, when he or she should return the trophy to the Competition Secretary in a clean state. In the event of a tie, each winner will hold the trophy for 6 months.

7. Storing, displaying and using images by the Club

By default, digital images received as competition entries or as part of other normal Club activity, including for the uses set out below, will be stored on the Club's computer and/or on Committee members' own computers and email accounts.

The Club may display these images on the Club's website, Facebook pages and other social media from time to time and may use them for inter-Club competitions.

If you wish to restrict the extent to which your images are stored or used as above, you must inform the Club Secretary in writing or by email of the restrictions you wish to apply. These restrictions will be deemed to be ongoing unless or until you rescind them in writing or by email to the Club Secretary.

Following receipt of your instructions, the Club Secretary shall:

- keep appropriate records on behalf of the Club;
- inform all Committee members of the restrictions you have imposed; and
- oversee and monitor the arrangements necessary to apply them, liaising with other Committee members as required, including carrying out random checks of the club's computer from time to time.

If, having made such a request, you wish to check the club's computer, you may do so on any Club night provided that this does not disrupt the evening's proceedings.