

Knowle Camera Club

## General Competition Rules and Conditions of Entry

Issued on 20 May 2021

### *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 Shoot Out).

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 the image was awarded Gold, Silver or Bronze standard, or was Highly Commended, you cannot enter it into another Club Competition in the same season other than the Rose Bowl Competition.
- If the image was NOT awarded Gold, Silver or Bronze standard, and was not Highly Commended, you can enter it 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 21-06 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 characters in the file name will be the competition number.
- The next three characters will be another hyphen followed by your member number.
- The next three characters 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 four images, they will be named:

21-06-26-01

21-06-26-02

21-06-26-03 and

21-06-26-04

Please see also section 6 to help you decide which should be your fourth image.

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

*In this example the competition number is 21-08 and your competition number is 26.*

Images must be in sets of three numbered in the format: 21-08-26-01a

- The first eleven characters are as above
- The extra, twelfth character is a set position identifier (so the first set would be 21-08-26-01a, 21-08-26-01b and 21-08-26-01c; the second set would be 21-08-26-02a, 21-08-26-02b and 21-08-26-02c; 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 21-08-26-01d.

## ***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.

See also sections 5 and 6.

## 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 1880 pixels wide by 1410 pixels high.**

Therefore, the maximum area of an image in landscape format is greater than for an image in portrait format:

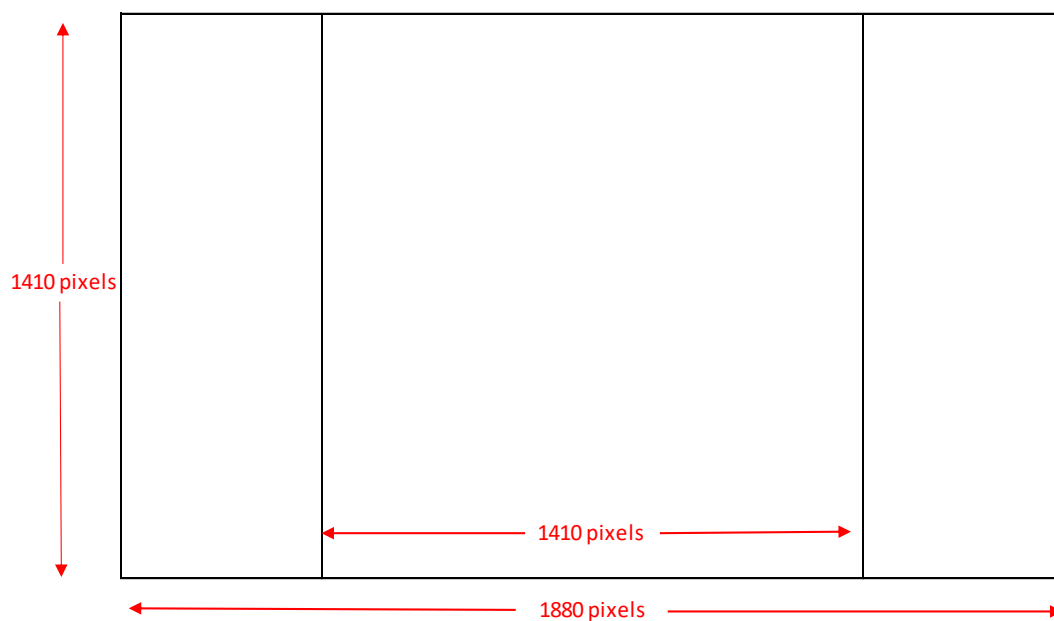
- The **maximum** size of a *landscape* image is the whole of the outer rectangle below.

Initially a width of 1880 pixels (or less) should be chosen. However if the image is fairly square, the height may then exceed 1410 pixels. If so, the image needs to be shrunk so that the height is reduced to 1410 pixels.

- The **maximum** size of a *portrait* image is represented by the inner rectangle below, which is a square.

A height of 1410 pixels should be chosen. The width of the image will then, by definition, be less than 1410 pixels.

These steps are set out in more detail overleaf.

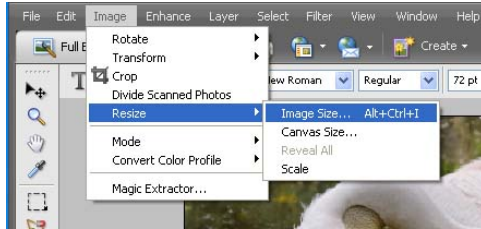


## How to adjust the image size using Adobe Photoshop Elements

### Step 1

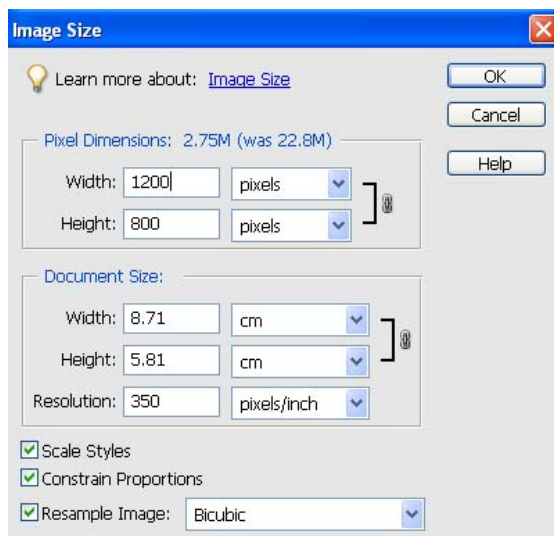
Edit or crop your image to your satisfaction.

If you wish to add a thin border around the image, do so at this stage before proceeding to step 2.



### 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 1880 (or less if you prefer)
- if the height pixel dimension is then less than 1410, click OK. If the height pixel dimension is greater than 1410 then change it to 1410. (The width pixel dimension will now become less than 1880.)

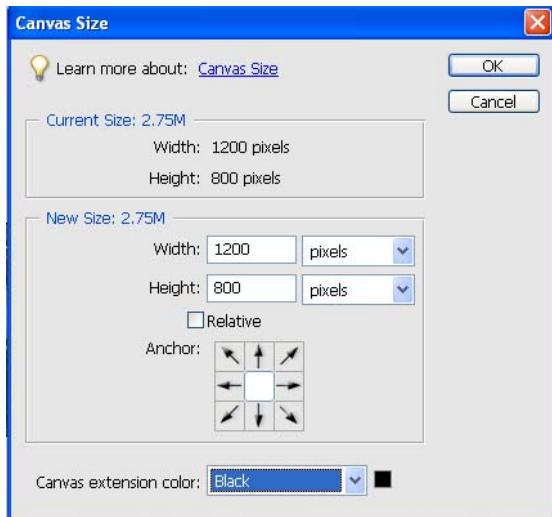
If your image is in portrait format:

- change the height pixel dimension to 1410
- Check that the width pixel dimension is less than 1410, and click OK.

### Step 5 (optional)

If you wish, you can extend the final canvas size of the image to 1880 by 1410 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 1880 wide and 1410 high.

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 1880 wide by 1410 pixels high

#### Step 6

Save as image d of the set as described above.

## 5. *How to submit your entries (see also next section)*

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. 21-06-26-01 "The Winner", 21-06-26-02 "The Runner Up", etc.

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

If you are entering prints, you should also email to the Competition Secretary digital copies, prepared as in section 4 above.

## 6. *Removal of fourth images in large competitions*

Please note that, except where otherwise stated, if a competition attracts too high a number of entries, the Competition Secretary may determine that all of the fourth entries will be removed.

- *For those members entering only PDIs:*

Your entry labelled "-04" as above will be removed.

- *For those members entering four images either as prints only or as a mixture of prints and PDIs:*

You should advise the Competition Secretary as part of your entry which image should be removed.

If it is a PDI, it should be one with the highest label number (eg the one labelled "-03" if you entered three PDIs and one print).

## *7. How competitions are judged*

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

The judge will be asked to give some entries one of the following four awards, based on image quality: Gold, Silver, Bronze or Highly Commended. More than one entry may receive each of these awards, at the judge's discretion.

The judge will be advised that we normally expect around one third of entries to receive an award as above, but he/she has discretion to vary this upwards or downwards based on his/her view of the quality of the entries. The proportion of prints and PDIs receiving an award may also differ.

The judge will also be asked to identify the following: best print; best PDI; and the overall winner, which will be awarded the trophy for the competition.

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.

## *8. 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 and Instagram 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.