



WORTHING CAMERA CLUB  
[www.worthingcameraclub.org.uk](http://www.worthingcameraclub.org.uk)

A HANDY REFERENCE GUIDE TO HELP YOU GET THE MOST OUT OF  
YOUR CLUB MEMBERSHIP

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## **INTRODUCTION**

Welcome to the Worthing Camera Club Handbook for members.

The purpose of this handbook is to provide members of the club, particularly new members, with a clear understanding of the activities and facilities available to them. It aims to provide an outline of how the club is run so that members will know where to go to obtain help or further information on any aspect of their photography.

Members are encouraged to take part in all club activities and to compete in competitions, both in the club and elsewhere. The aim is to help members improve their photographic techniques, leading to the enhancement of a most enjoyable hobby and to the attainment of photographic honours, where these are sought.

This Handbook is available on the Club's website where it can be viewed or printed as a Word Document. Members are encouraged to access the Handbook via the web but paper copies are available to members without internet access. Comments about this Handbook and any amendments should be passed to the handbook editor.

The Handbook is updated regularly when necessary. Members will be advised when Handbook updates are posted to the website and paper copies will be issued for those requiring them.

### **A brief history**

The club was formed in 1904 as the Worthing and District Camera Club. A centenary presentation was produced in 2005. The name was changed in 2007 to Worthing Camera and Digital Club to reflect modern practise and membership. The club's name was changed again by a vote at the May 2011 AGM, to Worthing Camera Club, as it was felt that the word 'digital' no longer applied as most members use digital cameras.

## **ACTIVITIES AND FACILITIES**

The club provides various facilities and engages in a number of activities, which are summarized below. Other events take place from time to time which are advertised on the website, Yahoo Group, Facebook Group, or announced at club meetings.

### **Meetings**

The season runs from September to May with meetings taking place on Tuesday evenings, from 7:30pm - 10pm, at the Quaker Meeting House (downstairs hall), behind 34 Mill Road, Worthing. An annual programme, available to all members and also found on the website, provides a list of dates, speakers, and events. Name badges are available to all members to promote easier socialization.

At each meeting a small entrance fee of £1 is payable on the door. Alternatively, an annual payment can be made to include membership and weekly fees. Please see the website for details.

Members are encouraged to arrive in good time to assist in setting up the room and clearing away afterwards.

Visitors are always welcome although the door entry fee varies from £1, £3, or £5, depending on the event. Please be aware that visitors are also restricted to three visits before being asked to join.

There are summer events to attend, with dates arranged, according to the weather and member's interests. These are generally at a local photographic venue and are of an informal nature. Tuition and support is usually available if required. The club website will have full details and reminders are sent out via the club Yahoo Group email service and Facebook Group. Ideas are always welcome.

Occasionally, visits are organized further afield, which may be over a weekend (such as county shows, steam rallies, etc). Again, any suggestions for events are more than welcome.

## **Activities Included in Meetings**

### **Guest Speakers**

Guest speakers talk on various aspects of photography with a presentation of slides, prints, or digital images. Speakers are usually expert photographers who are prepared to impart their knowledge for the benefit of members. Occasionally speakers will give demonstrations of photographic methods and techniques, both traditional and digital.

### **Competitions**

All members are eligible to enter the club competitions. Members are split into ability groups for some competitions and trophies are awarded annually to competition winners. For full details, see Club Competitions, pages 11-25.

### **Workshops**

The club arranges several workshops and demonstrations. These sessions, usually run by advanced work members, cover topics such as the basics of photography, studio work, digital imaging, Photoshop skills, and other requested subjects. Requests for particular support should be passed to the Programme Secretary.

Occasionally members give 'lecturettes', which are short presentations of Projected Digital Images (PDI) or prints. These provide an opportunity for members to display their own work and share their expertise.

### **Expert Advice**

Among the club's membership are experienced photographers who have knowledge on most photographic topics. These include the taking of photographs in varying lighting conditions including studio set ups, the use of different lenses, computers, digital imaging software, and printers. Members seeking guidance on any aspect of

photography, digital processing, camera, and software choices, should initially approach a committee member and he/she will direct the enquirer to the appropriate members who can help.

## **Annual General Meeting**

The AGM is held at the end of each season with the purpose of awarding trophies, reviewing the club's progress, adopting the club's financial accounts, electing the Management Committee and dealing with any issues raised by members.

## **COMMUNICATIONS**

The Chairman provides information on forthcoming events and other news items at the beginning of each meeting.

### **Website**

We have a comprehensive and regularly updated website. There you will find the club's current programme, this handbook, a list of officers, its history and activities, plus a map showing where to find the club. It also displays a members portfolio section and links to the WCC Flickr gallery as well as a section providing photographic tips and other useful links.

### **Yahoo Group**

This is our primary method for emailing members. Unfortunately, you have to actively join this Group to receive mail and notifications. Please apply to this link to subscribe;  
*worthingcameraanddigitalclub-subscribe@yahoogroups.co.uk*

### **Facebook Group**

This is a new format for the club and is aimed at a place for members to post their images for critique, post notifications, and supply any other information that might be of interest.

## **MEMBERSHIP SUBSCRIPTIONS**

Membership subscriptions are payable in full in September, at the commencement of each season, by all except Honorary Members. Honorary Membership is awarded to long-standing members in recognition of their contribution to the club.

Membership subscriptions are levied to cover the cost of providing the various facilities offered which are, in the main, the hire of the meeting room and the services of speakers and judges. Current fees are available on the website.

After Christmas, a part year membership is available to new joiners. Please discuss with a committee member for details of non-standard rates.

Prospective members who are thinking of joining may attend for up to three meetings, paying visitors door entry fees, before a subscription is due.

## **CLUB ORGANIZATION**

The Club's Constitution requires the appointment of three officers: the Chairperson, Treasurer, Secretary, and allows for the election of up to ten additional committee members. Together these members make up the club's management committee which is elected each year at the Annual General Meeting when one of the committee members may also be elected Vice Chairperson. The management committee is responsible for the smooth running and administration of the club.

The current management committee members are listed on the website and the season's programme book. A copy of the list is also available upon request from the club chairperson.

## **RUNNING THE CLUB**

### **The Club Rules**

The club rules (or Constitution), dated 1998, is outlined below.

Apart from the specific responsibilities of the Chairperson, Treasurer, and Secretary, there are a number of other tasks involved in the running of the club. These tasks are carried out by a number of members on a voluntary basis.

Members currently on the committee are listed on the club website. Changes in incumbents are usually agreed at the AGM. The committee will fill any vacancies that arise during the year and also appoint members for other club duties as required. All members, irrespective of committee membership, are encouraged to take part in the running of their club.

### **Club Officers and Volunteers**

A brief indication of what each role involves:

**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. The Chairperson cannot hold office for more than two consecutive years.

**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 for the next season.

**Secretary:-** Handles the administrative aspects of the club, including compliance with the Club's Constitution, the organization of the AGM, and deals with correspondence sent to the club. Also takes minutes of committee meetings which are later distributed to the committee.

**Vice Chairperson:-** Deputizes for the Chairperson to whom he/she provides general support.

**Programme Secretary:-** Arranges next season's programme, coordinate with Competition Judge Secretaries, book outside speakers, receive and coordinate ideas for the program from members, provide a contingency plan if required. Contact speaker two weeks before event to check continued availability.

**Competition Judge Secretary:-** Liaises with the Programme Secretary to organize judges for the club competitions. Contact judge two weeks before event to check continued availability.

**Print Competition Secretary:-** Collects prints, prepare record sheets and prints ready for competition. Display prints for judge. Provide certificates. Maintain records of scores towards annual awards. Check all competition rules are adhered to.

**Projected Digital Image Secretary:-** As per the Print Competition Secretary but for digital images.

**Publicity Secretary:-** Liases with local media to announce any news items such as competition results or exhibitions.

**Web Master:-** Maintains website. Receive images from members posting on website

**External Competition Committee:-** Up to five experienced members select work to represent the club in external competitions.

## **Other**

Other 'non' role members of the committee help as when required.

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 encouraged.

## **Expenses**

Anyone carrying out the business of the club may be reimbursed for any reasonable costs incurred provided receipts are supplied to the treasurer.

In the event of travel costs, to deliver external competition entries or attend Regional Committee Meetings for example, then any public transport costs (bus or train) will be repaid. Alternatively, a fuel travel allowance of 40p per mile for car transport can be made.

## **CLUB COMPETITIONS**

Throughout the season, the club holds a variety of competitions. Below are the rules for each competition type;

### **Print Merit Competitions**

- 1.** Entry to competitions is restricted to paid up members of Worthing Camera Club only.
- 2.** Competitors will be divided into three classes; Beginner, Intermediate, and Advanced.
- 3.** Prints must not be entered more than once in any given competition, including Projected Image Competitions. *Please note; To be classed as a different image, the picture must look substantially different - it is not enough to just be a different frame. If you have any doubt, please contact the Competition Secretary prior to the competition to avoid disappointment.* The only exceptions to this rule allow for an image to be included as part of a panel or in an Annual Competition. If an image has been significantly altered or manipulated exceptions can be made, at the discretion of the relevant club Competition Secretary. If a club member feels that the criteria has been met but it is not accepted then he or she can appeal. The matter will be considered by a panel of three committee members who will consist of Chairperson, Competition Secretary and one other member.
- 4.** Prints can be trade processed but must otherwise be the original work of the owner.
- 5.** Members may enter up to three prints or images in a Merit competition, which must be delivered to the competition secretary one week before the event. Later entries may be accepted at the discretion of the Print Competition Secretary provided that at least one week's notice is given and the title of the entry provided.

**6.** Only the two highest scoring prints from the three entries will count towards the member's total score for that round. If only two entries are made, then both scores will count towards the total.

**7.** Entries winning the title of 'Best in Class' (Beginner, Intermediate, Advance) will receive a bonus point. A further bonus point will be awarded to the 'Best on the Night'.

**8.** Points given will be tallied towards annual awards. In the event of a tie, the member scoring the most 20's during the course of the season will be declared the winner.

**9.** Prints are to be mounted 40cm by 50cm. The only exception to this is for beginners who may use mounts up to 40cm by 50cm but anything smaller might be ineligible for external competition.

**10.** The image title, competitors full name, the class – i.e. Beginner, Intermediate or Advanced needs to be displayed on the top left hand corner of the mount, on the back of the print. The competitors name should not be visible on the front. Tape used in mounting should not be visible or likely to be a risk to other people's prints. Prints can be submitted in individual bags but these must not be sealed.

**11.** Marks given are out of 20, with certificates awarded for 1st, 2nd & 3rd place.

**12.** The prints may be of any subject unless otherwise stated.

**13.** The Competition secretary is authorised to reject any entry failing to comply with these rules, subject to appeal to committee at a later date.

**14.** Whilst every care will be taken, all entries are submitted at competitor's own risk.

## **PDI (Projected Digital Image) Merit Competitions**

- 1.** Entry to competitions is restricted to paid up members of Worthing Camera Club only.
- 2.** Competitors will be divided into three classes; Beginner, Intermediate, and Advanced.
- 3.** Images must not be entered more than once in any given competition, including Print Competitions. The only exceptions to this rule allow for an image to be included as part of a panel or in an Annual Competition. If an image has been significantly altered or manipulated exceptions can be made, at the discretion of the club Competition Secretary. It is not enough for an image from a separate frame to be used (e.g. taken as a rapid shot burst). If a club member feels that the criteria has been met but it is not accepted then he or she can appeal. The matter will be considered by a panel of three committee members who will consist of Chairperson, Competition Secretary and one other member.
- 4.** Members may enter up to three images in a Merit competition.
- 5.** Only the two highest scoring images from the three entries will count towards the member's total score for that round. If only two entries are made, then both scores will count towards the total. If any additional entries are made due to circumstances outlined in paragraph 6, the resulting score for that entry will be applied retroactively to the previous round.
- 6.** Occasionally the computer fails to register an entry. If an image(s) is excluded for this, or any reason other than the cause of the image's author, then the **same** image(s) can be added to the next round as an additional entry. **This is always at the discretion of the PDI Competition Secretary** and subject to the appeals procedure outlined in section 3.

7. The images may be of any subject unless otherwise stated.
8. All images must be in Jpg format. TIFFS, GIFFS, BITMAPS, or RAW files will not be accepted.
9. Images must be no larger than 1400 pixels along the base, or 1050 pixels on the high side. If either of these exceed these figures, then resize until both are within these parameters. Please see the website or below for a step by step guide to resizing.
10. Images must be titled in the following way; *Class\_Title\_Author*. For example, *Advanced\_Worthing Pier at Night\_Len Brook*.
11. Images should use sRGB as the Colour Space. Using any other Colour Space such as Adobe RGB or Prophoto RGB will still be accepted for internal competitions but they can adversely affect the quality of your image. External competitions will only accept sRGB as the colour space. You can select the colour space to use by doing the following, depending on your editing software;  
**Adobe Photoshop:** You can convert to a different colour space simply by using EDIT>CONVERT TO PROFILE, then select the colour space from the drop-down list.  
**Photoshop Elements:** Go to pull-down menu IMAGE and then select CONVERT COLOUR PROFILE and you are given 3 options, select CONVERT TO sRGB PROFILE.
12. Images should be sent to; *wcc.pdi@gmail.com* with the subject header on the Email titled "PDI" (unless otherwise instructed). Alternatively, media containing Digital Slides are normally handed in the week before the competition (or as noted in the Programme). These can be on USB Stick, CD, DVD or media card. They can be handed in to the Competition Secretary.

**13.** Marks given are out of 20 and points given will be tallied towards annual awards. Entries awarded as 'Best in Class' will receive 1 bonus point. Any entries being awarded the title 'Best on the Night' will receive an additional bonus point.

**14.** In the event of a tie for the final annual awards, the member scoring the most 20's throughout the season will be declared the winner.

**15.** The Competition secretary is authorised to reject any entry failing to comply with these rules, subject to appeal to committee at a later date.

## **Open competitions – PDI (Projected Digital Image) Set Subject Competition**

**1.** Entry to the competition is restricted to paid up members of Worthing Camera Club only.

**2.** For Set Subject Competitions, the set subject will be decided by the committee and published before the date.

**3.** All entries compete on an equal footing. There are no Beginner, Intermediate, or Advanced Categories.

**4.** Images must not be entered more than once in any given competition, including Print Competitions. *Please note; To be classed as a different image, the picture must look substantially different - it is not enough to just be a different frame. If you have any doubt, please contact the Competition Secretary prior to the competition to avoid disappointment.* The only exceptions to this rule allow for an image to be included as part of a panel or in an Annual Competition. If an image has been significantly altered or manipulated exceptions can be made, at the discretion of the club Competition Secretary. If a club member feels that the criteria has been met but it is not accepted then he or she

can appeal. The matter will be considered by a panel of three committee members who will consist of Chairperson, Competition Secretary and one other member.

5. Members may enter up to three images.

6. All images must be in Jpg format. TIFFS, GIFFS, BITMAPS, or RAW files will not be accepted.

7. Images must be no larger than 1400 pixels along the base, or 1050 pixels on the high side. If either of these exceed these figures, then resize until both are within these parameters.

8. Images must be titled in the following way; *Title\_Author*. For example, if the set subject was “On the Beach” then your title would read “Worthing Pier at Night\_Len Brook”.

9. Images should use sRGB as the Colour Space. Using any other Colour Space such as Adobe RGB or Prophoto RGB will still be accepted for internal competitions but they can adversely affect the quality of your image. External competitions will only accept sRGB as the colour space. You can select the colour space to use by doing the following, depending on your editing software;

**Adobe Photoshop:** You can convert to a different colour space simply by using EDIT>CONVERT TO PROFILE, then select the colour space from the drop-down list.

**Photoshop Elements:** Go to pull-down menu IMAGE and then select CONVERT COLOUR PROFILE and you are given 3 options, select CONVERT TO sRGB PROFILE.

10. Images should be sent to; *wcc.pdi@gmail.com* with the subject header on the Email titled with the competition’s theme; “HOT” or “COLD”, for example (unless otherwise instructed).

Alternatively, media containing Digital Slides are normally handed in the week before the competition (or as noted in the Programme).

These can be on USB Stick, CD, DVD or media card. They can be handed in to the Competition Secretary.

**11.** Marks given are out of 20 and the winner will be announced on the night.

**12.** The Competition secretary is authorised to reject any entry failing to comply with these rules, subject to appeal to committee at a later date.

## **Open Competitions – Panel Competitions**

**1.** Entry to the competition is restricted to paid up members of Worthing Camera Club only.

**2.** All entries compete on an equal footing. There are no Beginner, Intermediate, or Advanced Categories.

**3.** For Panel Competitions entries, members can enter up to three panels, each consisting of up to nine prints linked by a theme. It is worth noting that an odd number of prints in a panel work best and we have difficulty, due to lighting and space constraints, to show more than five prints at a time to their best advantage.

**4.** The images can either be on one mounting board, 50 x 40cm or less, or on separate mounting boards, again 50 x 40cm or less.

**5.** The panel may be of any subject unless otherwise stated.

**6.** The panel should be given an overall title and marked to show authors name and order of presentation as follows;

For three boards: 1 / left, 2 / middle, 3 / right hand image

For five boards: 1 / far left, 2 / left, 3 / middle, 4 / right, 5 / far right

For other layouts: The back of each print should be clearly labelled and a separate printed plan of how they are to be displayed should be submitted to the Print Secretary at the time of entry.

**7.** Prints can be trade processed but must otherwise be the original work of the owner.

**8.** Unless otherwise stated, entries must be delivered to the competition secretary one week before the event. Later entries may be accepted at the discretion of the Print Competition Secretary provided that at least one week's notice is given and the title of the entry provided.

**9.** Marks given are out of 20 with the winner and runner up announced on the night.

**10.** The Competition secretary is authorised to reject any entry failing to comply with these rules, subject to appeal to committee at a later date.

**11.** Whilst every care will be taken, all entries are submitted at competitor's own risk.

## **Open Competitions – Annual PDI Competition**

**1.** Entry to the competition is restricted to paid up members of Worthing Camera Club only.

**2.** All entries compete on an equal footing. There are no Beginner, Intermediate, or Advanced Categories.

**3.** There are five subjects available to be entered in. These are;

**a:** Portrait.

**b:** Landscape & Seascape.

**c:** Nature

**d:** Monochrome.

**e:** General.

**4.** Members may enter up to three images in total. They are not restricted to one subject but may be spread amongst them in any combination (for example, you can enter 2 images for Landscape and 1 for Portrait, 1 image in each, or 3 images in one subject).

**5.** You may use Images that have already been used in Merit, Panel, or Set Subject competitions previously.

**6.** All images must be in Jpg format. TIFFS, GIFFS, BITMAPS, or RAW files will not be accepted.

**7.** Images should use sRGB as the Colour Space. Using any other Colour Space such as Adobe RGB or Prophoto RGB will still be accepted for internal competitions but they can adversely affect the quality of your image. External competitions will only accept sRGB as the colour space. You can select the colour space to use by doing the following, depending on your editing software;

**Adobe Photoshop:** You can convert to a different colour space simply by using EDIT>CONVERT TO PROFILE, then select the colour space from the drop-down list.

**Photoshop Elements:** Go to pull-down menu IMAGE and then select CONVERT COLOUR PROFILE and you are given 3 options, select CONVERT TO sRGB PROFILE.

**8.** Images must be no larger than 1400 pixels along the base, or 1050 pixels on the high side. If either of these exceed these figures, then resize until both are within these parameters.

**9.** Images must be titled in the following way; *Subject\_Title\_Author*. For example, Landscape\_Worthing Pier at Night\_Len Brook.

**10.** Images should be sent to; *wcc.pdi@gmail.com* with the subject header on the Email titled “**Annual**” (unless otherwise instructed). Alternatively, media containing Digital Slides are normally handed in the week before the competition (or as noted in the Programme).

These can be on USB Stick, CD, DVD or media card. They can be handed in to the Competition Secretary.

**11.** Marks given are out of 20 and the winners and runner ups of each subject will be announced on the night. Trophies will be awarded as listed below at the AGM.

**12.** The Competition secretary is authorised to reject any entry failing to comply with these rules, subject to appeal to committee at a later date.

### **Open Competitions – Annual Print Competition**

**1.** Entry to the competition is restricted to paid up members of Worthing Camera Club only.

**2.** All entries compete on an equal footing. There are no Beginner, Intermediate, or Advanced Categories.

**3.** There are five subjects available to be entered in. These are;

**a:** Portrait.

**b:** Landscape and Seascape.

**c:** Nature.

**d:** Monochrome.

**e:** General.

**4.** Members may enter up to three images in total. They are not restricted to one subject but may be spread amongst them in any combination (for example, you can enter 2 images for Landscape and 1 for Portrait, 1 image in three separate subjects, or 3 images in one subject).

**5.** Unless otherwise stated, entries must be delivered to the competition secretary one week before the event. Later entries may be accepted at the discretion of the Print Competition Secretary

provided that at least one week's notice is given and the title of the entry provided.

**6.** Prints are to be mounted 40cm by 50cm with no exceptions. The image title, competitors full name, the class – i.e. Novice, Intermediate or Advanced needs to be displayed on the top left hand corner of the mount, on the back of the print. The competitors name should not be visible on the front. Tape used in mounting should not be visible or likely to be a risk to other people's prints. Prints can be submitted in individual bags but these must not be sealed. As stated, images on mounts smaller than 40cm by 50cm are acceptable but this may preclude their entry for external competitions (Regnum Crouch, for example).

**7.** You may use prints that have already been used in Merit, Panel, or Set Subject competitions previously.

**8.** Prints can be trade processed but must otherwise be the original work of the owner.

**9.** Marks given are out of 20 and the winners and runner ups of each subject will be announced on the night. Trophies will be awarded as listed below at the AGM.

**10.** The Competition secretary is authorised to reject any entry failing to comply with these rules, subject to appeal to committee at a later date.

**11.** Whilst every care will be taken, all entries are submitted at competitor's own risk.

## **Annual Awards**

### **Merit Print Competition Awards**

- Beginner – Shield
- Intermediate – Margetson Shield
- Advanced – Coleman Cup

### **Merit Projected Image Competition Awards**

- Beginner – Norman Cup
- Intermediate – Alexander Cup
- Advanced – Pennels Cup

### **Set Subject**

- Shield

### **Annual Print Competition Awards**

- Best Print – Crouch Cup
- Best Print Runner Up – Gardiner Cup
- Best Portrait – Patching Cup
- Best Landscape – Fox Cup
- Best Monochrome – Chris Peet Memorial Trophy
- Best Natural History – Spencer Cup
- Best General Subject – Connie Dickson Salver

### **Annual Projected Digital Image Competition Awards**

- Best Portrait – Stephenson Trophy
- Best Landscape – Projected Image Cup
- Best Natural History – Loader Cup
- Best Monochrome – Moor Cup 2
- Best General – Watts Cup
- Best in competition – Beney Shield
- Best runner up – Moor Cup

**A Certificate of Achievement** is awarded to the most improved member who has shown a marked improvement over the season.

**The Chairman's Cup** is awarded at the discretion of the Chairman to a member who has made an outstanding contribution to the club.

*Please remember that these trophies are the property of the club and will need to be returned in good time (cleaned and polished please) for the next recipients to have their names engraved on them. The club will let you know when and to whom they need to be handed into near the appropriate time.*

### **Notes on mounting prints.**

General competition rules specify that mounts must be 40cm x 50cm. The only exceptions for this rule are Beginners in the Merit Competition and Print Panel Competitions where the prints can be mounted up to 40cm by 50cm. The print can be placed anywhere on the mount. Any colour is acceptable. Prints do not have to be mounted in 'cut out' double mounts but can also be adhered to the surface of a mount board. Please bear in mind however that prints must be acceptable to the print secretary and should not be mounted in such a way that other prints are damaged when stored in the boxes used for the competitions. Mounts do not require a backing board but it is advisable to do so for protection. Prints framed in glass or similar are not acceptable.

Generally, prints mounted smaller than 40 x 50cm are not eligible for some other competitions, for example, the Regnum Crouch competition.

Demonstrations on mounting prints, aimed at new members, take place during practical sessions throughout the year. If in doubt, please talk to any committee member before mounting your print. The club have a mount cutter that can be booked out to members.

## Formatting Images for PDI Competitions

These step by step guides will assist you to correctly format your PDI Images for our competitions. If you are still unsure or have any questions, please ask a committee member.

### 1. Resizing PDI Competition Images in Photoshop (Len Brook)

- In the top bar *left click* on **“Image”**
- In the drop down menu, *left click* on **“Image Size”**
- In the box that appears, *left click* on **“Scale Styles”, “Constrain Proportions”, “Resample Image”,** and **make sure the boxes on the left of these are ticked.** In the box below these I have my selection as **“Bicubic Automatic”** but more experienced members than me might say different for this.
- With these boxes checked, in the area under where it says **“Pixel Dimensions”**, enter the desired size (pixels *not* percent) of **“1400” Width or “1050” Height.** You only have to enter one set of numbers; Photoshop will resize the other side in proportion. You just have to make sure that neither of these numbers are exceeded. If they are, simply enter the correct number on the oversized section and let Photoshop adjust accordingly.
- Now save and title your image with the using the steps below.

### 2. Titling your PDI Image for club competition (Len Brook)

- In the top bar *left click* on **“File”**.
- In the drop down menu *left click* on **“Save As”**.
- In the box that appears, type in **“Group\_Title\_Your Name”**. Make sure the box saying ‘Format’ reads as **“Jpg”**.
- *Left click* on **“Save”**
- The next screen gives **“Jpg Options”**. My personal preference where it says “Image Options” is ‘Maximum and 10’. (The setting for ‘Maximum 12’ uses up a lot more space with little apparent increase in quality).

- *Left click* on “**OK**” and your image should now be ready for entry to the competition.

### 3. Resizing and Titling PDI Competition entries in Microsoft Paint.

(Kate Linfield)

- Click on ‘Start’.
- Click on ‘Accessories’.
- Select ‘Paint’.
- Click on ‘File’.
- Click on ‘Open’.
- Select your image and click on ‘Open’.
- Click on ‘Resize’. (Depending on your version of Windows, this could be an icon next to ‘Select’ which looks like to a small square with a bigger square in front of it.)
- Click on the circle next to ‘Pixels’.
- Click on the box next to ‘Horizontal’ and enter “1400”.
- Check that the box next to ‘Vertical’ has a figure less than “1050”.
- If these figures are equal to or less than the numbers stated, click on ‘OK’.
- If they are not and are greater than the numbers stated, re-enter the too large figure to the correct size (the other should resize in proportion). Then click ‘OK’.
- Click on ‘File’.
- Click on ‘Save As’.
- Enter “Group\_Title\_Your Name”. For example;  
Beginner\_Sunset on Worthing Beach\_Kate Linfield
- Click on ‘Save’.
- Now you can Email your entry to **wcc.pdi@gmail.com** with the Subject Header “PDI”.

## **External Competitions**

We enter the Sussex Photographic Federation (SxPF) and Regnum Crouch (RC) PDI and Print competitions. The External Competition Committee chooses the club's entries and their decision is final.

The rules to the Regnum Crouch competitions can be found at <http://www.regnumcrouch.org.uk> RC print entries are chosen in October and RC digital projected image entries are chosen in March.

For details of the SxPF competitions please refer to the website: <http://www.sxpf.org.uk/>

## **APPENDIX 1 - Data Protection Act 1984**

*All members are asked to read this appendix.*

Information about Club members is held on computers for various purposes. The Secretary maintains computerized membership records which contain the following;

### **Personal Details**

- Name
- Age Group
- Address
- Telephone Number
- Email Address

### **Club and Photographic Details**

- Year Joined Club
- Photo Honours
- Membership Type
- Positions Held
- Competition Class
- Photographic Skills
- Make and Model of Cameras

Records are maintained on computer by other members, e.g. for the purpose of running Club competitions but contain no additional personal details to the above.

In order to avoid the complications and expense of registering under the Data Protection Act 1984, the Club is required to ask each member whether he/she objects to his/her name being entered in

this way on computerized records. We are required not to disclose any data to anyone outside the Club without the consent of the member. The Club gives its assurance that these requirements will be observed at all time but if you have any objection to having your details recorded on computer, you must advise the Secretary in writing.