

# COMPETITION HANDBOOK

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## COMPETITION OVERVIEW

This booklet is intended to help members to prepare competition entries. All members should have received a copy of the 'Constitution and Rules' leaflet. Competition rules from that leaflet are repeated here, alongside information on preparing digital files.

Members are encouraged to enter club competitions. Judges are asked to give positive information to try to help the author improve their photography. Entries only bear the authors membership number so that entries remain anonymous – unless the judge is sufficiently pleased with the image to award it a credit. If a credit is awarded the author's name is announced.

**Please note that for the Monthly Competitions you cannot re-enter an image which has ever received a credit in ANY category except that a colour image which has received a 'Credit' in the Colour Print or DPI sections can be entered as a Monochrome Print in a subsequent year.**

**In the Annual you cannot re-enter an image which has been accepted in one category in ANY OTHER category, except that a colour image accepted in the Colour Print or DPI sections can be re-entered as a Monochrome Print. Also you cannot enter the same image in more than one category of the same year's Annual Exhibition.**

There are some rules which apply throughout all competitions.

1. Entries must originate as photographs (image-captures of objects via light sensitivity) made by the member on photographic emulsion or acquired digitally. Images may be altered – electronically or otherwise – by the member. The member must own the copyright for all parts of the images submitted
2. All prints must be printed by the author. The use of self-service printing booths is allowed but you must make all changes yourself. You must check that no-one else will be making any adjustments to your files before or during printing.
3. The maximum print size – including mount – **must be no more than 16" x 20" (400mm x 500mm). This is because they must fit in the print box to be sent to the judge. Oversize prints will be rejected.**
4. Digital files should be a maximum of 1400 pixels wide and a maximum of 1050 pixels high. If one dimension is smaller that area will be filled automatically with a black border. There is no need for you to add one.
5. The following requirements apply to all digital projected image entries.  
Set the colour space as sRGB.  
Set mode to 8 bit colour or 8 bit greyscale  
Flatten the image and save as JPEG or tiff image. Make sure tiff files are 8 bit
6. The file naming convention for digital files can vary between one competition and another. Please check carefully.
7. Slide mounts should be labelled with the image title and your membership number (your name must not appear).
8. Entries for all competitions have to be handed in by the date listed on your membership card. If in doubt please check with the Competition Secretary.

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## PREPARING DIGITAL FILES FOR PROJECTION

These notes are to help with preparing digital files for entry to DCC competitions.

**ALWAYS READ THE RULES.** Failure to do this can cause images to be disqualified or they may not display properly.

In the following instructions for Photoshop and Elements instructions are given for both programs with the instructions for Elements in red where they differ from those for Photoshop.

You will be asked to control the following:

1. The colour space sRGB must be used. If you do not set the correct colour space the colours of your image may not display correctly.  
In *Photoshop* or **Elements**  
*Edit > Assign Profile*  
*Under 'Profile' select drop down menu and select sRGB IEC61966-2.1*  
*Then Click OK.*  
**Image > Convert Colour Profile > Convert to sRGB Profile**
  2. Always flatten the image if you have used layers.  
In *Photoshop* or **Elements**  
*Layers>Flatten Image*  
**Layer > Flatten Image**
  3. The mode – usually RGB Colour, 8 bits only OR Greyscale 8 bits  
*Image > Mode*  
*Then select both RGB and 8 bit*  
**Image > Mode > RGB Colour**
  4. The image size. The club's projector (and the one used by the SPF) has a resolution of 1400 wide by 1050 high.  
In *Photoshop* or **Elements**  
Adjust the number of pixels along the longest dimension of your image.  
*Image > Image Size*  
**Image>Resize>Image Size**  
*Make sure the 'constrain proportions box is ticked.*  
*Pixel dimensions are in the upper box.*  
*Change width to 1400 for a landscape format image.*  
*Change the height to 1050 for a portrait format image.*  
*Check that the dimension which has changed automatically is within the permitted limits.*  
**Save your image**
- JPEG (jpeg) files must be 8 bit. If JPEG does not appear in the drop down menu of file types when you are saving the image you have forgotten to change the mode to 8 bit! Use the highest quality setting (usually 12) to save your images.

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JPEG uses a 'lossy' compression and higher compression ratios can reduce the quality of your images when projected.

TIFF files use a 'loss-less' compression but must not be compressed for competitions. The file size is much bigger than for JPEG images. Only 8 bit TIFFS can be used – our software does not accept 16 bit images.

Both TIFF and JPEG images are accepted for club competitions. When submitting images for use as part of a club entry to external competitions TIFF images are preferred as some competitions may ask for a different file size. It is better not to have to re-JPEG a file as quality can be reduced when projecting the image.

Create a folder for your images. Read the rules for the competition to check how to name the folder. This can vary for different competitions.

Open the folder to save your image. Type in the name of your file as specified in the competition rules. The software used by DCC takes information from the folder name and the file name and enters them into a spreadsheet. This saves the competition secretary a lot of work. It does not take long for each member to name their own folders and files, but it can take a very long time for the competition secretary to correct everybody's errors.

#### 5. Writing a CD

The CD has to be read in a computer other than your own.

**DO NOT USE MULTISESSION**

Discs must be 'to be read on any computer', 'write at once' and you must ensure that the 'session is closed'.

Do not use labels on the CD – write your name on it with permanent marker pen. You may also be asked for a competition number, address, and postcode or phone number.

#### **DEFINITION OF A MONOCHROME (BLACK AND WHITE) IMAGE**

An image containing shades varying from very dark grey (black) to the very clear grey (white) is a monochrome work. A black and white work toned entirely in a single colour will remain a monochrome work and can be entered in the black and white category. On the other hand a black and white work modified by a partial toning or by the addition of one colour becomes a colour work (polychrome) and must be entered in the colour category

#### **PRESENTATION OF PRINTS FOR COMPETITIONS**

1. All prints must be mounted.
2. **Maximum** size including mount is 20" x 16" (500mm x 400mm).
3. The following information must be clearly written on the **back** of the print:-  
Name of competition and category entered  
Section (if applicable)  
Membership number of author  
Title of image

## **NATURE**

There is a nature definition which applies to nature competitions only.

#### **Combined FIAP, PSA, PAGB and RPS Nature Photography Definition**

NATURE PHOTOGRAPHY is restricted to the use of the photographic process to depict all branches of natural history, except anthropology and archaeology, in such a fashion that a well-informed person will be able to identify the subject material and certify its honest presentation. The story telling value of a photograph must be weighed more than the pictorial quality while maintaining high technical quality. Human elements shall not be present, except where those human elements are integral parts of the nature story such as nature subjects, like barn owls or storks, adapted to an environment modified by humans, or where those human elements are in situations depicting natural forces, like hurricanes or tidal waves. Scientific bands, scientific tags or radio collars on wild animals are permissible. Photographs of human created hybrid plants, cultivated plants, feral animals, domestic animals, or mounted specimens are ineligible, as is any form of manipulation that alters the truth of the photographic statement. No techniques that add, relocate, replace, or remove pictorial elements except by cropping are permitted. Techniques that enhance the presentation of the photograph without changing the nature story or the pictorial content, or without altering the content of the original scene, are permitted including HDR, focus stacking and dodging/burning. Techniques that remove elements added by the camera, such as dust spots, digital noise, and film scratches, are allowed. Stitched images are not permitted. All allowed adjustments must appear natural. Colour images can be converted to greyscale monochrome. Infrared images, either direct-captures or derivations, are not allowed. Images used in Nature Photography competitions may be divided into two classes; Nature and Wildlife. Images entered in Nature sections meeting the Nature Photography Definition above can have landscapes, geological formations, weather phenomena, and extant organisms as the primary subject matter. This includes images taken with the subjects in controlled conditions, such as zoos, game farms, botanical gardens, aquariums and any enclosure where the subjects are totally dependent on man for food. Images entered in Wildlife sections meeting the Nature Photography Definition above are further defined as one or more extant zoological or botanical organisms free and unrestrained in a natural or adopted habitat. Landscapes, geological formations, photographs of zoo or game farm animals, or of any extant zoological or botanical species taken under controlled conditions are not eligible in Wildlife sections. Wildlife is not limited to animals, birds and insects. Marine subjects (plus fungi and algae) taken in the wild are suitable wildlife subjects, as are carcasses of extant species. Wildlife images may be entered in Nature sections of Exhibitions.

## MONTHLY COMPETITIONS

### RULES

1. Three Sections will operate and members will be assigned to one (the same will apply to all three categories):  
General Section: members in the first few years of entering competitions and new members with little or no previous club experience.  
Intermediate Section: members who have more experience and have entered competitions for several years, including members achieving LRPS.  
Advanced Section: skilled photographers with appropriate skill level and/or photographic honours such as ARPS, BPE\* awards, AFIAP and CPAGB (or higher levels) would automatically be put in this section.  
Members who are new to photographic competitions may elect to have their beginner's status indicated to the judge by placing a (B) after the member number (see rule 12).
2. Three Categories will operate Mono Prints, Colour Prints and Digital Projected Images.
3. Members can enter up to 3 images in each category, with a maximum of 4 in any one Monthly Competition.
4. Judges, whenever possible will be selected from outwith the club and will be asked to award credits.
5. If a Judge fails to appear, the Committee reserves the right to use alternative methods of judging.
6. No late entries will be accepted.
7. An image can be used in more than one monthly competition provided it has not been awarded a credit. However, no print or digital projected image can be submitted more than 3 times in Monthly Competitions.
8. An image, or significantly similar image, which has gained a Credit may not be used again in any category except that a colour image which has received a 'Credit' in the Colour Print or DPI sections can be entered as a Monochrome Print in a subsequent year.
9. Entries must originate as photographs (image-captures of objects via light sensitivity) made by the member on photographic emulsion or acquired digitally. Images may be altered – electronically or otherwise – by the member. NB See definitions for Nature images. The member must own the copyright for all parts of the images submitted.
10. Negatives may be home or commercially processed.
11. Mono and Colour print categories must be printed by the author on photographic or electronic print material.
12. All prints should be mounted and be not greater than 16" x 20" including the mount. Double mounts and heavy backing boards should be avoided.

13. Prints must bear the following information: Section entered, title and Member's number and where appropriate (B).  
Digital entries must bear the Section entered and Member's Number on the CD. See current instructions issued by the Competition Secretary
14. The winner or tied winners of the General and Intermediate sections must move up a section if they achieve 7 or more Credits in that Section. Winners with less than 7 credits will be invited to move up a section if they so wish.
15. The member(s) with the lowest score(s) in the Intermediate and Advanced Sections will move down a Section at the discretion of the Committee.
16. New Members will be placed in the most appropriate 'Section' based on the standard in photography that they have reached.  
When New Members join they are to be asked to provide the Competition Secretary with appropriate information of any previous Camera/Photographic Clubs of which they have been a member, any photographic qualifications they hold and indicate if they have had acceptances in any National or International Exhibitions.
17. Members may not submit an image or a significantly similar image in more than one category in the same monthly competition.

### DIGITAL FILE INSTRUCTIONS

**Please note that ALL files MUST have a title and it is important to follow the instructions below. If you have difficulty please ASK.**

Prepare files with maximum 1400 pixels horizontally and maximum 1050 pixels vertically, sRGB colour space, 8 bit colour, Tiff or JPEG.

For monthly competitions your files (Maximum of 3) should be named:

1\_Title  
2\_Title  
3\_Title

Place all the files in a folder – the folder title is your name.

Write to a CD.

Label the CD with your name with a marker pen.

**Do not attach any labels to the CD.**

## PORTFOLIO COMPETITION

### RULES

1. There are 2 Portfolio competitions. The Projected Image Portfolio consists of 6 PDI's on a theme of the author's choice and the Print Portfolio consists of 6 prints on a theme of the author's choice. Members can enter both competitions but the themes and all images must be different.
2. Projected Images or prints which have been entered or credited in Monthly Competitions are eligible.
3. A judge will be selected by the Committee and invited to select a winner in the print and Projected Image category and will award trophies accordingly.
4. Entries must be anonymous. Prints must be hung before the arrival of the judge. Projected Images will be sent to the judge in advance and must be numbered 1 to 6.
5. Only one section will operate in the competition.
6. Entries must originate as photographs (image-captures of objects via light sensitivity) made by the member on photographic emulsion or acquired digitally. Images may be altered – electronically or otherwise – by the member. The member must own the copyright for all parts of the images submitted.
7. Negatives and slides may be home or commercially processed.
8. Mono and Colour Prints must be printed by the author on photographic or electronic print material.
9. All digital files must be presented as in current instructions issued by the Competition Secretary.

### DIGITAL FILE INSTRUCTIONS FOR PORTFOLIO

Name the folder with the portfolio title, followed by an underscore and your name.

Number the images from 1 to 6 followed by underscore then the title. Images should be numbered in the order in which they should be projected.

**If you do not have individual titles for the images just name each one 'untitled' followed by a sequence number as below. (Every file MUST have an individual title for the programme we use to run the competition.)**

E.g. Folder      The Life of Insects\_Lesley Simpson  
Images      1\_Butterfly  
                 2\_Emerging Dragonfly  
                 3\_Untitled 1  
                 4\_Untitled 2  
                 5\_Untitled 3  
                 6\_Untitled 4

## ANNUAL EXHIBITIONS

### RULES

1. The Annual Exhibition will be in two parts—one for Prints and one for Projected Images. Each member may enter up to eight prints (subject to a maximum of six mono or six colour prints) into the Print Exhibition. The Maximum size of prints shall be 16" x 20" including the mount.
2. Each member may enter up to eight digital files or 2"x2" slides into the Projected Image Exhibition.
3. An image, or significantly similar image, once accepted in the Annual cannot be used again in any subsequent Annual Exhibition in any category, except that a colour image accepted in the Colour Print or DPI sections can be re-entered as a Monochrome Print. Images which have been entered in or won other competitions (e.g. Monthly, Nature) can be entered in the Annual Exhibition.
4. Members may not enter the same image into more than one category (i.e. Monochrome Prints, Colour Prints or DPI) Of the same year's Annual Exhibition.
5. Judges will be picked by the committee and invited to select 50 –60 prints (approximately in proportion to the colour/mono entry) and 50—60 Projected Images to form the Annual Exhibition
6. Judges will also be invited to name the first and runner up in each subject together with the top three Monochrome Prints, the top three Colour Prints and the top three Projected Images in that exhibition.
7. Only one section will operate in the Annual Exhibition.
8. The subjects are: - Pictorial, Portraiture, Action/Sport, Creative, Nature and Landscape.
9. Entries must originate as photographs (image-captures of objects via light sensitivity) made by the member on photographic emulsion or acquired digitally. Images may be altered – electronically or otherwise – by the member. The member must own the copyright for all parts of the images submitted.
10. Negatives and slides may be home or commercially processed.
11. Mono and Colour Prints must be printed by the author on photographic or electronic print material.
12. All digital files must be presented as in current instructions issued by the Competition Secretary.

### DIGITAL FILE INSTRUCTIONS – FILE NAMING

The program we use for the projected images has a facility to sort the images into the different categories so please follow the following instructions for your digital images. These instructions will also be on the reverse of the entry form.

**All images must have a title.**

Please prepare the files themselves as for the Monthly Competitions. However they must be titled and written to disc as follows.

1. Do NOT place the files into a folder just place them on the disc.
2. Title them as below.

Category\_ Title\_ Entrants Name

Please note – there are no spaces between Category, Title and Entrant Name – just the underscore.

Please type the title correctly as any spelling mistakes or typos will go to the judge!

e.g. Landscape\_Moray Firth Sunset\_John Smith  
Portraiture\_Fringe Performer\_John Smith  
Nature\_Blackbird\_John Smith

If you follow the instructions the software will do all the work – not the Competition Secretary. It doesn't take long to prepare your entry correctly – it could take the Competition Secretary hours to prepare entries for the judge if you do not!!

### **SET SUBJECT CHALLENGE (MINI COMP) - RULES**

1. One section will operate in the 'Set Subject Challenge' competition.
2. The "Set Subject Challenge" is a competition open to all members.
3. Two categories will operate, Projected Digital Images and/or Unmounted Prints, up to a maximum size of A4.
4. Members may submit one image per subject per category. i.e. any image submitted as a PDI may not be submitted as a print and visa versa.
5. Images which have been previously entered or credited in a Monthly Competition ARE eligible.
6. Three subjects for the Competition will be selected annually.
7. The Competition will be judged on the night with a score being awarded to each image. The highest total aggregate in each category (i.e. PDI's or Prints) will decide the winner.
8. All digital files must be presented as in current instructions issued by the Competition Secretary.
9. All images (PDI and Prints) must be handed in one week in advance. (A maximum of 3 PDI's and/or 3 Prints).

### **FILE NAMING**

1. Create a separate folder for each subject – titles with subject name.
2. Place one file in each folder.
3. Title of files to be as follows: Image title\_your name
4. Write to disc and label with your name and membership number.

### **IT'S A KNOCKOUT**

This is light-hearted competition.

As for all competitions entries may be handed-in as slides or digital files. However, all slides will be scanned and the competition will be held in digital format only.

Digital files must be at a maximum resolution of 1400 x 1050 and prepared as for all club competitions.

All entries should be work not previously used in club competitions.

All images must be handed in, in advance (see list of handing in dates.)

Members can enter a maximum of 6 files.

### **FILE NAMING**

1. Make a folder titled with your name.
2. Give each file a title.
3. Name your files as follows:  
1 Title  
2 Title  
3 Title  
4 Title etc.  
Individual titles are required for all images.
4. Save your files into the folder and write to disk. Label the disk with your name and membership number. Use permanent marker – no labels please.

### **NATURE COMPETITION**

1. Nature is a standalone competition.
2. Images will receive Commended and Highly Commended awards from the judge, along with 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in each section (Monochrome, Colour Prints and Projected Digital Images).
3. The results of the Nature competition will not go towards the Photographer of the Year results.

### **PHOTOGRAPHER OF THE YEAR**

The "Photographer of the Year" award is given to the member who has the highest total of "Credits" in the season, across all sections.

