



# Club Rules

**Session 2018 - 2019**

(Updated August 2018)

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# 1.0 GENERAL COMPETITION RULES

All Competitions shall comply with the General Rules, with any Special or Interclub Competition requirements taking precedence.

- 1.1 All entries must be submitted THREE weeks prior to the competition date or as otherwise specified.
- 1.2 All entries shall be titled
- 1.3 Digitally prepared or manipulated images can be entered into all club competitions.
- 1.35 Any Digital Images entered must have been taken from a slide, negative, Print; or from a digital file taken by a Digital Camera; all of which must have been taken by the author. All manipulation of an image must have significant input by the author. The use of Royalty Free image banks, textures and clipart are not permitted.
- 1.4 All Competitions will be judged externally.

## 1.5 PRINT RULES

All prints may be processed by the author or by Commercial Printers. All Prints shall be mounted, with Maximum mount size being 50cm x 40cm in line with external competition restrictions.

1.6 SLIDE RULES - Slides are no longer accepted.

## 1.7 DIGITAL FILE RULES

Images **must** be supplied in two sizes for all Club Competitions as both 1600x1200 and 1400x1050 – You must include your '**THREE DIGIT**' membership number, IMMEDIATELY AFTER the image number, at the **BEGINNING** of your filename. **FULL RULES AND INSTRUCTIONS FOR SUBMISSION OF DIGITAL FILES, INCLUDING FILENAMING, ARE AVAILABLE IN SECTION 6.0 OF THIS DOCUMENT.**

**COMPETITION ENTRY SLIPS ARE AVAILABLE FROM THE COMPETITION SECRETARIES,  
OR FROM THE CLUB WEBSITE**

Go to <http://www.carluke-cc.org.uk/newmenuentryforms.html> for all Competition Entry Forms and choose the one you need for the competition you are entering. *Example Competition Entry Slip below -*

Competition No.	Last Date for Hand-in	Competition Date	Description	Judge	mark it as appropriate
2	16-Sep-16	07-Oct-16	Digital 1	Colin Robinson	<input type="checkbox"/>
6	03-Feb-17	24-Feb-17	Digital 2	Ken Lindsay	<input type="checkbox"/>

  

Membership No.	Name	League	Contact	Status
4				

N.B. Digital filename or Description on rear of Print : Item\_Membership\_ImageTitle  
Example : 01\_447\_Sunset Image Title (maximum 4 entries)

01_4	
02_4	
03_4	
04_4	

If you require any further information  
please do not hesitate to contact  
the  
Competition Secretaries -  
**Sadie Paterson**  
**Gaille Gray**  
**Cameron Scott**  
or speak to another committee member.

## 2.0 CLUB COMPETITIONS

- 2.1 There shall be **SIX** club competitions in both Leagues 1 and 2, preferably evenly spaced throughout the Session, all will be Open subjects, in accordance with the following:

Category	No. of Competitions
<b>Black &amp; White (Monochrome) Print</b>	<b>2</b>
<b>Colour Print</b>	<b>2</b>
<b>Digital File</b>	<b>2</b>

Club Trophies are awarded for 1st Place in each Category, in both Leagues 1 and 2. Placing is decided on the total marks in that category - only the highest mark in each Competition is eligible.

The Committee will have the overriding decision on what section you can enter. All entrants are asked to indicate on their **Competition Entry Slip** what level they are entering i.e. League 1 or 2 or Beginner

Beginner's entries will be indicated to the judge.

- 2.12 A member must be in the same section for both Digital File & Print Competitions. The committee will have the overriding decision on what League you can enter. (Anyone who wishes to can go back to League 2 prior to entering the 1<sup>st</sup> Competition of the season, if they have not scored a top 3 place in League 1 in the last 3 years.) If he/she has already participated in the Advanced or League 1 section then he/she must be in the Advanced/League 1 section for both digital file and prints. Any Beginner/Intermediate, in League 2, who has entered only one medium previously, cannot choose to move up to the next section in only that one medium.

- 2.13 **Judges will award marks out of 20 for all of the Club Competitions**, - except for the Annual Competition where no marks will be given.

- 2.2 The Six Club Competitions in each Section will be held on six separate nights, each night comprising of **only one medium**, for both Leagues 1 and 2, to be judged separately.

- 2.3 **Each member may enter up to a maximum of FOUR** entries per Competition. In any competition, ONE of the entries may have been submitted in a previous club competition provided that it has NOT achieved a higher position than fourth place.

- 2.4 Where a print or a digital file attains a top three position in any club competition, that entry may NOT be entered into any other club competition except the Annual Competition.  
An image may be used in only one medium in a season irrespective of the result e.g. if you enter a digital file you cannot enter a print of that file until the following season (except in the Annual Competition).

Where a print or digital file does not attain a higher place than fourth place, that entry may be re-entered in any other club competition in that session, or the following year.

- 2.5 **CLUB CHAMPION** - A Trophy is awarded for 1st Place, & Runner Up. Placing is decided on the total marks from 5 out of the 6 League 1 Club Competitions. Only the highest mark in each Competition is eligible.

- 2.6 **BEGINNERS CHAMPION** - A Trophy is awarded for 1st Place. Placing is decided on the total marks from 5 out of the 6 League 2 Club Competitions. Only the highest mark in each Competition is eligible.

- 2.7 **'LEAGUE 2' CHAMPION** - A Trophy is awarded for 1st Place. Placing is decided on the total marks from 5 out of the 6 League 2 Club Competitions. Only the highest mark in each Competition is eligible.

- 2.75 Transferring from League 2 to League 1 – League 2 will consist of both Beginner and Intermediate. Members may stay as a Beginner for up to a maximum of TWO years from the start date of entering Competitions, unless you are awarded the Beginners Trophy in which case you must move up to the next level, and be classed as (Intermediate) League 2.

The Winner of League 2 will move up to League 1, unless they are classed as a beginner.

After ONE year the Beginner can have the choice as to whether they want to move up to the Intermediate section, or the Intermediate up to the Advanced.

### **3.0 INTERCLUB COMPETITIONS**

- 3.1** Members whose work scores 15 or more in Club Competitions will have their work retained for Inter-club Competitions. These entries will be held by the Competition or Selection Secretaries, for use during the session. Authors who wish their work returned should notify them, so that it can be returned A.S.A.P.
- 3.2** Any member, who belongs to more than one Camera Club, must advise the Competition Secretary within four weeks of the start of the session or joining, if they intend to compete on behalf of Carluke C.C. for external competitions. Members cannot compete on behalf of Carluke and any other Club.
- 3.3** **Selection** - The selection of entries for Inter- Club Competitions will be limited to a maximum of four entries per author, per Competition.

## 4.0 ANNUAL COMPETITION

- 4.31** The Annual Competition will be run as two separate competitions, one for each medium for 'Print' and 'Digital File' no slides please. The Digital will be run in April/May each year, and the Print the following Sept/Oct.
- 4.32** Any Images used throughout the season will be eligible, as will any new work. Any new work used can be used in the following season's 'Championship' competitions, ONCE only.
- 4.33** All general competition rules for size, presentation etc. will apply, except those superseded below. Digital Files must be sized etc. as per the Digital Rules Notes, and titled as per rule 4.37 below.
- 4.34** The same entries can be entered for both the 'Prints' and the 'Digital' competitions.
- 4.35** Categories for both mediums are –
1. **Event People**
  2. **Landscape/Seascape**
  3. **Low Light**
  4. **Macro**
  5. **Nature (no macro)** – Not run under strict nature rules. This does not exclude domestic pets, cultivated plants or captive birds or animals so cats, cows, horses, roses etc. are eligible.
  6. **People and Places of the World** – Must convey the story at the time taken. Any adjustments (levels/curves/colour adj) must look natural. Nothing must be added or replaced to change the story. Removing dust marks is acceptable.
  7. **Sport**
  8. **Street/Humour/Documentary** – Must convey the story at the time taken. Any adjustments (levels/curves/colour adj) must look natural. Nothing must be added or replaced to change the story. Removing dust marks is acceptable.
  9. **Interior Set-Up/Studio/** (not macro)
  10. **Altered Reality/Surreal** – Must look unreal.
- 4.36** Each author can enter a maximum of 8 photographs in the Competition; with a maximum of 4 entries in any one 'category' per competition.
- 4.37** Authors must identify their entries with –
- CATEGORY NUMBER\_ITEM (image no)\_MEMBERSHIP No\_IMAGE TITLE** This is required when file naming your images, and should also be included when titling your prints. See example filename below -
- e.g. For the **fourth category**, and **first image**, for **member number 499**, and **title Misty Horizon** the filename would be - **04\_01\_499\_MistyHorizon**; *(Please see guidance on Annual Entry Slips for category numbers)* and please ensure that these Annual Entry Slips have been completed to match your images, images will be disqualified if this is not done
- 4.38** The Judge will be asked to give a winner in each category – He will also award 'Highly Commended' or 'Commended' to any entries he feels worthy.

The Judge will also be asked to Select the 'Best Overall' from the Category winners, and then the 'Best from a League 2 author'.

No Marks will be used in this competition.

**The Judges for the Competitions to be given a copy of the definitions above.**

## 5.0 JAMES McDOWALL TROPHY

- 5.01 The James McDowall Trophy will be decided by the total of the best 3 entries from the same author, submitted into the James McDowall competition. This competition will be held as a standalone Competition, with strict nature rules (e.g. no pets etc.)
- 5.02 Maximum 4 entries per author; any mix of print and/or digital may be entered.
- 5.03 Entries entered into any previous James McDowall Competition or any previous Club Annual Competition nature sections are ineligible.
- 5.04 The Judge will be asked to select the 'Best League 1 individual entry' and the 'Best League 2 individual entry'

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**Examples of NEW 1600 x 1200 Image Sizing for both horizontal and vertical images – See instructions opposite** (For 1400x1050 substitute 1400 for the 1600 below, and 1050 for the 1200 below)

HORIZONTAL



**Always 1600 Max. Horizontal**

**Always  
1200  
Max.  
(can be less)**

VERTICAL



**(for a vertical image the width will be much less than 1600)**

**Always  
1200  
Max.**

## 6.0 CLUB COMPETITIONS DIGITAL FILES

This following information applies to all Digital Files submitted to ALL Club Competitions

For all Club competitions Digital Files will be projected on a Canon WUX500 Projector with PC/Laptop running Windows XP, or 10, which has been calibrated using a 'Spyder 3 Pro' or 'I-One Display Pro' kit. Images will be projected using Adobe Bridge software.

All Digital files are to be submitted in the following format –

- 1 - **Mode – RGB Colour, or greyscale; 8 bits only**  
Please Note - The projector works in the colour space – sRGB, your images will be converted to this by the projector automatically, but **it is recommended that you submit your files in sRGB.**
- 2 - **File Format – jpeg or tiff (no compression)**
- 3 - You require two versions of each Digital File; the 1st at 1600 x 1200 and the 2nd at 1400 x 1050  
**Image Size – 1600 pixels** horizontal maximum; **1200 pixels** vertical maximum (*See example on opposite page*)  
**and**  
a **second copy** at -  
**Image Size - 1400 pixels** horizontal maximum; **1050 pixels** vertical, maximum  
Please Note – 1920 x 1200 is the native resolution of the projector so the new dimensions will give optimum viewing for our Competitions.
- 4 - Images must not contain layers, they must be 'flattened' prior to submission.
- 5 - The Image itself must not display the title or author name.
- 6 - **Image Filename Rules:**  
**Your images should be named as follows -**

<b>Numbered</b>	<b>01, 02, 03 etc.</b>	(as they appear on your entry slip)
<b>followed by</b>	<b>_</b>	(this is an underscore NOT a hyphen)
<b>followed by</b>	<b>the three digits of your membership number</b>	(e.g. 423 )
<b>followed by</b>	<b>_</b>	(underscore as above)
<b>and then your</b>	<b>title</b>	(maximum of 30 characters)

For example - the file name for the first image, 'Misty Loch Ard' by author member no. **423** would be – **01\_423\_MistyLochArd** or **01\_423\_mistylochard** (N.B. no intervening spaces)

*The ONLY exception to this is the Annual Competition, please follow the file-naming given in that Competition's Rules (Section 4.0) and the Annual Entry Slip details.*

- 7- You must write your files onto a 'CD-R', **not a re-writeable disk or a DVD**, and make sure that the 'session is closed'; Write your name and membership number on the CD, and complete the Competition Entry Slip (Please do not stick labels onto your CD). Images **MUST NOT** be submitted by email.
- 8 - You must ensure that no 'virus' is present, any found with a virus will not be opened.
- 9 - **All the '1600 x 1200' images should be placed in a folder called 'your name 1600' and all the '1400 x 1050' images should be placed in a folder called 'your name 1400'**

Hopefully the following instructions will help you do this.



## **HOW TO 'SIZE & SAVE' YOUR FILE FOR CLUB COMPETITIONS**

These notes are supplied only as basic guidance to anyone who wishes to enter our competitions and may require some assistance.

**For help submitting in 'sRGB' see 'HOW TO CONVERT YOUR IMAGES FROM 'Adobe RGB 1998' to 'sRGB' .**

Do this before you resize your image. If you have not **set a 'colour space' in Photoshop** it is likely that it will default to 'sRGB' but you are better to check – see **'HOW TO SET YOUR COLOUR SPACE IN PHOTOSHOP'**

### **Using Adobe Photoshop (& Elements) –**

- A - Go to FILE > OPEN and 'left mouse- click' on 'your chosen file' and click 'OPEN'**
- B - Go to IMAGE > MODE > RGB Color & 8bits (In Elements - if you are not prompted on opening, convert to 8 bits)**
- C - If you have done work in layers in photoshop you should 'flatten' the image before resizing by going to LAYER > FLATTEN**
- D - Go to IMAGE > IMAGE SIZE**  
(In Elements - IMAGE > RESIZE > IMAGE SIZE) **and tick all three boxes ('Scale Styles', 'Constrain Proportions' and 'Resample Image')** **and choose one of the Bicubic' options** (if you are not sure then just select 'bicubic') (note - older versions of Photoshop only have two boxes, tick both and continue)
- E - still in the IMAGE SIZE palette; you require to set the PIXEL DIMENSIONS (at the top of this image size palette) –**  
**If a 'landscape' (horizontal) image complete the 'Pixel Dimesions' > Width > type '1600'** (the height will be automatically filled in and should be '1200' max; if not enter '1200' in the height first as below)  
**OR**  
**If a 'portrait' (vertical) image complete the 'Pixel Dimesions' > Height > type '1200' (NOT 1600!!)** (the width will be filled in automatically and should be '1600' max; if not enter '1600' first as above)  
**and left mouse click 'OK'**
- F - You are now ready to save, so go to - FILE > SAVE AS**
- G - Create a 'NEW FOLDER' by left mouse clicking on the folder icon** (if you are not sure which icon, hold your cursor over the icon to find the right one) **& type in 'Your Name and 1600'**, (just type where you see 'New Folder' appear) **and then press the 'RETURN' key**
- H - Type in your 'FILENAME' (as in Digital File Rules 6);**  
**Select 'jpeg' or 'tiff' from the 'format' drop down list click 'SAVE' when the next box comes up select 'the highest image quality if jpeg' or 'Image Compression None if tiff' and click 'OK'**

### **Before closing your image, to make the smaller size File -**

- I - Go back in your HISTORY palette to stage 'C'** (Do not simply resize without going back in the history or it will result in poor quality) and this time at stage **'D'** enter **'1400'** for width or **'1050'** for height.
- J - You are now ready to save this smaller file FILE > SAVE AS**
- K - Create a 'NEW FOLDER' by left mouse clicking on the folder icon & type in 'Your Name and 1400'**, (just type where you see 'New Folder' appear) **and then press the 'RETURN' key**
- L - Type in your 'filename' and select 'tiff' or 'jpeg' exactly as before, and click 'SAVE'**
- M - You can now continue to do your remaining images following steps 'A to L' and placing them in the relevant folders you created at steps 'G' and 'K'.**

**After you have done all the images you wish to submit, you are ready to go out of photoshop and create your CD-R, please do not email your images**

## **HOW TO CONVERT YOUR IMAGES FROM 'Adobe RGB 1998' to 'sRGB'**

Some people work in 'sRGB' by default, particularly when in jpeg format, but many who print are using Adobe RGB(1998). What you are doing in the following is using photoshop to convert to 'sRGB' any files that are not in 'sRGB' (e.g. Adobe RGB 1998, ProPhoto or Apple RGB).

**The following is meant as a guide to help you if you wish to convert from Adobe RGB 1998, or another colour space, to sRGB -**

**With a full version of Adobe Photoshop open, and your image open go to –**

- A - EDIT > CONVERT TO PROFILE**
- B - In 'Destination Space' for Profile select 'sRGB IEC...' which will be near the top and for 'Conversion Options' choose engine 'Adobe (ACE)' and Intent 'Relative Colorimetric' leave 'Black Point..' ticked and if the other two boxes are not greyed out 'Use Dither' and 'Flatten Image' also tick them**
- C - Then click 'OK'.**

**Your image will now be in sRGB, and you can go on to size, and save as per the previous instructions.**

**You can only do a basic conversion in Elements - (you will not be able to do all of the above) A - with your image open**

- B - Go to EDIT > COLOR SETTINGS, and if the file you are opening does not have a profile you will get a message coming up AND you can**
- C - Select 'sRGB' here)**

## **ADDITIONAL NOTES on Calibration**

It is advised that individuals use Calibration equipment to calibrate the 'computer & monitor', or 'laptop (& projector)' that they use to select their images, before submission, to get an idea of what their images will look like in the competition, on calibrated equipment. **The Club has Calibration Equipment that you can borrow - contact the Equipment Convenor to arrange**

## **HOW TO SET YOUR 'COLOUR SPACE' IN PHOTOSHOP**

In the following you are setting Photoshop to sRGB and forcing it to convert any files that are not sRGB (e.g. AdobeRGB 1998) into sRGB. It is very easy to reset it to your normal settings for printing etc.

**With Adobe Photoshop open go to –**

- A - EDIT > COLOR SETTINGS** Take a note of the name of the setting you have been using (top box) so that you can return it to those settings later
- B - In the top box select – 'North America OR Europe General Purpose' this should then allow you to see all of the following options**
- C - In 'Working Spaces' select 'sRGB'**
- D - In 'Color Management Policies' leave the 'RGB' default as 'Preserve Embedded Profiles' E - In 'Profile Mismatches' and 'Missing Profiles' TICK - 'Ask When Opening' in all three boxes.**
- F - Click 'SAVE' and enter the name e.g. 'Digital File' and click 'SAVE' - Do not save this in another folder, go with the default (you can enter a comment in this box as a reminder if you wish) or Click 'OK'**
- G - Then click 'OK' again.**
- H - Now restart Photoshop.**

**When you try loading an image – if you get no message coming up then it is in sRGB; - if however you get the message 'PROFILE MISMATCH' then that image was not in 'sRGB'; and you require to select the middle option - 'CONVERT COLORS TO THE WORKING SPACE' > 'OK' - Your image will now be in sRGB, and you can go on to size as overleaf.**

**If you wish to return to your previous color space, follow step 'A' , at step 'B' select your previous color space (as you have written down) and click 'OK' - The next time you wish to convert to sRGB, select the 'Digital File' option in the top box.**

**If you want to set 'AdobeRGB1998' for printing; just substitute 'AdobeRGB1998' in place of 'sRGB' in the above, choosing all the same options, and name as 'Printing'.**

## 7.0 Laptop and Digital Projector Usage

The Renewable Energies Fund grant (2008) enabled the club to purchase Two Laptop computers, one digital projector, Adobe CS2 Software, and Calibration Software and Hardware. The club purchased a second digital projector (B). This along with one of the laptops will be available for members to use at home or at the club. A third laptop containing AV software has also subsequently been purchased and is available for borrowing (Identifier C) – this is not calibrated with a projector, and is designed for AV use at present.

Due to the value and easy portability of these items it is important that the club ensure their condition and security. It is also necessary to have in place a system of borrowing, booking out, and booking in. For ease of identification and description the laptops and projectors will each be identified as A (Green Tab) and B (Yellow Tab).

The A Laptop and A Projector will be kept solely for Club Use:-  
Calibration purposes; Tuition nights; Members show nights at the club;  
Visiting speakers; AV Weekend;  
Competitions – In House, Inter Club, National Portfolio presentations etc.

The B laptop and projector will be the one which is available for borrowing

The combined value of the borrowable equipment is approx £2000 (replacement £3000). It is therefore necessary to put in place rules, which will control and monitor the use, outs and ins of the aforementioned equipment. No member will be allowed to borrow this equipment until they have received the appropriate training.

### Pro-forma for Borrowing the Club Digital Projector and or Laptop.

#### **RULES.**

1. For insurance purposes, members must only borrow the equipment for use by themselves. They must not pass it to a non-member. Or allow a non-member to operate it.
2. The B laptop and projector (or C laptop) will be available for borrowing from one of the Equipment Convenors, or a member assigned to act on their behalf.
3. Booking and collection must be done by arrangement with one of the Equipment Convenors well in advance of your required date. To ensure you get it for when you require it please make the booking 2 weeks prior to your date. (If you require the equipment and do not have much warning, we will try and accommodate you if we can.)
4. The borrower will collect the equipment from the arranged person. The borrower will receive and sign this Pro-forma of Rules and instructions, accepting responsibility for the correct use of the equipment, and the time agreed for its return. This should be a maximum of one week. Any extension to this should be sought from one of the Equipment Convenors.
5. Any obvious problems encountered with the equipment on receipt or during use should be reported to the Equipment Convenors immediately.

**Date Out -**

**Date in –**

The undersigned has accepted the loan of the following equipment and agrees to abide by the club rules and instructions laid out in the accompanying sheets.

**Print** \_\_\_\_\_

**Sign** \_\_\_\_\_