

Yateley Camera Club



Members' Handbook

Member of:
Southern Counties Photographic Federation (SCPF)
Surrey Photographic Association (SPA)

Affiliated to:
The Photographic Alliance of Great Britain (PAGB)

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Section 1 – Introduction

This handbook contains the Rules, Regulations and general information for members of Yateley Camera Club.

Yateley Camera Club is a friendly, easy going camera club that welcomes anybody, of any age, with an interest in all things photographic. Hopefully this handbook will provide you with a starting point to all those questions about the club, but it cannot hope to cover everything, so if there is something that you would like to know please ask one of the committee members.

Brief history

Yateley Camera Club came into being from evening classes in photographic portraiture organised by Hampshire County Council and tutored by Francis Spooner. Several the students developed friendships and rejoined the evening classes each year. In 1974 Francis and David Watts (Centre Warden) arranged an inaugural meeting of the students and at this meeting Yateley Camera Club was born. Roland Portsmouth was elected our first Chairman and right from the start cultivated the friendly atmosphere that still exists today. Francis Spooner was elected President, a post still held by him today. A membership of over 70 has been maintained for many years.

You can find a copy of this handbook on the Club's web site:

www.yateleycameraclub.co.uk

The document can be read online or downloaded as a pdf file.

Amendments and comments about this document should be passed to the Handbook Editor. The document will be updated as and when necessary.

Acknowledgements

Thanks to Farnborough Camera Club for producing their handbook and inspiring the production of this document.

Section 2 - Membership Subscriptions

Annual subscriptions for membership of Yateley Camera Club are decided on at the AGM on recommendation of the current Honorary Treasurer and are payable at the start of the camera club season in September. The monies collected cover the costs of hiring the meeting room(s), cost of speakers and judges, and general running of the club.

The Club is a non-profit making organization and the subscription fee levels are set to cover the cost of running the club over the season.

The current fees are shown in the Club Programme and payment should be made to the Treasurer by cash, cheque or by direct transfer. Members wishing to pay by direct transfer should contact the treasurer for details. Upon receipt of the membership fee the Treasurer will issue a receipt and provide a membership card.

The types of membership subscription are:

- Standard individual
- Family (members of the same family living at the same address)
- Student (under 21 in full time education)

Children, Young People and Vulnerable Adults.

The following paragraphs detail the Yateley Camera Club policy, in respect to the above. This policy has been prepared following the advice given in the PAGB document 'Advice for Clubs on Children, Young People and Vulnerable Adults attending Club Meetings, Issue 1, dated 17th Feb 2015. This document may be found on the PAGB website: http://www.thepagb.org.uk/wp-content/uploads/2015/08/child_protection.pdf

For the purpose of this policy, Children, Young People and Vulnerable Adults will hereafter be referred to as 'vulnerable individuals'.

Anyone under the age of 18 must be accompanied at all times by a parent or guardian, while attending a club evening, or any other activity organised by YCC. This also applies to anyone over that age, who could be considered as being a 'vulnerable adult'. The parent or guardian assumes full responsibility for protecting the vulnerable individual from any form of abuse be it sexual, emotional or physical and from exploitation or any other action or activity that may be considered harmful.

The minimum age for a Student member of YCC is 16 years. The minimum age for a guest is 12 Years. Please note that in both instances, the vulnerable individual must be accompanied **at all times** by a parent or guardian, as detailed in the previous paragraph.

The parent or guardian must be a full member of YCC. As such he or she will understand the nature of the images being displayed, or the activities on a particular club evening and be able to decide if these are appropriate for the vulnerable individual to see or take part

in. The parent or guardian accepts full responsibility for this decision. It is not YCC policy to provocatively display adult themed images, though it is entirely possible on artistic grounds that they may be displayed appropriately. The parent or guardian fully accepts this.

Section 3 - Activities and Facilities

Meetings

The club meets at 7.45 pm (for a 8.00 pm start) most Wednesdays from September to June, at The Tythings, Reading Road, Yateley, Hampshire GU46 7RP. The final meeting of the year is usually the first Wednesday in June, but there can be informal extended summer programme during June and July. The normal club meetings last around two hours with a 15 minute break for refreshments and close about 10.00 pm.

Guest speakers

Guest speakers are invited to the club during the season to talk on a wide range of photographic and related subjects. Speakers may use prints, slides or projected digital images (PDIs) to illustrate their talks, although occasionally a speaker will demonstrate printing, mounting or framing techniques. Occasionally the club will arrange for a “well known” photographer to speak to the club. These evenings may be held at other (larger) venues than the usual club meeting room to accommodate a larger audience.

Competitions

The club runs several competitions for its members throughout the season and also takes part in several external inter-club competitions.

Print and PDI competitions are run and all paid up members are eligible (and encouraged) to enter. Please see Section 5 of this document for details and the full set of competition rules.

Internal competitions are run in two classes, one for standard and one for advanced workers. Several evenings are held throughout the season and members can enter, usually, two images in the print and PDI sections.

Theme competitions are run in one class. Again prints and digital images can be entered. Please note the title of the theme and enter images that interpret this theme – it is a condition of theme competitions that images entered must have been taken within the past 18 months. There are different subjects for prints and PDIs.

Molesworth, Rainbow, Spectrum and Heywood Competitions are competitions run for the paid up members of Yateley Camera Club, Aldershot and Farnham Camera Club and Farnborough Camera Club. The clubs host the events according to an agreed schedule so please refer to the current programme to find out when and where the competitions are held during the current season.

The Molesworth Cup and Rainbow Trophy are held on the same evening, and members may enter two prints for the Molesworth competition or two prints for the Rainbow competition or one print in both competitions.

The Spectrum and Heywood trophies are held on the same evening and members may enter two PDIs for the Spectrum competition or two PDIs for the Heywood competition or one entry in both competitions. It is important that members wishing to enter these competitions refer to the full set of rules in Section 5 of this document.

Southern Counties Photographic Federation (SCPF) and Surrey Photographic Association (SPA) – the club is a member of both these federations. The club participates in competitions organised by both these associations. See Section 8 for more information.

If you are asked to contribute prints and digital images to the selection process for these competitions, please make every effort to do so. There are several rules that the club must follow, such as a maximum number of images from any one member, and so the more prints and PDIs available for selection, then potentially the stronger our section will be. Please remember though, that any prints or PDIs selected will need to be retained by the club for the season.

Practical evenings

The club runs a series of 'practical' evenings throughout the season. These are usually held on the Fourth Monday of each month, but please refer to the current programme to confirm the dates. These evenings are run so that members can take part in, as the title suggests, a more practical evening. In the past studio, high-speed flash, table top and PhotoShop evenings have been run by the members.

The current programme will show the dates of the practical evenings and the theme of the evening: sometimes cameras will be required, other times a CD-ROM or memory stick with some images. Members will be informed 1-2 weeks before the meeting. At present there is no additional fee for these evenings.

Exhibition

The annual exhibition is the highlight of the club's season. The Exhibition Secretary will organise the exhibition and announce the dates well in advance for members to enter. Prints and PDIs are exhibited. The exhibition is a great forum for members to display their work, and the club invites other clubs and organisations to participate. All members are encouraged to enter the exhibition, but if you are not sure please speak to one of the experienced members who will be able to give you any necessary help and advice.

Section 6 of this document gives more information about the annual exhibition.

AGM

The annual general meeting (AGM) is usually held during the June of each season. This is a chance for the club to state its progress and position to the members, with reports from the president, chair, secretary, treasurer and other committee posts. Any proposed changes to the club's constitution (see Appendix 2) can be put to the meeting and agreed or otherwise. This is also a chance for the members to raise any issues, although this should be done according to the club's constitution.

Communications

At each meeting the Chair will make announcements about forthcoming events. Notices and other information will be displayed on a table in the meeting room and can contain information such as competition results, external photographic competitions, photographic

exhibitions and other photographic related information. In addition the web site will be updated regularly with relevant information. E-mail and the Yahoo EGroup may also be used to disseminate information; members who do not have internet access should contact the secretary and the programme secretary to arrange suitable alternatives.

Extended summer programme

The Club season runs from September to the first Wednesday in June. To maintain contact with club members during the 'close' season several events may be organised during June and July on the usual club nights. These events may be more practical in nature and may be outside to take advantage of the lighter evenings. The extended programme events are self-funding so if a room is required then a small charge is made to the members attending to cover these costs.

Please refer to the current programme or website for details of these evenings, or listen out for the announcements towards the end of the season.

Web-site

The club maintains a web site at www.yateleycameraclub.co.uk where you will find the most up to date information about the programme, exhibition and general club information, as well as a copy of this document. Additionally space is allocated for members to display some of their work. If you have some images you would like included on the gallery pages of the web site please contact the web site co-ordinator for details of how to do this.

Expert advice

The club has many experienced photographers amongst its members, so advice and guidance on virtually any aspect of photography is readily available. Please speak to a member of the committee if you do not know who the right person is to answer your photographic questions.

Focus Group

The Focus Group is a sub section of the Yateley Camera Club and meets on the second Tuesday of each month. The reason for forming this group is to promote free thought and expression with a camera and computer. Each month a Set Subject is decided and the PDIs are projected at the next meeting. Each image is discussed and commented on and we have been amazed at the members' ingenuity and humor. Established members try to outwit others in their interpretation of the subject. Sometimes it is a very loose connection! It is not a competition.

Other activities

The club has on occasion run photographic trips to events or places of interest. If a mini-bus or coach is booked then a charge will be made. Otherwise it might just be a group of club members getting together to go to photograph a local event and sharing transport costs.

The club may run other activities not described in this handbook. Please check the website and listen out for announcements and details.

Section 4 - Club Organisation

Appendix 2 of this document shows, in full, the Yateley Camera Club constitution. Several officers and members are elected at the AGM to serve on the committee, and these individuals take on their roles with immediate effect following the AGM. Although for some roles there will be a hand over period to ensure a smooth transition from person to person.

The constitution states the officers of the club are:

President	Chairman	Vice Chairman
Vice President	Secretary	Honorary Treasurer
Programme Secretary	Membership Secretary	Internal Competition Secretary
External Competition Secretary	Exhibition Secretary	

These, with two other elected members, make up the committee.

The elected committee manages the affairs of the club. However there are many other roles and jobs that need doing within the club such as organising refreshments (tea and coffee) on club evenings, organising and selling raffle tickets, to name just two. The committee is always looking for willing volunteers so please speak to one of the committee members if you can help out.

For information a short description of the role and responsibilities of the officers of the club and other voluntary positions is shown below.

The current officers of the club, committee members and those people filling the voluntary positions are shown in the Annual Programme.

President	An honorary position given for life to a member who has served the club in exemplary fashion over the years. The club President is the 'statesman' of the club.
Chairman	Hosts the meetings, greeting and introducing the invited speaker or judge. They will provide announcements during the evening and will close the meeting at the end of the evening. The Chairman will chair the committee meetings and the AGM.
Vice Chairman	Deputises for the Chairman when they are not available.
Vice President	An elected position voted for at the AGM, the vice-president is a member of the club who has served the club over the years.
Secretary	The administrative hub of the camera club. The secretary records the minutes of the committee meeting and minutes of the AGM. They are the clubs contact for the federations and PAGB affiliations. All correspondence should be directed through the club secretary.

Honorary Treasurer	Responsible for recording the clubs finances. The treasurer will collect all subscriptions and issue a membership card. They will also collect all monies generated and pay all bills owing, including the charges made by invited speakers and judges. They are responsible for generating a full set of accounts for auditing. The audited accounts should be presented to the AGM.
Programme Secretary	Responsible for organising the programme for the following season by booking the speakers and judges as necessary. Organise the programme to make sure that all the competitions are scheduled including the external competitions that are held at other clubs. The Programme Secretary will also ensure that the current season programme runs smoothly by sending out reminders to speakers and judges.
Membership Secretary	Receives applications for membership and maintains an up to date list of members.
Internal Competition Secretary	Responsible for the running of the internal competitions. They ensure that the judge's marks are recorded and will maintain the competition records.
External Competition Secretary	Responsible for organising the club's entry for the external competitions such as SCPF and SPA competitions. This post may be assumed by more than one person depending upon the willingness of members to take on the roles.
SCPF Rep	Represents the club at the SCPF by attending the regular meetings and as appropriate other meetings associated with the SCPF. Also, the secondary contact for communications from the SCPF and SCPF Clubs, and passing on received communicates to club members.
SPA Rep	Represents the club at the SPA by attending the regular meetings and as appropriate other meetings associated with the SPA. Also, the secondary contact for communications from the SPA and SPA Clubs, and passing on received communicates to club members.
Exhibition Secretary	Responsible for the organisation of the annual exhibition and any smaller exhibitions the club may hold during the season. Responsible for ensuring that the appropriate venues are booked and the relevant information is available to club members to enter the exhibition. Also responsible for ensuring that if other clubs or organisations are invited to participate in the exhibition, that they are invited and have all the relevant information. The Exhibition Secretary may ask other members to form an exhibition sub-committee to carry out all the necessary arrangements to hold the exhibition(s).
Web-site co-ordinator	Responsible for the content of the club's web-site. They will ensure that the web-site information is kept current and up to date.

Digital Image Co-ordinator	Co-ordinates the PDI competition by ensuring that all the entries are collated and ready to be projected on the competition evenings.
Two members	No responsibilities as such but are the 'ears' of the committee to club members.

Non committee positions

Raffle Organiser	Ensures that raffle prizes are available and tickets are sold on the appropriate evenings.
Refreshments Organiser	Organises the provision of tea, coffee and biscuits at the interval during a regular club evening.
Handbook Editor	Responsible for maintaining and updating this document. They will consider any suggested changes, make the changes deemed necessary and maintain version control on this document. They are responsible for letting the club members know of any changes to the document and ensuring that the web-site version is kept current and up to date.
Digital Image assistant	Responsible for setting up the projector on competition evenings and others as appropriate. They will work with the Digital Image Co-ordinator to make sure the projector is ready for the evening.

Section 5 - Club Competitions

Internal Club Competition Rules

Each season the Club runs a number of competitions, the rules of which are explained in this section.

The competitions are judged by independent judges who are invited to the club to provide a constructive critique of each image before awarding marks out of ten for each image or by selecting the winning entry, depending upon the competition.

The Club runs Print and PDI competitions. There are separate classes for Standard and Advanced workers in the Open competitions.

In an attempt to further develop member's photography an image can only be entered in an Open Competition once, either as a print or a digital image, and all images must be substantially different. In addition no image may be entered which has been entered in any other club competition or exhibition more than eighteen months previously.

Any person joining the Club, who has not been a member of another camera club, will be designated as a Standard Worker. However, if they so wish upon joining they may submit a panel of 3 Prints / PDIs to the Selection Committee via the Internal Competition Secretary to be considered for transfer to the Advanced Worker Section.

Any person joining the club, who has been a member or is a member of another camera club, will automatically be designated as an Advanced Worker.

Standard Worker classification runs until the commencement of their third competitive season with the club when they will become an Advanced worker. A competitive season consists of a minimum of 3 entries into internal competitions in one season, these entries can be across all types of internal competition. A member may request to remain in the Standard Class for one extra season if they wish

A Standard Worker may at any stage request transfer to the Advanced Worker section by applying to the Internal Competition Secretary. Requests for early transfer will be at the discretion of the YCC Committee.

At the end of the season the top two competitors in the Standard Class Print or PDI automatically be transferred to the Advanced Class. However, Standard workers who have not competed for a full season may, at their request, remain for a further year in the Standard Class. Members who are dissatisfied with competing in a particular class may be allowed to transfer to another class. Requests for such transfers shall be made to the Internal Competition Secretary. Requests for transfer will be at the discretion of the YCC Committee.

Print Open Competitions

A maximum of six (6) Print Open competition evenings will be held throughout the season. Entries for Standard and Advanced classes will be accepted. Each member may enter up to two (2) prints in their class. The work is to originate from a photographic image (film or

digital), enhancement or manipulation by any existing technologies must be the work of the member, and commercial printing is acceptable. The work is to be mounted, but the mount size is not to exceed 500mm x 400mm. Note: Members are encouraged to mount their prints on 500mm x 400mm board, since this mount size is the norm for SCPF and SPA competitions.

The judge will award a mark out of 10, including half-marks, for each image. All marks will be recorded, but the best score of the two images will be used in the calculation for the Annual Open Competition winner.

Open PDI Digital Image Competitions

A maximum of six (6) PDI Open competition evenings will be held throughout the season. Within the programme these evenings are known as "PDI Open Competition". Entries for Standard and Advanced classes will be accepted. Each member may enter up to two (2) PDIs in their class. Each entry must be prepared and submitted according to the guidance notes under PDI Submissions. All the work included is to originate from a photographic image/images taken by the photographer, but can be enhanced/manipulated by any existing technologies by the member.

The judge will award a mark out of 10, including half-marks, for each image. All marks will be recorded, but the best score for the two images will be used in the calculation for the Annual Open Competition winner.

Theme Competition

Throughout the season a maximum of four (4) theme competitions will be held. The subjects for the Theme competitions will be announced at the end of the previous club season, to allow members to produce work ready for the first competition of the following season. There will be different subjects for prints and projected images although the competitions will be held on the same evening.

On the theme competition evenings, members may submit a maximum two (2) prints and two (2) digital images, but there will be no class distinction for these competitions.

The judge will award a mark out of 10, including half-marks, for each image. All marks will be recorded, but the best score for the two images will be used in the calculation for the Annual Theme Competition winner.

The original image (Film or Digital) of work entered into the Theme Competitions must have been produced in the past eighteen months.

Finals Night

On the evening of the last Club meeting prior to the AGM, separate competitions will be held to find the Best Print and PDI of the year. Members will be advised of how many images qualify for the evening. Judging will be done by an external judge who will critique each print and PDI and award a First, Second and Highly Commend to the best prints and PDIs on the night.

General

Prints must be handed in to the Competition Secretary **by 7.45 pm** on the competition evening. All PDIs must be submitted to the Digital Image Co-ordinator on a CD-ROM, by e-mail or on a USB memory stick at least **7 days** before the competition.

Image identification

Prints

The competitor must mark prints on the back of the mount:

Name:	Title:	Date:
Judge:	Class: Standard or Advanced	Competition Section: Open or Theme

The Club will provide labels for this purpose and a template is also available on the club's website for members who wish to print their own

The **Internal** Competition Secretary is to ensure that the marks awarded are entered on the back of the Print and recorded on the competition sheet for the evening.

PDI Digital Image Submissions

It is important that images are re-sized for projection otherwise they will not project correctly.

The maximum size for projecting a landscape image is 1400 pixels by 1050 pixels. Please check that neither of these values is exceeded. If either is exceeded then it must be reduced and the other changed in proportion. If the image is portrait format then it will have to be resized it so that the height is no more than 1050 pixels. This does mean that portrait shaped images are smaller on the screen than landscapes. Images not correctly sized and formatted will not be accepted. The file must be submitted as a maximum quality Jpeg (.jpg) file in sRGB colour workspace. Typically, this will produce a file size between 800kb and 1.6Mb.

The file name must contain the following information:

Title, name, class and competition section e.g. Dartmoor Landscape by J. Bloggs(S)(O).jpg
Standard (S) Advanced (A)Open (O) Theme (T)

Advice on re-sizing digital images can be found on the club website at www.yateleycameraclub.co.uk

Any PDI image submitted for a club competition may be used on the club website, unless a member sends a request in writing to the PDI Co-Ordinator that their images should not be used on the club website. Copyright of the original author will be preserved.

Scoring

Scores will be recorded at each competition. If there are N competitions in the season then the best (N - 1) scores are added and the member with the highest total shall be deemed the winner of that section **at** the end of the season. If there are less than 3 competitions in any particular competition division, then all the scores will count.

Count-back System

In the event of a tie the **Internal** Competition Secretary will add to the tied scores, the score of the next highest entry from the members concerned. If that does not resolve the tie then the process will be repeated until a differential is obtained giving a clear winner. Results will be published on the club website as soon as is practicable after the competition.

Section 6 - Annual Exhibition of Photography

The Club Exhibition is the highlight of the Club's year. All members are invited to exhibit their work. The only criteria to exhibit are:

- Exhibitors must be a fully paid up member of the club.
- Exhibitors agree to abide by the regulations of the exhibition.

Work can be submitted in any or all of the following categories:

One Open Print Panel	One Theme Print Panel
One Open PDI Panel	One Theme PDI

To encourage newer members, there will be one panel reserved for standard class members who can display one mounted print and entry into this section will be free.

Members are allowed one panel per section. There will be a small fee charged per entry.

Print Panels

In the Print Panels, prints will be exhibited within a 1.2 m wide x 1.5 m high (approx) display panel. Prints can be any format but must be mounted, there is no restriction on print or mount size. A minimum of six (6) and maximum of ten (10) prints is required for them to be included in the judging. Print entries will be on a 'first come, first served' basis. There will be a draw to allocate panel positions near the exhibition date. There will be a reserve list drawn up in order of application should anyone withdraw at the last minute. The club will provide labels for print numbers and panels for members submitting work; members' names will be placed on the panels after the judging has taken place. Theme titles should be given to the Exhibition organiser in advance so that labels can be made.

PDI Panels

In the Open and Theme PDI panels, a minimum of six (6) and a maximum of eight (8) digital images are required for them to be included in the judging. The maximum size of an image is 1400 (w) x 1050 (h) pixels, the file name must contain the following information: Image number, your name and class (e.g. No 1 A Photo (O).jpg). Where O = Open T = Theme. The file must be submitted as a maximum quality jpeg (.jpg) file in sRGB colour workspace.

All images normally need to be uploaded to yateleycameraclub@googlemail.com at least 10 days before the exhibition, but this can change due to requirements of the Exhibition judge and members will be advised if there is a change to the time scale. Panels will be named by the Digital Image Co-ordinator after judging. It is customary for the judge to be sent the digital entries before the print judging so adherence to the timescale for digital entries is a condition of acceptance.

Awards

Awards are made to the winning entries in each section:

Best panel of Prints (Open)

Best panel of PDIs (Open)

Best panel of Prints (Theme)

Best panel of PDIs (Theme)

The judge can also highly commend any panel they see fit.

Bun Welham Trophy

The Bun Welham Trophy is presented to the photographer who produced the most popular print at the annual exhibition, as voted for by the public in a secret ballot. The print with the most votes at the end of the exhibition is awarded the Bun Welham Trophy.

Bun Welham was a past member of Yateley Camera Club who also had an interest in sailing and produced some excellent sailing photographs. On his passing, a sum of money was donated to the club and a trophy purchased in his memory.

Footprint Trophy

The Footprint Trophy is presented to the photographer who produced the most popular print at the annual exhibition, as voted for by the Club members in a secret ballot. The print with the most votes at the end of the exhibition is awarded the Footprint Trophy.

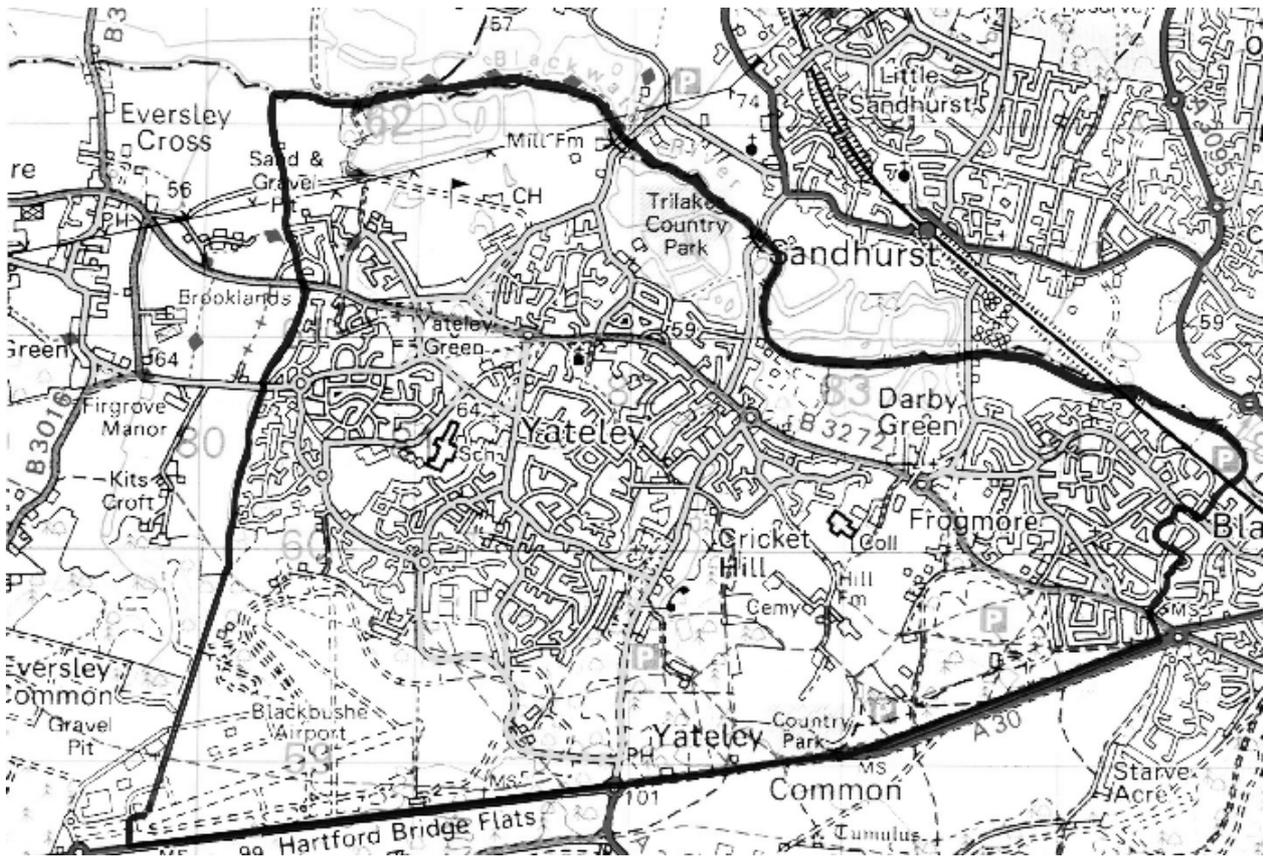
The Mayor's Cup

The Mayor's Cup was initiated by Stuart Bailey during his time as Mayor of Yateley in 2011. It is an annual award made to the member of Yateley Camera Club who, in the opinion of the judging panel, produces a photograph that shows something about Yateley. It could be an event, a scene, a person, wildlife etc. The photograph must be taken within the boundary of Yateley North, East, West Wards and Frogmore and Darby Green Ward as shown on the Electoral Map (not the Ecclesiastical Boundary of the Parish). It must also be taken during the 'reign' of the current Mayor, i.e. between the time of their appointment and at least a week before the Camera Club Annual Exhibition. This is to enable arrangements for judging to take place

Each member will be allowed one print which must be mounted with a maximum mount size of 400mm by 500mm. Details on the back should contain: Author, Title, Location, Date Taken. PDIs will be of the current format used for internal club competitions. Entries will be judged by the Mayor and 2 members from Yateley Camera Club who have not entered the competition. Judging will take place prior to the opening of the Annual Exhibition and the cup will be awarded at that time. Prints will be displayed in the exhibition but will not be eligible for the Bun Welham Trophy competition. The competition will rotate between prints and PDIs and so on.

The winning entry (including the PDI winner) is to be printed to A4 size and will be presented to the Town Council for display. The frame for this will be supplied by the club and each year the winning entry will be replaced.

The electoral map can be found at www.election-maps.co.uk and use the postcode search within Hart District; however a copy is shown below.



The 8 x 8 x 8 Competition

This competition was initiated by our current President, Francis Spooner and is a print competition for 8 pictures from 8 different members from 8 invited clubs. This competition is judged as a panel by judges from within the club. The trophy is awarded to the best panel and is presented at the close of the exhibition.

Other organisations

Other organisations may be invited to exhibit work at the discretion of the Exhibition Secretary after taking advice from the Club Committee.

The appointed Exhibition Secretary, who may amend some of the above, will issue full details nearer the Exhibition date.

Section 7 - Local Inter-Club Competitions

1. Molesworth Cup and Rainbow Trophy, Heywood Trophy and Spectrum Trophy –

These competitions aim to promote a spirit of friendly rivalry with local clubs and seek to cover a wide range of photographic techniques. All club members are eligible to compete in their own right, there is no selection process. The other clubs involved and their meeting venues are:

Aldershot & Farnham CC Hale Institute Village Hall, Wings Rd, Farnham GU9 0HN

Farnborough CC Farnborough Community Centre, Meudon Avenue, Farnborough, Hampshire. GU14 7LE

The hosting of these competitions is rotated between the clubs, and the host club is responsible for arranging the meeting and providing a judge. Members entering prints and projected digital images (PDIs) are requested to attend the competitions whenever possible and to submit prints 15 minutes prior to the published start time of the respective competition – different rules apply to PDIs (see below). **Images entered in the 4 competitions should not have been entered in any of the 4 competitions previously.** Hence an image once used in one of the competitions may not be used in another format on the same evening or at a later date. For the purpose of this rule, an image will be deemed to be the same as another, albeit in a different format, where there are no material differences between the two. All images must be the original work of the photographer. All images entered will be displayed for assessment by the judge. Images must have titles which will be read out during the judging. The judge will be asked to select a number of images for further consideration and from these to choose First, Second, Third and a small number of Highly Commended.

Molesworth Cup – Images eligible for entry in the **Molesworth Cup** competition are **monochrome prints**, which means black and white photographs plus fully toned images which have one colour across the whole image e.g. sepia. (Monochrome images with one colour highlighting part of the subject matter will not be accepted in this competition, but will be eligible for the Rainbow Trophy.)

Rainbow Trophy – Images eligible for entry in the **Rainbow Trophy** competition are **colour prints**. Prints may be derived from any photographic process, and must be mounted. The size of the print, including the mount, must not exceed 50cm by 40cm, in either landscape or portrait format. Each print must have the title of the image and the photographer's name and club written clearly on the back.

These 2 competitions are usually held on the same evening. Club members may enter two prints in the Molesworth Cup, **or** two prints in the Rainbow Trophy, **or** one print in each competition.

Heywood Trophy - Images eligible for entry in the **Heywood Trophy** competition are **PDIs of any kind**, as long as the original image was produced photographically.

Spectrum Trophy – Images eligible for entry in the **Spectrum Trophy** competition are **PDIs** that fall within the type of photography indicated by the Set Topic for the respective year of the competition as advised by the host club. The Set Topics are listed below and will be used on a cyclical basis:

- Natural History
- Action Photography
- Portraiture (Formal and Informal)
- Landscapes
- Black and White or Monochrome
- Creative
- Architecture
- Macro and Micro

The host club is responsible for advising the specific requirements for preparing and titling of the PDIs, but certain standards will apply:

- Maximum image size – as advised by the host club at least 1 month prior to the competition (currently 1400w x 1050h).
- Image format – jpeg format should be used, and the colour space sRGB.
- Timing – all images to be with the host club at least one week prior to the competition, sent either by email or by hand or post on a computer storage device as stipulated by the host club.
- Identification – each member entering the competition will need to provide adequate information on titles and photographer’s name and club with each image file in the format requested.

These 2 competitions are usually held on the same evening. Club members may enter two PDIs in the Heywood Trophy, **or** two PDIs in the Spectrum Trophy, **or** one PDI in each competition.

SCHEDULE OF HOST CLUBS FOR LOCAL COMPETITIONS

Season	Molesworth Cup & Rainbow Trophy	Spectrum Trophy & Heywood Trophy
2014/15	Yateley CC	Aldershot & Farnham CC
2015/16	Aldershot & Farnham CC	Farnborough CC
2016/17	Farnborough CC	Yateley CC
2017/18	Yateley CC	Aldershot & Farnham CC
2018/19	Aldershot & Farnham CC	Farnborough CC
2019/20	Farnborough CC	Yateley CC

Section 8 - PAGB Affiliation, SCPF & SPA SPCA Inter-Club Competitions and Membership

Photographic Alliance of Great Britain (PAGB)

Yateley Camera Club is affiliated to the PAGB through its membership of the Southern Counties Photographic Federation (SCPF) and the Surrey Photographic Association (SPA).

The following is taken from the PAGB website (<http://www.pagb-photography-uk.co.uk>) which best describes the role of the PAGB.

“The Photographic Alliance of Great Britain (PAGB) is an organisation that co-ordinates specific activities for photographic clubs in England, Scotland, Wales & Northern Ireland. It does this through 15 geographical regions known as Federations.

The PAGB organises national competitive photographic events for its Federations and for clubs. It also offers other services such as Recorded Lectures to clubs and its own photographic Distinctions (known as awards for photographic merit) direct to qualifying club members.

The PAGB has strong links with similar organisations in different countries throughout the world through its membership of FIAP (The International Federation of Photographic Art). Individual membership to the PAGB is not possible. Access to the facilities described above is via membership of a club that is affiliated to the PAGB through its Federation.

The PAGB is run by an Executive Committee whose members are nominated and elected from members of each Federation at the Annual General Meeting each April. This executive meets three times per year to discuss and arrange the events and matters related to the PAGB.”

Please refer to the PAGB website for more information.

The PAGB produces a regular e-news letter, which is distributed by our SCPF/SPA Rep to members via the Yahoo EGroup.

Federation membership and inter-club competitions

As Yateley is close to the Hampshire / Surrey border the club is allowed to be a member of both the SCPF and SPA:

- Southern Counties Photographic Federation - <http://www.southerncountiespf.org.uk/>
- Surrey Photographic Association - <http://www.surreypa.org.uk/>

As members of these ‘federations’ the club is entitled to compete in the inter-club competitions and to take part in the federation events.

SCPF holds an annual exhibition, and organise the Print and PDI Leagues and Annual Print and PDI Championships that the club enters.

SPA organise annual Inter-Club Print and PDI Championships which the club enters, an Individual’s Print and PDI Competition and holds a biennial exhibition for members of SPA

Clubs.

Appendix 1

Data Protection Act 1984

It is important that all members read this section.

The following information is requested from every member when they join the camera club, or has since been requested from existing members:

- First name, Last name, Address
- Town, County, Postcode
- Home phone number, Work phone number
- Competition category i.e., Standard or Advanced
- Mobile phone number
- E-mail

Information about club members is held on computers of committee officers for maintaining club records, running competitions and for distributing information to the members about the club. The usual method of sending out information is via e-mail, although the club recognises that not all members have an e-mail account. In these instances the information is sent by post.

The club is not registered under the Data Protection Act 1984, therefore we must ask each member whether they object to their name being entered this way on computerised records. The club is required not to disclose any information to anyone outside the club. The Club can assure members that these requirements will be observed always. However, if you have any objections to having your details recorded on computer you must advise the Membership Secretary in writing.

Please note that as this data is used, as one method, to communicate information to the club members it is important that you keep it up to date by letting the membership secretary know of any changes. This is especially important for e-mail accounts, as many people have more than one account for security or change them on a regular basis.

Appendix 2

Yateley Camera Club Constitution

The official name of the club is Yateley Camera Club (YCC), formed in 1974 for the Members to further their enjoyment of photography by education and competition in a warm friendly atmosphere; all forms of photography are acceptable provided that the images are those of the member. The main aims of the club are to retain a healthy membership by providing activities that allow members to explore and develop their own particular photographic interests, to retain that which is good (like the annual exhibition and friendly association with British and European camera clubs) and to progress in line with changing photographic styles and technology. A further aim is to develop a high club profile and ensure that YCC continues to be held in high regard throughout the local communities in the U.K. and Europe.

1. The Club shall be called Yateley Camera Club, and membership shall be open to all those interested in photography.
2. Membership of the club is an undertaking to comply with and abide by these rules.
3. All members must comply with the Emergency Evacuation procedure if the meeting venue has one. Failure to comply may result in rule 14 being invoked. A clipboard will be displayed near the entrance to the room in use, and it is the responsibility of each member to record their presence and early departure.
4. The Annual subscription shall be fixed for the following year at the Annual General Meeting and be due on the first meeting of the new season. The name of any member whose subscription is more than one month in arrears may be removed from the membership list after due warning has been given, by order of the Committee.
5. Any member that has not paid their subscription is not eligible to enter any Club competition, except at the discretion of the Club Committee.
6. Any member not in arrears may resign at any time by notification to the Secretary of the desire to do so.
7. The officers of the Club shall comprise a President, Vice Presidents, Chairman, Vice Chairman, Membership Secretary, Hon. Treasurer, Secretary, Programme Secretary, Internal Competition Secretary, External Competition Secretary and Exhibition Secretary.
8. The affairs of the Club shall be managed by a committee consisting of the Officers and two members, to be elected annually. No member, being an officer of another Camera Club, may hold office on the Committee of Yateley Camera Club. The Committee has the right to co-opt additional Committee Members as required.
9. With the exception of the President, who is elected for a specified period or until resignation, all Officers are eligible for re-election annually. No member shall hold the same post for more than three consecutive years, except where there are no other nominations for that particular post.

10. The Officers and Committee Members shall be elected at the Annual General Meeting. Nominations for Officers and Committee Members shall, with the consent of the nominee, be proposed by a club member and seconded by another member, and be notified to the Secretary 14 days prior to the A.G.M. Election for the appointment shall, in the event of more than one nomination, be by simple majority ballot. The election may or may not be carried out by secret ballot at the discretion of the A.G.M. Chairman. Nominations for Officers or Committee Members may be accepted from the floor, again at the discretion of the A.G.M. Chairman. The newly elected committee will take office immediately and the first meeting of the new committee must be held within 3 weeks of the A.G.M.

11. A Special General Meeting may be convened upon receipt of a requisition to the Secretary, signed by a minimum of five members and stating the object of the meeting. Such a requisition should be sent to the Secretary at least 14 days prior to the proposed date for that meeting.

12. At Committee Meetings, 5 members shall form a quorum. At General Meetings, 20% of the Membership shall form a quorum. Approved minutes of these meetings shall be published and available to club members. AGM minutes will be circulated within 3 weeks of the AGM. They will also be circulated prior to the next AGM with the Agenda and Officers reports. This may well be achieved electronically.

13. The Secretary shall keep the minutes of all meetings and conduct the correspondence of the club. The Hon. Treasurer shall collect the subscriptions and monies due after authorization by the Committee. At the close of the Club year, a Balance Sheet shall be prepared by the Hon. Treasurer and audited by two non-Committee Members appointed for this by the A.G.M.

14. A member may be expelled or asked to resign from the Club by the Committee. The Committee can request a member to appear before it, provided that any accusation or charge having been made, the member shall be given full and reasonable opportunity to put his defence and at a later meeting bring witnesses. Any member expelled or asked to resign shall have the right to appeal to a Special General Meeting, called for this purpose.

15. In the event of the dissolution of the Club, a Special General Meeting shall be called at which a liquidator shall be appointed and the decision made then or at a subsequent meeting as to the disposal of the Club's assets.

16. Items for inclusion in the Agenda of the A.G.M. shall be put in writing, duly proposed and seconded and delivered to the Hon. Secretary so as to arrive no less than 14 days prior to the meeting. Items received after this date will not be included. The Secretary shall give due notice of any Agenda items at least one week before the A.G.M. Items which do not appear on the agenda may only be taken as Any Other Business (A.O.B), providing there is sufficient time. A binding vote on matters raised under A.O.B. will not be allowed, however a vote may be taken to gauge support for the issue raised. The number of A.O.B. items accepted after the normal close of the Club evening (10.00pm) shall be at the discretion of the meeting Chairman.

17. A member in possession of a Club trophy must return it to the Competition Secretary prior to or at the final programmed meeting of the season.

18. No alteration or addition to the constitution may be made except at an A.G.M, or an S.G.M., called in accordance with rule 11.