



**WORTHING CAMERA AND DIGITAL CLUB**

**[www.worthing-photographic.org.uk](http://www.worthing-photographic.org.uk)**

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

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## **INTRODUCTION**

Welcome to Worthing Camera and Digital Club Handbook for members.

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

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

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

The Handbook is updated regularly when necessary. Members will be advised when Handbook up-dates are posted to the web-site and paper copies will be issued for those requiring them.

### **A brief history**

The club was formed in 1904 as the Worthing and District Camera Club. A centenary presentation was produced in 2005 and can now be viewed on our website with photographs dating back to 1904 and pictures from members down the decades. The name was changed in 2007 to Worthing Camera and Digital Club to reflect modern practice and membership.

For a detailed history of the club please look on the web site.

## **ACTIVITIES AND FACILITIES**

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

### **Meetings**

The season runs from September to May with meetings taking place on Tuesday evenings, from 7.30 - 10.00, in the Quaker House Meeting Rooms, Mill Road, Worthing. An annual programme, available to all members, provides a list of dates and speakers/events.

At each meeting a small entrance fee of 1£ is payable on the door, which covers the cost of refreshments offered during the interval. Members are encouraged to arrive in good time to assist in setting up and clearing away afterwards.

Biweekly events take place during the summer. These are either at a local photographic venue or at Quaker House Meeting Room and are of an informal nature. Summer events are arranged according to the weather and current interests. Ideas always welcome.

Occasionally visits further a field are organized, which may be over a weekend, such as county shows, steam rallies.

### **During the season meetings will include the following:**

#### **Guest speakers**

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

#### **Competitions**

All members are eligible to enter the club competitions. Members are split into ability groups for some competitions, and trophies are awarded annually to competition winners. For full details see Club competitions p7.

#### **Workshops**

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

Occasionally members give lecturattes, which are short presentations of slides or prints. These provide an opportunity for members to display their own work and share their expertise.

#### **Expert Advice**

Among the club's membership are experienced photographers having knowledge on most photographic topics. These include the taking of photographs in varying lighting conditions, the use of different lenses, computers, digital imaging software and printers. Members seeking guidance on any aspect of photography, digital processing, including camera and software choices should initially approach a committee member and he/she will direct the enquirer to the appropriate members who can help.

### **Annual General Meeting**

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

### **Communications**

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

### **Website**

We have a comprehensive & regularly up-dated website. You will find the club's current programme, this handbook, a list of officers, its history and activities plus a map showing where to find the club. It also displays a winners' gallery of images from the club's competitions together with a members' portfolio section and links to WCDC Flickr gallery. Members are encouraged to contribute their photographs for the website so as to provide plenty of interest and variety. All photos for the photo galleries and any other suggestions or amendments to the website should be passed to the website manager.

As well as being a useful tool for members, it provides contact details and access to the club web forum and Yahoo group pages.

## **MEMBERSHIP SUBSCRIPTIONS**

Membership subscriptions are payable in full in September, at the commencement of each season, by all except Honorary members. Honorary membership is awarded to long-standing members in recognition of their contribution to the club. Membership subscriptions are levied to cover the cost of providing the various facilities offered which are, in the main, the hire of the meeting room, and the services of speakers and judges.

Fees are:

£25 - per member per season

£40 - for joint membership.

Payment should be made to the treasurer by cash or cheque, and a receipt will be issued.

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

Prospective members, who are thinking of joining, may come for up to three meetings before a subscription is due.

## **CLUB ORGANISATION**

The Club's Constitution requires the appointment of 3 officers: the Chairperson, Treasurer and Secretary, and allows for the election of up to 10 additional committee members. Together these members make up the club's management committee, which is elected each year at the Annual General Meeting when one of the committee members may also be elected Vice Chairperson. The management committee is responsible for the smooth running and administration of the club.

The current management committee members are listed on the website, and a copy of the list is available upon request from the club chairperson.

### **Running The Club**

#### **The Club Rules**

The Club Rules (or constitution) dated 1998, are currently under review to ensure they reflect the present running of the club. These are currently being redrafted to present to the 2009 AGM but are available on request to the club chairperson.

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

Members currently on the committee are listed in Appendix 1. Changes in Incumbents are usually agreed at the AGM. The committee will fill any vacancies that arise during the year and also appoint members for other club duties as required. All members, irrespective of committee membership, are encouraged to take part in the running of their club.

#### **Club Officers and Volunteers**

A brief indication of what each role involves:

**Chairperson** – chairs club meetings and committee meetings, represents the Club in its interface with the local community, and provides general direction for the officers and volunteers in the day-to-day running of the club. The chairperson should not hold office for more than two consecutive years.

**Treasurer** – maintains the club's accounts and produces the annual Income and Expenditure Report, collects membership subscriptions, pays all bills, and advises on the club's on-going financial viability and level of subscriptions needed for the next season.

**Secretary** – handles the administrative aspects of the club, including compliance with the Club's Constitution and the organisation of the AGM, deals with correspondence sent to the club.

**Vice Chairperson** – deputizes for the Chairperson to whom he/she provides general support.

**Programme Secretary** - Arrange next seasons programme, contacts and books outside speakers, receives and coordinates ideas for the program from members, has a back up contingency plan in case a speaker cancels.

**Competition Secretary** - Check all competition rules are adhered to. Copy of Rules - Appendix 3. He/she also collects work and maintains records for scores towards annual awards.

**Publicity Secretary** – Liaises with local media to announce any news items such as competition results or exhibitions.

**Web Master** – maintains website. Receives images from members for posting on web site.

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

There are a number of other tasks undertaken by many members that are not mentioned above and which are essential in keeping the club running: for instance acting as a steward at exhibitions, setting up the meeting room and exhibition displays, and so on. The assistance of all members in these tasks is appreciated and encouraged.

## **CLUB COMPETITIONS**

### **General Competition Rules**

1. Entry to Competitions is for paid members only.
2. Prints can be trade processed but must otherwise be the original work of the member.
3. Members may enter up to three prints or images in a competition, which must be delivered to the competition secretary one week before the event. (For panels see Open Competitions part 3)
4. Prints to be mounted no larger than 40cm by 50cm (approx 16 X 20 inches). The image title, competitors full name, the class - i.e. Beginner, Intermediate or Advanced needs to be displayed on the top

left hand corner of the mount. The competitors name should not be visible on the front. Tape used in mounting should not be visible or likely to be a risk to other people's prints. Prints can be submitted in individual bags but these must not be sealed. (It may not always be possible to return bags)

5. Images may be entered once in a Merit, Set Subject, or Digital Slide Competition but may also be entered as a part of a panel and in an Annual Competition. If an image has been significantly altered or manipulated exceptions can be made, at the discretion of the club secretary. If a club member feels that the criteria has been met but it is not accepted then he or she can appeal. The matter will be considered by a panel of three committee members who will consist of Chairperson, Competition Secretary and one other member.
6. Prints will be assessed by the Judge and placed in Gold, Silver, Bronze or no category, according to individual merit. For merit competitions points will be allocated as follows: Gold 5, Silver 3, Bronze 2, Entry 1, plus extra 2 for best in group. Points given will be tallied towards annual awards.
7. The Competition secretary is authorised to reject any entry failing to comply with the rules, subject to appeal to committee at a later date.
8. Whilst every care will be taken, all entries are submitted at competitors' own risk.

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

Point 3 of general competition rules specifies not larger than 40cm x 50cm mounts. The print can be placed anywhere on the mount. Any colour is acceptable. Prints do not have to be mounted in 'cut out' double mounts but can also be adhered to the surface of a mount board. Please bare in mind however that prints must be acceptable to the print secretary and should not be mounted in such a way that other prints are damaged when stored in the boxes used for the competitions. Mounts do not require a backing board but it is advisable to do so for protection. Prints framed in glass or similar are not acceptable.

Generally, for your prints to be eligible in other competitions i.e. Regnum Crouch Competition prints mounted smaller than 40 x 50cm are not accepted.

Demonstrations on mounting prints, aimed at new members, take place during practical sessions throughout the year. If in doubt, please talk to any committee member before mounting your print.

## **Merit Competition rounds**

The Merit Competition is held over four rounds.

1. Competitors will be divided into classes: beginners, intermediate and advanced.
2. Members wishing to compete for the first time should submit examples of their work two weeks prior to the competition to the print selection panel (a subgroup of the Committee) who will decide in which section the member will compete. At the end of the season the print selection panel will review their decisions and make any appropriate changes.
3. Members can submit a maximum of three images in each competition round.
4. The prints may be of any subject.

Merit competitions accrue points (point 5 General Rule). At the end of the year an award is made to the highest scorer in each group.

## **Open Competitions**

1. For Set Subject Competitions, the set subject will be decided by the committee and published before the date.
2. For Digital Slide Competitions slides can be entered on a memory stick or CD. Files to be provided in JPEG format less than or equal to 1920x1920 pixels. (Information on how to format your images can be found on our notice board and Appendix 3.)
3. For Panel Competitions entries should be one panel of prints of 3 - 5 images either individually or collectively mounted, no larger than 40cm by 50cm (approx 16 X 20 Inches). The panel should have a common theme and the panel should be given an overall title.

## **Annual Competitions**

The Annual Competition is open therefore all members can submit prints. Awards are decided on the night.

### **Annual Print Competition**

1. Up to three images may be entered on any subject but a fourth one, if entered, must be a portrait, landscape, monochrome or natural history.

2. Trophies will be awarded for Best Print, Runner Up, Best Portrait, Best Landscape, Best Monochrome, and Best Natural History print.

### **Annual Digital Slide Competition**

1. Up to three images may be entered on any subject
2. Slides are marked out of 20 and an award is made for best slide.

### **Annual Awards**

**Beginners**  
**Intermediate**  
**Advanced**

**Shield**  
**Margetson Shield**  
**Coleman Cup.**

**Best Print**  
**Best Print Runner Up**  
**Best Portrait**  
**Best Landscape**  
**Best Monochrome**  
**Best Natural History**  
**Best General Subject**  
**Set subject award**

**Crouch Cup**  
**Gardiner Cup**  
**Patching Cup**  
**Fox Cup**  
**Chris Peet Memorial Trophy**  
**The Alan Parker Memorial Trophy**  
**Silver Tray**  
**Shield**

**Most improved award** The **Spencer Cup** is awarded to the most improved members who have shown a marked improvement over the season.

## **EXTERNAL COMPETITIONS**

### **Regnum Crouch Competition.**

Our club currently enters prints into the Regnum Crouch competition web site here; <http://www.regnumcrouch.org.uk>

### **Rules of the Regnum Shield Print Competition**

1. The competition for the Regnum Shield shall be open to all clubs who are members of the Regnum Crouch Group.
2. Each competing club shall act as host by agreement.
3. The host club shall appoint a judge, subject to the approval of the committee. The judge must have no connection with any member club.
4. The competition shall be held in November of each year. Club entries must be submitted to the host club not less than 21 days before the

- date of the competition.
5. Prints entered for this competition must have been produced within three years before the date of entry for the competition and must not be entered more than once in the competition.
  6. Prints shall be on mounts not exceeding 50 x 40cm in size and may be home produced or trade processed.
  7. No person shall submit prints on behalf of more than one club.
  8. Each club entry shall consist of six prints of any subject – not more than two prints from any one person – and must contain prints from at least four persons.
  9. The winning club shall be responsible for the safe keeping of the Shield and shall return it for the following year's competition.
  10. The Shield may not be won outright.
  11. The Regnum Crouch Group may wish to publish prints which are entered for this competition on its website ([www.regnumcrouch.org.uk](http://www.regnumcrouch.org.uk)). Entry of a print for this competition will be taken as permission for such publication unless the contrary is indicated at the time of entry.

Entries are chosen in October by a panel of committee members. Members are informed in September of the submission date. In November 2008, by a narrow margin, Worthing came second to Chichester.

## **APPENDIX 1.**

### **Data Protection Act 1984**

All members are asked to read this Appendix:

Information about Club members is held on computers for various purposes: the Secretary maintains computerised membership records which contain the following:

Personal Details:

- Name
- Age Group
- Address
- Telephone Number
- E-mail Address

Club & Photographic Details:

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

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

In order to avoid the complications and expense of registering under the Data Protection Act 1984, the Club is required to ask each member whether he/she objects to his/her name being entered in this way on computerised records. We are required not to disclose any data to anyone outside the Club without the consent of the member. The Club gives its assurance that these requirements will be observed at all times, but if you have any objection to having your details recorded on computer, you must advise the Secretary in writing.

## APPENDIX 2

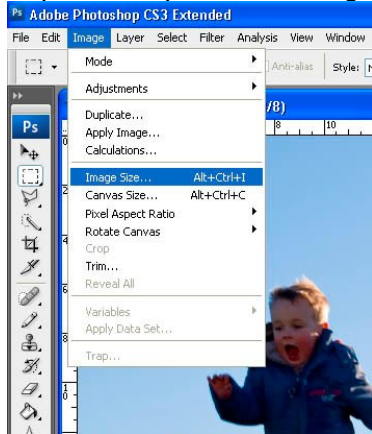
### How To Format Digital Slides

Q. I want to enter a digital slide but Paul says the pics have to be 800 X 600 pixels. Either I can't do that or the picture distorts/ help!

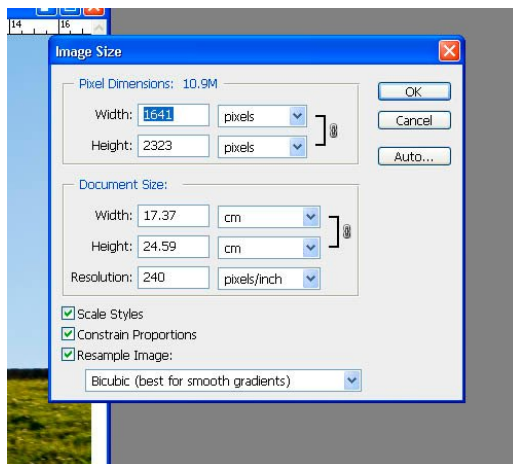
A. Firstly why do we ask this? Many SLRs will produce huge images which will slow down the computer projecting them and the image quality isn't improved using these large files viewed on a screen. When we say 800 X 600 pixels what we mean is that this is a guide to the size. If the proportions of your picture are different you may end up with 800 X 560.

#### How to.

In photoshop choose image, image size



You'll see the size of the picture in pixels is huge.

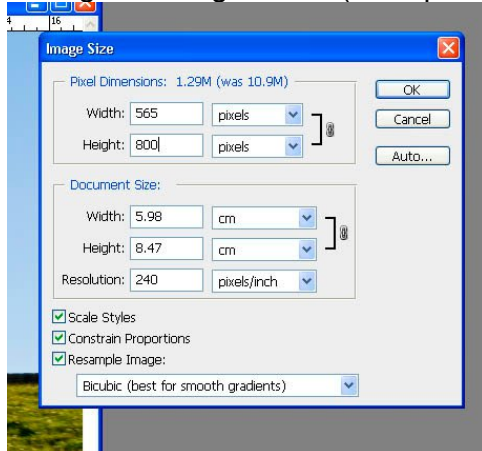


1600 X 2300

Notice the constrain proportions box is ticked. This stops your image becoming

distorted.

Change the longest side (most pixels) to 800



Vóila. It's now an 800 X 565 pixel file. Close enough. That's it - now save it as a different filename and choose jpeg as the file type and you are done. (When asked about compression when saving, choose maximum quality to ensure it looks its best).

In 2009/10 we will be purchasing a fantastic new High Definition Projector. In preparation we have changed the rules to allow the longest side to be 1920 Pixels. The above guide works equally well with 1920 as the longest side rather than 800. (HD Images are typically 1920 X 1080)