

# Yateley Camera Club

Founded 1974



Member of the  
Southern Photographic Federation (SPF)  
& Surrey Photographic Association (SPA).  
Affiliated to the Photographic Alliance of  
Great Britain (P.A.G.B).

## **Members' Handbook**

## **Contents**

1. Introduction
2. Membership Subscriptions
3. Activities and Facilities
4. Club Organisation
5. Club Competitions and Rules
6. Annual Exhibition of Photography
7. Local Inter-Club Competitions
8. PAGB Affiliation, SPF & SPA Inter-Club Competitions and Membership

## **Appendices**

1. Data Protection Act
2. Club Constitution
3. Club Officials, Committee Members and Voluntary Positions

## **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 organised by Hampshire County Council. The tutor, Francis Spooner, taught both Beginners Photography and Advanced Photography. A number of the students developed friendships and rejoined the evening classes each year. In 1974 Francis and David Watts (The Warden of the Centre) arranged an inaugural meeting of the students with financial help from the School. 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 today. A membership of 60-70 has been maintained for many years.

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

[www.yateleycameraclub.co.uk](http://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. The updated document will be available from the website and paper copies of the updates will be available to those without Internet access.

### **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 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 organisation 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 or cheque. The Treasurer will issue a receipt and provide a membership card.

The types of membership subscription are:

Standard individual

Family

Student

Please note that anyone under the age of 18 must be accompanied by a parent or guardian when attending a club evening

On production of the Yateley Camera Club membership card at Fujifilm Image Service, 243 Fleet Road, Fleet, discounts on products and services can be obtained. As the amount of discount and types of products and services where discounts can be obtained will vary year on year they are not detailed here. Please contact Fujifilm directly for details of the latest offers.

## Section 3 - Activities and Facilities

### Meetings

The club meets at 7.45pm (for an 8.00pm start) every Wednesday from September to June, at The Tythings, Reading Road, Yateley, Hampshire GU46 7RP. Please note that for security reasons the front door will be locked at 8.00pm. The final meeting of the year is usually the first Wednesday in June, but we also hold an extended summer programme during June and July.

The normal club meetings last around two hours with a half time break for refreshments and close about 10.00pm.

### Guest speakers

Guest speakers are invited to the club during the season to talk on a wide range of photographic and related subjects. Speakers will use prints, slides and digital images to illustrate their talks, although occasionally a speaker will illustrate printing, mounting and 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 a number of competitions for its members throughout the season and also takes part in a number of external inter-club competitions.

Print, slide and digital image competitions are run and all members are eligible (and encouraged) to enter.

**Internal competitions** are run for standard and advanced workers. A number of evenings are held throughout the season and members can enter, usually, two images in the print, slide and digital sections. Six images altogether per competition evening, if you wanted too, although you can enter just prints if that suits you.

Please see Section 5 of this document for the full set of rules. Please note that digital images need to be with the digital image co-ordinator seven days prior to the competition evening, but prints and slides can be bought along on the night of the competition.

**Theme competitions** are also run; please see the current rules for these competitions. Again prints slides and digital images can be entered, but in these competitions there are no separate standard and advanced classes. Please note the title of the theme and enter images that interpret that theme – please also note that these images must have been taken within the past 18 months.

**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 slides for the Spectrum competition or two digital images 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 Photographic Federation and Surrey Photographic Association** – the club is a member of both these federations, see Section 8 for more information.

Both run a league style competition throughout the season. The club enters in both the print and slide competitions, there is not a digital section at the moment. The club chooses a number of prints and slides during a selection process to represent us.

If you are asked to contribute prints and slides to the selection process please make every effort to do so. There are a number of rules that the club must follow, such as a maximum number of images from any one member, and so the more prints and slides available for selection the easier it can be, not always but generally it proves easier.

Please remember though, that any prints or slides selected will need to be retained by the club for the season.

**Match-a-slide competitions** are fun slide competitions that the club may take part in against other local clubs. These involve one club projecting a slide and the other clubs trying to 'match' it with one of their own slides. This continues until all the slides are used up and a winning club is decided. These evenings can be great fun, as they are not taken (too) seriously!

The person organising the clubs entry will most likely ask for slide contributions, as they may have to choose quite a number of slides with a cross section of subjects. If you are asked to contribute slides please make every effort to do so, slides will usually be returned the week following the competition as they do not need to be kept any longer.

See Section 7 of this document for more information.

### **Practical evenings**

The club runs a series of 'practical' evenings throughout the season. These are usually held on the second Monday of each month, but please refer to the current programme to confirm the dates. Please note these evenings are self-funding, therefore a small charge is made to cover the cost of these additional evenings.

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 with some images. Members will be informed 1-2 weeks prior to the meeting.

### **Exhibition**

The annual exhibition is the highlight of the clubs season. The exhibition secretary will organise the exhibition and announce the dates well in advance for members to enter.

Prints, slides and digital images 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 month of May of each season. This is a chance for the club to state its progress and position to the members, with reports from the president, chairman, secretary, treasurer and other committee posts. Any proposed changes to the clubs 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 constitution.

## **Communications**

At each meeting the Chairman will make announcements about forthcoming events. The club maintains a noticeboard, which will be on display in the meeting room. This board contains information such as competition results, external photographic competitions, photographic exhibitions and other photographic related information. In addition the website will be updated regularly with relevant information. E-mail may also be used to disseminate information, but the club recognises that not everyone has an e-mail account and so if this method is used, letters will also be sent out for those not on e-mail.

## **Extended summer programme**

The Club season runs from September to the end of May or sometimes the first Wednesday in June. In order to maintain contact with club members during the 'close' season a number of events are 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 for details of these evenings, or listen out for the announcements towards the end of the season.

## **Web-site**

The club maintains a website at [www.yateleycameraclub.co.uk](http://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 website please contact the website 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 don't know who the right person is to answer your photographic questions.

## **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 and photograph a local event.

The club will run other activities not described in this handbook. Please listen out for announcements and details.

## Section 4 - Club Organisation

Appendix 2 of this document shows, in full, the Yateley Camera Club constitution.

A number of 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	Vice Presidents	Chairman
Vice-Chairman	Publicity Secretary	Honorary Treasurer
Secretary	Programme Secretary	Internal Competition Secretary
External Competition Secretary	Exhibition Secretary	

and along 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 each of the regular 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.

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.
Digital Image Co-ordinator	Co-ordinates the digital image competition by ensuring that all the entries are collated and ready to be projected on the competition evenings.
Exhibition Secretary	Responsible for the organisation of the annual exhibition and any smaller exhibitions the club may hold during the season. They are responsible for ensuring that the appropriate venues are booked and the relevant information is available to club members to enter the exhibition. They are 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 in order to carry out all the necessary arrangements to hold the exhibition(s).
External Competition Secretary	Responsible for organising the clubs entry for the external competitions such as the SPF and SPA competition. This post may be assumed by more than one person depending upon the willingness of members to take on the roles.
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.

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.
Internal Competition Secretary	Responsible for the running of the internal competitions. They ensure that the judges' marks are recorded and will maintain the competition records.
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.
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
Projectionist	Responsible for setting up the slide projector on competition evenings and others as appropriate. They will work the projector during the evening and hold back slides that the judge may ask to be held back.
Publicity Secretary	Responsible for the clubs publicity, in whatever form is deemed appropriate.
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.
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.
Southern Photographic Federation (SPF) Representative	Represents the club at the SPF by attending the regular meetings and as appropriate other meetings associated with the SPF.
Surrey Photographic Association (SPA) Representative	Represents the club at the SPA by attending the regular meetings and as appropriate other meetings associated with the SPA.
Vice Presidents	An elected position voted for at the AGM, the vice-presidents are members of the club who have served the club over the years.
Vice-Chairman	Substitutes for the Chairman when they are not available.
Web-site co-ordinator	Responsible for the content of the clubs web-site. They will ensure that the web-site information is kept current and up to date.

The current officers of the club, committee members and those people filling the voluntary positions are shown at Appendix 3.

## Section 5 - Club Competitions and Rules

### 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 exception to this is the 10's competition held at the end of the season, which is judged by the members of the club, see 10's competition paragraph below.

The Club runs Print, Slide (Transparency) and Digital image 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, slide or digital image, and all images must be substantially different. In addition no image may be entered which has been entered in any other 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 a Standard worker. However, if they so wish they may submit a panel of 3 Prints / Slides/ Digital Images to the Selection Committee to be considered for promotion to the Advanced Section.

Any person joining the club, who has been a member or is a member of another camera club, will be required to submit a panel of 3 Prints/Slides/ Digital Images to the Selection Committee for classification in either the Standard or Advanced sections.

At the end of the season the top two competitors in the Standard Class Print / Slide / Digital will automatically be transferred to the Advanced Class. However, Standard workers who have not competed for a full season may, at their own 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 Club Competition secretary. Requests for transfer will be at the discretion of the YCC Committee.

### Print Open Competitions

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), but can be enhanced/manipulated by any existing technologies.

The work is to be mounted, but the mount size is not to exceed 500x400mm.

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.

Therefore over the course of the season a Club member can accumulate a maximum of six (6) scores. To calculate the winner of the Annual Open Competition the top five (5) marks will be added together to form a total, with the winner having the highest aggregate total. In the event of a tie, a count-back system will be employed to ascertain the overall winner.

### Slide Open Competitions

Six (6) Slide Open competition evenings will be held throughout the season on the same evenings as the Digital Open competition. Within the programme these evenings are known

as "Projection Open Competition". Entries for Standard and Advanced classes will be accepted. Each member may enter up to two (2) slides in their class.

**The work must be original film (transparency) slides without any re-working or alteration, with the exception of masking and sandwich slides.**

Slides should be mounted in a 50.8mm x 50.8mm (2" x 2") mount. Any member submitting slides larger than 50.8mm by 50.8mm (2"x2") mount size must supply their own projector.

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.

Therefore over the course of the season a Club member can accumulate a maximum of six (6) scores. To calculate the winner of the Annual Open Competition the top five (5) marks will be added together to form a total, with the winner having the highest aggregate total. In the event of a tie, a count-back system will be employed to ascertain the overall winner.

### **Open Digital Image Competitions**

Six (6) Digital Open competition evenings will be held throughout the season on the same evenings as the Slide Open competition. Within the programme these evenings are known as "Projection Open Competition". Entries for Standard and Advanced classes will be accepted. Each member may enter up to two (2) digital images in their class. Each entry must be prepared and submitted according to the guidance notes under Digital Image Submissions.

All the work included is to originate from a photographic image/images taken by the photographer (film or digital image), but can be enhanced/manipulated by any existing technologies.

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.

Therefore over the course of the season a Club member can accumulate a maximum of six (6) scores. To calculate the winner of the Annual Open Competition the top five (5) marks will be added together to form a total, with the winner having the highest aggregate total. In the event of a tie, a count-back system will be employed to ascertain the overall winner.

### **Theme Competition**

Throughout the season 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.

On the theme competition evenings, members may submit a maximum two (2) prints, slides and digital images (i.e. 2 prints, 2 slides & 2 digital), 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.

Therefore over the course of the season a Club member can accumulate a maximum of four (4) scores. To calculate the winner of the Annual Theme Competition the top three (3) marks will be added together to form a total, with the winner having the highest aggregate total. In the event of a tie, a count-back system will be employed to ascertain the overall winner.

**The original image (Digital / Negative / Slide) of work entered into the Theme Competitions must have been produced in the past eighteen months.**

### **10's Competition**

On the evening of the last Club meeting, separate competitions will be held to find the Best Print, Slide and Digital Image of the year. Each competition will have two separate classes - Advanced & Standard. These competitions will be open to member's entries (Prints, Slides & Digital Images) that received a mark of 10 during the year's Open and Theme Competitions. The judging is by member voting.

## General

All Prints and Slides must be handed in to the Competition Secretary **by 7.50pm** on the competition evening. All digital images 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.

**No entries will be accepted after 7.50pm on a competition evening**

## Image identification

### Prints

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

<b>Name:</b>	<b>Title:</b>	<b>Date:</b>	<b>Judge:</b>
<b>Class: Standard or Advanced</b>			<b>Competition Section: Open or Theme</b>

The Club will provide labels for this purpose.

The Competition Secretary is to ensure that the marks awarded are entered on the back of the Print.

### Slide

Each Slide must have a clearly defined spot in the **bottom left hand corner** when viewed normally, to aid correct insertion into the projection equipment.

Each Slide must have the following information on the mount:

<b>Name:</b>	<b>Title:</b>	<b>Date:</b>	<b>Class: Standard or Advanced</b>
<b>Competition Section: Open or Theme</b>			

## 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 1024 pixels by 768 pixels.

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 768 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.

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)

## Count-back System

In the event of a tie the 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.

## Section 6 - Annual Exhibition of Photography

The club exhibition is the highlight of our year.

All members are invited to exhibit their work in the following form. The only criterion is you must be a fully paid up member.

One Open Print Panel	One Theme Print Panel
One Open Slide Panel	One Theme Slide Panel
One Open Digital Image Panel	One Theme Digital Image Panel

In the Open and Theme print panels, a minimum of six (6) prints is required for them to be included in the judging. However, any number of prints may be exhibited, in any format. Prints must be mounted and there is no size restriction.

In the Open and Theme slide panels, eight (8) slides are required for them to be included in the judging.

In the Open and Theme digital image panels, eight (8) digital images are required for them to be included in the judging

The panels of Prints, Slides and Digital images are judged and awards are made to the winning entries in each section.

Best panel of Prints (Open)	Best panel of Prints (Theme)
Best panel of Slides (Open)	Best panel of Slides (Theme)
Best panel of Digital Images (Open)	Best panel of Digital Images (Theme)

### Bun Welham Trophy

The Bun Welham Trophy is awarded for the most popular print in the exhibition. This is voted for by the visiting public who cast a vote for their favourite print. The print with the most votes at the end of the exhibition is awarded the Bun Welham Trophy.

Many people ask who or what was 'Bun Whelam', well 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, some money was donated to the club and a trophy purchased. The trophy is presented to the photographer who produced the most popular print at the annual exhibition, as voted for by the public.

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

## **Section 7 - Local Inter-Club Competitions**

The Yateley Camera Club and its members take part in local inter-club competitions, some of which are described here.

### **Match-a-Slide**

Match-a-Slide competitions are fun competitions that the club enters as a club. We may host one of these events or be invited to one by another club.

Usually three clubs are invited to compete, but that is at the discretion of the hosting club.

Each club selects a number of slides from its members somewhere between 30 and 80 usually. There is no restriction on the type of images or a limit on how many from any one author. If you are asked to contribute some slides please try and help as the organising team from the club will need to try and get a diverse range of subjects.

The hosting club will organise their clubroom so that three screens (if three clubs are competing) can be put up adjacent to each other, and therefore three projectors (one for each club) are used.

The club who has the honour of going first (however this is decided) projects a slide that it hopes the other clubs cannot 'match'. The other two clubs then have a limited time (perhaps 30 seconds) to select from their bank of images a slide that they think matches the first slide projected.

A match can be anything, content, style, colour, humour, slide title, but it is up to the clubs to try and 'persuade' the judge that they have a match, which is where some lateral thinking and humour may be needed. Slide title's can be made up on the spot if the team think that the title may 'persuade' the judge that a match can be made.

The judge then decides if a match has been made and a point is awarded for each match. A bonus point may be awarded to the best match or if no match is made then the start slide will gain the bonus point.

The slides used for that round are then removed from the competition and cannot be used again. The next team in turn starts the next round and so on until all the slides are used up or time runs out (making sure that each club has had an equal number of start slides). The winning club is the one with the most points at the end.

These rules may vary from host club to host club, for example, there may be a limit of 30 slides per club – which makes the later rounds very interesting when there are only a few slides left to try and make a match with.

Overall this is a fun competition with plenty of humour and banter between the clubs, and well worth attending if you can, either at Yateley or if we are invited to compete at another club.

## **Molesworth, Rainbow, Spectrum and Heywood Competitions**

These competitions are open to all paid up members of Yateley Camera Club and members enter as individuals.

They are held jointly with Aldershot and Farnham Camera Club and Farnborough Camera Club with each club hosting an event in turn (a schedule of events and host club is shown below).

**Aldershot and Farnham Camera Club** meet at:

Hale Institute Village Hall, Wings Road, Upper Hale, Farnham, Surrey. GU9 0HN

**Farnborough Camera Club** meet at:

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

The complete rules for these competitions, as agreed by all three clubs, are reproduced here for completeness.

Additionally a timetable showing which club will host which events over the coming seasons is also shown. The current seasons programme will detail the exact date and which club will host each competition.

## **Rules for local club competitions: Molesworth Cup / Rainbow Trophy and Spectrum Trophy / Heywood Trophy (revised March 2007)**

### **Constitutional Aspects**

1. The purpose of these local club competitions is to provide two annual photographic matches open to entry by individual members, and thereby encourage social interaction between the local clubs and promote a spirit of friendly rivalry. The competitions cover all photographic formats as follows:

Molesworth Cup	monochrome prints
Rainbow Trophy	colour prints
Spectrum Trophy	slides (from slide film only)
Heywood Trophy	digital image projection

2. The four competitions shall be open to the paid-up members of:

Aldershot & Farnham Camera Club  
Farnborough Camera Club  
Yateley Camera Club

3. Any change to the above three clubs must be agreed unanimously by the three clubs.
4. Any of the participating clubs may convene a meeting to discuss and change these rules, giving adequate notice so that each club may be properly represented. A quorum will comprise two members from each club. The Chairman shall be elected at each meeting from those present.
5. Any decisions made at these meetings, except changes to the participating clubs under 3. above, shall be based on a majority vote. The Chairman will have a casting vote if required.
6. The trophies shall be deemed to be the property of the clubs shown below:

Molesworth Cup	Aldershot & Farnham CC (originally Fleet CC)
Rainbow Trophy	Farnborough CC
Spectrum Trophy	Farnborough CC (originally 43 CC)
Heywood Trophy	Farnborough CC (originally 43 CC)

## Standard Rules Applicable to All Four Competitions

7. The three clubs will take turns at hosting the competitions, and a schedule showing which club is to host the competitions for each season is held by each club. This schedule will be up-dated from time to time.
8. The host club shall be responsible for organising the competition, including the booking of a judge, and shall advise the other participating clubs of the date and the name of the judge as early as possible, but by no later than May 1<sup>st</sup> of the prior season. The host club shall provide the necessary equipment for the holding of the competition – print display boards, screen, slide projector, digital projector, etc.
9. In line with the purpose expressed under 1. above, members entering the competitions are requested to bring their own images to the host club in person whenever possible. Members are asked to submit prints and slides 15 minutes prior to the published time of the respective competition – different rules apply to digital images (see 23. below).
10. Images entered in the four competitions **should not have been entered in any of the four 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. If necessary, materiality will be determined by a meeting of three relevant officials, one from each of the three clubs, and their decision will be final.
11. All images must be the original work of the photographer.
12. All images entered will be displayed for assessment by the judge. In the case of print and digital image competitions, titles of the images will be provided; for slide competitions, it is for the host club to decide whether titles will be provided. 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.
13. The winning club will be responsible for having the trophy engraved with the winner's name and club, and for meeting the cost of this. It is the responsibility of the winning club to ensure that the trophy is brought to the host club's venue when the competition is next held.

## Rules Specific to the Molesworth Cup and Rainbow Trophy

14. These two competitions are to be held annually in the first quarter of the calendar year. The two competitions are to form part of the same evening.
15. Club members may enter 2 prints in the Molesworth Cup, **or** two prints in the Rainbow Trophy, **or** one print in each competition.
16. 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 40 cm, 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.
17. 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.)
18. Images eligible for entry in the **Rainbow Trophy** competition are **colour prints**.

## Rules Specific to the Spectrum Trophy and Heywood Trophy

19. These two competitions are to be held annually in the last quarter of the calendar year. The two competitions are to form part of the same evening.
20. Club members may enter 2 slides in the Spectrum Trophy, **or** two digital images in the Heywood Trophy, **or** one image in each competition. The intention is that members who take slides using slide film enter the Spectrum Trophy, while the Heywood Trophy is open to members who use digital cameras. Members who use both formats may enter both, but entries in the Spectrum should be “real slides” and not slides created from digital files.

### Spectrum Trophy

21. Slides must be in standard size mounts (50mm by 50mm) made of plastic or metal (not cardboard), and must be spotted for correct projection. Each slide must show the title and the photographer's name and club.
22. Images eligible for entry in the **Spectrum Trophy** competition are **slides created from film only**. Slides created from digital files are not eligible.

### Heywood Trophy

23. The host club is responsible for providing suitable software for running the digital image projection competition. As each host club may use different software, the specific requirements for preparing and titling digital images will need to be issued by the competition organiser of the host club. This should be sent by email to the other two clubs at least one month prior to the date of the competition.
24. Certain standards will apply to digital images:
- Maximum image size – 1024 pixels by 768 pixels for an image in landscape format, while the maximum height for an image in portrait format is 768 pixels.
  - Image format – jpeg format should be used.
  - 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.

As technology advances, these standards will need to be updated and this may be done with the written agreement of all the three clubs.

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

## SCHEDULE OF HOST CLUBS FOR LOCAL COMPETITIONS

<b>Season</b>	<b>Molesworth Cup/ Rainbow Trophy</b>	<b>Spectrum Trophy/ Heywood Trophy</b>
<b>2007/8</b>	Farnborough CC	Yateley CC
<b>2008/9</b>	Yateley CC	Aldershot & Farnham CC
<b>2009/10</b>	Aldershot & Farnham CC	Farnborough CC
<b>2010/1</b>	Farnborough CC	Yateley CC
<b>2011/2</b>	Yateley CC	Aldershot & Farnham CC
<b>2012/3</b>	Aldershot & Farnham CC	Farnborough CC
<b>2013/4</b>	Farnborough CC	Yateley CC
<b>2014/5</b>	Yateley CC	Aldershot & Farnham CC
<b>2015/6</b>	Aldershot & Farnham CC	Farnborough CC
<b>2016/7</b>	Farnborough CC	Yateley CC
<b>2017/8</b>	Yateley CC	Aldershot & Farnham CC
<b>2018/9</b>	Aldershot & Farnham CC	Farnborough CC
<b>2019/20</b>	Farnborough CC	Yateley CC

## **Section 8 - PAGB Affiliation, SPF & SPA 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 Photographic Federation (SPF) 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.

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.

PAGB has strong links with similar organisations in different countries throughout the world through its membership of FIAP (The International Federation of Photographic Art).” (1)

The PAGB offers awards for photographic merit, these are Credit (CPAGB), Distinction (DPAGB) and Master (MPAGB). Please refer to the PAGB website for more information.

### **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 SPF and SPA.

Southern Photographic Federation - <http://www.southphotographicfed.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.

Each federation runs an inter-club competition where the clubs choose a number of prints and slides to represent them. A league style competition is run throughout the season where the prints and slides are shown and judged against other clubs. At the end of the season the winning clubs in each league then take part in further competitions between other winning clubs and so on until an overall winning club for each federation (for that season) is identified. These clubs go on to represent the federation at the PAGB championships.

Both the SPF and SPA run annual exhibitions that we enter as a club.

Announcements will be made at a club evening for all these federation events.

### References

1. PAGB website - <http://www.pagb-photography-uk.co.uk>

# 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 officer's for the purposes of 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 in this way on computerised records. The club is required not to disclose any information to anyone outside of the club. The Club can assure members that these requirements will be observed at all times. 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 orders as posted on the Club notice board, these are also on display in the club meeting room. 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 three months in arrears may be removed from the membership list after due warning has been given, by order of the Committee.
5. Any member in arrears of three months may not be 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, Publicity 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.
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.

## Appendix 3

### Club Officials, Committee Members and Voluntary Positions

#### HONORARY POSITIONS

Life President	Francis Spooner, ARPS
Life Member	Ted Clark LRPS

#### MANAGEMENT COMMITTEE

Chairman	Derek Trendell ARPS
Vice-President	Graham Foote LRPS
Honorary Treasurer	Howard Lowes
Honorary Secretary	Bob Bartlett
Vice Chairman	Claude Kensett
Programme Secretary	Ron Ward
Competition Secretary (Internal)	Myra Wright
Competition Secretary (SPF)	Ernie Loft LRPS
Competition Secretary (SPA)	Claude Kensett
Membership Secretary	Peter Holt
Exhibition Secretary	Vacant
Committee Member	Ray Clune
Committee Member	Richard Pullan

#### VOLUNTARY POSITIONS

Digital Image Co-ordinator	Ray Clune
Handbook editor	Derek Trendell ARPS
Refreshments organiser	Les Davey
Web-site Co-ordinator	Richard Pullan