



**Townsville Photography Club Inc**

**HANDBOOK**

**OF**

**RULES AND GUIDELINES**

**FOR**

**COMPETITIONS AND**

**JUDGING**

**2017**

## 1. INTRODUCTION

Generally, people join the Townsville Photography Club (TPC Inc) to improve their photography skills and enjoy photographic activities with other people with similar interests. Competitions allow members to view each other's work, measure their own progress, and receive constructive advice and commentary to continue improving their images. Any changes or amendments to the rules will be distributed to club members for comment or feedback. Members will be allowed one month from the date the amendments are distributed for any comment or feedback before any changes are made. This will take effect from 1<sup>st</sup> July 2017.

## 2. THE PURPOSE OF THIS HANDBOOK IS:

- a. To provide members with requirements to enter TPC competitions – see Appendix A
- b. To outline the responsibilities of the Competition Coordinator
- c. To document how photographic competitions will be conducted by TPC Inc
- d. To outline judging methodology to be used within the TPC Inc
- e. To provide advice and guidance to the Club's internal judges

## 3. THE ROLE OF THE MANAGEMENT COMMITTEE IS TO:

- a. **Develop and maintain the rules and guidelines of the Club's competitions and judging**  
Make amendments and additions to the 'Handbook of Rules and Guidelines for Competitions and Judging' ensuring that the Handbook is kept up to date and available for publishing on the Club website in a downloadable format such as PDF.
- b. **Develop and maintain guidelines for the Club's internal judges**  
Guidelines for Internal Judging are set out in Appendix E of this Handbook.
- c. **Develop a grading system for Club members**  
A Grading System based on three levels to be known as A Grade, AB Grade and B Grade will apply for the Projected Digital Image (PDI) Competitions. This system will allow less experienced members to progress without being intimidated by competing with more experienced photographers, while at the same time providing an incentive to try to improve to the next grade. The Grading System will not apply to the Print Competition.
- d. **Develop scoring methods for the Club's competitions**  
The scoring method for the Projected Digital Image (PDI) competitions is set out in Appendix D of this Handbook. The scoring method for the Print competition is set out in Appendix E of this Handbook.

e. **Compile annual competition themes**

The Management Committee will compile a list of themes for future years' competitions. The final list will be published on the Club Website and be available to the members each year.

f. **Appoint a Competition Coordinator**

The Management Committee will choose a club member to be the Competition Coordinator. The person chosen may be a member of the Management Committee or an ordinary member of the Club. The duties and responsibilities of the Competition Coordinator are set out in Appendix B of this Handbook.

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# **APPENDICES**

## **APPENDIX A**

Members' Guidelines to enter competitions

## **APPENDIX B**

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## **APPENDIX C**

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Labels for Print Competition

# APPENDIX A

## MEMBERS' GUIDELINES TO ENTER COMPETITIONS

### 1. Monthly Competitions and Judging

The Club holds 3 monthly competitions -

- a. Themed Projected Digital Image (PDI),
- b. Open Projected Digital Image PDI and
- c. Print competition.

### 2. Judging

- a. Both PDI competitions will be judged by a PSQ Accredited or Understudy Judge - see Appendix D.
- b. The Print competition will be judged by three members from the Club's volunteer judges' panel – see Appendix E.

### 3. General Competition Rules

- a. Only financial members of the Club may enter competitions.
- b. Images submitted to the monthly competitions may be taken at any time.
- c. Colour and monochrome images will be judged together, except where the theme states 'monochrome' or 'black and white'.
- d. Images must be submitted in the correct digital or print format and size as set out Paragraph 6 (for PDI) and Paragraph 9 (for Print) below. The Competition Coordinator and/or judges have the right to exclude from competition any images that do not meet these published rules.
- e. Images must be submitted by the published competition closing date stated in "Details for Digital and Print Competitions" on the Club's website (the "competition closing date"). The Competition Coordinator and/or judges have the right to exclude from competition any images that have not been received by the published competition closing date.
- f. All aspects of the image, including digital manipulation, must be the work of the member.
- g. Images must not be morally offensive or lewd.
- h. Images can only be submitted to one competition, however may be submitted for another in certain circumstances, see Appendix C: 7. Entry Rules
- i. Entries for Themed PDI and Print competitions must reflect the theme of the competition. For definitions of the themes, refer to the Club's [Competition website](#).

#### 4. Acceptable Images

- a. Any image submitted to any TPC Competition may be produced from a single image or from multiple images (or parts thereof), PROVIDED THAT all images used to make up the final image entry must have been taken by the entrant by means of a camera. All camera functions may be used.
- b. All images may be manipulated by the entrant using computer software. The use of CGI (Computer Generated Imagery) is not permitted in Club Competition entries except in cases where special allowance is given.
- c. Images can be presented in any style or artistic genre.

*Please note: These rules apply to TPC Competitions. If a member wishes to enter external competitions, the member should be aware of conditions set for those competitions*

#### 5. Maximum Entries

**THEMED PDI COMPETITIONS** – A maximum of two (2) images per month per member may be submitted.

**OPEN PDI COMPETITIONS** - A maximum of two (2) images per month per member may be submitted.

**PRINT COMPETITIONS** - One (1) print per month per member may be submitted.

#### 6. Image Files for PDI Competitions

- a. Images must be in jpeg format.
- b. Colour space for images should be sRGB as this is the colour space of the club's projector.
- c. No matter what shape the image is in, it cannot be larger than **1400 pixels horizontally OR 1050 pixels vertically**.



↑  
1050  
↓

← 1400 →

**NOTE:** Members must check images meet maximum horizontal AND vertical dimension requirements before submitting to PDI competitions. **If unsure how to 'size' your images refer to instructions for Faststone (free program) and Lightroom on the Club's Competitions website.**

- d. Images must not be larger than **1.5MB**.
- e. Digital image files shall be named in the following format – *image title your competition number month year*. For example –

***Sunrise over the Harbour 66 Jan2017.jpg***

## 7. Submitting Images for PDI Competitions

- a. Images for both PDI competitions must be sent to the Competition Coordinator using the following email address: [tpc4444@gmail.com](mailto:tpc4444@gmail.com). **Separate emails must be sent for each competition** - one for Theme, one for Open - with all images for that competition attached.

The format of the Subject Line is – *(Grade) (Member No.) (Month) (Theme) (No. of images)* For example:

Themed competition Email Subject line: **AB 16 December Scapes 2** – (if submitting 2 images) or **AB 16 December Scapes 1** (if submitting only 1 image).

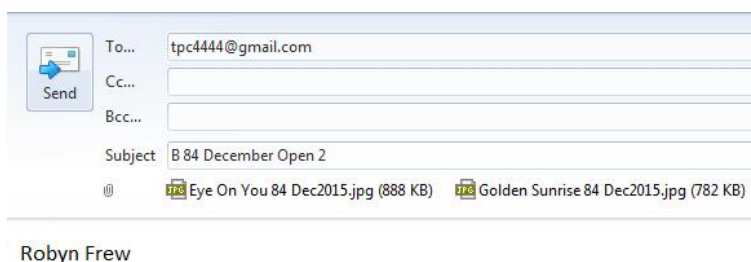
Open competition Email Subject line: **AB 16 December Open 2** – (if submitting 2 images) or **AB 16 December Open 1** (if submitting only 1 image).

**A Grade members** will put A at the start of their subject line: **A 16 December Open 2**.

**AB Grade members** will put AB at the start of their subject line: **AB 16 December Open 2**.

**B Grade members** will put B at the start of their subject line: **B 16 December Open 2**.

The email message need only be the members' name. For example, **Joe Smith**



Example of Open PDI competition email showing subject line and file name formats  
**Note:** 2 images submitted.

- b. Images must be submitted on or prior to the date stipulated on the [Competition Page](#) of the club's website. Entries received after the submission date may not be accepted.

## 8. Printing images for Print Competition

Prints may be processed commercially or by the author.

## 9. Print Size and Mounting

Prints may be submitted with or without mounting or matting. Maximum size is A4 – inclusive of any matting.

## 10. Submitting Prints

- a. Submitted prints are to be accompanied by a completed Print Competition Entry form with your ID number; title and month of competition– see Appendix G.

- b. The back of each print submitted must bear only the title and month of the competition. Attach a print label at the top of the print (positioning is used to determine the 'top' of the image). Prints must be submitted one month preceding the competition, e.g. January print must be submitted by December meeting. Entries received after the submission date may not be accepted.
- c. A resized (800x650) digital copy of the print image must be forwarded to [ceejay18@optusnet.com.au](mailto:ceejay18@optusnet.com.au) within seven (7) days after the Print Competition closing date.

## **11. Publishing Honours and Merit Print Images**

The names of the winners of Honour, Merit and Highly Commended awards for each competition are published in the Club's newsletter. Their winning images will be placed on the Club Website. Any print entry where a digital copy was not received in accordance with 10(c) above, may not be placed on the Club's website or published in the newsletter.

## **12. Tally of scores**

A progressive tally of competition scores will be posted on the Club's website – [News](#) section.

## **13. Non-competitive General Images**

General images are shown at the Workshop meetings at which the maker is encouraged to talk about the image; how/why it was taken. To facilitate this section of the Workshop members are encouraged to email up to 3 general images to [tpc5300@gmail.com](mailto:tpc5300@gmail.com) by the Monday prior to Club Workshop Meetings.

An email reminder is sent for the relevant workshops; however, this General Image session may be cancelled when workshops take the form of excursions or are fully taken up with a guest speaker or training session.

As this is not a competition, image file names are to be Title only (member numbers are not required). This section of the meeting can be used to show images, ask for peer suggestions for improvement, mentor members on the methods used to make the image.



## APPENDIX B

### COMPETITION COORDINATOR – DUTIES AND RESPONSIBILITIES

#### 1. PDI Competitions Judged by guest Remote Judges (THEMED and OPEN)

- a. Each year, no later than November, the Competition Coordinator will email PSQ Accredited and Understudy Judges listed on the PSQ website, inviting them to judge for the TPC and asking for availability, including preferences for a month or months, a theme or themes, for which they are willing to judge, and providing them with the following:
  - i) Club's PDI Competition Calendar for the next year (themes and open);
  - ii) Club's instructions for how images will be exchanged between the Club and remote judges;
  - iii) Scoring is to be done on a 1-9 scale (1/2 points permitted).
  - iv) An Image of the Month to be chosen for each of the Themed and Open competitions in each grade.
  - v) Due date for the completed judging to be returned to TPC.
- b. The Competition Coordinator will be responsible for: -
  - i) collating a confidential Judging Calendar including judges' availabilities, contact details and allocating and confirming months with each judge.
  - ii) Make arrangements for any months which do not have a remote judge, and/or for any months when a remote judge is unexpectedly unavailable or who gives prior notice that he/she has to withdraw from judging as originally scheduled.
  - iii) Ensure that images for the monthly PDI competition have been submitted on time and exclude late entries.
  - iv) Collate all the entries and ensure that all conform to the submission rules i.e. they all have correct file names, size and resolution, and exclude any entries which do not meet the submission rules. (It is not the responsibility of the Competition Coordinator to resize or rename images which have been incorrectly submitted. However, if any images share the same title in the file name, the Competition Coordinator may contact the owners, if there is time, and ask them to resubmit their files with different names).
  - v) Enter member numbers and image titles into the Judges Report template, ensuring the table is sorted in ascending order by image title.
  - vi) Ensure images in the folder match the Judges Report.
  - vii) Share images via Drop Box or save all eligible entries to a USB/CD Rom for postage to the relevant judge, or where appropriate, by another mutually

acceptable form of transmission. Keep a copy on computer or disk of the entries for each month as sent to the relevant judge.

- viii) Ensure that images are forwarded to the remote judge within three days of the closing date for that competition. Receive the Remote Judge's completed judging (scores and critiques) - send to the Club Web Master to enter the results in the Club's total annual scoring system and post on website; and to the Presenter (removing member numbers) for presentation at Club night.
  - ix) Share Drop box link with Presenter and Club Web Master – for presentation at the next Club night and to load winning images into the electronic newsletter.
  - x) Ensure that the judged images are in a suitable format for projecting at the relevant club meeting and that the judge's critiques marry up with the projected images.
  - xi) Complete the PSQ Evaluation Form (downloadable from the PSQ website) and return it to the PSQ Judging Panel if an Accredited Judge (if the Accredited Judge has indicated they wish to receive an Evaluation Form) or to the Mentor if an Understudy Judge. This can be hardcopy or electronic.
  - xii) Provide the annual results to the Club Secretary to be kept as a permanent record.
  - xiii) Email a note of appreciation and PSQ Feedback form (if applicable) to the Remote Judge as soon as possible after a judging.
- c. The Competition Coordinator may call upon another member or members for assistance with these duties.

## **2. Internal Print Competitions Judged by Volunteer Panel**

- a. Confirm members continued participation on the Judging Panel for the year.
- b. Develop roster for the 12 months and circulate for acceptance; reschedule if judges will be unavailable.
- c. Collect print entries submitted at each club night; hold until the judging evening.
- d. Display prints on table at judging evening.
- e. Collate scores and enter on the Record Sheet.
- f. Display prints on table at the club night.

## APPENDIX C

### COMPETITION STRUCTURE AND PROCEDURES

#### 1. Monthly Competitions

The Club will hold a Monthly Themed Projected Digital Image (PDI) competition, Open PDI Competition and a Print competition.

- a. The PDI competitions will be judged by remote judging as set out in Appendix D of this Handbook.
- b. The Print competition will be judged internally as set out in Appendix E of this Handbook.

#### 2. Grading

A Grading System will apply for all TPC PDI Competitions. The Grading System will not apply to the Print Competition. A member cannot enter any TPC Inc competition until they have been graded. To progress through the grades, grading should be based predominately on the points earned from the themed competition. It is considered that to better your photographic skills and to progress to A Grade you need the challenge extended in the themed competition.

Grading will occur by one or more of the following methods: -

- a. **New Club members** will be graded as follows: -
  - i) A new member will be asked to submit a portfolio of 10 images of different genres to be assessed by three (3) experienced members of the Club. Images submitted for grading must be sized in accordance with the competition rules, e.g. images submitted by email must be sized in accordance with Appendix A Paragraph 6 – Image Files for PDI Competition.
- b. **Existing Club members** will be graded as follows: -
  - i) **A member will move from B Grade to AB Grade** if a member achieves a score of at least 126 points as follows: -
    - From the 20 highest scoring images in the current year's Themed PDI competition.
    - If a member enters the Themed PDI competition but has not submitted 20 images during the current year, then all entries in the Themed PDI competition **plus** the highest scoring images from the current year Open competition will be used as the 20 highest scoring images for scoring purposes. For example, if a member has only submitted 14 images into the Themed PDI competition, then those 14 images plus the 6 highest scoring images from the Open competition will be used.
    - Should a member not enter any images into the Themed PDI competition but enters the Open competition, they will be scored using the 20 highest scoring images for the current year's Open competition entries.

- ii) **A member will move from AB Grade to A Grade** when the member achieves a score of at least 140 points from the 20 highest scoring images in the current year's Themed PDI competition.
- c. In December of each year, the Management Committee will determine those members who qualify for grade promotion according to Clauses 2b i & ii above. Such new grading will take effect from the January competition in the following year.
- d. Grading is at the discretion of the Management Committee and the Management Committee reserves the right to re-assess a member's grading at any time.

### **3. Merits and Honours**

- a. An Honour Award will be awarded to an image that attains a score of 8 or 9 (24-27 for print).
- b. A Merit Award will be awarded to an image that attains a score of 7 (20-23 for print).
- c. A Highly-Commended Award will be awarded to an image that attains a score of 6 (18-19 for print).

### **4. Image of the Month**

- a. An image of the month will be awarded in each of the three competitions.
- b. The image of the month will be awarded one (1) extra point towards the member's total annual score.

### **5. Annual Awards**

- a. *Individual photographer awards* will be awarded and judged by the total annual score from the relevant competition as follows.
  - i) A Grade Themed PDI Photographer of the Year
  - ii) AB Grade Themed PDI Photographer of the Year
  - iii) B Grade Themed PDI Photographer of the Year
  - iv) A Grade Open PDI Photographer of the Year
  - v) AB Grade Open PDI Photographer of the Year
  - vi) B Grade Open PDI Photographer of the Year
  - vii) Print Photographer of the Year
- b. *Image of the Year* awards to be judged by an independent local experienced photographer from the Images of the Month for the relevant competition (to be arranged by the Competition Coordinator).
  - i) A Grade Themed Digital Image of the Year
  - ii) AB Grade Themed Digital Image of the Year
  - iii) B Grade Themed Digital Image of the Year
  - iv) A Grade Open Digital Image of the Year
  - v) AB Grade Open Digital Image of the Year

- vi) B Grade Open Digital Image of the Year
- vii) Print of the Year
- c. *Runner-up Certificates will be given to 2<sup>nd</sup> & 3<sup>rd</sup> place getters in each Photographer of the Year category*

## **6. Incidental Competitions**

From time to time, the Club may hold casual social competitions for the enjoyment or education of members, but which do not count towards Grading or Total Annual Scores. The conduct of these competitions will be determined by the Management Committee.

## **7. Entry Rules**

- a. An image can be first entered in either PDI (Themed or Open) or Print. The image, or a derivative of it, cannot be entered into another club competition in the same calendar month.
- b. If an image gains a **Merit or Honour** in a TPC competition, that image or a derivative of it cannot be submitted in another PDI, (Themed or Open) or Print competition in the same calendar year. It may however be submitted into any competition in subsequent years.
- c. If an image does **not** gain a **Merit or Honour** that image, or a derivative of it, may be resubmitted into any other competition in the same competition year.

## **APPENDIX D**

### **REMOTE JUDGING FOR PDI COMPETITIONS – PROTOCOLS AND PROCEDURES**

#### **1. Coordinating Remote Judges**

- a. Each year no later than November, the Competition Coordinator shall seek to arrange judging by PSQ Accredited Judges or PSQ Understudy Judges for the monthly PDI competitions of the following year – see Appendix B.
- b. The schedule of remote judges will be kept confidential.

#### **2. The format of the Completed Judging**

- a. Images will be scored on a 1-9 scale (1/2 points permitted) with a score of 1 to be used where, in the opinion of the judge, an image does not meet the Theme.
- b. Remote Judges are to be advised that the preferred method of judging is in the form of a Table of Results with all the scores/rankings beside the image number/titles and typed commentary/critique for each entry. Audio, Skype and/or Live Judging (without written critiques) may also be acceptable.
- c. Remote judges will be requested to select the best image in each grade for Themed and Open competitions.

## **APPENDIX E**

### **JUDGING and SCORING GUIDELINES - PRINT COMPETITIONS**

#### **1. General guidelines for volunteer Internal Judges**

- a. All TPC Inc Print competitions should be judged by a panel three (3) internal judges each using the scoring system outlined in paragraph 2 below. Except for the 9-point scoring system, these rules will not apply if a competition is being judged by a suitably qualified judge.
- b. Most judges will find it helpful to preview all the prints in a competition before starting to score. Therefore, all photographs will be laid out for perusal by the judges prior to the commencement of the actual judging. At this stage the only discussion allowed is to decide if a particular print or prints fit the theme. It is the judges alone who will decide if a print should be excluded because it does not fit the theme.
- c. A judge is not to know how another judge has scored an image. Individual scoring sheets will be used by each judge.
- d. Judges will not score their own image. The print will be awarded the average of the other two judges' scores.
- e. The Competition Coordinator (or his/her representative) who is present at the judging session will tally all the scores.
- f. During the judging session, the judges are not to discuss any print except to decide the Print of the Month in the event of tied scores. The Competition Coordinator (or his/her representative) is not to discuss any print.
- g. At any time after the judging session, neither the judges nor the Competition Coordinator (or his/her representative) will have any discussions about the judging of the prints, the scoring, the awards or any outcomes of the judging session.
- h. A member who submitted a print may ask a judge for a private critique of the print.

## 2. Scoring

The print competition judged by volunteer internal judges will be scored on a 1-9 scale (½ points permitted). The scoring criteria below will apply to images judged by the Club's Volunteer judging panel and NOT to images judged by PSQ Accredited or Understudy Judges.

<b>1 Point</b>	Use this score to disqualify an image. An image may be disqualified if it clearly infringes on another artist's copyright or if it is submitted for a category competition and you feel that it clearly does not fit.
<b>2 Points</b>	The image shows serious technical defects: gross under- or over-exposure, very poor focus or significant (and clearly unintended) camera movement, or similar problems.
<b>3 Points</b>	The image either has significant technical defects, serious shortcomings in image content, or some combination of these problems. As most of the photographers who compete in club competitions have at least some photographic experience, this score and lower scores are rarely awarded in club competitions.
<b>4 Points</b>	The image does not have significant technical defects or serious shortcomings in image content. However, it may have minor technical defects, and the content (composition, lighting, etc.) is not well handled.
<b>5 Points</b>	The image is acceptable in most respects and creates a little interest.
<b>6 Points (Highly Commended)</b>	The image is reasonably solid, creating more interest. Technical aspects and image content all competently handled.
<b>7 Points (Merit)</b>	The image is very strong. Image handling is above average.
<b>8 Points (Honour)</b>	The image is of a very high quality.
<b>9 Points (Honour)</b>	The image is exceptional and worthy of special recognition.



## APPENDIX G

**PRINT LABELS:** Tape to TOP back of printed image (indicates image orientation)

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Image Title	Month

Image Title	Month

Image Title	Month

Image Title	Month

**Entry Forms:** Place loosely in envelope with image

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Member No.	Image Title	Month

Member No.	Image Title	Month

Member No.	Image Title	Month

Member No.	Image Title	Month