

# Rules and Guidelines for Presenting Images

## **Purpose**

The following is a brief outline of the "Rules and Guidelines" that should be considered by members when taking, processing and presenting their images. In the majority of cases they will apply to all formats. (Film & Digital)

## **Eligibility**

To enter the society's monthly competitions a person must be a current financial member.  
(NO IMAGES WILL BE ACCEPTED FROM NON FINANCIAL MEMBERS)

## **Grading**

Members are divided into four grades:

**Juniors** - A student up to 18 years of age. To progress from Junior grade to B-grade is either by the member achieving 50 Award points (from date of joining) or by a member requesting a grade change from the grading committee, or reaching 18 years of age.

**B-Grade** - All new members (over 18yrs) start at this level unless the grading committee approves a higher grade. To progress from B-grade to A-grade requires the accumulation of 80 Award points (from date of joining or from moving up a grade). In this grade a member should be able to demonstrate the basic camera skills and have a general basic knowledge of photography.

**A-Grade** - Members in this category have a good understanding of photography and are ready to expand their knowledge. To progress from A-grade to Salon-grade a member must have a further 80 additional Award points, demonstrate a good grasp of advanced techniques and present to the grading committee a portfolio of 10 honours' images (their own work) showing diversity.

**Salon** - Having reached the highest level a member must continue to show a constantly high standard of work. It would be expected that a member in this grade would offer their assistance with training other members at workshops.

A member wishing to remain in their current grade after achieving their award points must apply to the grading committee for an extension of time in that grade.

Once a member goes up a grade they do so across all formats (i.e.: film, digital & AV)

## **Grading Committee**

The grading committee shall consist of the following: the President (or other committee member) with a minimum of two Salon Grade Members, who can at anytime invite the opinion of another salon member.

The grading committee, using the grading guidelines (above) should assess grade changes for financial members only and do so in a reasonable time-frame. It will be the main committee's responsible to advise the grading committee of any requests for change.

## **Judging**

A guest judge is invited to judge the entries in the monthly competitions. They are to be selected by the judge convener who will advise them of the club's competitions rules and guidelines. The judge may offer constructive comments to improve the image and give the image an award, based upon their opinion and experience. These comments are the personal opinions of the judges and vary from judge to judge. A judge will be asked to judge according to the level of the grade they are viewing and show some latitude in the lower grades, which should be encouraged by a judge's comments. A judge's decision is final and members may not enter into a discussion before an award is given unless asked to do so by the judge.

## **Awards Level**

**Acceptance** - An image that just fulfills the basic photographic criteria for a reasonable photograph.

**Merit** - An Image that fulfills the basic criteria with additional technical or design components evident.

**Highly Commended** - Is an image with extra dynamics that takes it out of the "Ordinary Category."

**Honours** - Is an exceptionally good image that could well be acceptable at a national exhibition level.

**Passed In** - An image may be 'passed in' by a judge, allowing the author to make changes advised by the Judge and re-present the image at another time.

**Categories:** A judge may 'mark down', 'pass in' or ask the author if they wish to change an entry's classification of 'open grade' or 'set-subject' should they feel that it is incorrect.

## **Entering Images**

Members who wish (not-compulsory) to enter images into the monthly competition can do so in the following two categories, 'Set Subject' and 'Open Grade'.

1. **Set Subject** - Subjects are set either by being an annual trophy subject, (eg: Portraiture) or by being selected by the committee. (See annual programme syllabus or web site for subject list).
2. **Open Grade** - The subject can be anything the author chooses, however entries in this category will only gain award points but will not qualify for set trophy awards.
3. All images (prints, projected and A.V's) entered must be of the author's own work and conform to the rules and guidelines of the Society (set out in this handbook). Once an image has been entered into 'set' or 'open', it cannot be changed unless 'passed in' or at the judge's request.
4. No print or projected image that has already received a club award (eg 'Merit,' 'Highly Commended' etc) shall be re-entered for monthly competition with the exception of the 'Portfolio Competition'. If a judge has 'passed in' an image (not given an award) then that image may be re-entered at a later date.

5. **No Of Entries** – A member may enter a **MAXIMUM OF TWO IMAGES** per night eg 2 Prints or 2 Projected or 1 Print and 1 Projected image. The entries can be either 2 in 'Set Subject' or 2 in Open or 1 image in each. The exception is 'Photo Essay' that has up to a maximum of 6 (visible) images presented as one photo, (eg: 6 in a row or as a montage of images). Within the maximum allowable size.
6. Trade processing of prints or slides (either from digital, negative, or reversal film) will be permitted. The author may seek the help or advice of others, but in all respects (Project Images, Audio Visuals & Prints) the images used and the final entry must be the sole work of the entrant.
7. No member is to advise the judge who the author may be, give comment or call out before or during judging unless invited to do so by the judge.
8. The authors' name will be withheld until after judging of their image, where upon the convener will announce the author and the grade they received, with the exception of a trophy evening where the authors that have received Honours awards are to be withheld until the judge has awarded the overall trophy winner for that category.
9. The conveners, or the committee, reserve the right to refuse an entry that they consider in their discretion to be undesirable, unsuitable, incorrectly programmed or categorized for display.

## **Prints**

1. Prints entered must have the members name, membership number, grade and the subject section (open or set subject) clearly marked on the back of the print.
2. Prints shall be unframed but mounted on firm cardboard up to a maximum size of 50 x 40cm. (approx 19.3/4" X 15.3/4")
3. **PRINT TITLES** – if the author requires a title it must be displayed on the front of the print mount or on a separate card no smaller than a business card (9x5cm)

**Please Do not take FOOD or DRINK near the print stands or the computer/projection equipment**

## **Projected images**

1. DIGITAL IMAGES must be **jpeg** format. Images can be downloaded from either a CD/DVD or USB Storage device. Max Image size 1024x768 x 72dpi
2. DIGITAL IMAGES file names MUST use the following naming system

Your grade code (see below), a title or the words 'Untitled', then your Membership no. Incorrectly named images will not be accepted for entry.

01 = Junior Grade Set Subject	02 = Junior Grade Open
03 = B Grade Set Subject	04 = B Grade Open
05 = A Grade Set Subject	06 = A Grade Open
07 = Salon Set Subject	08 = Salon Open
09 = All Grades Portfolio (Portfolio competition only)	

As an example: **03\_church door\_55.jpg**.

(B Grade member entering set subject, image of church door and member no is 55)

## **Award Points**

Points are recorded when a member receives an award given by the judge for an image submitted into a competition. These points are tallied throughout the year and go toward the points required for members to move up a grade. They also go toward three trophy awards at the end of the year for: 'The highest award points' (in each grade) and 'The most improved photographer' for the year and the President's Plate for the highest combined points of the year.

Salon Graders will not be eligible for the highest points awards or the most improved photographer award but will be eligible for the Presidents plate.

	<b>Prints</b>	<b>Projected</b>
Honours	9 points	8 points
Highly commended	6 points	5 points
Merit	4 points	3 points
Acceptance	2 points	1 point

An extra point is awarded to prints in recognition of the extra effort required in printing and mounting.

## **Ownership & Use Of Images**

1. Submitting images (all formats) to a monthly competition **DOES NOT** constitute permission for the society to use or distribute these images in any way whatsoever. An author will always have full control over their image and will be asked for permission to display their image by the society.
2. It will be the responsibility of the member to COLLECT THEIR OWN prints from the stands and/or their digital media device from the convener at the end of the evening's competition.
3. Digital images submitted for any event will be deleted from the club's computer after each event.
4. HPS will make every endeavor to protect images supplied to the society, but the society will not and cannot be held responsible in any way should an image or part there of an image, be damaged, copied, distributed or lost in anyway or form.

Always check the rules and the rights of use for any event you enter and any club or competition to which you submit your images. If you have any doubts at all about the integrity of the club or the event, don't let them get their hands on your images.

**Respect for photographers and artists, starts with respect for the value and ownership of their craft.**

## **HPS Privacy Matters**

HPS follows a policy of strict compliance with the Privacy Act. HPS will not disclose information on members from our membership database other than for normal HPS business.