



BLANDFORD FORUM CAMERA CLUB

The Old Water Tower
Station Court
Blandford Forum
Dorset DT11 7RJ

Members' Handbook

Incorporating the Constitution
& Competition Rules

[Blandford Forum Camera Club \(bfclub.co.uk\)](http://bfclub.co.uk)

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CLUB CONSTITUTION

1. The Club shall be called the 'Blandford Forum Camera Club' and any person interested in photography may apply for membership.
2. The aim of the Club is to promote a wider understanding of the art and craft of photography in all its aspects.
- 3.a. The freehold of the Club known as The Old Water Tower, Station Court, Blandford Forum, Dorset, DT11 7RJ shall be vested in the names of at least three Trustees appointed by the Committee, and their duties shall be to act as nominees for the Club in any transactions relating to the said property.
- b. Disposal of the property during the Club's existence shall arise only from a decision taken at an Extraordinary General Meeting by a 60% majority of paid-up members and is expected to arise only from a decision to purchase other premises.
- c. The income and property of the Club shall be applied solely towards the promotion of the Club's objectives, and no part shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to members of the Club, and no trustee shall be appointed to any office of the Club paid by salary, or fees, or receive any remuneration, or other benefit in money, or money's worth from the Club. Provided that nothing in this document shall prevent any payment in good faith by the Club:
 - (1) of the usual professional charges for business done by any trustee who is a solicitor, accountant, or other person engaged in a profession, or by any partner of his or hers, when instructed by the Club to act in a professional capacity on its behalf: provided that at no time shall a majority of the trustees benefit under this provision and that a trustee shall withdraw from any meeting at which their appointment or remuneration, or that of their partner, is under discussion.
 - (2) of reasonable and proper remuneration for any services rendered to the Club by any officer or servant of the Club who is not a trustee subject to proper submission and approval for payment by the Committee from time to time.

(3) to any trustee of reasonable out-of-pocket expenses subject to proper submission and approval for payment by the Committee from time to time.

(4) if the Club is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property it shall not be paid or distributed among the members of the Club, but shall be transferred to some other Club, charity, or charities having similar objectives, which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on the Club by Clause 3c. above, chosen by the members of the Club at or before the time of dissolution and if that cannot be done then to some other charitable object.

4. The Club may have a President who shall be elected by the Committee, for a period of 5 years, renewable by mutual agreement with the committee, plus any additional time needed to take their tenure to the next AGM. They may attend any Club activity, vote as an officer, and count as one of a quorum. They shall also retain all membership benefits, including the right to resign.
5. The affairs of the Club shall be managed by a Committee which shall consist of officers (including a Chair, Hon. Secretary, Hon. Treasurer, and Programme Secretary) and a minimum of four and a maximum of eight ordinary members, all to be elected annually at the Annual General meeting (AGM). The Committee shall have the power to co-opt additional members for specific purposes.
6. Officers and ordinary members are eligible for re-election annually. In the event the Chair is unavailable to perform their duties on any occasion, an Officer of the club will deputise for them.
7. The Secretary shall take the minutes of all Committee meetings and conduct the correspondence of the Club.
8. The Treasurer shall collect all subscriptions and conduct all financial transactions on behalf of the Club as instructed by the committee. The Treasurer will also draw up a balance sheet at the end of each year, 31st December, to be audited by one or more persons appointed by the committee to do so.
9. The Club shall hold an AGM on the first Tuesday in April. Items for inclusion in the agenda must be in the hands of the Secretary at least

four weeks prior to the AGM.

10. The annual subscription for members shall be payable in advance and become due on the first programme date of the new season in September and no later than 31st October following.
 - a. Life membership shall be equal to ten years of the current annual subscription.
 - b. Junior membership, i.e., up to school leaving age, shall be 25% of the single subscription.
11. Any member who, in the opinion of the committee, brings the Club into disrepute will be required to account for his or her actions to the committee.
12. Extraordinary General Meetings (EGM) may be requested by the committee or convened on a requisition signed by five ordinary members and be received by the Secretary at least fourteen days before the date proposed. Notice of the meeting and details of the proposed resolution(s) shall be posted on the Club notice board at least 14 days before the intended date of the meeting.
13. At committee meetings a quorum shall require the presence of no fewer than five persons who shall comprise officers and members of the Committee, but at least one officer must attend. At an EGM no fewer than 60% of the Paid-up membership shall be present for the meeting to be quorate. No quorum is necessary for an AGM. In all three cases, decisions shall be made by simple majority of those present at the meeting, with the Chair of that meeting exercising a right to vote only when such majority cannot be established.
14. No alterations or additions to these Constitution rules shall be made except at an EGM.

DATA PROTECTION ACT 2018 Compliance

Blandford Forum Camera Club collects contact information from members, exhibition entrants and people associated with the club and its running. This data will be kept secure as specified in the Data Protection Act 2018. The data held will not be shared with any third parties, for any reason, other than legal obligation.

The only people with access to the data held will be members of the Committee. The data will only be used to contact you for and on behalf of the Blandford Forum Camera Club. The club will keep this data for a maximum time according to the nature of which it was gathered, and permission granted: Club members will be ongoing whilst membership and permission is maintained, open exhibition entrants' data will be kept for a maximum of four years from last entry as entrants' invites are established over the previous three years' records. After this period any data held will be securely deleted (Data Protection Act 2018). Any person to whom we are holding data has the right to view the data at any time by request and also has the right to withdraw permission for Blandford Forum Camera Club to hold your data. Upon request all your data will be securely deleted from the records (Data Protection Act 2018).

When entering our competitions: - internal, inter club and exhibition, Blandford Forum Camera Club reserve the right to publish your name and title of your picture/image.

Blandford Forum Camera Club cannot guarantee or accept responsibility for data that is "in transit" over the internet. However, once received, any data will be held securely, where permission has been granted, and used solely within the scope of that permission in accordance with the Data Protection Act 2018 directive.

Blandford Forum Camera Club welcomes junior members and requires the member's details, for contact purposes, and that can only be taken with express permission from parent or person with legal parental responsibilities for the individual. Contact with the junior member will be in a manner restricted to the

wishes, as stated, by parent or guardian who originally granted relevant permissions.

Permission for Blandford Forum Camera Club to hold your information may be rescinded at any time and all data held will be securely deleted from the records.

All enquiries please contact BFCC Data Protection Officer at dpofficer@bfcclub.co.uk

If at any time an individual feels that Blandford Forum Camera Club fails to take adequate precautions in the way the data held is used or securely stored, that individual has the right to complain to the Information Commissioners Office at www.ico.org.uk

GENERAL COMPETITION RULES

These rules shall apply to all BFCC competitions, including the Annual Exhibition.

Work of the Photographer

Images must be entirely the work of the photographer. In composite images, all component images must meet this requirement. For the avoidance of doubt, use of images from any other source including, but not limited to, royalty free image banks, clipart and AI are not permitted. (Please see PAGB link http://thepagb.org.uk/wp-content/uploads/guidance_ai.pdf)

Monochrome Image

A monochrome image is one containing only various shades of grey, black or white. A monochrome image toned entirely in a single colour will remain eligible for the monochrome class.

A monochrome image modified by partial toning, or by the addition of one or more colours, becomes a colour work and is thus ineligible for the Monochrome categories.

Colour Image

Colour shall be taken to mean the presence of more than one colour, however produced.

Entries for all Competitions

To enter any competition, members must be fully paid up within the terms of the Constitution (page 6, paragraph 10). Unless otherwise stated, entries for all competitions must be received at least seven days prior to the date of the event, other than the Exhibition.

The committee will advise members of the entry dates for the Annual Exhibition.

Retained Images

Any image submitted for internal competitions may be retained by the competition sub-committee for inter-club competitions.

Disqualified Images

The competition officials or Judge, on behalf of the Committee, reserve the right to disqualify any entry should it fail to comply with these general rules, or those specific to a particular competition.

Scoring

Unless otherwise specified, Judges will be asked to award scores in the range from 6 to 10, with half marks and 10 being the top mark. Judge may award more than one 10.

Judges will also be asked to select their 'Print of the Night' (PON) and 'Digital Image of the Night' (DION), which gains the photographer an extra point.

Changes to Competition Rules

The Committee reserves the right to change any competition rule but will provide members with not less than three weeks' notice.

PRINT COMPETITIONS

Prints

Prints may be home or trade-processed. Prints must be mounted, and any protective covers must not be visible when the print is viewed.

Mount Size – Internal Competitions

Prints, including their mounts, shall not exceed 500mm x 400mm.

Mount Size – External Competitions

If a print is selected for external competition, the photographer may be asked to reprint and mount the print in accordance with the external competition rules, should it not comply with these in the form entered in the club competition.

Identification

The competitor's name and title of print must appear on the back of the print mount, where other information may be recorded.

Nothing shall be written on the front of the print or mount.

The Competition Secretary, or another appointed for the purpose by the Committee, reserves the right to apply a sticker or otherwise record information for Club purposes on the back of a print mount.

DIGITAL IMAGE COMPETITIONS

Image Size – Internal Competitions

Digital Images shall not exceed 3800px wide by 2100px high.

- Landscape format: set width at 3800px and height anything up to 2100px.
- Portrait format: set height to 2100px and width anything less than 2100px.
- Square format: set height and width to 2100px.
- Letterbox format: set the width anything up to 3800px and the height that suits your image.

Diptych Digital Image will consist of two Digital Images combined and entered as a single Digital Image. The format rules stated shall apply to the Diptych Digital Image.

Digital Image Size

Setting the Digital Image size should be done after the editing is complete and the original image has been saved.

- In **Photoshop** select Image > Image Size and ensure that in pixel dimensions do not exceed the sizes stated in “Image Size – Internal Competitions”. Ensure the Colour Working Space is set to sRGB. Save Digital Image in the jpg format with the highest quality.
- In **Photoshop Elements**, select Image > Resize > Image Size and in Pixel Dimensions again ensure the maximum values are not exceeded. Set the Colour Working Space to sRGB. Save Digital Image in the jpg format with the highest quality.
- In **Lightroom Classic**, in Export set the pixel dimensions ensuring the maximum values are not exceeded. Set the Colour Space to sRGB. Save Digital Image in the jpg format with the highest quality.

Image Size – External Competitions

If a Digital Image is selected for external competition the photographer may be asked to resize the Digital Image in accordance with the external competition rules

Digital Image File Naming

Set the Name_Title_Competition (underscore is on Shift-Hyphen key) in File Name box (capitals and spaces are OK but please use one Forename, one space and Surname - the same one for every image!). Your Filename should be in the format: ‘[Tommy Smith_Pigs Do Fly_DDMMYYYY.jpg](#)’, where DDMMYYYY is the date of the Competition.

Digital Image Submission – Memory Stick

Save the Digital Images to folder on the memory stick. The folder name should include member’s name and competition (e.g. “[Tommy Smith PC1](#)” where PC1 is

Points Cup 1). Hand the Memory Stick to the Club Organiser for transfer to the Club computer.

It will be the responsibility of entrants to ensure that the Memory Stick has been checked for malware.

Digital Image Submission – Email

The email address for images for all competitions is: BFCC.PointsCup@mail.com
The subject of the email should be Contest (e.g. “Points Cup #1”).

An automated response will be transmitted on receipt of images in the mailbox. An automated response will only be sent for the first email received from a particular email account per competition. Subsequent emails for that competition will not be sent an automated response. Work must be submitted at least a full week before the competition.

It will be the responsibility of entrants to ensure that their work complies with these requirements and that they receive email acknowledgement of their entries.

POINTS CUP COMPETITION RULES

Unless otherwise stated: General competition rules shall apply.

This competition shall consist of four categories as follows:

- Monochrome Prints
- Colour Prints
- Monochrome Digital Images (DIs)
- Colour Digital Images (DIs)

Up to three images may be submitted per round of the Points Cup Competition. The images may be entered in a single category, or any combination of the four categories.

Prints and DIs may be entered only **ONCE** in Points Cup Competition, but may be entered in other internal competitions (e.g., Set Subjects, Diptychs) and the Exhibition in the same or subsequent seasons.

There will be eight Points Cup Competitions in any one season. On each competition evening, only each competitor's **highest score** in a category will qualify to count towards the aggregate scores of that category.

At the end of the season only the **six highest** qualifying scores count towards the aggregate score of that category.

Trophies are awarded in each category to the competitors who record **highest aggregate score in that season**. A trophy will be shared in the event of a tie.

SET SUBJECT COMPETITIONS

Unless otherwise stated: General competition rules shall apply.

The club programme will state the subject, DI or Print and any other rules that will apply. The scores will count towards the POTY Cup.

DIPTYCH COMPETITIONS

Unless otherwise stated: General competition rules shall apply.

The club programme will state the subject, DI and/or Print and any other rules that will apply.

DI Diptych entries will consist of two DIs combined and entered as a single Diptych DI.

Print Diptych entries will consist of either two individual mounted Prints or two Prints mounted on a single mount.

The scores will count towards the POTY Cup.

BFCC PHOTOGRAPHER OF THE YEAR (POTY) CUP

ALL scores for all Points Cups, Set Subjects and Diptychs across all categories will be collated at the end of the season and will count towards the POTY.

The trophy will be shared in the event of a tie.

COMPETITION JUDGING

Each Competition should be judged by a suitable external judge. In the event of a booked judge not being available, a Club member may be asked to judge the Competition. The Club member may not enter their own work but will automatically be awarded a score for that competition, at the end of the year, equivalent to their average score over the course of that year's Points Cup competitions.

FRED DENHAM CUP

Each season, the Fred Denham Cup may be awarded to the entrant who has shown the highest level of improvement or achievement, in the Committee's opinion, during that season.

PRESIDENT'S CUP and TROPHY

These annual competitions should be judged by the President, or an external judge approved by the President. The winners will be the personal choice of the President, or an external judge approved by the President.

The President's Cup is for prints.

The President's Trophy is for DIs.

The entries for the President's Cup and the President's Trophy will come from the previous season's internal club competitions. The committee will set the

entry criteria for the President's Cup and the President's Trophy. A list of eligible images will be circulated at the beginning of the season.

WESSEX CUP

The cup is to be competed for annually in a 'Ladies versus Gentlemen' competition for members.

Image sizes as per General Competition Rules

Subject – "Open".

Both sides are to submit a selection of

- eight colour prints
- eight monochrome prints
- eight colour digital images
- eight mono digital images

Each side will nominate a 'Captain' to speak on behalf of the team.

No contributor may enter more than four images in total and no more than two in any section.

Each year, both Captains can agree to increase or decrease the number of prints and digital images each member can contribute to the competition. Any changes must be finalised before the date of the competition.

Each image will be marked out of a maximum of ten points.

The winning side will be the team with the highest aggregate score.

In the event of a tie, the judge will award an additional half point to the image of their choice in order that an outright winning side may be identified.

ANNUAL EXHIBITION RULES

CLUB CLASSES

PRINTS GENERAL

Prints shall conform to a maximum size of 500mm x 400mm overall including the mount, with a thickness between 1.5mm minimum and 4mm maximum.

FOUNDER'S CUP

One entry per member only is permitted. An entry shall comprise a set of three related monochrome prints of any subject. All prints to be mounted in the same size and colour mount, the maximum overall mounted size of each to be 500mm x 400mm. If desired, one triptych may be entered with each print of the same size and a maximum overall mounted size including mount of 1000mm x 800mm.

DR. DAVIES CUP

One entry per member only is permitted. An entry shall comprise a set of three related colour prints of any subject. All prints to be mounted in the same size and colour mount, the maximum overall size of each to be 500mm x 400mm. If desired, one triptych may be entered instead, with each print of the same size and a maximum overall mounted size including mount of 1000mm x 800mm.

MONOCHROME PRINT

A black and white image is one containing only various shades of grey, black or white.

A black and white work toned entirely in a single colour will remain eligible for the monochrome class. However, a black and white work modified by partial

toning or by the addition of one or more colours, becomes a colour work and is thus ineligible for the Monochrome class.

The picture may be any size and must be mounted either in a cut-out frame with mounting board behind the opening for strength and security and the print complete with mount not exceeding 500mm x 400mm, or surface mounted on a board of similar maximum dimensions. No pictures mounted in frames will be allowed. No marks will be allowed on the front of the entry that may identify the entrant. Titles are required, written clearly on the reverse of the mount.

COLOUR PRINT

Colour shall be taken to mean the presence of more than one colour, however produced.

The picture may be any size and must be mounted either in a cut-out frame with mounting board behind the opening for strength and security and the print complete with mount not exceeding 500mm x 400mm, or surface mounted on a board of similar maximum dimensions. No pictures mounted in frames will be allowed. No marks will be allowed on the front of the entry that may identify the entrant. Titles are required, written clearly on the reverse of the mount.

DIGITAL IMAGES

Images may be either colour or monochrome. They should be up to a maximum width of 3800 px and up to a maximum height of 2100 px. Please note that Pixels/Inch is totally immaterial. Only jpgs are acceptable at 8 or 16 bits per channel, Colour Working Space sRGB and each image should have a filename formatted thus:

Charlie Brown LRPS CPAGB_Over the Moon_Exhibition.jpg

Any valid characters may be used in the filename, with the exception of the underscore character (_), of which there must be two, the first separating the photographer's name from the title, and the second separating the title from the competition, which is Exhibition. It would be helpful, though is not vital, if

the title were formatted to title case, i.e. A Walk in the Woods rather than A Walk In The Woods, A walk in the woods, A WALK IN THE WOODS etc.

Please note:-

All images must have been taken using the photographic process, either digitally or on film, and all elements of the image must be the sole copyright of the photographer/entrant.

In composite images, all component images must meet this requirement. For the avoidance of doubt, use of images from any other source including, but not limited to, royalty free image banks, clipart and AI are not permitted. (Please see PAGB link http://thepagb.org.uk/wp-content/uploads/guidance_ai.pdf)

ELIGIBILITY

All prints and DIs are eligible in the above five categories except previous Exhibition class winners.

ENTRY FORM FOR CLUB MEMBERS

We have added the Entry Form for Club Members as an Adobe Acrobat document – you can download it from the Club website and then it can be filled in on your computer in order to try and reduce errors.

ENDORSEMENT OF THIS RULE BOOK

The competition rules embodied in this handbook supersede all previously published versions. Dated amendments will be provided from time to time for insertion in this handbook and these amendments may also be found on the Club's internet website.

HISTORY AND BACKGROUND

Blandford Forum Camera Club was formed in 1950 by David Gent and friends and continues today in the tradition of the founder members. Although much has changed in the passing years, the aspirations and ideals of those early days have not changed. The club today has a membership in excess of thirty active members and a reputation for friendliness and high standards.

Always welcoming new members, the Club accommodates those starting out as well as those whose interests date back to film, dark room and chemicals. It is a fact that most members use digital cameras now. While many members have embraced Photoshop and the ability to manipulate digital files, the overriding aim of all is to produce excellent images and share enthusiasm and knowledge. Expert or novice, all are welcome and find friendly encouragement whatever their knowledge or interest.

The Club meets on Tuesday evenings, September through May with programmed activities. The programme concludes in May with the highly regarded Annual Exhibition, which attracts many open exhibits as well as being a Club showcase. Social events, together with Club maintenance evenings, occur throughout the summer.

The Club has its own comfortable clubhouse equipped with computer equipment, modern display equipment and teaching facilities. The clubhouse may be hired by club members and, indeed, by other organisations, subject to approval by the committee. The Club also provides a service to the wider community in addition to its various 'in-house' and inter-club activities.

BFCC COMMITTEE

President: Marilyn Peddle LRPS

Officers:

Chair: Geoff Killer
Hon. Treasurer: Ian Ferris
Programme Secretary: Eric Langley
Hon. Secretary: Denise Halford

Committee Members:

Cris Ablett LRPS
Roly Barth
Rachel Cooper
Colin Cross
Debbie Davies
Graham Hutton LRPS, CPAGB
Glynis Larter-Whitcher

Asst. Programme Secretary & Publicity
Asst. Hon. Treasurer
Inter Club Competition Secretary (DIs)

President's & Officers' additional roles

Marilyn Peddle LRPS
Ian Ferris
Denise Halford

Webmaster
Data Protection Act 2018 Rep & Membership Secretary
Inter Club Competition Secretary (Prints)

Website: [Blandford Forum Camera Club \(bfclub.co.uk\)](http://bfclub.co.uk)