



Gloucester Camera Club

Constitution and Competition Rules

Gloucester Cathedral by Mike Barnes

September 2023 Revision

CONTENTS

<u>Subject</u>	<u>Page No.</u>
The Constitution	3
Competition Rules	
1. Introduction	7
2. Definitions	7
3. Competitions	8
4. Competition Rules	10
4.1 General rules for all competitions	10
4.2 General rules for print competitions	11
4.3 General rules for PDI competitions	12
4.4 Specific rules for the annual competition for prints and PDIs	13
4.5 Specific rules for the audio-visual (AV) competition	14
4.6 Specific rules for the panel competitions	14
4.7 Specific rules for the Gloucester Cup	15
4.8 Specific rules for the annual exhibition	15
Annex 1 – Entry Class	16
Annex 2 – Awards	17
Annex 3 – Young person protection policy	19
Annex 4 – Record of Changes	21

THE CONSTITUTION OF GLOUCESTER CAMERA CLUB

1. This is the constitution of Gloucester Camera Club, hereinafter referred to as The Club.
2. The Club shall be affiliated to the Photographic Alliance of Great Britain (PAGB) through the Midland Counties Photographic Federation (MCPF).
3. The object of The Club shall be to promote and encourage all branches of photography and their application for social activities and recreation.
4. Membership of The Club shall be open to any person interested in photography, irrespective of race, colour, creed, religion, gender or age. Members and guests under the age of 18 must be supervised by a responsible adult. Refer to the Child Protection Policy Annex 3.
5. Management of the affairs of The Club, except in those matters reserved under these rules, shall be conducted by the committee of The Club.
6. The Annual General Meeting (AGM) of The Club shall be held no later than twenty-eight days after 1st April each year. Members shall be given at least fourteen days notice of this meeting, distributed by email or printed copy for those without an email address.
7. The Committee:

A management committee, comprising the following posts, shall be elected by club members at the AGM:

President*
Chairman*
Vice-Chairman*
Secretary*
Treasurer*
Programme Secretary*

Publicity Secretary
Members Representative
Print Secretary
PDI Secretary

Supporting Posts

Accounts Examiner or Auditor**
Webmaster
MCPF Representative (2)
External Competition Organiser

Notes:

* These are the minimum posts to be elected to the committee.

** The auditor must not be a committee member

The number of committee members shall be decided at the AGM.

All elected committee members shall retire annually but shall be eligible for re-election.

7.1. The committee, of which four persons shall form a quorum, shall have authority to:

- a) Co-opt further members as necessary.
- b) Appoint sub-committees, of a minimum of three members to consider and recommend on such issues as the committee deem appropriate. All recommendations so made shall be subject to acceptance and approval by the committee prior to their implementation.
- c) Issue rules to manage Club affairs to any extent and degree which is consistent with the aims and objectives of The Club.
- d) Agree all rules relating to Club competitions and exhibitions. Such rules do not require formal approval by the membership, but any such changes shall be communicated and discussed with the membership prior to implementation.
- e) In the case of a tied quorum vote, the Chairman's vote may be used to decide the matter. However, if the committee considers the subject to be important, it may decide to reconvene when the full committee is available.

7.2. The committee shall convene at regular intervals to conduct the business of The Club.

- a) Minutes shall be recorded of all committee meetings, and complete records shall be kept of all The Club's legal and financial business.
- b) Money for minor expenses may be withdrawn from The Club's petty cash by the Treasurer and recorded in the accounts.
- c) The Treasurer may hold a debit card on the The Club's current bank account for the purposes of paying cheques and cash into the account at a post office or as indicated in sub para. (d).
- d) Payment for the purchase of goods and services, as authorised by the committee, may be made by any of the following methods: -
 - i) Using the debit card by the Treasurer in person or via the internet.
 - ii) By cheque, signed by any one of up to three authorised signatories. The signatories must be nominated by the committee and authorised in accordance with the bank's procedures.
 - iii) By internet banking transfer by the Treasurer or an additional person, authorised by the Committee, to hold the current account on-line banking log-in credentials for the purpose of conducting transactions when the Treasurer is not available and to provide oversight of the account transactions, to the extent considered necessary, for the protection of both the Club and the Treasurer.
- e) The minutes of committee meetings and The Club's accounts shall be open to inspection by any member after reasonable notice has been given.
- f) The Club's accounts shall be audited annually by the Accounts Auditor, elected at the AGM.

7.3. The committee shall be responsible for ensuring that The Club is appropriately insured for third party and other risks as necessary.

7.4. The committee shall ensure that the requirements of Health and Safety are met.

7.5. A list of all members' names and addresses and other contact details as are deemed appropriate shall be maintained.

- 7.6. The committee shall have power to expel any member who offends against the rules of The Club or whose conduct shall, in the opinion of the committee, render the member unfit for membership of The Club.

Before being expelled, a member shall be given fourteen days written notice to attend a meeting of the committee and shall be informed of the complaint(s).

No member shall be expelled without first having an opportunity of appearing before the committee to answer complaints, at which meeting a majority of at least two-thirds of the committee then present will be required to confirm such expulsion.

A member so expelled has the right to appeal at an EGM - see Rule 9. No member whose membership has been terminated under this rule or who owes money to The Club shall be introduced by any other member as a visitor to any Club activities.

8. Subscriptions and Charges

- a) For the purpose of annual subscription, The Club year or season runs from the start of September to the end of April of the following year or as defined in the published Club Programme for that season.
- b) Subscriptions shall be due on joining The Club and subsequently on 1st September each year. In the event of failure to renew his/her subscription by 15th October, a member shall be deemed to have resigned from The Club. This resignation shall not, however, preclude the member from re-joining.
- c) The amount of annual subscription, entrance fees and other charges for any year shall be agreed at the preceding AGM or at an Extraordinary General Meeting (EGM).
- d) Prospective new members applying for membership on or after 1st January will be entitled to a reduced rate for the remainder of that year.
- e) To help defray regularly incurred expenses, each member will, in addition to the annual subscription, be required to pay an entrance fee when attending any ordinary Tuesday meeting or additional group meeting. This entrance fee may occasionally be waived at the discretion of the committee, as for example, at the AGM or at an EGM
- f) The committee shall have power to nominate as an Honorary Life Member, any member who in the opinion of the committee has rendered outstanding services to The Club. Such nomination shall not take effect unless and until confirmed at the next AGM following the date of nomination. A member so elected will be entitled to continue as a member of The Club without payment of any further membership subscription.
- g) A member may, at the discretion of the committee, be asked to contribute to the cost of repair or replacement of any item of equipment damaged or lost by that member.
- h) Members may introduce visitors to the ordinary meetings and excursions of The Club, upon payment of the appropriate entrance fee.
- i) Groups may be formed within the structure of The Club to cater for those interested in specialised branches of photography and will be open to all members. Such groups may establish any additional rules they require and agree on any additional admission charges. All such group decisions will need to be approved by The Club committee prior to implementation.
The affairs of a group may be managed by a Group committee if necessary.

9. An EGM may be called by the committee when any question of urgent importance shall arise, and the committee shall be bound to do so on receiving a request signed by ten members of The Club, or by a member who has been expelled by the committee and desires to appeal to an EGM.

At least fourteen days' notice of any such EGM, specifying the business to be transacted and the place, date and time of the meeting, shall be provided to every member on The Club register and shall be distributed by email or printed copy for those without an email address.

10. Dissolution of the club.

The Club shall be dissolved upon a resolution to that effect passed by a four-fifths majority of those members present and voting at an EGM called for the purpose under para. 0.

If a vote for dissolution is carried, The Club membership at the EGM will also decide on how to dispose of The Club assets. Any money left after the committee has discharged all debts and liabilities of The Club, including incidental expenses, shall be given by donation to a registered charity or charities as decided by Club members present at the EGM.

11. These rules may be amended by a resolution of a two-thirds majority of those members present and voting at an AGM or at an EGM called for the purpose under para. 0.
12. A printed copy of the current Constitution and Rules must be signed and approved by the Chairman and retained in Club records.
13. A record of changes made to this document must also be retained.
14. Each version of the Constitution and Rules must include a unique identification date.

COMPETITION RULES

1. INTRODUCTION

- 1.1. All competitions of the Gloucester Camera Club shall follow these rules.
- 1.2. Competition rules are divided between the GENERAL rules that apply to ALL competitions and SPECIFIC rules that apply to an individual competition.
- 1.3. Competitions are open only to fully paid-up club members.
- 1.4. Proposals to change these rules may be submitted by any Club member to the committee at any time. At the next scheduled meeting, or earlier if necessary, the committee will consider the proposed change(s) and communicate their decision to the originator and membership in accordance with the Constitution para. 7.1 (d).
- 1.5. Changes to these rules, temporary or otherwise, may be necessary at short notice, due to the requirements of external organisations or government regulations.

2. DEFINITIONS

This document contains certain terms which are defined as follows:

AV: Audio-Visual, a series (or 'slideshow') of images with sound.

PDI: Projected Digital Image.

Category: Categories of work are AVs, PDIs and Prints or as defined in the specific competition rules.

Open: An open competition has no theme or set subject and therefore the club member is free to decide the image content.

Class: There are 2 classes of proficiency (also called 'classes of entry'):
a) Club Class
b) Advanced Class

Refer to Annex 1 for further information about how club members are assigned to the proficiency classes.

NOTE: A competition may be defined as 'single class' in the specific rules for that competition.

3. COMPETITIONS

The competitions scheduled for the forthcoming season, with dates for the hand-in of work and judging, will be as stated in The Club Programme.

The following competitions are usually held annually but any changes, or additional competitions and their rules, will be notified to members at the start of the season or at earliest opportunity.

3.1. Annual Competition for Prints and PDIs

The Annual Competition, comprising six rounds staged from September to March is intended to fulfil the following two purposes:

- a) To give all members the opportunity to assess and monitor their own photographic proficiency by presenting work to a succession of independent judges for examination and constructive criticism.
- b) To provide a challenge whereby members may compete with one another in their respective classes and progress to a higher class as their photographic skills develop.

3.2. Panel Competition for Prints and PDIs

The Panel Competition is intended to encourage members to create entries consisting of five images with a common or linked theme. Royal Photographic Society (RPS) and other awards may be gained by submission of similar panels and this competition is meant to offer an insight into the skills required.

3.3. Audio-Visual Competition (AV)

The Audio-Visual competition is intended to showcase the work of those Club members who produce AVs and to encourage this form of presentation within The Club.

3.4. Gloucester Cup

The Gloucester Cup is a themed or (set-subject) competition.

One theme will be selected each year by the committee and advised to members at the start of each season by publication in The Club Programme.

3.5. Annual Exhibition

The Annual Exhibition is intended to showcase The Club's work to the general public and to provide a platform for the best images of that year to be seen and judged together.

The format of the exhibition, whether staged in a venue or on-line, is subject to ongoing revision.

3.6. Banner Trophy

The Banner Trophy will be awarded annually to the member of Gloucester Camera Club who, in one year, has gained the greatest number of acceptances at national or international exhibitions and salons.

Only exhibitions with the patronage of the following organisations will be eligible to count towards a member's total acceptances: MCPF, PAGB, BPE, FIAP, UPI, PSA and RPS. Lists for these exhibitions are available via links from The Club website or the External Competition Organiser.

An 'acceptance' may be a monochrome or colour print, or a PDI, which is accepted for inclusion in the exhibition to which it was submitted. Where the exhibition rules call for a 'panel' of prints or PDIs to be submitted, all the prints and PDIs which constitute the 'panel' will count as one acceptance.

Consideration for this trophy will recognise only 'acceptances', and no additional credit will be given to entries gaining awards or commendations. Each entrant will be responsible to ensure that entries comply with each exhibition's rules. The External Competition Organiser will not be responsible for any entry disqualified by the exhibition organisers or the judge.

The Banner Trophy will be based on results announced and received between 1st April and 31st March each year and the member achieving the greatest number of recognised acceptances in this period shall be the winner. In the event of a tie, the member with the highest proportion of acceptances from his/her entries shall be the winner, and if this still produces a tie then the trophy shall be held jointly for the ensuing year.

3.7. External Photographic Competitions

The Club participates in several annual competitions and exhibitions and may be invited to submit entries to other events from time to time. The Club's policy is to encourage members at all levels of proficiency to enter whenever possible.

Members will be notified of competition entry conditions. Help and advice is always available from the committee and experienced club members.

3.7.1. Selection of Images for External Competitions

The Club committee or its representative will select images from all Club competitions and the Annual Exhibition to be retained for use in external events. Members are encouraged to offer additional images for selection, provided they have not been entered previously for the same events. Members will be notified of images selected.

The copyright of such material will be retained by the member.

If a member does not wish their images to be used in these events, they are asked to notify The Club Secretary at the start of each season.

3.7.2. External Photographic Competition Rules

The rules of external competitions are subject to change by the organisers and the current information should be consulted via the organiser's website.

3.7.3. The following are regular events in the MCPF calendar:

a) MidPhot

The MCPF annual exhibition is known as 'Midphot' and is open to members of all MCPF member clubs. All entries are open to individual members' choice but must be entered through The Club External Competition Organiser who will supply all relevant information and rules to each member. Entries are required in mid-January and accepted images are exhibited at Smethwick Photographic Society in March.

b) Photofolio

This exhibition is organised by Smethwick Photographic Society on behalf of the MCPF. Photofolio is an inter-club competition for MCPF member clubs, but entries are judged both for individual merit and for club awards.

3.7.4. Inter-Club Competitions (Battles)

The Club engages in friendly contests with other, usually local, clubs. Competitions generally take place on a rotating 'home and away' basis. Currently we have annual competitions against Cheltenham and Forest of Dean camera clubs.

4. COMPETITION RULES

4.1. General Rules for all Competitions

The General Rules apply to ALL competitions. A competition cannot exclude a General Rule.

- 4.1.1. All work submitted by any member shall be based on original photographic images (using light captured by means of film or digital technology), except as allowed in Audio-Visual competitions para. 4.5.6.
- 4.1.2. The work and copyright must be that of the member. The Club accepts no responsibility for any breach of copyright by a member.
- 4.1.3. Prints may be produced chemically or by computer-controlled printer and may be printed by the photographer or trade-processed.
- 4.1.4. Using software techniques or darkroom techniques, images may be manipulated provided rule 4.1.1 is not contravened in any respect.
- 4.1.5. The member must hold the copyright to all elements of a composite image.
- 4.1.6. Purely computer-generated images are not acceptable.
- 4.1.7. Where Entry Classes (Annex 1) are applied in the specific competition rules, members' classifications will apply to both print and PDI categories and members may not enter competitions in more than one class.
- 4.1.8. The same image may not be entered in both the Print and PDI categories in any competition.
- 4.1.9. PDIs and digital print files must be submitted via 'PhotoEntry' and prints must be handed to the Competition Secretary no later than the deadline advised in The Club Programme or, in exceptional cases, by special arrangement with the Competition Secretary. Entries on the night of the competition will not be accepted.
- 4.1.10. The committee reserves the right to withhold from judging or from public exhibition any image which, at its absolute discretion, is undesirable in content. Where such a decision is arguable (as for instance in life studies), such work may be submitted for judging, but may be withheld from public viewing, as decided by the committee.
- 4.1.11. When a specific subject or theme is set for a competition, it will be the responsibility of the judge to decide whether an entry is properly related to the set subject and to mark down an entry which is not properly related. Competition Secretaries will advise judges of their responsibility under this rule.
- 4.1.12. Where applicable, PAGB or FIAP definitions will be used to define the subject.
- 4.1.13. Black and white photography (Monochrome) shall be as defined from time to time by PAGB or FIAP. The current FIAP definition is:

A black and white image containing various shades of grey from black to white is considered to be monochrome. A black & white image toned entirely in a single colour will remain a monochrome image eligible for the black & white category. On the other hand, a black and white image modified by partial toning or by the addition of one colour becomes a colour work (polychrome) eligible only for the colour category.

4.1.14. A portrait is defined as:

An image of a person, or group of people, that is intended to reveal characteristics of the subject such as their mood, occupation, relationships, or other factors.

The scale of a portrait may range from a frame filling view, or part view of the face to the whole subject, and may include some background context such as location, props, or work equipment. Pictures of animals alone are excluded, although they may accompany the subject if desired.

4.1.15. The Club will exercise all possible care to prevent loss or damage to prints entered for the competitions but does not accept any responsibility for such loss or damage should this occur.

4.1.16. The orientation of an image ('landscape' or 'portrait' for a rectangular image) or the aspect ratio (height/width) is unrestricted, provided that the dimensions stated in the General Rules for Print Competitions (para. 4.2) and the General Rules for PDI Competitions (para. 4.3) are not exceeded.

4.1.17. In the event of a dispute, problem or query, the interpretation and implementation of these rules shall be the responsibility of the Competition Secretaries, or on appeal, The Club committee via the Chairman.

4.2. General Rules for Print Competitions

4.2.1. All prints shall be securely fixed to a suitable mount board. The photographer must ensure that no mounting adhesive, tape, Velcro, etc. can damage other prints that it may come into contact with.

4.2.2. The maximum overall size of the mount is 50 cm x 40 cm, in either landscape or portrait orientation.

4.2.3. The print dimensions and aspect ratio, within the mount, are at the discretion of the photographer.

4.2.4. The photographer's name, the image title, the proficiency class and, if necessary, an indication of the image orientation, must be clearly written on the reverse of the mount.

4.2.5. For entries in the Advanced Class and Single Class competitions, the judge may consider the quality, colour or other aspects of the mount when scoring the image.

4.2.6. For entries in the Club Class, the judge may comment on aspects of the mount but will be asked to disregard the mount when scoring the entry.

4.2.7. Each print must be accompanied by a digital file (.jpg) submitted using the PhotoEntry system in accordance with the General Rules for PDI Competitions (para. 4.3). The digital file will not be judged but may be used for the selection of images, for example, to choose entries for an interclub competition. The digital file may be projected to aid viewing on the judging evening and displayed on The Club website.

4.3. General Rules for PDI Competitions

- 4.3.1. PDI entries must be submitted using the 'PhotoEntry' web-based system by logging in at <https://compent.photoentry.uk/compent/> or by following the link on The Club website.

New Club members must register their contact details with The Club Secretary to access the system and create a password.

Instructions and help are available in The Club Blog (link via the website) and within the PhotoEntry system.

- 4.3.2. The digital image file must be in JPEG (.jpg) format and comply with the following requirements: -

- (a) Maximum dimensions of 1920 pixels horizontally by 1200 pixels vertically.
- (b) Maximum file size 10MB.
- (c) The recommended colour profile is: sRGB IEC61966-2.1.

- 4.3.3. Images submitted via PhotoEntry will be automatically entered into the appropriate competition entry Class (if applicable) to which the member has been assigned in accordance with Annex 1.

4.4. Specific Rules for the Annual Competition for Prints and PDIs

In addition to the General Rules (para. 4.1), the General Rules for Print Competitions (para. 4.2) and the General Rules for PDI Competitions (para. 4.3) the following specific rules shall apply:

- 4.4.1. There will be six rounds of the competition during the year.
- 4.4.2. Each entrant may submit no more than two entries per category (i.e. two prints and two PDIs) in any competition. Exceptionally, this may be reduced to one entry per category at the discretion of the committee if the total number of entries becomes too great to judge in a single evening.
- 4.4.3. All prints and PDIs must be handed to the appropriate Competition Secretary no later than the deadline advised in The Club Programme or in exceptional cases by special arrangement with the Competition Secretary. Entries on the night of the competition will not be accepted.
- 4.4.4. Prior to the judging evening, the Competition Secretary may send the judge a preview of the entries. The competition images will be presented to the judge anonymously, identified by title only.
- 4.4.5. Each print or PDI will be examined by a qualified judge who has been selected beforehand and who is, whenever possible, named in The Club programme.

Judges will be asked in advance to evaluate the images as follows:

- 4.4.5.1. Within each class, every image will be scored on its own merits and not in competition with other entries in that class.
- 4.4.5.2. All images will be awarded a score out of 20.
- 4.4.5.3. Judges will be asked, if appropriate, to allow a good spread of marks in each class.
- 4.4.5.4. There may be more than one top score in each class.
- 4.4.6. Images scoring 16 or above in any round may not be re-entered in a later round. Images scoring 15 or below will be eligible for re-entry in one further round of the competition.
- 4.4.7. Following the judging, the Competition Secretaries will prepare a list of members' scores and ensure they are displayed on The Club web page and at Club meetings. After round 5 they will also produce a summary document showing all entries and marks to date.
- 4.4.8. After the last round of the competition the member with the highest total score shall be declared the winner. In the event of a tie, the winner will be the member with the most top scores over the full competition.
- 4.4.9. The winner of each category in Club Class will be expected to be promoted to the Advanced class. Any member achieving second place for two consecutive years will also be expected to be promoted to the Advanced Class.
- 4.4.10. When a member has been promoted in either the print or PDI category they will also be promoted in the other category (i.e. Print or PDI)

4.5. Specific Rules for the Audio-Visual (AV) Competition

In addition to the General Rules (para. 4.1), the following specific rules shall apply:

- 4.5.1. This is an open competition with entries in a single class.
- 4.5.2. A maximum of two entries shall be allowed per entrant.
- 4.5.3. An AV shall comprise a sequence of still images, accompanied by speech or music and presented as a video. Stop-motion images are acceptable. Video clips may also be included but these must not exceed one minute total duration.
- 4.5.4. An AV must not exceed six minutes running time.
- 4.5.5. An AV must be anonymous but content, such as music, may be credited.
- 4.5.6. The AV may include up to 25% of archive or other photographic related images which have not been taken by the entrant (Caution: Refer to para. 4.1.2).
- 4.5.7. The AV will be projected with a resolution of 1920px * 1080px.
- 4.5.8. The video file type must be EXE, MP4 or AVI (DVD video cannot be accepted).

4.6. Specific Rules for the Panel Competitions

In addition to the General Rules (para. 4.1), the General Rules for Print Competitions (para. 4.2) and the General Rules for PDI Competitions (para. 4.3), the following specific rules shall apply:

- 4.6.1. The Panel Competition is open, with the choice of subject decided by the photographer.
- 4.6.2. There will be a single Class of entry.
- 4.6.3. The use of colour or mono is unrestricted.
- 4.6.4. Each panel entered will be given a single title.
- 4.6.5. There will be separate competitions for images submitted in each Category (prints and PDIs). An award will be made for the winning entry in each Category.
- 4.6.6. One panel may be entered in either or both Categories.
- 4.6.7. PDI Entries must be entered into 'PhotoEntry' in the desired presentation sequence.
- 4.6.8. A panel will consist of 5 images that must be related to form a coherent set or, for the PDI Category, a sequence, representing the subject, theme or concept suggested by the title.
- 4.6.9. The judge will consider the degree to which the photographer has applied the requirements stated in para. 4.6.8 in forming the panel, in addition to the usual technical and compositional factors.
- 4.6.10. For PDI entries, a 6th image must be submitted which presents the 5 competition images side by side in a single frame on a plain background. This frame, known as a 'composite' or 'hanging plan', will not be judged but will be projected with the entry title, after the judge's initial comments, to remind both the judge and the viewing members of the content of each entry, prior to the final awards.
- 4.6.11. For Print entries, each print must be suitably marked with the title and a number or diagram indicating its position and orientation in the panel for correct display.
- 4.6.12. All images in a panel must be new work, not previously submitted to any round of the Annual Competition or Annual Exhibition.
- 4.6.13. Panel Competition images may subsequently be entered in the Annual Competition rounds and the Annual Exhibition, if desired.

4.7. Specific Rules for the Gloucester Cup

In addition to the General Rules (para. 4.1), the General Rules for Print Competitions (para. 4.2) and the General Rules for PDI Competitions (para. 4.3), the following specific rules shall apply:

- 4.7.1. An entry will consist of three print or PDI images or a combination of both.
- 4.7.2. There is a single Class of entry.
- 4.7.3. Images may be colour or monochrome or a combination of both.
- 4.7.4. All images must comply with the set subject.
- 4.7.5. Images must have been taken within the five years preceding the competition date.
Note: EXIF data may be required to confirm adherence to this rule.
- 4.7.6. Images will be scored out of 20 and the winner will be the member with the highest combined total score.
- 4.7.7. In the event of a tie the member with the highest number of top scores will be declared the winner.

4.8. Specific Rules for the Annual Exhibition

In addition to the General Rules (para. 4.1), the General Rules for Print Competitions (para. 4.2) and the General Rules for PDI Competitions (para. 4.3), the following specific rules shall apply:

- 4.8.1. The exhibition will comprise separate competitions in the following categories:
 - a) Colour Print – The 2 Classes of entry apply
 - b) Monochrome Print – The 2 Classes of entry apply
 - c) PDI (colour/mono) – The 2 Classes of entry apply
 - d) Portrait – Print (colour/mono) – A single Class of entry applies
 - e) Portrait – PDI (colour/mono) – A single Class of entry applies
- 4.8.2. The judge will make awards for the best image in each Class for each category (a)-(c) and a single award for the best image in the portrait categories (d) and (e).
- 4.8.3. An image that has been exhibited at a previous Annual Exhibition is ineligible.
- 4.8.4. Competition categories (a)-(c) are open with the choice of subject unrestricted.
- 4.8.5. Entries in competition categories (d) and (e) must comply with para. 4.1.14.
- 4.8.6. Up to a maximum of 5 prints, colour and/or monochrome in any combination, may be entered in categories (a) and (b).
- 4.8.7. Up to a maximum of 5 PDIs, colour and/or monochrome in any combination, may be entered in category (c).
- 4.8.8. Up to a maximum of 2 prints and 2 PDIs, colour and/or monochrome in any combination, may be entered in categories (d) and (e).
- 4.8.9. All entries will be judged, and every effort will be made to display all entries at the exhibition. However, the committee may, at its sole discretion, reduce the number of prints and/or PDIs exhibited.

ANNEX 1 – ENTRY CLASS

A.1 The Annual Competition for Prints and PDIs is the only competition that can influence a member's entry Classification as a result of winning a category and Class.

A.2 In the event of a dispute in any competition, the matter will be referred to the committee who will adjudicate and decide the outcome. The committee's decision shall be final.

A.3 Grading Panel

A.3.1 When required, the committee Chairman will appoint a panel of appropriate and experienced members to assess work submitted for competition entry classification.

A.3.2 Any member may at any time request such an assessment if they wish to work in a different Class.

A.3.3 In exceptional cases, if the committee feels that a member is obviously under-classified, the Grading Panel may strongly recommend the member's promotion for the following year.

A.3.4 It may become necessary for the committee to adjust the numbers of entrants in any one Class, if it becomes too small or too large. In such cases the Grading Panel will review the work of the members involved and, as appropriate, invite some members to move to a higher Class. In all cases, such moves would be voluntary.

A.4 Entry to any specific Class in competitions will follow the guidelines below.

A.4.1 Club Class

A new member who has no photographic qualification or distinction or has less than two years' experience of entering competitions, should normally enter the Club Class. Where appropriate, the Grading Panel may offer advice on Classification after assessing a new member's work.

A.4.2 Advanced Class

A member may enter the Advanced Class by:

- a) Having achieved first or consecutive second places in the previous season's Annual Competition, in accordance with para. 4.4.9.
- b) Application to the Grading Panel, who have agreed the member's work to be of a suitable standard.
- c) Having achieved a first degree or higher in photography.
- d) Having achieved a distinction from a recognised photographic body, such as RPS, PAGB, FIAP, BPE, or equivalent.

ANNEX 2 – AWARDS

A.5 Trophies

The Club presents the following awards to members in the following categories and Classes:

Note: For certain trophies, only monochrome images will eligible.

Trophy	Category	Class
--------	----------	-------

Annual Exhibition		
King Cup	Best mono print	Advanced
Helios Cup	Best mono print	Club
Spectrum Cup	Best colour print	Advanced
Helios Cup	Best colour print	Club
King Cup	Best PDI	Advanced
Helios Cup	Best PDI	Club
Bronica Cup	Best Exhibition Image Print or PDI	People's choice
Portrait Shield	Best portrait	Open
Portrait Cup	Runner-Up Print or PDI	Open

Annual Competitions		
Holden Cup	Prints – Winner	Advanced
Bruten Cup	Prints – Runner-Up	Advanced
Holmes Cup	Prints – Winner	Club
Keck Cup	Prints – Runner-Up	Club
Jack Farley Cup	PDI – Winner	Advanced
Holden Cup	PDI – Runner-Up	Advanced
Windsor Cup	PDI – Winner	Club
Middleton Cup	PDI – Runner-Up	Club

Trophy	Category	Class
--------	----------	-------

Other Competitions		
Waghorne Cup	PDI AV	Open
Banner Trophy	Exhibition acceptance (national or international)	Open
Bloore Cup	Panel of 5 prints	Open
Bloore Cup	Panel of 5 PDIs	Open
Gloucester Cup	3 set-subject images	Open

A.6 Additional Awards

At the committee's discretion, additional awards, including certificates, may be presented in various competitions as appropriate.

ANNEX 3 – Young Person Protection Policy

A.7 Overview

The Club exists to encourage an interest in photography and in this context, young people are welcome to join Gloucester Camera Club and take part in its activities, young people are defined as under the age of 18. To safeguard the interests of all members the following policy shall apply.

A.8 Safeguarding Policy

This policy applies to all members, visitors, guest speakers and guest judges.

The purpose of this policy:

- To protect young people who join or visit our club;
- To provide members, visitors, guest speakers and guest judges with the overarching principles that guide our approach to safeguarding and child protection;

Gloucester Camera Club believes that a young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all young people and to keep them safe. We are committed to practise in a way that protects them.

A.9 Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect young people, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014

This policy should be read alongside on our Club Constitution.

A.10 Attendance at Meetings

A young person under the age of 18 years of age, must be accompanied at all club meetings and other club events by a parent, guardian or designated responsible adult, who will be responsible for their safety at all times. This applies to club outings, visits to other clubs and ad hoc meetings at members' homes.

When joining the club, the membership application form for the young person must be signed by their parent/guardian to signify acceptance of this policy. If the young person is not to be accompanied at meetings by their parent/guardian, the designated responsible adult(s) taking their place should be named on the membership form.

If the young person is attending club meetings or events as the guest of a member, then the member must accept full responsibility for the young person.

A.11 Club Programme and Images

During The Club's season, portfolios of work covering a wide range of photographic styles and content are shown and discussed at meetings. The range of content of these images are expected to be similar to those shown to the public in exhibition and art galleries.

Whether or not images are inappropriate should be judged within this context by the parent or guardian of the young person.

A.12 Health and Safety

All members of the club should take reasonable care to consider the health and safety of other members and visitors, whether they are adults or young people.

A.13 Reporting Incidents or Allegations

Allegations concerning incidents set out in this policy should be reported to any member of the committee, who in turn should pass these on immediately to the Chairman.

The Chairman shall liaise with the committee in deciding what action should be taken.

This could include sharing information about concerns with agencies who need to know such as police, social services or the NSPCC and involving parents or guardian and children appropriately. A copy of all written records, reports, notes and correspondence relating to any incident, should be kept by the Secretary.

A.14 Confidentiality of Personal Information

A database of members' contact details is maintained by the club secretary. Care is taken to protect this information, which is not published or circulated to the club membership and is only supplied to a member if the secretary agrees that this is justified. The contact details, including email address, of any child member will be integrated into this database, unless a request for its omission is received from the child's parent or guardian, through the completion of the relevant section of the Membership Form.

A.15 Review of this Policy

This policy will be reviewed and updated regularly and immediately after any reported incident.

ANNEX 4 – Record of Changes

September 2023 Revision

Aug 2023 Para. No.	Sep 2023 Para. No.	Details of Change
-------------------------------	-------------------------------	--------------------------

Constitution

7.2	7.2	Re-written and restructured, as agreed at the EGM on 5 th September 2023, (a) to permit the Treasurer to hold a debit card on the current account. (b) To allow payments by cheque to require only one authorised signatory. (c) To appoint a second person to hold the banking credentials. Refer to the meeting minutes for further detail.
-----	-----	--

August 2023 Revision

Aug 2022 Para. No.	Aug 2023 Para. No.	Details of Change
-------------------------------	-------------------------------	--------------------------

Competition Rules

2	2	'Beginner' and 'Intermediate' Classes of Proficiency combined into one new class, termed 'Club Class'
4.2.1 - 4.2.6	4.2.1 – 4.2.7	Wording changed to take account of para. 2. Print dimension rules clarified
4.4.9	4.4.9	Wording changed to take account of para. 2. Wording 'will be promoted automatically' replaced by 'will be expected to be promoted'
4.4.11	-	Deleted
4.8.1	4.8.1	Reference to 3 Classes, changed to 2 Classes
A.3	A.4	Renumbered due to paragraph order changed
A.3.1	A.4.1	'Beginner' changed to 'Club'
A.3.2	-	Deleted
A.3.3.a	A.4.2.a	Wording changed to take account of para. 2
A.3.3.d	A.4.2.d	Re-worded to remove bulleted list. Note deleted.
A.3.3.e	-	Provisions incorporated into para. A.4.2.d
A.5	A.5	The trophies previously awarded to Intermediate Class were renamed Club Class. The trophies previously awarded to Beginner Class were withdrawn

August 2022 Revision

Aug 2019 Para. No.	Aug 2022 Para. No.	Details of Change
-------------------------------	-------------------------------	--------------------------

Constitution

4	4	Minor change to incorporate Note 1 in paragraph text
---	---	--

Competition Rules

1.4	-	Deleted
1.5	1.4	Re-worded
-	1.5	New provision added
3.1 – 3.5	3.1 – 3.5	References to specific competition rules deleted to avoid repetition
3.4	3.4	Amended to remove the list of set subjects
3.7	3.7	Introductory wording revised and updated
3.7.1	3.7.1	Wording revised
3.7.2	3.7.2	Minor changes for clarification and update
3.7.3	3.7.3	Minor changes for clarification and update
4.1.1	4.1.1	Re-worded for clarity
-	4.1.9	Para. added (was 4.4.3)
4.1.9 – 4.1.12	4.1.10 – 4.1.13	Para. nos. incremented
-	4.1.14	Definition of 'portrait' added
4.1.13	4.1.15	Para. no. changed
-	4.1.16	Clarification of image aspect ratio added
4.1.14	4.1.17	Para. no. changed
4.2.1	4.2.1	'Single' Class of entry added to apply to this rule
4.2.2	4.2.2	Imperial measurements removed and aligned with MCPF print rules
4.2.4	4.2.4	Reference to para. 4.2.2 deleted
4.2.6	4.2.6	Amended to take account of digital file submissions using PhotoEntry
4.3	4.3	Amended to take account of PDI submissions using PhotoEntry
4.4.3	4.1.9	Para. 4.4.3 amended and moved to General Rules
4.4.4	4.4.4	Amended to reflect current practice
4.5	4.5	AV rules; minor changes for clarity and technical update
4.5.7	4.5.7	Amended to ensure correct technical specification
-	4.5.8	Added to specify acceptable file types
4.6.1	4.6.1 – 4.6.2	Split for clarity
4.6.2	4.6.5	Moved for clarity
4.6.3	4.6.6	Moved for clarity
4.6.4	4.6.8 – 4.6.9	Split for clarity
4.6.5	-	Deleted to disallow entries consisting of a single frame
4.6.6	4.6.3	Moved for clarity
4.6.7	4.6.4	Moved for clarity

4.6.8	4.6.10	Moved for clarity and amended
4.6.9	4.6.11	Moved for clarity
4.6.10		Deleted due to use of PhotoEntry
4.6.11	4.6.12	Para. no. incremented due to above changes
4.6.12	4.6.13	Para. no. incremented due to above changes
4.8	4.8	Annual Exhibition rules re-ordered and un-numbered paras. now numbered
4.8.1	4.8.3	Re-numbered
4.8.2	4.8.6	Re-worded and note deleted for clarification
4.8.3	4.8.7	Re-worded and note deleted for clarification
4.8.4	4.8.8	Re-worded