

COMPETITION RULES

Approved May 2011

These Rules supersede all those previously issued.

1. General

- 1.1 The Federation Committee is responsible for proposing suitable Competition Rules for ratification by simple majority at the Federation Annual General Meeting.
- 1.2 The Federation Committee delegates the running of the competition to the Federation Competition Secretary.
- 1.3 Any urgent matter not covered by the Rules will be resolved by the Federation Committee.

2. Competition Structure

- 2.1 The Competition for the Club Trophy comprises a First Round of several Matches, Semi-Finals, and a Final.
- 2.2 In each season, the First Round Matches will be completed before the end of December; the Semi-Finals during January; and the Final by March 31st.
- 2.3 For the First Round, Clubs are divided into Groups by means of a draw. Each Club in each Group hosts a home Match in which all the Clubs of that Group compete.
- 2.4 Scores from each First Round Match are accumulated, with the Club gaining the highest total being the winner of that Group. In the event of a tie, the Federation Competition Secretary will break the tie by a count back of scores according to the numbers of Stars, 20s, 19s etc.
- 2.5 The Clubs winning the First Round Groups compete in the Semi-Finals.
- 2.6 The Clubs winning the Semi-Finals compete in the Final.
- 2.7 During each of the First Round Matches, Judges award Stars to two prints and to two projected images. The Starred images are displayed at the Final event, where Trophies are awarded to the authors of the best print and the best projected image. Highly Commended certificates are also awarded.
- 2.8 Any Club having no Starred print at the end of the First Round, may nominate an unaltered print from its entry, and this is eligible alongside the Starred prints for the best print Trophy and any Highly Commended awards at the Final. The same applies to projected images.

3. Eligibility / Presentation Requirements

- 3.1 Authors must be members or honorary members of their Club at the start of the Federation Competition year (1st October). Work from deceased members is eligible for one additional year. Authors may submit work through only one Club in any one year.
- 3.2 Images must be the author's own work, and free of all rights of ownership which others may hold. The Federation reserves the right to report evidence of plagiarism to regional or national photographic organisations.
- 3.3 Images must not have been used in any competition anywhere more than two years prior to the start of the Federation Competition year.
- 3.4 Images must not have been used before in a Federation competition. Repeating an image in a different medium is not permitted. An image which has been substantially altered in appearance counts as a new image.
- 3.5 Images may be in monochrome or colour.
- 3.6 Materials may be processed either by the author, or at the author's direction eg, by a commercial entity.
- 3.7 Prints must be mounted on boards not exceeding 50x40cm. The author's name must not appear on the front of the print. The Federation Competition Secretary will provide labels before each Match, and one of these must be affixed to the back of each print, and completed as indicated.
- 3.8 The preparation of projected digital images must meet the specification attached to these Rules.

4. Selection

(Please read this section in full before selecting the Club entry.)

- 4.1 A Club's entry for the whole Federation Competition will comprise sixteen prints and sixteen projected images. They may be selected together at the start of the First Round, or incrementally during the First Round. Within the Club's entry, an author must have no more than SIX prints and SIX projected images.
- 4.2 In the First Round Matches, a Club must divide its entry so that each print and each projected image is shown once, as follows:
 - Group of four Clubs - Four each of prints and projected images at each Match.
 - Group of three Clubs - Six of each at the first Match, and five at the later Matches.Within the set chosen by the Club for each Match, there must be the work of at least FOUR authors, and an author must have no more than TWO prints and TWO projected images.
- 4.3 In the Semi-Final and the Final, a Club must enter a set of nine prints and nine projected images, selected from those used in the First Round without having been altered in any way. Within the set, there must be the work of at least FIVE authors, and an author must have no more than TWO prints and TWO projected images.

5. Administration & Procedure

- 5.1 As soon as possible after the draw for allocation of Clubs into Groups for the First Round, Clubs must notify the Federation Competition Secretary of the date for their First Round home Match.
- 5.2 The dates for the Semi-Finals and the Final will be agreed by negotiation between the Federation Committee and Clubs volunteering to host those Matches.
- 5.3 The Federation Competition Secretary will publish a Handbook each year, including the meeting and contact details for Clubs, these Rules, and the dates for all Matches. Clubs are then responsible for meeting the administrative timetable for each Match.
- 5.4 At First Round Matches, the host Club is responsible for the organisation, including payment of the Judge's expenses. At Semi-Final Matches, the host Club is responsible for the organisation, except that the Federation shall pay the Judge's expenses either directly, or by reimbursement. At the Final, the Federation shall be responsible for the organisation, with the help of the host Club, including reimbursing the host Club for all costs which the host Club has incurred for the event.
- 5.5 At least FOURTEEN DAYS prior to each Match, the Federation Representatives of the Clubs competing in that Match must deliver to the Federation Competition Secretary a list of their images to be used, complete with the titles or descriptions and the names of the authors.
- 5.6 At least FOURTEEN DAYS prior to each Match, the Federation Representatives of the Clubs competing in that Match must deliver their projected digital images to the host Club, to allow time for collation, checking and for any queries to be resolved.
- 5.7 At least SEVEN DAYS prior to each Match, the Federation Competition Secretary must deliver to the host Club the Score Sheet for the Match, together with the name of the Judge. The host Club must then contact the Judge to make final arrangements.
- 5.8 At least THIRTY MINUTES prior to each Match, all prints must be delivered to the host Club at the Match venue.
- 5.9 Ineligible or unavailable entries, discovered before judging is commenced, may be substituted, provided the timing is feasible, with the permission of the Federation Competition Secretary, and by arrangement with the participating Clubs. Such substitution to be normally allowed in the interests of effective competition.
- 5.10 The titles of all images must be announced and/or displayed during the Match.
- 5.11 The showing and handling of projected digital images during the Match must meet the specification attached to these Rules.
- 5.12 Within SEVEN DAYS after each Match, the host Club must deliver to the Federation Competition Secretary an agreed copy of the Score Sheet.
- 5.13 The Federation Competition Secretary will inform Clubs about the progress of the Competition as may be required.
- 5.14 The engraving of the Trophies each year must be arranged by the winning Club and by the Clubs to which the winners of the individual Trophies belong. Reimbursement is claimed from the Federation Treasurer by submission of the receipted account.

6. Judges & Judging

- 6.1 The Judges for all Matches are selected by the Federation. The Federation Competition Secretary will inform all Judges of the Rules and the Supplementary Advice in this Section.
- 6.2 The Judges for the First Round Matches will, as far as possible, be invited from the Member Clubs of the Federation, except that no Judge may officiate at a Match in a Group to which his own Club belongs.
- 6.3 The identity of the Judge will be released to the Clubs only after all the entry lists for that Match have been received by the Federation Competition Secretary.
- 6.4 The Competition is an open one, and each image must be judged regardless of the class of work - ie, pictorial, record, nature, portrait, photo-journalism, etc.. Judges are reminded that image manipulation is permitted.
- 6.5 Within each Match, each image must be judged only against the other images in the Match, with the best print and the best projected image awarded the maximum of 20 marks, and with the remainder marked in relation.
- 6.6 In the First Round Matches, only whole marks are to be awarded.
- 6.7 In the First Round Matches, two Starred prints and two Starred projected images must be selected by the Judge from the highest marked entries.
- 6.8 In the Semi-Final and Final, only whole marks are to be awarded, except that ONE HALF MARK must be added to either a print or a projected image to ensure there is no tie.

Supplementary Advice to Judges of First Round Matches

- There may be more than one mark of 20 in each medium (prints and projected images) and it can be convenient to have two, which are then the Starred images.
- The First Round has several Matches with different judges and aggregate scoring. A mark range of 15-20 may be sufficient, as a wider range risks eliminating a Club from its Group based on a single low score.

Supplementary Advice to Judges of all Matches

- Judges should only preview the prints once all have been displayed together.
- Judges should refrain from making generic comments on projection quality, and must definitely not ask for any adjustments to the equipment before or during a Match. Rule 6.5 (above) applies: images are to be judged only as shown, and in relation to one another.
- Although there is a maximum size of projected digital image, Clubs may submit in smaller sizes and the entries in a Match may be various sizes on the screen. Judges should ignore the actual projected size, and not attempt to identify a Club by the size of image submitted.