

Generic Entry Rules

Definitions:

For the purpose of the KCPA rules a photograph is an image formed by the action of light falling upon a sensitive medium. Photography is therefore using the action of light falling on a sensitive medium to form an image together with any processing of the medium and/or image as permitted in these rules and regulations.

The terms Monochrome and Colour have the following meanings:

Monochrome photographs: include all black and white photographs and those which have been modified by the addition of a single tone to the entire image.

Colour photographs: all other photographs are defined as Colour Photographs. For example, a black and white photograph which has been modified by the addition of partial toning, or the addition of one colour to any part of the photograph, is a Colour Print.

Nature:

Natural history is defined as flora, fauna, geology (including rock and pebble studies etc.) , natural phenomena and astro photography (stars, planets etc.). Plants may be cultivated or wild. Fauna can include animals in captivity (and pets). Photographs should enable a well informed person to identify the subject material and to certify that it is an honest representation. Mounted specimens are ineligible. Any manipulation or modification of the original image must not alter the content of the original scene. Associates should be aware that whilst the KCPA has a broad brush approach to nature photography the PAGB has a strict interpretation, which is not covered here.

Portrait:

A portrait photograph is the capture by means of photography of the likeness of a living person or creature or a small group of people or creatures (a group portrait), in which the face and expression is predominant. The objective is to display the likeness, personality, and even the mood of the subject. Like other types of portraiture, the focus of the photograph is the person's or creature's face, although the entire body and the background may be included (environmental portrait). A portrait is generally not a snapshot, but a composed image of a person or creature.

Landscape:

A landscape is the capture by means of photography of a pictorial study of a scene (water/seascapes/cityscape and skyscapes are acceptable). A landscape being a wide view or vista of a scene.

Record:

A record photograph is as accurate a representation as possible of an inanimate object or set of objects. This includes building interiors, exteriors and architectural details.

Reportage:

Reportage is the photographic art of blending documentary and first-hand observations, with personal experience, perception, and anecdotal evidence, in non-fiction form.

Audio Visual:

Audio Visual competitions are subject to separate rules see page 6.

Rules:

The rules for KCPA sponsored events may be amended only by the Executive Committee.

All correspondence should be addressed to the nominated person of the organising Associate.

The KCPA Executive and/or the organising Associate have discretionary power to exclude any entry that it considers might reasonably cause offence.

Work entered for events is only eligible if entered through the Associate of which the individual photographer is a member at the time entry for the competition closes. Photographers may enter work through one Associate only. Failure to observe this rule will disqualify all entries from that member.

Every photographer must own the copyright of their entry.

The KCPA/organising Associate/PAGB reserves the right to publish any entry in the event handbook or by electronic means, but only in connection with the event, without payment.

The mount size for prints shall be 400mm × 500mm.

The mount size for slides shall be 50mm × 50mm.

Projection technology is constantly improving; the pixel dimensions for the images shall be determined by the equipment available to the organising Associate.

Prints must have no abrasive material on their reverse side (e.g. Velcro) as this may cause damage to other entries.

No photographs entered and accepted in a previous event shall be eligible for re-entry in the same event in subsequent years, (but they are eligible for other competitions).

Associate entries should be packed in their listed order on the entry form, each package must be clearly labelled with the name and address of the Associate.

Entry fees must be made payable to the organising Associate, and are non-refundable.

Event entry fees shall be determined by the KCPA and the organising associate and shall be paid with each Associate entry.

Arrangements for the return of entries are the responsibility of the entering Associate, they are not the responsibility of the KCPA. PDIs will not be returned, but the disks shall be destroyed by organising Associate.

If entry return is required by post, appropriate return instructions, postal address, postage and packaging must be included with the application.

Reasonable care will be taken with all entries, notwithstanding, neither the KCPA, nor any committee member, nor the organising Associate can be held responsible for any loss or damage that might occur while an entry is in their charge.

Prints may be produced using conventional silver-based technology or by electronic or mechanical means, they may also be third party processed. Where multiple photographs are used to construct a final photograph, all constituent parts must be the original photographic work of the photographer.

For print competitions print labels are provided, the label should be affixed to the rear of the print and be as near as possible to the top right hand corner. The label must bear the name of the entrant; the Associate; the title; and where applicable the category entered. The information shall be in black or blue ink and in block capitals. If further labels are required, contact the nominated person.

Slides must be clearly and correctly spotted. Adhesive labels **MUST** not be used.

PDI's must conform to the format laid down by the organising Associate.

Closing dates for acceptance of entries shall be clearly stated.

Breach of one, or more, of these conditions shall render the entrant liable to disqualification from the event.

The submission of an entry implies that the Associate, and the entrants, accept all rules of entry.

The award of PAGB Gold Medals and Ribbons and Certificates is subject to PAGB patronage being obtained.

'Merit Award' Certificates may be awarded at the discretion of the Judge(s).

If the standard of photography in any particular event or category is deemed too low the judge(s) may decide not to present the award.

In the case of a tie for any trophy or shield, each Associate or individual shall share the tenure equally, and in alphabetical order.

Unless otherwise specified the organising Associate may choose to have from one to three judges for an event.

Each event has **specific rules** which shall be read in conjunction with these generic rules.

The KCPA Annual Exhibition

This event shall be held annually and is organised by the KCPA Events Committee. The event is for individual photographer's prints. An exhibition of accepted prints is normally hung at a venue within the KCPA area.

Categories

Pictorial Monochrome; Pictorial Colour; Record; Portrait and Nature.

Whilst there is no category for Reportage photography the judge(s) will be asked to choose a best Reportage photograph from all the photographs entered.

The competition shall be judged by three judges, each judge shall mark out of five marks.

Accepted prints shall be labelled suitably.

Awards

A PAGB Gold medal and certificate for each category; two PAGB ribbons and certificates per category and KCPA Merit Awards at the judges' discretion.

The Diamond Jubilee Trophy

The Jubilee competition is held each year, between Associates for 'The Diamond Jubilee Trophy'. It is awarded to the Associate with the highest total marks in the Diamond Jubilee competition.

Competition Rules:

Associates may submit up to a maximum of 8 PDIs.

Not more than two PDIs from any one member may be included.

PDIs shall be judged individually, and awarded points. The Associate submitting the entry with the highest aggregate shall be awarded The Diamond Jubilee Trophy, which will be held until the next event.

The photographer submitting the PDI adjudged to be the best in the Competition shall be awarded the 'Premier Award' certificate.

The Diamond Jubilee Trophy will be the mechanism for the KCPA to choose its representatives for the PAGB inter-federation projected digital images competition, the first and second placed Associates will be invited to participate.

The Annual Projected Digital Image Competition

This is a Projected Image Competition is for individual photographers.

Awards

Whilst there are no entry categories the judge(s) will decide which entries best meet the criteria for the awards on offer.

The 'best overall digital image' will be awarded the Digital Imaging Trophy and the premier award certificate. PAGB Gold Medals and certificates will be awarded by the judge(s) for 'best natural history'; 'best pictorial'; 'best portrait' and 'best record'.

Entry rules

Each individual member may enter up to a maximum of six images.

Entries shall be submitted through the photographer's Associate in the manner of the annual exhibition.

Note: Entries should be listed on the entry form in order of preference. The lower preference images may be withdrawn if the total number of entries proves unmanageable.

An entry disc must contain the work of only one photographer.

The Ross Cup.

The Ross Cup is a print competition and is held annually between Associates, the cup being awarded to the winning Associate club or society. The Mick Smithson Shield (Premier Award) and The Lakeland Holidays Landscape Trophy are awarded to individual photographers as detailed below.

The **Ross Cup** was presented in 1951 to the KCPA by Mr. V Ross, a member of Maidstone Camera Club and Chairman of the Maidstone Chamber of Commerce, to encourage the production of prints. It is awarded to the Associate with the highest total marks in the Ross Cup competition.

A **Premier Award Certificate** is awarded to the photographer, who in the opinion of the judge(s) produced the best print in the Ross Cup Competition.

The **Mick Smithson Shield** was presented in 1978 by Mr. Peter Hedgeman of the Isle of Thanet Camera Club in memory of Mick Smithson, a past President of the KCPA. It is awarded to the winner of the Premier Award.

The **Lakeland Holidays Landscape Trophy** was presented in 1987 by David Dent ARPS, formally of Tonbridge Camera Club. It is awarded to the photographer, who in the opinion of the judge(s) produced the best landscape print in the Ross Cup Competition.

Each Associate may submit one panel up to a maximum of 8 prints.

No more than two prints from any member may be included in the panel.

Prints shall be judged individually, and awarded points. The Associate submitting the panel with the highest aggregate shall be awarded the Ross Cup to hold until the next Event.

The 'Premier Award' Certificate shall be presented for the Print adjudged the best in the Competition. The 'Mick Smithson Shield' shall be held until the next Ross Cup Competition.

The 'Lakeland Photographic Holidays Landscape Trophy' and certificate shall be presented for the Print adjudged the best Landscape print in the competition, the trophy shall be held until the next Event.

'Merit Award' Certificates may be awarded for other prints at the discretion of the Judge(s).

AV Competitions

THE COMPETITION

The competition is open to all members of Associates of the KCPA.

DURATION

The duration of a sequence must not exceed 10 minutes.

AUTHORSHIP

The production must be the original work of the entrant and his/her declared co-authors and collaborators.

ELIGIBILITY

An entrant's name may not be credited to more than one sequence, either as the author or a co-author. Sequences already accepted at previous KCPA Audio Visual Competitions will not be eligible.

JUDGING

A suitable judge shall be appointed by the sponsoring Associate and will decide the winners of the various awards.

PRESELECTION

If the predicted running time of the entries exceeds the available time of the competition the organising committee reserve the right to pre-select or prioritise in accordance with the author's wishes.

TECHNICAL REQUIREMENTS

A digital projector, computer (Windows platform) and sound system will be provided. The entrant must submit on a disc containing an .exe program, i.e. the Sequence must run with no additional software requirements. The disc should be labelled with the title, name of entrant and duration. The Sequence should be programmed with no 'run box' and to return to desktop at the end. All discs will be copied to the hard drive for projection. All copied material should be erased immediately following the competition and the discs destroyed.

FEES

Event entry fees shall be determined by the KCPA and the organising Associate and shall be paid with each Associate's entry.

CLOSING DATE

Entry form and fee (if by cheque) must reach the nominated person by the closing date.

UNACCEPTABLE SEQUENCES

The organisers reserve the right to refuse entry to sequences that they may consider, in their absolute discretion, to be undesirable, unsuitable or incorrectly programmed for projection at the event.

COPYRIGHTS & RESPONSIBILITY

In accordance with established copyright regulations, Sequences presented at the Competition should be free of all rights of ownership, artistic or otherwise, which others may hold. By participating in the Competition authors of audio visual Sequences indemnify the organisers against all and any action which may be taken against them by owners of copyrights. The organisers will accept no responsibility in the case of dispute or litigation. All care will be taken in the handling of Sequences, but the organisers cannot accept responsibility for loss, theft or damage.

CONDITION OF ENTRY

The submission of an entry implies the acceptance of these Rules and permission for the Sequence to be shown in public at this competition only.

Guidelines for Associates Operating KCPA Events.

These rules and guidelines may be amended only by the Executive Committee.

These guidelines have been drawn up to assist Associates in organising a KCPA event.

To improve these guidelines further the executive committee welcomes feedback from Associates who have operated events.

Events shall be staged, preferably in different locations by, individual sponsoring Associates, or collectively in conjunction with a neighbouring Associate. The purpose is to make known the activities of Associates throughout the KCPA's area, to encourage interest in the different styles of photography practised throughout the area, and to offer facilities for competition between Associates.

Events shall be held in premises convenient to the sponsoring Associate(s).

The sponsoring Associate shall arrange for the Judge(s) to select a number of photographs and give a commentary thereupon during the event.

Arrangements for judging shall be made by the sponsoring Associate, who will provide a copy of event rules to the judge(s). It is required that judge(s) operate within the KCPA rules and not to that of any other body.

Photographs shall be randomised for judging.

Should an Associate sponsoring an event be unable to display the maximum number of photograph per associate, a reduction in the number may be agreed with the permission of the President.

The sponsoring Associate for any KCPA event shall submit a financial plan to the KCPA President as soon as possible after the start of the organisational process. Should the sponsoring Associate envisage a financial loss for the event the President shall be informed at the earliest opportunity.

Time of Year

The PDI, Ross Cup and AV competitions should normally be held in November. The Annual Exhibition in March and the Diamond Jubilee competition no later than March. Organising Associates are free to move these dates by no more than a few weeks.

For the Ross Cup

Venue

Space is required to display about 250 prints, a hall with seating for about 150 wherein the Judge may give his/her comments. The prints should be exhibited for at least one day, but preferably longer, and the commentary should be on the first day.

Equipment

Panels for the display of about 250 prints; means of attaching the prints to the Panels; numbers for the prints; Associate name signs for the panels; an illuminated print display easel for the Judge's comments, and possibly public address equipment for the Judge. The KCPA has 15 display panels and stands. Maidstone CC and Tonbridge CC also have some panels which they may be prepared to hire at a nominal charge. These should be booked ASAP.

Labels

These should be attached to the back of each print, contact the President for a supply of these.

An electronic copy of the label design will be sent to the organising Associate.

Presentation

Each Associate's entry should be displayed as a set, even if they will not fit onto a single panel. Care should be taken to arrange the prints to the best advantage on the panels. The panels themselves should be arranged, so far as is possible so that each is well lit.

Velcro

Some panels require squares of Velcro to be attached to the back of the mounts. This should be *avoided* if at all possible – see the Generic Rules. If Velcro is essential IT SHOULD BE REMOVED at the end of the Exhibition as it easily damages the surface of other prints. Removal is easy if a slip of 'Masking Tape' or similar is first stuck to the mount.

For the Diamond Jubilee Trophy

A hall with seating for about 150 wherein the Judge may give his/her comments. A sound system is required for the judge(s) to give the commentary. A suitable projection system will of course be required.

Common Items

Arrangements for the Commentary and Awards

These should be carefully planned, and may include a meal for the Judge, payment of expenses, handling of the prints on and off the easel (white gloves are a nice touch), presentation of awards and votes of thanks.

Raffle & Refreshments

It may be decided to hold a raffle. It is not necessary to provide refreshments, but these are always welcome as well as providing the organizing Associate a small income.

Remember that associates may want to take their prints or slides away at the conclusion of the event, so have their packaging available.

Insurance

Public liability insurance is taken out by the KCPA. It is not usual to insure the slides or prints.

Catalogue

About 200 should be made available, for sale, but free copies should be made available to all entrant Associates, to the Judge(s), the KCPA President, Vice Presidents, Hon. Secretary and Publicity Officer and the KCPA archivist. It may carry advertisements. The production of a catalogue is a major item of expenditure; consideration may be given to an electronic catalogue. General style should follow previous issues, and should include, where practicable the following:-

- i)* KCPA President's message
- ii)* Sponsoring Associate's message
- iii)* Comments by the Judge(s)
- iv)* Details of venue, opening dates, and times
- v)* Full details of each Associate's entry
- vi)* Summary of Judge's Awards
- vii)* A symbol against each photograph selected for commentary

Preparatory Work

The first essential is to book the premises. This will determine the date(s), which in turn will determine the closing date for entries. When these details are known, the President; the Hon. Secretary; the Webmaster and the Publicity Officer should be informed.

One or more experienced judges from outside the County should be booked. They should be on the PAGB list of judges, or be on the open exhibition list of another Federation, or be of equivalent or higher standing.

At least six weeks before the closing date for entries the following should be sent to all Associate Secretaries, the President, the Hon. Secretary and the Publicity Officer, please ensure that you have an up to date Yearbook incorporating amendments published in the Bulletin. If in doubt consult the Hon. Secretary or the Yearbook Co-ordinator.

- Details of the event venue with dates and opening times, also date and time of the presentation evening, with car parking and a map plus postcode (for satnavs).
- Name(s) of Judge(s).
- A copy of the relevant rules.
- Two copies of an entry form. This should be devised by the sponsoring Associate and should include:-
 - o Name of Associate and nominated person and a telephone and e-mail contact for the nominated person.
 - o Name of photographer(s).
 - o The title format (if any) for each photograph.
 - o Space for Judge's mark and award.
 - o Closing date and the address to which the entries are to be sent/delivered.
 - o Name and address for return of entries and for the catalogue to be sent.
 - o A statement of the entry fee.
 - o A statement indicating to whom cheques should be made payable, usually the sponsoring Associate: (NOT the KCPA). It has been the practise in recent years to ask for a separate cheque, e.g. for £20 which will be returned un-cashed when the prints/slides are collected. If the prints/slides are not collected the deposit will be used to return the prints/slides.

As soon as possible after the closing date the entries should be checked to see that they have the name of the Associate on them and should be given a competition number. They should be mixed in random order and a list of 'titles only' prepared for the Judge(s), with spaces for his/her mark and any award. The entries should be taken to the Judge by arrangement, or if there is more than one, they might be invited to a viewing, e.g. at a member's house.

The Judge(s) should be asked to mark each photograph. For each event ensure that an entry is selected for each of the awards on offer. The Judge(s) may also make a number of Merit Awards at their discretion, and also select those that they wish to comment on. It is best if they are asked to select about 40, the number to be made up to 50 by the sponsoring Associate in order that at least one from each Associate gets a comment. The Judge usually comments for about an hour and they will have their own ideas on what is a suitable number.

A letter or if appropriate an e-mail should be sent to each Associate detailing any of their members who have an award/comment with a request that the individuals or a substitute attend the event. The letter normally goes along the line of 'the following members of your Associate have gained an award/comment in the xxxxxx event and should attend the commentary evening (at, date and time)'.

It is usual not to release details of the results before the event so as to increase the 'anticipation' of the event.

Finance

Income is derived from entry fees, sponsorship, sale of catalogues, possible advertising in same and perhaps a raffle and refreshments. There can be a charge to see the Exhibition and/or to attend the commentary.

Expenditure items include hire of premises, screens etc., preparation of catalogues, entry forms, etc. expenses connected with judging, postage, engraving of Trophies and printing of Certificates. Allow a reasonable amount for unforeseen out-of-pocket expenses.

Where a sponsoring Associate feels the need for assistance, help and guidance are readily available from the Executive Committee, contact the President.

Where, owing to special circumstances, a financial loss is anticipated, the Executive Committee may recommend the reimbursement of such loss provided that, the Associate concerned has submitted a financial plan including an estimate of income and expenditure to the Executive Committee at start of the planning process.

General

The Judge(s) have put in much unpaid work on our behalf and it is important to show every hospitality. They should be invited to bring their spouse(s)/partner(s) to the commentary and a meal should be offered. A small bouquet of flowers for a lady judge, or for the wife/female partner of a male, is always appreciated, especially if she is invited to present the Awards. A letter of thanks should be sent as soon as possible after the event. The Judge's out-of-pocket expenses must, of course, be met on the evening.

It goes without saying that every care should be taken with the handling of the photographs at all stages; prints, when stacked for any reason they are best arranged face to face.

These notes have been compiled from the collective experience of the KCPA and various Associates who have sponsored such events over a number of years, but they do not claim to cover every point that may arise. Any of the KCPA Officers may be consulted on any difficulty, and no doubt Associates that have staged the Event in the past will be prepared to give advice.