

A P A C

**Abbotsford Photo Arts Club
Membership Handbook**



2010 - 2011

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Definitions:

APAC: Abbotsford Photo Arts Club

CAPA: Canadian Association for Photographic Art

Memberships:

Full Member: A member that has fully paid their dues and is afforded the rights and privileges of the club as outlined in this handbook.

Associate Member: An associate member is a person who pays a reduced rate. This allows for full club participation in all activities except for competitions and exhibitions.

Junior Member: A Junior Member is a person under the age of 18, and is afforded the rights and privileges of the club as outlined in this handbook.

Life Member: A distinction awarded after two years contribution to APAC as President or Seminar Chairperson.

APAC HISTORY

Formed in 1975, the Abbotsford Photo Arts Club grew from the desire of a handful of people to continue to share their experiences and improve their photography. Beside fulfilling a social function, the club's main objective has always been to help amateur photographers to develop and improve their proficiency. Many people find that a photography club fills a gap between the knowledge they acquire from a course in basic photography and the experience they need to operate independently as fulfilled amateur photographers.

AIMS OF APAC

The aims of the Abbotsford Photo Arts Club are:

- to foster and promote interest in the art of photography;
- to sponsor competitions and/or exhibitions of photographic images.
- to promote and aid the growth and development of its members in the field of photography;
- to keep members informed about club activities as well as other photographic related subjects.
- to organize and present an Annual Photographic Seminar

MEETINGS

The club meets twice a month. The schedule is occasionally altered to compensate for holiday Mondays.

The **first** Monday is a competition night.

- **Competition night:** Members submit their work for evaluation and earn points toward advancement.

The **third** Monday is a program night.

- **Program night:** Provides educational programs, guest speakers, member slide shows, workshops and demonstrations.

Executive meetings: General club business is conducted at these meetings;

- Held on the fourth Monday of most months.
- Any member in good standing is welcome to attend.

A meetings schedule is posted on the web site.

Social events: such as an Annual Christmas party, Appreciation Dinner and Car Rally are planned throughout the year.

The club's community activities to date have included:

- Annual APAC Photographic Seminar.
- Participation in Abbotsford July 1st Celebration
- BC Summer Games and Farmers Market.
- Exhibition of prints for public viewing at various community locations.
- Support and organization of the local Agri-Fair photography exhibit and competition.
- Annual Roy Craven Bursary for high school graduates.

PHOTOGRAPHIC SEMINAR

The Abbotsford Photo Arts Club has sponsored an Annual Photographic Seminar, since 1977. The Seminar hosts approximately 550 photographers from all over British Columbia and Washington state. The activities at the seminar comprise of a featured speaker; tradeshow; workshops and competitions. It is rated as the largest one-day workshop in Canada. It takes a dedicated group of people for the organization and an enthusiastic group of volunteers for the implementation.

This committee of members start planning the next seminar at the end of the current seminar. This is APAC's major fund raising event.

AFFILIATIONS

The Club, APAC is affiliated and member of other organizations, e.g.

- CAPA, Canadian Association for Photographic Art.

- PSA, Photographic Society of America.
- NWCCC, Northwest Council of Camera Clubs.

COPYRIGHT

APAC supports the Canadian Copyright Act. The Canadian Copyright Act grants the original creator of an image (copyright owner) the sole and exclusive right to reproduce, perform or publish a work. Copyright protects the expression of an idea and not the idea itself, therefore you may recreate an image, but you may not reproduce someone else's work by photographing their work.

For the purposes of APAC competition we (the executive) deem that the following is ineligible for entry:

- any photo taken of a printed picture, i.e. from a book or poster, which shows only that picture or other copyrighted materials to which you do not own the copyright.

This allows for creative expression through photography of an image which may contain copyrighted material. i.e. A still life shot along a nautical theme including a map (copyrighted), an open book showing pictures of an island (copyrighted), a model sailboat and a compass. Because you are not just reproducing the pictures printed in the book, your final image is your own and therefore okay.

Copyright protection is automatic in Canada. It exists upon the creation of a work. There is no requirement to register a work, or mark it with the copyright symbol (©). Obviously if your images are marked ©, it simply acts as a reminder to anyone contemplating reproducing your work that copyright exists.

FIELD TRIP POLICIES

APAC organizes field trips for photographic opportunities and social events on a regular basis. The following policies have been developed to ensure the success of these outings. For the sake of safety and pleasant

fellowship, please comply with these requests:

- APAC members wishing to participate in a scheduled field trip may be requested to put their names on the sign-up sheet provided on club nights, or contact the field trip leader one or two days in advance.
- A completed Indemnity and Release of Liability form must be in APAC's possession before anyone attends a field trip.
- Take only pictures, leave only footprints—and in sensitive areas try not to do even that! Pack it in, pack it out. Smokers, please be considerate of others.
- Ensure weather protection for you and your equipment and clothing suitable for the location and the weather.
- Pack lunches, snacks, plenty of liquids (juice or water) —enough to last the day.
- Be concerned about your safety and stay within hailing distance of other members.
- When transportation is by car pool, members are expected to take turns in the use of their vehicles. Passengers are requested to share fuel expenses.

DUTIES OF EXECUTIVE MEMBERS

President

- To provide leadership, guidance and supervision in all activities.

Vice-president

- To perform, in the absence of the President, his/her duties, and to lend assistance as required.
- To organize and obtain the judges for all inside club competitions.

Past President

- To act as advisor and provide continuity to the executive.

Secretary

- To keep accurate records of executive meetings and to be responsible for club correspondence.

Treasurer

- To ensure all financial matters of the club are accurately recorded and to handle accounts payable and accounts receivable.

Seminar Chair - APAC Photographic Seminar

- To organize a Seminar Committee and oversee all aspects of the Photographic Seminar.

Programs

- Responsible for selecting interesting topics and speakers for the educational part of our meetings.

Equipment

- To ensure that all equipment is maintained, also responsible for set-up and operation of equipment at meetings as required. To purchase equipment at the request of the executive committee.

Membership

- To greet members and guests as they arrive at meetings. Collect membership dues when they are due. Keep an up-to-date register of members including names, addresses and telephone numbers. To introduce new members and guests at meetings.

Coffee Hostess

- To ensure refreshments are provided at each club meeting.

Web Master

- Maintains the club website.

Community Liaison

- Make the community aware of APAC as a club and its activities. Promote Photography as an art form.

Communications

- Club communications link. Informs members, as necessary, of events and other information.

Field Trips Coordinator

- Organizes photographic field trips.

Social Events Coordinator

- Organizes, throughout the year, all social events for the club.

NWCCC Representative

- Serves as liaison with the Northwest Council of Camera Clubs. Represents APAC at NWCCC meetings.

Librarian / Sales

- Maintains club library of books, video tapes, etc and an inventory of photographic items for sale to club members. May also be the keeper of saleable items; pins, crests, mounts etc.

Competition Chairs

- The positions for Competitions will be made up of 5 people on the Executive. Inside Projected Competition Chair, Inside Print Competition Chair, Outside Projected Competition Chair, Outside Print Competition Chair and Competition Record Keeper.
- With the assistance of various committee members to provide the membership with support for inside and outside competitions; also, to ensure that competition submission procedures and regulations are up to date and published in the Handbook and on the website.
- **Inside Projected Competitions Chair**
Organizes a committee to handle the showing, score-recording and record keeping for projected APAC inside competitions.

- **Inside Print Competitions Chair**
Organizes a committee to handle the showing, score-recording and record keeping for member's prints in APAC inside competitions.
- **Outside Projected Competitions Chair**
Is responsible for the selection and entry of APAC members' projected images in outside competitions.
- **Outside Print Competitions Chair**
Is responsible for the selection and entry of APAC members' prints in outside print competitions.
- **Competition Record Keeper**
Maintains member score sheets. Allocates scores to the appropriate competition categories. Responsible for the presentation of level advancement certificates and year-end award ribbons.

COMPETITION, GENERAL RULES

Each month, members may enter one image for assigned topics, plus up two additional images, according to defined categories, in the form of prints or digital files.

- Only full members are eligible to enter.
- All entries must be the maker's original work.
- As a general rule, the original image should have been made within the last two years.
- There are no "Make-up" entries allowed.
- All images must be Identified with appropriate markings; see naming and submission rules on the website.
- Judge's points and comments are final.
- An image entered in any of the categories is recognized for top honours if it attains the highest score in the level it is entered at. In addition, an image with a perfect score of 10 will be awarded a ribbon. An image entered into assigned topics will be recognized with 1st, 2nd and 3rd place awards.
- Images must be entered in the correct

category, based on APAC category definitions.

- Images will be screened and if found inappropriate and/or entered in the incorrect category, at the determination of the Competitions Committee, they will be reassigned or disqualified.
- An image receiving a score of 8 or less, will be allowed to be re-entered in future club competition. An Assigned Subject image may be re-entered in competition if it has not been recognized as 1st, 2nd or 3rd place.

Defined Category Subjects

The purpose of the monthly competition in the defined categories is to encourage members to participate in a wide range of photographic genres; provide an evaluation of their work; and an opportunity, by accumulating points, for promotion through the club levels. Each submission is critiqued and scored by a qualified judge.

Assigned Subjects

The purpose of the monthly assigned topics is for members to challenge their photographic ability in areas which the individual photographer may not normally participate. Members are encouraged to explore their creativity and skill, yet hold true to the assigned theme in an identifiable manner. Each image is scored by a panel of three club member judges who, each may not enter their own image but may submit an extra image in the following assigned competition.

Salon Night Competitions

Salon Night Competitions will be held at the end of each competition year (June).

- **Eligible Images:** Each member may enter 2 images that have previously been shown during the year. These entries may include those shown as assigned topics. Images must be shown exactly as previously entered, in the same format, without any further editing. Image submission procedures are the same manner as during the year.

- **Levels:** Members will enter images in their current level. This means that members who have been promoted from one level to another during the year may be entering images in a higher level than they were shown originally.
- **Judging:** There will be 3 judges from outside the club. The judging machines will be used and each image will be scored out of a maximum of 30 points - 10 from each judge. There will be no critiques - only scores.

Outside Competitions

The club participates in several annual competitions that are referred to as "Outside Competitions."

- **Eligible Images:** Any member may submit as many images that they feel would do well in these outside competitions. Entries do not necessarily have to be judged or entered into any of our own club competitions. The competitions Committee may hold back entries that they feel are of good competition quality.
- **Selection Process:** All entries for Outside Competitions are reviewed and the BEST of all entries are selected and submitted as our Club efforts in these competitions. Any club member that wishes to be part of this review group may volunteer their expertise.
- **Care and Handling:** Printed images not selected for competition will be returned to the makers as soon as possible. Originals selected and sent away for competition will be returned to the maker when they are returned from the respective competition. Digital submissions will be archived, on APAC file, and not returned.
- **Recognition and Feedback:** The Competitions committee will make an effort to present the entries, with the points and maker's name at a club meeting.

Competition Night Awards

- **Competition (Category) Images:** a ribbon will be issued for a perfect "10" score. The judge will designate his/her "judge's choice," selected from all the images displayed in the evening, for display on the website and a ribbon award. The highest score given by the judge in each level, in both prints and projected, will be recognized. This recognition will mean that the maker's name will be announced and he/she will be given the opportunity to speak about their image.
- **Assigned Topics:** ribbons will be awarded for 1st, 2nd and 3rd place.
- **Salon Night Awards**
Ribbons will be awarded for 1st, 2nd and 3rd place for each level in prints and projected images.
- **Year End Awards**
Members will receive ribbons for:
Aggregate Award. The annual accumulated scores, for Competition (Category) Images in each level. A maximum of sixteen of the highest scoring images will be totaled. There will be a 1st, 2nd and 3rd award given for each of level 1, level 2 and level 3. However, at levels 2 and 3, there is a, per category, 50 point contribution limit, towards the aggregate score. When an image score results in a category total exceeding 50 points. Then no further points will be contributed towards the aggregate score from that category.
Assigned Award. Annual accumulated scores for images entered in Assigned Topics in entire club, regardless of level. A maximum of eight of the highest scoring images will be totaled.
Grand Aggregate Award. Combined, annual, accumulated scores for both Competition and Assigned images, for the entire club, regardless of level.
Level 3 Medals. Medals will be awarded to members in level 3 for any categories completed during the year.

AWARDS

QUALIFYING IMAGES

Nudity not Permitted

Entries must be "APPROPRIATE" for the WHOLE of the membership. For this reason images containing nudity and erotica are not permitted.

Originality

All images and components of images must be the maker's original work and derived from subjects photographed by the maker. Generally, the imagery will have been completed within the past two years.

Post-processing

- **Non-photographic components**, such as lettering, logos, frames, etc. may not be added to any image presentation. However, edge effects and discrete borders are permitted.
- **Computer simulated** photographic components such as clouds, lightning, drop shadows, etc., are not the maker's original photographic work and are not permitted to be composited with images in any category.
- **Enhancement** Enhancements, such as removing dust specks or scratches, distortion correction, straightening horizons, both local and global adjustment of contrast, brightness, colour balance and saturation, along with techniques of combining multiple exposures **of the same scene** (e.g., HDR, focus stacking, selective layering,) merely extends the amount of control that can get the image closer to how the reality was visualized by the photographer. Typically, this is essential photographic processing skill and encouraged in all categories.
- **Manipulation** Techniques of compositing, cut and paste, cloning, layering **different scenes or images** together, removing or adding details are time honoured photographic processing techniques, but are not allowed in all categories of submission, (see following.)

APAC competition image submissions fall into four domains of **documentary**, **pictorial**, **creative** and **open**. Image enhancement is permitted in all four domains, but manipulation is restricted as follows:

- **Documentary** images, which includes categories of **architecture**, **photojournalism**, **sports/action** and **nature** should not be manipulated, with the exception of minor retouching of blemishes.
- **Pictorial** images, which included categories of **landscape**, **urban/rural**, **floral**, **portrait**, **still life**, and **macro** may be subject to a degree of manipulation, although still preserving the realism of the subject.
- **Creative** images, which includes categories of **experimental**, **creative expression** and **abstract** may be manipulated extensively and altered for artistic effect.
- **Open** images, which includes the **open** and **black and white** categories may also be manipulated.
- **Film** images which are **open** category but can't be manipulated and only minimally enhanced.

Formatting

Projected images are entered as full quality jpg files with maximum 1024 pixel horizontal dimension and 768 pixel vertical dimension. Prints must be single matted with backing and securely attached. Only black or white mattes are permitted and must be no larger than 16x20 inches. Print sizes must fit within the matte and be no smaller than 5x7 inches.

Submission

Images are submitted, in timely fashion, by email, on the Wednesday prior to competition night. Prints are submitted on competition night prior to commencement of the meeting. All images must be submitted at the photographer's current level and clearly labeled. (refer to the website for comprehensive rules and guidelines.)

JUDGING

Judging procedures are designed to ensure impartiality and that **each image is judged on the basis of its own merits**. For this reason, an outside, qualified judge is retained for critiquing and scoring monthly competition entries. Judges will be provided club competition rules and guidelines prior to commencement of the meeting. Each image title and category will be announced. However, the **level** of the entry will not be announced, in order to ensure unbiased ratings.

Judges score each submitted and qualifying images on a point system, from 1 to 10 points. This system provides a wide scope for honest and accurate evaluation of each photo. The judges however are asked to omit scores of 1 and 2, and to start at 3 or 4, as follows:
3,4 - extremely poor, with serious faults
5,6 - fair, possibly with minor faults
7,8 - good
9 - excellent
10 - exceptionally good
Scores of 3 and 4 should be rarely used. Judges are asked, when assigning a score to an image, to remember that one of the objectives of competition is to encourage the members who are competing and not to discourage their efforts. The score of an average image should be 6 or 7 out of 10.

PROMOTION

Club newcomers begin at level 1, progress to level 2, level 3 (bronze, silver, gold) and graduate to level "infinity," by accumulating points for images submitted to monthly competition. (Refer to the Competition Levels for more detail.) At the discretion of the executive, a beginning member may also be promoted from level 1 to level 2. This is in recognition that not all beginning members are inexperienced photographers.

DEFINITION OF COMPETITION CATEGORIES

Documentary Categories:

- **Architecture:** images depicting

buildings, structures, interiors and surroundings, whole or in part, that emphasize design or functionality.

- **Nature:** images of untamed animals and uncultivated plants in their natural habitat. (CAPA rules and ethics apply!)
"Evidence of man, manipulation of the environment in any part of the image and human elements must **not** be present, except on the rare occasion where those human elements are part of the nature story; e.g. for birds – sitting on a thin wire or the top of a post. However, if at all possible, these must be avoided. The presence of scientific bands or collars on wild animals is acceptable where it adds to the story, but should be minimal and avoided. After satisfying the above requirements, every effort should be made to use the highest level of artistic skill in all nature photographs."
- **Photojournalism:** an image that tells a story, where the story telling quality of the image is weighted more than the pictorial aspect.
- **Sports or Action:** any image of a photojournalistic nature that portrays action or sports.

Pictorial Categories:

- **Landscape or Seascape:** scenic images of land or water.
- **Urban or Rural:** images depicting either urban or rural scenes.
- **Floral:** images of flowers or parts of flowers. Both cultivated and natural specimens are acceptable.
- **Portraiture:** images of persons or animals with the person or animal as the main subject.
- **Macro:** an image where the main subject is displayed at least one half life size relative to 35mm film. For example, a

subject of 7 cm. size, would fully occupy, at minimum, the long side of the print or projected image - regardless of the camera format used to produce the image.

- **Still Life:** an arranged setting of inanimate objects under controlled conditions.

Creative Categories:

- **Creative Expression:** an artistic and creative interpretation of the maker's original photographic image through post processing, manipulation and enhancement. e.g. compositing, transformation, creative filters, artistic brushes, edge effects, etc.
- **Experimental:** images created by altering the photographic process, in camera. e.g. combining multiple exposures, motion effects, sandwich effects (Orton,) filters, etc. If these effects are simulated, out of camera, with post processing software, then the creative expression category should be used instead.
- **Abstract:** images extracted from a larger reality or subject. An abstract image is, usually, independent of pictorial references and reduced to form, colour, tones, texture and line.

Open Categories

- **Black and White:** Any image which is rendered in black and white tones. (Monochrome, other than black and white, may not be entered in this category.)
- **Open:** Any original photographic image.
- **Film:** Any original photographic image taken on film and submitted as a print. A digital workflow should be either avoided or restricted to basic tonal enhancement and cropping.

COMPETITION LEVELS

Level 1: *Beginner or Club newcomer*

New members start in this level. In order to move to Level 2, a total of 200 points is required with one image scoring at least 7 points or above. Images can be entered as open images or in categories. Scores are carried over from 1 year to another until the 200 points have been reached.

Level 2: *Intermediate*

One image in each category must be scored at 8 or higher. All other images must be 6 or higher. Must compete in 6 categories with total of 50 points in each category.

Level 3: *Challenge*

Bronze:

- 7 or higher for each image.
- One image must be a 9 or higher in each category.
- Each of the 8 categories must total 50 points.

Silver:

- 8 or higher in each image.
- Two images must be 9 or higher in each category.
- Each of the 8 categories must total 50 points.

Gold:

- 8 or higher in each image.
- Four images must be 9 or higher in each category.
- Each of the 8 categories must total 50 points.

Level Infinity: *Graduation*

- May enter any category and not subject to a maximum accumulated score per category.
- The aggregate will be recorded but ineligible for club year end awards.
- Eligible for the Assigned Awards.

All Levels:

- Image scores are recorded into categories and are cumulative.
 - Maximum of 2 images in each regular (Defined Category) competition.
 - Maximum of 1 image in each Assigned Subject competition.
 - Points scored are totalled and carried over from one year to the next.
 - As the individual's total increases and the requirements for the various levels are completed; advancement in the levels occurs.
 - After advancement from one level to the next, the member will start with no scores in the new level categories.
 - Persons promoted in the first half of the year will compete with the promoted level for the aggregate score award.
 - Persons promoted in the second half of the year will compete with the former level for the aggregate score award.
 - The photographer will be promoted to the next level in the month following the completion of the requirements for promotion.
 - Images scoring below the minimum score for each category will be included for the aggregate score total.
 - It is encouraged that entrants maximize their points by entering every competition.
 - Competitions are designed to be used as a learning tool. Each entry is given points and comments from the judge. Movement in the levels can occur throughout the competition year.
- The other learning tool is to observe what other competitors are entering.
 - To recognize accomplishments and to encourage further development, ribbons and awards are presented on a monthly basis and at the club year-end.
 - The judge has the prerogative to change his/her score, **but only before the next image appears.**
 - There will be no conversation or discussion with the judge during the competition.
 - There should be no conversation or discussion with fellow club members during the judging. It is only common courtesy to the judge and to the maker of the image that is being judged.
 - Remember that judges are providing comments and suggestions that are their opinion; and the scoring can change from one observation to another. Hear and accept the comments; using the ideas to improve your practice of photography.

The end result — APAC encourages you to participate on a consistent basis. Learn from competing against other competitors and more importantly, yourself.

Disqualification in Assigned Subjects

The image maker must remember that the assigned subject is a Photographic Competition on a pre-selected subject. It is therefore in the interest of the maker to present images that are easily identified by a judge and/or other members. If in doubt that your image will fit this criteria seek help from the Competitions Committee or look up the definition in the dictionary. If your entry is somewhat questionable in its meaning, you are taking a chance that your entry may be disqualified by the Competition Committee. Disqualifications count as zero (0) points.

There is no "make-up" for missed entries. It is the responsibility of the competitor, if unable to

RULES OF CONDUCT

- The judges are given a set of guidelines for judging the competitions.
- Each entry is to be judged on its own merits.
- A large part of the learning process is to be able to take the criticism and turn it around and make it positive and use it to improve your photographic ability.

attend, to arrange for someone to enter their images for them.

TIPS ON CHOOSING COMPETITION IMAGES

Validity of Subject

If one is to enter competitions; the individual should enter the **best** photographs. Best photographs in this case means those most likely to score high marks. The information following is a guide to identify the image that will be a good choice for competitions.

Points of Choice

- Simplicity.
- Impact.
- Strong statement.
- Good technique - exposure, focus.
- Presentation - images free of dust specks or blemishes and prints mounted and matted cleanly.

Design / Composition and the Winning Photograph

A well designed image, generally, has simplicity, has more impact and can add strength to the photo message.

Subjects to Choose (a partial list only)

- Strong, clean graphics.
- Strong colours in simple designs.
- Easily read mood pictures.
- Spectacular lighting on familiar subjects.
- Exotic subjects with spectacular lighting.
- Children - with mood, pretty little girls, cute and cuddly.
- The young of nearly all mammals.

- Sports with strong, easy to read action.
- Sports with strong colours.
- Still life - strong, simple interesting colour or tone.
- Close-ups of wild animals.
- Wild animals with exciting lighting.
- Wild animals showing exciting action.
- Wild flowers and plants - good specimens that fit and fill the frame, with spectacular lighting, good background and colours that sing.
- Portraits - beautiful women, handsome men, character studies.

Colour in Competition Images

The emotional impact of colour can complicate or compliment the choice of images for competition. A reminder is that judges may not respond to colours in the same manner as the image-maker does. Or the design may not work due to a strong colour that draws our attention away from the subject or theme of our image. As a general rule, subtle colours and statements do poorly under the pressures and time constraints associated with judging.

Always remember impact!

Black and White Competition Images

Tonal quality has to be the substitute for colour in black and white images. In some respects, this is good, as colour tends to take over the design with colour images, - colour becomes the picture. Mood is often very important in B&W.

Black and white print judges rightfully consider technical quality as a very important consideration in their evaluation, as this is wholly within control of the maker.