



LIVINGSTON CAMERA CLUB

HANDBOOK

Email: contact@livingstoncameraclub.org.uk

Web Site: www.livingstoncameraclub.org.uk

Introduction

This document sets out the guiding rules and principles for Livingston Camera Club members.

Who we are

Livingston Camera Club started in the late 1980s when a small group of enthusiastic amateur photographers who wanted to improve their knowledge of the camera, got together to develop their photographic technique. Today, with a membership of more than 80, the original aims are still very much the driving force of the club.

Today's members come from all around Livingston and West Lothian, and even further afield. The membership is made up of all ages, female and male, and includes photographers of all experience levels. For an example of the range of photographic skills and abilities visit our members' galleries on the club's website: www.livingstoncameraclub.org.uk/gallery .

Our aim

The aim of the club is to encourage photographers at all stages of ability to improve their photographic skills and to share experiences and techniques to make photography an enjoyable experience.

When we meet

The club meets weekly on Monday evenings between September and May from 7:15pm to 9:30pm, except for public holidays. It also continues to meet through the summer months on an informal basis at various photographic shoot locations throughout the West Lothian area, and sometimes further afield. The summer syllabus meetings are invaluable and help promote the social side of the club as well as giving less experienced members the opportunity to learn from others on the practical hands on aspects of photography.

Where we meet

The club meets at the Crofthead Farm Community Education Centre at Templar Rise, Livingston, West Lothian, EH54 6DG.

How we communicate

The club uses various means of communication including face to face on club evenings, email and social media. In addition to this the club has a website at www.livingstoncameraclub.org.uk and this provides hyperlinks to the club's Facebook pages and Twitter.

What we do

Syllabus

The club syllabus includes a wide variety of presentations from guest speakers, member's evenings, studio sessions and other practical photography demonstrations and sessions. We cover a range of topics spanning all interests and there is always something for everybody. The overall aim is to improve members' photographic skills and knowledge, and stimulate individual creativity. For those who wish to show their images there is a busy schedule of internal competitions and exhibitions in which to get involved. Although members are encouraged to participate in some or all internal competitions to gain experience through positive critique from competition judges and fellow club members, it is not a requirement of club membership that individuals should participate in such competitions or exhibitions.

An electronic copy of the club's syllabus is available on the club's website at www.livingstoncameraclub.org.uk/information .

Presentations

We aim to provide our members with exposure to a wide variety of interesting guest speakers who are experts in their particular field of photography and who are willing to share their knowledge and experience.

Practical sessions

We hold a number of sessions throughout the year where members, especially beginners, have the opportunity to improve their photographic skills by drawing on the knowledge of more advanced members with 'hands-on' experience of photographic techniques. Amongst other things this includes topics such as photographic studio set-up, macro photography and image enhancement workshops.

Members' Evenings

Members Evenings, as the name suggests, are when club members take centre stage and present some of their work, such as Audio Visual displays of their photographs. These evenings have proved to be popular, based on attendance and feedback, and consequently they now form a regular part of the club's syllabus.

Internal Competitions

The club holds a number of internal competitions throughout the year. These include both formal and informal competitions. The intent is to motivate and encourage members to participate while providing both competitive and learning elements. The learning element derives from the constructive comments which judges provide on members' images and critique provided by fellow members.

Competition judges are usually established club judges who are independent of the club and who are experienced photographers themselves. All images submitted for competitions are anonymous, identified only by membership number and entrants can expect that all work is judged fairly. Members should be aware that all digital images submitted for internal competitions will be displayed on the Competitions page of the club's website immediately after the results of the competition are announced.

The main competitive elements to the club competitions are four scheduled internal competitions comprising two digital image and two printed image. There is also a single standalone annual competition.

The four scheduled digital and print competitions count towards the club league. At the year-end individual awards are presented to first, second and third places in each of the categories beginner, intermediate and advanced. There is also a separate award presented to each of the winners in each category for the annual competition. The awards are traditionally presented at an annual award giving ceremony and dinner, typically held in May each year. In addition to this, the three top scoring competition winners in each grade advance to the next grade (either intermediate or advanced) the following year.

Additional informal competitions are arranged from time to time. For example, themed competitions are usually arranged for the Annual Dinner and Christmas Dinner. These are fun to enter, open to all attending the associated dinner and usually have prizes for best entries judged on the night.

More detailed information about the rules for entering internal competitions can be found in the Annex to this Handbook. These can also be found on the club's website at www.livingstoncameraclub.org.uk/information. Members are encouraged to familiarise themselves with the guidance on 'Preparing digital images for competition' and 'Preparing files for digital image competitions', both of which can be found on the Information page of the club website.

External Competitions

The club typically enters a number of external competitions and members are encouraged to submit work for consideration to represent the club in these. A selection committee, comprising some of the club's established photographers, selects images for the external competitions.

In order to increase the club's presence on the circuit and increase the club's chances of winning competitions members are requested to make their images available for selection. Volunteers to be on the selection committee are always welcome.

SPF Club Print Championship

This is a prestigious national championship with entries from across Scotland. A maximum of 80 prints per club can be entered, a maximum of 3 per member in either colour or monochrome. Details are usually announced prior to the event.

SPF Print and Projected Image Portfolio

Entry for this is usually around May each year, with details announced in advance.

Please see the SPF web site (<http://www.scottish-photographic-federation.org/>) for more information on all of the above, including the specific competition rules.

Local area competitions

The club participates in a number of local competitions, including the annual competition against Mid Calder Camera Club, the 4-Way West Lothian Competition involving the Mid Calder, Linlithgow, Armadale and Livingston clubs; and the 12-Way regional Competition at Newtongrange.

International competitions

The club competes with Aspley Camera Club based in Queensland, Australia. The competition is classed 'for fun'.

Exhibitions

The club provides various opportunities for members to show their work and there are a number of exhibitions in which to get involved.

Annual Club Exhibition

Livingston Camera Club holds an Annual Exhibition in an appropriate venue prior to the start of the club syllabus. This usually runs for one weekend, Friday through Sunday, and comprises an exhibition of members' work.

Club Displays

In conjunction with local centres the club has a number of permanent displays of members' work in place. Currently members' work is on display at the Strathbrock Partnership Centre, Howden Health Centre and Dedridge Health Centre.

Periodically, members are asked to submit work for consideration and inclusion in these existing or future similar projects.

Summer Activities

The summer activities are very much "hands on" offering members the opportunity to work together to develop their photography skills. This is open to all and participating members typically meet at Crofthead on a Monday night and from there go out and about in the local area with their cameras. A proposed schedule of locations or events is usually announced in advance and includes locations such as Linlithgow, South Queensferry and Ratho, and events like the Edinburgh Festival. The schedule is flexible and suggestions for locations and events are encouraged.

If there is sufficient interest, the club may consider organisation of photographic day trips or club social events e.g. a summer barbeque in one of the local country parks. Again suggestions are encouraged, and any such trip or event would be announced during the club meetings.

Photographic equipment and facilities

The club owns photographic equipment including studio equipment; video calibration equipment; projector; and computer hardware and software, some of which is made available to members on loan.

The club offers members an opportunity to further develop their photography skills through the use of these facilities. Members are also able to book Crofthead Centre rooms for studio use, with booking of these facilities arranged through the office at the Crofthead Centre. It should be noted that a charge is made by the centre, on an hourly basis for use of the facilities, although the charge is at non-commercial rates and very reasonable.

There are a number of rules which the club has established before members can use any of the equipment or facilities. These are designed to protect both the equipment or facilities and the member. They are set out in an annex to this Handbook.

General Information

Constitution

Livingston Camera Club has a club constitution intended to ensure the proper running of the club on behalf of the membership. It is important that each member takes the time to review the club constitution. This is available to club members either via the club website www.livingstoncameraclub.org.uk/information or can be requested from the club Secretary if members do not have web access.

Committee

The camera club is run by volunteers who serve on a co-ordinating committee. The club committee is drawn from the membership and approved at the Annual General Meeting. You can contact any of the committee on club nights or via e-mail at the following addresses:

President: president@livingstoncameraclub.org.uk

Vice President: vp@livingstoncameraclub.org.uk

Secretary: secretary@livingstoncameraclub.org.uk

Treasurer: treasurer@livingstoncameraclub.org.uk

Syllabus Secretary: syllabus@livingstoncameraclub.org.uk

Competitions Secretary: competitions@livingstoncameraclub.org.uk

For general enquiries the email address is: contact@livingstoncameraclub.org.uk

Any feedback on the club's website should be sent to the webmaster:

web@livingstoncameraclub.org.uk

Grievance Procedure

In the first instance if any member has a grievance with a committee member, or other member of the club, or some aspect of the club organisation or operation, they should discuss it informally as soon as possible with the club President or, if the grievance involves the club President, another member of the committee.

The grievance shall be taken seriously and everything done to try and resolve the issue informally. If the member feels the matter has not been resolved through informal discussions, they should put the complaint in writing to the club President or another appropriate person within the committee. This should be followed up with a committee meeting to allow an opportunity for the member to explain their grievance and share how they would like it to be addressed. The member will have the right to be accompanied at this meeting.

Following this meeting, the club President or other appropriate person, having consulted with the committee, will give a written response, usually within seven days of the meeting, outlining proposals for resolving the grievance. If the grievance requires further meetings or investigations, the seven day limit may be extended. A response will follow the meeting and include a reference for the right to appeal. Should the member wish to appeal against any grievance decision, they should do so in writing within seven days of the decision.

The committee may choose to set up an appeals sub-committee to hear the member's appeal. A member will have the right to be accompanied to an appeals' commission. The decision of the appeals' commission will be final.

Equality and Human Rights Policy

The organising committee of Livingston Camera Club wholeheartedly supports the principle of equal opportunities in club membership and its management and opposes all forms of unlawful or unfair discrimination on the grounds of disability, race, religion or belief, age, gender, marriage and civil partnership, pregnancy. We believe that it is in the club's and its members' interest to ensure that talents and skills available throughout the community are considered when appointing officers and committee members. To this end, within the framework of the law, we are committed, wherever practicable to maintain a membership that broadly reflects the local community in which we operate.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on selection, training, and club management are based solely on objective and ability related criteria. Furthermore, the club will ensure that no requirement or condition will be imposed without justification, which could disadvantage individuals purely on any discriminatory grounds.

In order to put this policy of equal opportunities into practice in the day to day operation of the organisation we will:

- Provide written guidance on the 'Principles of Equality' for all members and officers of the club: <https://www.equalityhumanrights.com/en/equality-act/know-your-rights>
- Monitor the existing membership and the application and effects of the policy.
- Examine and review existing procedures for the selection of committee members and officers of the club.
- Develop mechanisms for resolving grievances about unfair discrimination and harassment.
- Review the policy on a regular basis.

The club will regularly review its procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits. The club is committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective. The overall responsibility for the policy lies with the Chair of the club. However, all members are required to comply with the policy and to act in accordance with its objectives in order to remove any barriers to equal opportunity.

Support of Other Groups and Organisations

Livingston Camera Club is actively engaged in the wider community.

The club offers photographic support for other groups and organisations, usually other amateur or volunteer groups. Examples include fun runs, local musical or theatrical events and local Gala Days. This is done on a "not for profit" volunteer basis on the understanding that there is a mutual benefit to club members (in other words - unique photo opportunities) and to the group being supported.

Co-ordination of club activities is undertaken by a designated person and all communication on behalf of the club is made via that individual. If members volunteer to take photographs at a club activity, for the specific use of another group, all photographs are to be collated and forwarded by the designated person.

External Photographic Organisations

The club is affiliated with a number of national photographic organisations.

Photographic Alliance of Great Britain (PAGB)

The PAGB organises national competitive photographic events and offers services such as Recorded Lectures. Website: www.pagb-photography-uk.co.uk

Scottish Photographic Federation (SPF)

The SPF is a photographic umbrella organisation for member clubs, coordinating photographic exhibitions and competitions. Website: www.scottish-photographic-federation.org/

Crofthead Centre – User Group Information

Livingston Camera Club meets at the Crofthead Farm Community Education Centre and as such is required to adhere to the expectations set out by the Crofthead Centre Management Committee for use of the centre. These are defined in the Crofthead User Groups' Information Booklet. This includes the Fire Evacuation Procedure, Group Responsibilities, Conditions of Let, plus Health and Safety, Reporting of Accidents, and Sign-In/Sign-Out procedures, amongst other relevant content.

Individual Member Responsibilities

It is incumbent on all Livingston Camera Club members individually to be familiar with the content of the Crofthead User Group Information booklet, and adhere to these expectations at all times while on the premises. Doing so is considered a condition of membership of the club, and failure to do so could result in the individual membership being terminated.

LCC Responsibilities

Livingston Camera Club shall in good faith adhere to the Crofthead Centre expectations in so far as the club committee understands these expectations. A copy of the Crofthead Centre Handbook is available on the club's web site at www.livingstoncameraclub.org.uk/information .

Annex 1 – Competition information

Classifications

The competitions are classified by experience levels – Beginner (B), Intermediate (I) and Advanced (A). Each member is assigned one level that applies to all relevant competitions and this is reviewed after each club year with individuals proposed for promotion based on results. New members should discuss their entry level with a member of committee prior to entering their first competition.

Categories

For internal competitions there are two categories – Prints and Digital Projected Images, as defined in this handbook.

Competition Rules

- Competitions are open to all paid up members of the club
- Any entry not properly submitted may be disqualified at the discretion of the Competitions Secretary.
- The member must hold copyright for all work.
- Classification of members' work will be at the discretion of the committee.
- Competitions and entry hand-in dates will be published in advance.
- The Competitions Secretary must receive all entries by the published deadline.
- The maximum number of images that can be submitted by a member is 4 per competition, with the 80 images rule-of-thumb being in effect at all times.
- An image that has been entered as a print cannot be entered as a projected image or vice versa.
- Entries may only be submitted once in club competitions, with the exception of the Annual Competition, when members may enter previously submitted work.
- Images submitted to previous league competitions, or those so similar that they are indistinguishable, will be disqualified.

Note: The Annual Competition is a separate competition and points awarded do not count towards the total for the league competitions.

80 Images Rule-of-Thumb

The club regards the competitive element of the club competitions and the quality of feedback with equal importance. To achieve an acceptable balance, and to ensure the volume of entries put forward for judging is at a level that can be realistically reviewed, the club applies an 80 images rule-of-thumb.

The target total number of competition entries is approximately 80 images. The individual entry guidelines for league and annual competition are:

- Maximum of 4 images per member.
- Minimum of 2 images will be included in competition (in case of only 1 image entered then that will be included).
- All members will be treated with parity, with 2, 3 or 4 images entered for each member.
- Members must number their images in their preferred rank order, 1, 2, 3 & 4 on the back of the print/slide, or on the competition submission form on the club's website – the Competition Secretary uses this to select the preferred images when applying the rule-of-thumb.

- In the case of the Annual Competition where a member submits both prints and projected images the 1 to 4 ranking should be across the formats.
- In cases where a member does not follow this guideline then the Competition Secretary will apply appropriate discretion to ensure parity for all the membership.

Prints

The Print format requirements for club competitions are:

- The visible area of the print must be **no less** than 35 square inches e.g. 5 x 7 inches or any other size with an area of 35 square inches or greater.
- Prints may be monochrome or colour
- All prints submitted must be mounted on stiff mount board.
- Maximum size of the mount is 16 x 20 inches or 40 x 50 cm.
- Membership number, title, classification and ranking should be clearly written on the back of the mount **at the bottom left hand corner** when viewed with the image face down. This is important as judges expect the image title to be in this position; especially for abstract prints or prints where it is not clear which edge is meant to be the top. Prints with no classification included will be entered in the advanced class.

Where possible, print entries should be accompanied by a digital submission of the image entered, submitted via the club website on the My Competition Entries page. This copy may be used for collating, selection and projection on judging evenings; and also for presentation on the club website after the competition has been judged. Digital copies may also be handed in the competitions secretary on digital media, as per DPI competition entries.

Digital Projected Images

The Digital Projected Image format requirements for club competitions are:

- All images to be in the sRGB colour space and in JPEG format.

The **maximum** image size is 1920 pixels horizontally by 1200 pixels vertically. **This means that the longer edge in portrait format or the edge in square format images must not exceed 1200 pixels.**

Note: These are the maximum dimensions for competition images. Members can submit images of any size up to this maximum. The choice of size is entirely up to the member. However, the Committee would encourage members to consider using as large an image size as possible so that best use can be made of the club's projector which can display images up to the maximum size. When resizing images members are urged to save the resized image as a copy in order not to overwrite the original image. It's the copy that should be loaded to the website.

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- Images must not display any text showing the title or author's name or membership number.
- Members are requested to submit their digital images via the club's website. This reduces the amount of effort required by the Competitions Secretary in the preparation of images for judging and by the Webmaster in the preparation of images for display on the club's website after the competition. Full details of how to submit images via the club's website are contained in the "Website Guide for Members" which can be found in the File Downloads section of the Information page of the website. The online system creates the appropriate filename, all the member has to do is to supply a title for the image and declare the ranking order.
- If submission via the club's website is not possible then in extreme cases members may send their images to the Competitions Secretary via the designated e-mail address

(competitions@livingstoncameraclub.org.uk) or on a suitable portable medium such as CD/DVD, USB memory stick or SD card. Image file names are to have the member's competition level followed by membership number, ranking and then title e.g. B_90_1_mypicture.jpg or I_91_2_mypicture.jpg. The medium must be clearly identified with the member's name and membership number. The medium will be returned to the member at the end of the competition. Files may also be submitted to the designated e-mail address (competitions@livingstoncameraclub.org.uk) via a cloud storage system such as Dropbox or Google Drive. The Competitions Secretary will then enter them onto the website on behalf of the member.

- Members must ensure that all submitted portable media must be free of viruses or malware.

Note: The digital images may be projected on the club's projector and laptop which have been calibrated using video calibration equipment; they may also be projected on a TV via the club's laptop. It is recommended that members submitting images ensure that their PC/laptop has been similarly calibrated.

Definitions

Monochrome – (SPF Definition) A monochrome work fitting from the very dark grey (black) to the very clear grey (white) is a monochrome work with the various shades of grey. A monochrome work toned entirely in a single colour will remain a monochrome work able to stand in the monochrome category. A monochrome image modified by a partial toning or by the addition of one colour becomes a colour work (polychrome) to stand in the colour category.

Colour – All images other than those defined as monochrome are colour images

Digital - Digital images are those that have been produced using digital cameras or are images created using a digital scanner. When made from more than one image, all of the component images must be the exclusive work of the author. All adjustments or modifications made to a digital image must also be the exclusive work of the author.

General Information on Competitions

The Competition Secretary may retain entries, with the consent of the member, for inter-club competitions or exhibition purposes.

Each year the top scoring members in the beginners and intermediate sections will be asked if they wish to move up to the next classification. If at any time a member feels they should move up or down a classification he or she should discuss this with a member of committee.

If help is required with mounting prints and slides, members should ask a member of committee.

A short induction session must be completed to familiarise members with the use of the lights and related studio equipment. It is also expected that members are familiar with use of the other equipment. The Facilities Convenor will maintain a record of members who are skilled or approved to use the equipment.

Annex 2 – Rules for using photographic equipment and facilities

There are simple rules to follow when using the facilities or equipment, with any exceptions to be agreed in advance. Please make any requests in writing to the Facilities Convener.

- Access to or loan of club equipment is only by prior arrangement with the Dark Room Convener.
- Club equipment may not be used for commercial purposes.
- Members must sign into the centre, using the book in the main hall. Ensure that you put Livingston Camera Club or LCC next to your name.
- Members must complete the Darkroom diary when using the studio equipment. This should list name, membership number and equipment borrowed. The return date should be recorded and the diary should be signed on return of the equipment.
- Any damage to the equipment must be reported immediately to the Dark Room Convener or other committee member.
- Please ensure that the studio equipment is returned to the Darkroom and stored carefully in the appropriate cupboards and drawers.
- When more than one member is involved in a photo shoot using the studio lights the member completing the log will be classed as the responsible member.
- Only members who have completed the induction training on the use of studio equipment or are deemed as having suitable experience by the committee are permitted to use it. However, where one member has been inducted those accompanying them are entitled to use the equipment but the inducted member will be the responsible person signing the diary.
- Please ensure that you leave the Darkroom clean and tidy and remember to log out of Crofthead Centre before leaving the building.

We hope you enjoy the equipment and facilities we offer to members. These simple rules are there to ensure that the room and equipment are maintained in good order. If you have comments or concerns please talk to the Facilities Convener or another member of the committee.