



PROCEDURES FOR THE SUBMISSION, JUDGING AND MANAGEMENT OF IMAGES

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ABBREVIATIONS AND ACRONYMS

KPS	Knysna Photographic Society
PSSA	Photographic Society of South Africa
Photovault	http://www.photovaultonline.com
JPG/JPEG	Joint Photographic Expert Group
HDR	High Dynamic Range
Nature	A generic term for the Botanical and Zoological categories
sRGB	standard Red Green Blue Colour Space



1. INTRODUCTION

This document describes the requirements for the submission of images by members, along with other relevant information.

2. GENERAL REQUIREMENTS

The following general requirements apply;

- 2.1 Members may submit up to two images for judging and advancement each month.
- 2.2 Members are requested not to submit similar images at the same meeting.
- 2.3 Members may enter images at club nights if they are not able to be physically present, but only on four occasions per club year. The committee may waive this rule, if there are sufficient grounds to do so.
- 2.4 A digital image entered for club judging may only be used once for advancement. (See the definition of a single image in annexure 1 hereto.) You may not re-use an entry in a higher star rating.
- 2.5 For permitted enhancement and manipulation, see clause 8 of this document.
- 2.6 The original image and all elements therein must have been taken by the photographer, whatever photographic medium is used. All actions in reaching the final presentation must be made by the photographer. By virtue of submitting an entry, the photographer certifies the work as his/her own.
- 2.7 A member must have paid the subscription fee for that year in order to enter images in any of the club events. Should subscriptions not be paid timeously, the entries will be disqualified.

3. MEMBER IMAGES AND COPYRIGHT CONSIDERATIONS

When we, as photographers, share our images with others, we are in effect publishing our work.

The author owns these creative images, just like property.

When an author enters an image into a Club competition, for grading, or any other reason, the author is in effect entering into a “Limited Use” arrangement with the Club – in this case with the Knysna Photographic Society.

This “Limited Use” includes the following:

1. The author automatically agrees to and accepts all the rules which apply to the competition, grading, or other purpose for which the author has entered his/her image.
2. By entering images to the Club, the author agrees to these images being posted on the Club website and Newsletter. In terms of an arrangement with PSSA, member images may also be entered for inter-club competitions. The Club assumes no liability for any misuse of copyright.
3. Notwithstanding clauses 1 and 2 above, the Club does appreciate that an author might like to preserve the impact of a particular image, such as in the assembly of a panel of images for possible Honours. In such a case, where the author would like to restrict the publishing of a particular image, the responsibility will rest on the author to advise the KPS Committee in this regard.
4. Except for the above, the Club guarantees that these images will not be printed, published nor projected at any other time and for any other reason, and that they will never be passed on, nor sold to, any other third party.

KPS cannot prevent members, judges, or guests, from discussing or commenting on these images, and this shall not be considered a violation of the author's rights.

4. SUBMISSION OF DIGITAL IMAGES

4.1 SUBMISSION PROTOCOLS

The submission protocols for the various club events are as follows;

- 4.1.1 Images for monthly club night judging (third Wednesday): Submit via Photovault.
- 4.1.2 Images for "Set subject" events on alternate months (usually the fourth Wednesday): Submit via Photovault.
- 4.1.3 Images for three annual themed competitions: Submit directly to competition organiser. Currently the email address is JJohnston@telkomsa.net. Three images may be submitted per competition.
- 4.1.4 Images submitted for club judging may not be submitted to the competition, however, images entered for competition judging may be submitted for club judging).

4.2 GENERAL REQUIREMENTS FOR IMAGES SUBMITTED USING THE PHOTOVAULT PLATFORM

All digital images must be entered electronically via <http://www.photovaultonline.com> and must be submitted prior to the cut-off date and time – for club nights this is usually midnight on the Saturday, eleven days prior to the Wednesday monthly meeting. For set subject evenings, the cut off will be published in the Newsletter and elsewhere. Please refer to the Photovault website for specific details.

4.3 SIZING AND NAMING OF IMAGE FILES FOR PHOTOVAULT UPLOADS

Knysna Photographic Society follows the PSSA guidelines for digital photography. When submitting for digital projection the image file must be no larger than 2MB and must be in JPEG format with a maximum horizontal pixel resolution of 1920 and a maximum vertical pixel resolution of 1080. At least one dimension shall be the maximum allowed. It is important that images be converted to the sRGB colour profile, prior to submission, to ensure correct colours during display and judging.

Each image must have a title consisting of no more than 24 letters. Capitals should be used where applicable. No special characters should be used in the title - only letters of the alphabet. Only the title is required when uploading images to Photovault – the members name and star rating must be omitted as they are obtained from the member's profile in Photovault.

4.4 SIZING AND NAMING OF IMAGE FILES FOR THREE ANNUAL THEMED COMPETITIONS.

The image size must be as described in 0 above.

The image naming protocol for themed competitions only is:

“Image Title-Author's name” E.g. “Speedboat-Joe Bloggs”

5. SALONS

Whilst not part of submission of club images, salons are relevant to star rating progressions and are therefore included in this document.

A Photographic Salon is an amateur competition held either Nationally or Internationally.

Approximately 23% of all entered images will be accepted into a Salon. The acceptance score will differ from Salon to Salon and there is no guarantee that an image that receives a high award at club will be accepted into a Salon, or that an image accepted in a Salon will do well at club. Similarly an image that is accepted in one Salon may not be accepted in another.

Members are encouraged to enter Salons and do require salon acceptances for advancement beyond 4 Star and optionally from 3 Star to 4 Star. A member may only be credited for 5 acceptances from any one image.

Members must study the individual salon rules and requirements as they all differ, even if just marginally.

6. COMPETENCY CATEGORIES

Members are all graded into so called “Star Ratings”. New members are all graded as 1 Star, unless they have previously been graded by another club, or can motivate a higher grade, based on proven photographic ability, in which case a panel of 12 images must be submitted to the committee who will then decide on an appropriate star rating.

As members advance, based on the criteria in clause 11, they move from one star rating to the next. This process is documented by the Club administrators.

Once promoted from one star rating to the next, members must change their star rating on Photovault.

The highest rating that a member can achieve at KPS is Master Diamond.

Awards, during club nights, are assigned according to the following table.

One exception is where a member, who has achieved sufficient gold awards to progress from 3 Star to 4 Star, but has not achieved the required salon acceptances, will be announced as 3 Star members but judged as 4 Star members.

RANKING	NO AWARD	BRONZE	SILVER	GOLD	COM
1 Star	1-5	6	7	8-10	11-15
2 Star	1-6	7	8	9-11	12-15
3 Star	1-7	8	9	10-12	13-15
4 Star	1-8	9	10	11-12	13-15
5 Star	1-9	10	11	12	13-15
Master Bronze	1-9	10	11	12	13-15
Master Silver	1-9	10	11	12	13-15
Master Gold	1-9	10	11	12	13-15
Master Platinum	1-9	10	11	12	13-15
Master Diamond	1-9	10	11	12	13-15

7. IMAGE CATEGORIES

Images may be entered as either Colour or Monochrome.

Monochrome is described as black and white or toned entirely with a single colour.

Sepia will remain a monochrome work as will one where a single colour has been used e.g. blue (the entire image is blue).

A black and white image that has a colour added to it becomes a colour work.

Image categories used at KPS are as indicated and defined (in summary) on our Photovault image submission platform. For the full definitions refer to the Club Website

8. PERMITTED ENHANCEMENT AND MANIPULATION

8.1 ENHANCEMENTS (Allowed in all categories):

The following software-driven adjustments (selective or to the whole image) are allowed:

- White Balance
- Exposure
- Contrast
- Dodging and Burning
- Hue
- Saturation (General and selective)

- Dehazing
- The use of colour correction filters such as the so called 81 and 82 series of filters
- Digital noise reduction
- Sharpening
- Cropping
- Vignettes
- Re-sizing
- Correction of lens distortion
- Correction or removal of chromatic aberration or “purple fringing”
- Perspective adjustments
- Removal of dust spots or scratch marks
- Blending of different exposures of the same scene to broaden the dynamic range (HDR)
- Focus stacking to widen the depth of field

8.2 MANIPULATION (Not allowed in Nature, Street, Sport and Photojournalism):

The following adjustments are specifically excluded from the above categories:

- Moving elements in an image
- Removing elements from an image
- Cloning in elements from another image
- Cloning out elements other than spot removal.
- Duplicating elements in an image
- Distorting elements in an image
- The use of software filters to create artistic effects
- The use of wording or text inserts on an image
- Using layers with images other than that of the original image

In the case of both enhancement and manipulation, all images must portray the original work of the photographer and may not incorporate additional elements produced by anyone else.

9. JUDGING CRITERIA

The judging criteria used by KPS judges to score images will generally be as indicated on our club website.

10. DISQUALIFICATION

Whilst judges will rarely consider disqualification during a club meeting, an image may be disqualified if:

- The judges feel that an image has been entered in a wrong category, in which case the image could be re-submitted at a later meeting, in the correct category, or
- The judges feel that manipulation has occurred in a category that does not allow it. (E.g. Nature, including Wildlife, Photo Journalism, including Sport and Street Photography)
- For disqualifications, which will not be implemented unreasonably, the judge's decision will be final.

11. COMPETENCY LEVEL ADVANCEMENT CRITERIA

Promotion occurs when the following conditions have been met;

ADVANCEMENT	Gold/COM	SALON ACCEPTANCES
1 Star to 2 Star	8	Nil
2 Star to 3 star	20	Nil
3 Star to 4 Star or	36 50	6 <6
4 Star to 5 Star	60	20
5 Star to Master Bronze	85	100
Master Bronze to Master Silver	110	155
Master Silver to Master Gold	130	225
Master Gold to Master Platinum	150	300
Master Platinum to Master Diamond	175	390
Above Master Diamond	TBA	TBA

Both Gold/COM and Salon achievements are cumulative.

When a member receives a salon acceptance it is their responsibility to notify the Club Scorer. Results must be forwarded to the Scorer's email address, as published on the website and in every Newsletter. These records are used to help with the selection of images when entering the PSSA Inter Club competitions. The total number of acceptances is recorded on our scoresheets.

12. MEMBER'S OBLIGATIONS

When submitting images for judging, club members are requested to:

- Size images in accordance with clause 4.3
- Name images in accordance with clause 4.3
- Submit digital images electrically via <http://www.photovaultonline.com> by the stated deadline.
- Not submit images that are effective duplicates of a previously submitted image. See definition of a single image in Annexure 1 hereto.
- Keep accurate records of image submissions to the extent that;
 - The same image is not submitted more than once, for advancement purposes.
 - Awards and points allocations are known, such that less reliance is placed on committee members or club Scorer for this information.

13. COMMITTEE'S OBLIGATIONS FOR THE CUSTODIANSHIP OF IMAGES

The committee must retain images for club and PSSA purposes only.

The committee is not obliged to store or archive images on behalf of members, but may do so at its discretion.

14. DIGITAL PROJECTOR CALIBRATION

The committee will ensure that the digital projector is calibrated to the recommended PSSA standards.

It will be the member's responsibility to ensure that their images project to their liking.

ANNEXURE 1

DEFINITION OF A “SINGLE IMAGE”

(for the purpose of image submissions at monthly Club nights)

A single image is any image which derives from a single release of the camera shutter i.e. a single frame.

This definition is extended include the following meanings:

1. Images with the same “EXIF” data are deemed to be a single image.
2. If the content of multiple images is the same, they are deemed to be a single image.
3. Multiple frames of the same, static scene, i.e. where all the compositional elements remain in the same position, are deemed to be a “Single Image”.
4. Colour and monochrome versions of the same scene are deemed to be a single image, i.e. they may only be submitted once, in either colour or monochrome, but not both.
5. Multiple frames of static scenes, taken at different exposure values, are deemed to be a single image.
6. Multiple exposures of static scenes, taken using differing white balance settings, are deemed to be a single image.
7. Multiple versions of a single image, differing only in post processing enhancements (not manipulation), are deemed to be a single image.
8. Multiple frames of static scenes, each taken using significantly different focal lengths, are deemed to be multiple images.
9. Multiple frames of a moving scene, i.e. where the composition elements do not remain in the same positions, as could be the case in sport for example, are deemed to be multiple images.