



Handbook & Guide to Competitions



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Two Rivers Photography Club: Founded June 10, 2010

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WELCOME:

As a member of the Two Rivers Photography Club (TRPC) www.2rpc.com you are joining the ranks of a long list of avid photographic enthusiasts to help you develop your talents and style. As an educational and competitive association we are just as eager to learn from you.

The Two Rivers Photography Club was founded and established in June of 2010 by former members of the Roberson Photo Club founded by Don and Betty Burgess in 1958.

Your first step as a member should be to acquire a copy of the TRPC calendar of events and TRPC Handbook, which are available at our meetings and on the TRPC website. Meetings, competitions, and closed board subjects are noted as well as any special events sponsored by the club.

MEETINGS:

TRPC meets from September through May

2nd Friday of the month – Salon Class

Salon Class ** Open Board Competition meeting (1 print and 2 projected images)

4th Friday of the month – Gallerie Class

Gallerie Class ** Open Board Competition meeting (3 projected images and NO print images)

** There are months when the club has special competitions (CLOSED BOARDS) and these dates and requirements are published on the club website. Also, see requirements under '**Closed Board Competitions**'.

Check your calendar for exact dates as meetings may be otherwise scheduled to avoid conflicts with holidays and/or special events. Cancellations will be posted on the club web site and if possible on the local television stations. Please make sure the Board of Directors has a current phone number and/or e-mail address in order to reach you in a timely manner.

Images for competitions can be prints or projected images (digital files) as defined in the competition guidelines for a specific meeting night. Prints must be submitted before 7:15 PM in order to allow time for sorting and recording all of the competition submissions. Digital file submissions must be submitted by logging on the club's digital submission web portal at: <http://rpcphoto.org/portal/login.php> no later than 7:00 PM the day before the scheduled competition.

Competition will begin after all work is sorted and recorded. While the recorders are preparing for the competition, announcements, news of upcoming events, awards and an update of meeting schedules will be presented.

If you cannot attend a competition meeting and wish to submit you can send your work with another member. **Please make arrangements with whoever submits your work to retrieve it at the end of the competition that night.**

You are encouraged to attend all meetings.

CLASS DIVISIONS:

When you join the club you will begin competition in the Gallerie class. At the end of the year those with the highest points/averages **MAY** be promoted to the Salon class provided they have participated consistently in 2/3 of the available competition images submitted and their work has shown to be of a high quality.

Class promotions are decided by the Board. Promotion to Salon class may be declined by a member wishing to stay in Gallerie class. There is no demotion of class by lower scoring members.

Note: Gallerie members - To be eligible for promotion you must participate in the competitions by submitting at least 2/3 of the required images in any one category, PRINTS OR PROJECTED images.

COMPETITIONS:

The club has print and projected image competitions. You are encouraged to compete in both competition categories. However, you may choose to compete in either with just a print (s) or projected image (s).

Entry Qualifications:

1. Entries must originate as photographs (image/captures of objects by a light sensitivity) made by the entrant.
2. Each image must have been taken by the person entering it.
3. Images must have been shot by the entrant within the last 5 years.
4. Nudity is not permitted.
5. Presenters of images of questionable origin may be requested to produce metadata as proof of ownership.
6. By virtue of submitting an entry, the entrant certifies the work as their own.

If you are a new member or have never submitted and image using the club's portal at: <http://rpcphoto.org/portal/login.php> contact the **PORTAL ADMINSTRATOR** and they will assign a log-in ID and password. You can change your password after your initial log-on. There are instructions on the web site to guide you through the submission process.

Types of Competitions:

Open Board Competitions: An Open Board competition may be any topic, subject or technique (except NO nudity) as stated above. When there is an Open Board competition Salon members may submit (1) PRINT image and (2) PROJECTED images. Gallerie members may submit (3) PROJECTED images and NO prints.

Closed Board Competitions: A 'Closed Board' competition is one in which the submitted images for competition must pertain to selected topics, as identified on your TRPC calendar. The purpose of closed boards is to motivate members to shoot actively, by assignment, rather than to select ones favorite subjects.

In 'Closed Board' competitions Salon and Gallerie class members may submit (2) projected images only. The exception will be the BLACK & WHITE Closed Board competition and both classes may submit (1) PRINT and (1) PROJECTED image.

Some competitions may be designated as 'Nature' only as defined by the PSA (Photographic Society of America). No 'Hand of Man' present in the image, i.e. telephone poles, fences, cultivated flowers etc. No techniques that add, relocate. Replace or remove pictorial elements except by cropping are permitted. This will be a projected image only competition.

'Closed Board' image submissions will be reviewed prior to the competition for adherence to the selected topic. Images not fitting the topic by all stretches of the imagination will be disqualified and will not receive a score. One of the officers in charge at the meeting must make any final disqualification decisions

Topics are selected:

1. To encourage each member to concentrate on a type of photography or use a technique typical for the general level.
2. To expand member's concepts in photography.

We look forward to the challenges imposed by the closed boards and hope you will too. In the spring we invite suggestions for topics to be used in the following year's calendar.

PRESENTATION REQUIREMENTS:

Prints:

Special Instructions: You must also submit a digital copy of your print image prior to submitting the print on a competition night. (no exceptions) There will be two distinct competitions open on the club's digital portal, one for prints and one for projected images. Please follow the instructions for PROJECTED IMAGES to submit a digital copy of your print.

The print image may not be any smaller than 8 x 10 inches or any larger than 20 x 20 inches. There is no distinction between horizontal or vertical format. Prints may be black and white, toned, colored, or any combination that you may creatively evolve. No distinction is made for judging purposes, unless it is a B&W competition. Prints may be self or commercially prepared.

All prints must be matted or mounted with a solid backing to facilitate handling. The outer dimensions of any mat or mounting backer may not be smaller than 8 x 10 and may not exceed 20x20. The total thickness of the mat, image and backer board shall not exceed 1/2 inch. *No frames, glass, metal hangers or wires, wood, staples or any fasteners that could possible damage another image are allowed.*

Flush mounting is acceptable but there is an increased chance of a print being damaged during competition if it is not protected by a physical, not a digital mat. While every care will be taken during the competition to protect your prints the club cannot be responsible for damages to prints during the competition process.

The title may appear anywhere on the front of the photo or mat but is not a requirement. Your name cannot appear anywhere on the front.

You MUST print the title, your name and current class status on the upper left hand corner on the BACK of the mat in such a manner that both title and print are right side up for viewing. This will determine how the image is displayed for judging. After you have submitted your digital copy of your print image to the portal you MUST bring your print to the competition to be judged.

Prints are displayed on the tables after the competition.

PLEASE DO NOT HANDLE THE PRINTS THAT ARE DISPLAYED ON THE TABLES.

DO NOT TAKE ANY FOOD OR BEVERAGES NEAR THE PRINTS DISPLAYED ON THE TABLES

Projected Images & Digital copy of print images:

All images submitted for competition, either PRINT or PROJECTED IMAGE must have a digital file submitted using the TRPC digital submission web portal at: <http://rpcphoto.org/portal/login.php> no later than 7:00 PM the day before the scheduled competition. Please follow the instructions on the portal page.

1. It is recommended that you check your computer monitor settings and verify that it is displaying images in SRGB color space. The club also has a monitor calibrator that can be loaned to members to check and calibrate their monitors.
2. All images for submission can be no larger than **2048 pixels in width and 1536 pixels in height**. File size cannot exceed 2 mega bytes. Re-sizing guidelines for Adobe Photoshop and Adobe Elements users are on the club web site. Other photo program re-sizing guides are available on request.
3. When entering the title on the portal site you must use upper and lower case letters and the first letter of each word must be capitalized. Ex. The Big Red Tree or TheBigRedTree .
4. For consistency, digital file names MUST match the title of the print image submitted for competition.
5. All members may resubmit an image that did not place (1,2,3 or Honors) on an Open Board competition night. The image may be reworked (perhaps heeding the judges suggestions) and submit it into a subsequent Open Board competition. The maker must use the original title followed by a 2 as the designation of the resubmission.

JUDGES GUIDELINES FOR COMPETITIONS:

Scoring Criteria:

Your work will be judged by a panel of 3 judges. Each judge will render a score between 1 and 10. A score of ten signifies outstanding work. Possible total scores range from 3 to 30.

Judges will be shown a series of test images that represent the color quality and focus capabilities of the projector device. Prior to scoring the images will be presented for viewing in a slide show (5 seconds per image) for viewing before the judging begins.

Score	Criteria
1-2-3	Below Average – Technical Flaws (exposure, color balance, focus)
4	Below Average – Minor Flaws
5	Average
6-7	Above Average
8	Nearly Perfect
9	Exceptional
10	Outstanding

Judges will score the images based on how the image fits the following criteria:

Competition, Criteria, Creativity, Interest, Technique, Composition, Impact & Presentation.

Note: **RE-SCORE** may be requested by the scorekeepers if an abnormal point spread is noted in the respective judges submitted scores.

Judges Guidelines:

1. Brief remarks by only one judge per image
2. Give one encouraging remark and one suggestion for improvement
3. Presentation of image should be included in the judging process
4. Basic criteria for judging: Creativity, Interest, Impact, Technique & Composition
5. Judges may get up and observe the images closer during competitions
6. The critique for Salon images shall be limited to 1 ½ minutes (90 seconds). A timing device will be used to facilitate compliance. Gallerie image critique shall be less restricted for educational purposes.

SCORING/AWARD PLACEMENT:

1st place is the highest scoring image. 2nd place is the next highest scoring image. 3rd place is the next highest scoring image unless there are ties for 1st or 2nd place.

If there are 2 images tied for 1st place, then no 2nd place would be awarded. The next highest scoring image(s) would be 3rd place. Honors would be given for images 1 point less than the 3rd place.

If there is only one 1st place image and 2 or more images tied for 2nd place, there will be no 3rd place. Honors will be given for images scoring 1 point less than 2nd place.

If there is only one 1st place image, one 2nd place image, any number of images tied for 3rd place, honors will be given for images scoring 1 point less than the 3rd place.

In each case, honors will only be given for images scoring 1 point less than the next higher place.

Scores are recorded and tallied for year-end awards in each class. All honors or better are eligible for the print and projected image End of Year competition.

Check your calendar for submission dates for this competition. It is suggested that members keep a record of their winning images for End of Year competitions.

After scoring, if time allows, work will be critiqued by the judges. If there are a large number of images, the Board reserves the right to determine which images will be critiqued. Members look upon this critiquing as a means of learning how to improve upon their own techniques. Winners of the competition will be announced at the end of each division competition.

REFRESHMENTS:

Refreshments are provided by members during each competition. If you wish to help with providing the refreshments a sign up sheet is available. To help offset the cost of paper products and beverages a nominal donation is requested.

This is a casual time for discussion and competition winners often welcome the chance to reveal their successful secrets.

SPECIAL EVENTS:

Education – periodically a program is provided for additional enlightenment by both members and nonmembers. The club currently offers a 6 week photo class and Saturday workshops.

Annual Seminar – Usually in the spring, TRPC presents a full day symposium on photography. Noted photographers are brought in, for a fee, to educate and entertain us.

The club may also sponsor: Weekend photo excursions and field trips, gatherings at member's homes, special assigned topic photo day (scavenger hunt), dinner meetings at local restaurants.

AWARDS, SPECIAL COMPETITIONS & RECOGNITION:

Awards:

High Average Awards - Yearly awards recognize achievement by the top 3 members within each class division (Salon & Gallerie) in prints and projected images based on high average points received during the competition year. To be considered for these awards you must submit at least 2/3 of the required yearly images in either PRINT or PROJECTED image competitions. Should a tie occur, the higher award will be presented to the member with the greater number of place and honor points. Ties will not be broken.

Total Points Awards - This award is for each class and shall recognize photographers who have participated in numerous competitions and achieved the most accumulated points in all categories combined.

Special Competitions:

At the end of the year there are four (4) additional separate competitions:

- 1. End of Year Award Competition,**
- 2. Photographers Best Image Award Competition**
- 3. Nature Award Competition**
- 4. The Human Element Award Competition**

These have separate requirements as explained below. All PRINT submissions for these competitions must be brought to the last meeting of the year (check schedule).

Projected Image submissions and a digital copy of **Print** Images must be submitted by the date designated on the TRPC digital portal. No images will be accepted after that date.

A special judging session for these prestigious awards will be held after the end of the year meeting and before the annual dinner.

Submissions for these are evaluated in a closed judging session with 3 judges, 2 recorders, 2 print passers and a projectionist. At least one participant must be a board officer.

1. End of Year Award Competition – All images submitted in the current years competitions (prints and projected) that have scored '**Honors**' or **better (1st, 2nd, 3rd)** during the current season's competition are eligible for this competition. No adjustments may be made to these submissions; they MUST be presented as they were judged during the club's monthly competitions. This includes no changes to the title.

There is no limit to the number of submissions by each member. Gallerie and Salon images will be judged separately and 1st, 2nd & 3rd place will be awarded in each class. ***For the End of Year Awards in each class (Gallerie & Salon) each participant is limited to one award in each category, print and projected.***

In addition judges will give special recognition to a print image of their choice other than the 1st, 2nd & 3rd place finishers. This will be the **Judges Choice Award**.

2. Photographers Best Image Award Competition – You may submit up to 3 Print and 3 Projected images. The image must have been taken within the last 5 years and does not have to be a previous competition winner or entry. The same image cannot be submitted in any of the other End of Year (EOY) categories for the same year nor submitted into this category again. There will a first place and honor award only, for the top scoring print and projected images.

3. Nature Award Competition – Any image that could include wildlife, sea life, insect, and/or landscapes, using the PSA (Photographic Society of America) guidelines of NO HAND OF MAN included in an image. You may submit up to 3 Print and 3 Projected images. Must have been taken within the last 5 years and does not have to be a previous winner or entry. The same image cannot be submitted in any other of the EOY categories for the same year, nor submitted into this category again. There will a first place and honor award only for the top scoring print and projected images.

4. The Human Element Award Competition – Any image other than pure nature (hand of man in image i.e. fence, road, etc). Would include cityscapes, architecture, street photography, people, etc). You may submit up to 3 Print and 3 Projected images. Must have been taken within the last 5 years and does not have to be a previous winner or entry. The same image cannot be submitted in any other of the EOY categories for the same year. There will a first place and honor award only for the top scoring print and projected images.

NOTE: For categories 2,3,4 there will be no distinction between the classes (Gallerie and Salon) with all submissions being judged together.

Most Improved Photographer Award: This **may** be given at the EOY and is open to any photographer, who, in the view of the board, has demonstrated a significant improvement in images submitted during the competition year. This is not necessarily an annual award.

Individual Service Recognition – Awards presented by the club President and Board of Directors to individuals for special service provided to the club during the current year.

COMMITTEES AND MEMBER PARTICIPATION:

Working Members – By volunteering to various committees you can help the club achieve its goals. Everyone is requested to participate by volunteering for any of the following:

1. Hospitality:

Refreshment Coordinator – Coordinates refreshments for the meetings by soliciting members.

Greeters – Welcome attendees as they enter and provide name tags. Also collect information about new attendees.

Meeting Room Setup and Teardown Helpers – Perform all work necessary to prepare the room for the meeting and at the conclusion of the meeting secure all the club's property.

2. Finance:

Finance Chairperson – Handles all funds coming into and going out of the club, maintains financial records and prepares a budget.

3. Education:

Education Coordinator – Plans and coordinates the fall and winter classes and annual TRPC teach-In.

4. Competition:

Competition Committee – Oversees all competition related sub-committees.

Digital Portal Coordinator – Sets-up, operates and records the monthly and yearly competitions on the club's digital submission web portal. Downloads scoring sheets and images from the club's web site and records scores on the club's digital web portal. Monitors the digital portal member list and updates as necessary.

Judge Coordinator – Obtains judges for competitions/events, maintains a current list of judges available

Print Handlers – Two (2) members to pass the prints through the light box, white cotton gloves must be worn when handling prints.

Print Submission and Recorder Coordinator – Two (2) members that check prints for the required criteria, size, theme, member eligibility and labeling, before being logged into monthly and End of Year competition. Records and tallies scores and announce titles for the judges. Insure the club's light box print display is setup properly for competition.

Projectionist – Sets up and operates the clubs computer and digital projector on competition nights

Scoring Coordinator – Keeps a listing of all submissions and scores from each competition meeting and sends tally to the club web site after each meeting. Tallies totals, averages and awards at the end of year and generates award certificates.

5. Special Events:

Special Events Coordinators - Arranges field trips, excursions and member shows.

6. Publicity:

Facebook Administrator – Post events, meetings dates on the club’s page.

Newsletter Editor – Writes and publishes a newsletter three times during the club competition year (September/ December/April) and a special edition after the End of Year winners are announced.

Publicity Coordinator – Notifies local and national publications of events sponsored by the club.

Web Master – Creates and maintains the club’s web site.

7. Membership:

Membership Chairperson – Maintains a list of current and past members which includes all pertinent contact information. Sends dues notification to membership and issues membership cards.

8. By-Laws & HandBook:

By-Laws Committee – Writes and maintains the club’s by-laws and Handbook.

10.Fund Raising:

Fund Raising Chairperson – Initiates activities that will raise income for the club. Writes grants and applies for non profit assistance funds.

All members are encouraged to participate and train in these positions and assist during competitions and special events.

OFFICERS:

President

Vice President

Secretary

Treasurer

Board Members

Board meetings are held once a month on the 1st Thursday. The board may meet all year round. All members are welcome at board meetings to express ideas but will not have voting power.

The function of the board is to administer the workings of the club, arrange events, and handle financial matters. The board will be comprised of 7 to 15 members.

(a full description of the duties of the Officers and the Board Members is available on the club web site in the By –Laws section)

CONCLUSION:

It is every member's responsibility to follow club rules and volunteer to help with the club's functions. We hope this handbook will help you along the way to keep the club in high standard. Please ask if there is something you feel we have left out or needs clarifying. Your suggestions are always welcome.

We are happy to have you with us and look forward to finding out what you can teach us about photography. We each have our own characteristic way of viewing the world around us. Each new member gives us another eye into our world.

TRPC website, www.2rpc.com

and

TRPC Facebook page, www.facebook.com/TwoRiversPhotographyClub

These sites are maintained as tools for all members and those interested in photography. Schedules of meetings, special events, links to other photography sites, photography vendors, professional photography organizations, seminars, etc. are available on the website as well as the Facebook page. Please use these useful tools to keep up to date on club activities as well as current photography information.

TRPC maintains an email account at: tworiverspc@outlook.com which can be used to contact the club for information.

TRPC also maintains a MS One Drive file storage account that is password protected.

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