COMPETITION RULES - FLOWCHART & AIDE-MÉMOIRE

There are TWO main reasons for competition rules:

1) In all situations where people participate against one another rules are essential to provide the clarity needed to ensure that everyone competes 'fairly'.

2) Rules ensure all images entered in a competition are prepared to a common standard which is essential for administration purposes and to be certain the image will be correctly projected.

In general, NDPS follows the standard competition rules of the Photographic Alliance of Great Britain (PAGB) to whom the Society is affiliated as a member of the East Anglian Federation of Photographic Societies (EAF) and the Royal Photographic Society (RPS).

If you are a less experienced photographer or a new member of the Society these rules may seem daunting – they are not if you read them through first and then us this simple flowchart that has been produced to act as an aide-mémoire to help you.

It is also recommended that more experienced members read the rules before the start of each season as things do change from time to time.

1 - SELECTING THE IMAGE(S) TO ENTER IN A COMPETITION

❑ It is essential that you check the rules for each competition (and round in POTY) to make sure you understand the 'theme'.

❑ The 'theme' will also state the extent of manipulation that is allowed when editing and processing your image(s).

❑ Remember, some classes of photography for example, wildlife and nature have their own definitions that explain in greater what is allowed.

2 - ELIGIBILITY

❑ Generally, an image can be used in ALL competitions during a season (September to June the following year) except in the case of the Digital & Print League where an image can only be used in one round of the competition.

❑ Images that have been entered in a competition are not permitted to be entered in the same competition in a subsequent season.

❑ However, if an image has been selected and displayed in an Annual Exhibition it can no longer be entered in any future competitions (Note it may still be available for Inter-club Battles and External Competitions)

3 - COPYRIGHT

❑ Copyright of the image(s) must exclusively belong to you and must not in any way infringe any copyright or other intellectual property right of a third-party.

❑ Use of royalty-free or copyright-free images (including stock photos & textures) to which nobody owns the copyright is strictly not permitted.

❑ If you have any doubt, you should seek clarification from the Competition Secretary (and no one else) before submitting your image(s)

❑ The copyright of all entries remains with the member.

4 - PREPARING THE FINISHED IMAGE

❑ All aspects of the finished image must be entirely your own work and primarily originate from a photographic image captured using a camera.

❑ Plagiarism is not permitted - in the case of doubt you should refer to the guidance regarding plagiarism that can be downloaded on the Society's website

❑ When you have finished preparing the image you should first save a 'high resolution' copy

4A – SAVE HIGH RESOLUTION COPY

❑ - this is the version that you should use if you wish to print the image

❑ It is recommended that you keep 'high resolution' and 'digital image(s)' in a separate file(s) on your computer

5 - METADATA

❑ Metadata is the digital data that contains information about your image. Metadata can be created both automatically in camera and manually on your computer.

❑ Information that is entered automatically by your camera is usually very straightforward and is to be recommended.

❑ Before saving your finished image, you need to check the metadata and make sure all the relevant fields have been completed. The Society uses metadata for image database management purposes and copyright protection.

6 - PREPARING A DIGITAL IMAGE

❑ Check the colour space and if necessary, convert to sRGB

❑ Resize your image to the following maximum sizes 1,600 pixels wide and 1,200 pixels high

❑ Digital images are projected onto a black background so adding a ONE (1) pixel wide border/stroke in a neutral colour is recommended

❑ Name your file correctly – TITLE OF IMAGE_First Surname_REF (Note REF means the reference to be used for each competition)

❑ Check the metadata and manually correct if necessary

❑ Make a 'duplicate' copy of your 'high resolution' file

6A – SAVE LOW RESOLUTION COPY

❑ Save Jpeg version of the file

❑ It is recommended that you keep 'high resolution' and 'digital image(s)' in a separate file(s) on your computer

7 - SUBMIT THE IMAGE

❑ Images can only be submitted using the protocol available in the Members' Area of the website.

❑ Login using your email address and unique password

❑ Select the 'Competition' you wish to enter and follow the on-screen instructions

❑ When complete check that your submission is confirmed

❑ If you miss the deadline for entries, there is a risk that your image(s) will not be included in the competition

All the information contained in this flowchart is explained fully in the General Conditions of Entry for all NDPS competitions and the Rules for each competition in the Members' Area of the website.

The 'Golden Rule' in the event of any doubt is to check with the Competition Secretary before entering the competition as failure to comply with the rules can lead to disqualification.