



HANDBOOK

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1. History

Rotorua Camera Club was founded in 1950 and has been affiliated to the Photographic Society of New Zealand (PSNZ) since its inception in 1953.

We have a vibrant and dynamic club, attracting photographers of all ages, interests and experience. Inspiration comes from sharing work and ideas through discussion and assessment in a non-threatening environment. We have workshops and courses, which can include everything from basic camera and compositional techniques. With digital photography almost exclusively replacing film these days, we also cover digital editing and creative exploration.

We arrange regular evaluation opportunities where Images are presented and assessments reviewed under a grading system. We also hold regular field trips where we work together to improve our photography. New members are welcome to attend these and work with more experienced photographers.

Our vision for the next five years includes increasing membership within all grades; having members achieve higher levels of competency and skill; and having more members achieve Photographic Society of New Zealand (PSNZ) qualifications and Honours awards.

2. Club Contacts

Club meetings are held at the Ngongotaha Rugby League Clubrooms, Neil Hunt Park, Rotorua on the first Wednesday of each month at 7pm.

President	president@rotoruacamera.co.nz
Secretary	secretary@rotoruacamera.co.nz
Treasurer	treasurer@rotoruacamera.co.nz
Competition Secretary	compsecretary@rotoruacamera.co.nz
Webmaster	webmaster@rotoruacamera.co.nz
Website:	www.rotoruacamera.co.nz
Facebook:	Rotorua Camera Club Members Only Group



Our Facebook page has been set up as a 'Forum' for Rotorua Camera Club financial members to share information, ask questions, seek critique on photos, sell camera gear, share ideas and just general discussion on photography.

3. Grading

Members are graded into three grades - Novice, Intermediate and Advanced

Grading was introduced to encourage members to become confident within their own level of competency and to encourage growth in skill over time.

When a new member becomes financial a club number and grading is allocated.

The initial grading for all new members is Novice. If the member is from another Club or has experience above Novice grade, the committee may request the member to present his/her portfolio to the Grading Panel for grading assessment. The member may also choose to submit his/her portfolio for evaluation by the Grading Panel.

Novice

Novice grade is for members learning the basics of photography with limited photographic skills.

This grade provides an avenue for beginners to offer their work for helpful comments and suggestions, without feeling threatened by the level of critique or the technical comments given to the higher grades.

Some technical errors are tolerated, and the critique is generally positive.

All work submitted in both Set Subject and Open categories will be judged as Acceptance, Merit, Highly Commended, or Honours for each entry in each section.

When a member has achieved a total of five Honours they will progress immediately to the Intermediate grade. The member will be notified by the Competition Secretary when this occurs.

All competition points are retained in the Novice grade, and credited at the end of the year for the purpose of the aggregate points award within that grade.

Intermediate

An Intermediate grade member must show greater understanding of the basics of photography and be generally producing work that shows competency in exposure, focus and composition.

The evaluation is more critically assessed. If work submitted is not to the accepted standard it may be deemed Not Accepted by the judge.

When a member has achieved a total of five Honours in the Intermediate grade they will progress immediately to the Advanced grade. The member will be notified by the Competition Secretary when this occurs.

All competition points are retained in the intermediate grade, and credited at the end of the year for the purpose of the aggregate points award within that grade.

Advanced

An Advanced grade member will be encouraged to:

- Participate at a national level
- Expand on all aspects of photography
- Learn the techniques of critiquing work, so they can take part in the process of evaluating or judging, and
- Apply for PSNZ Honours (Licentiate or Associateship)

To encourage members' ongoing submissions and to improve their photography, when a member has achieved a specified number of Honours Awards in the Advanced grade, they will be awarded Achievement Levels as per the table below.

The member will be notified by the Competition Secretary when this occurs.

To progress through the grades the following table shows the number of Honour Awards required within each grade. These honour awards are attained through submission of images in the monthly evaluations.

GRADE PROGRESSION REQUIREMENTS (HONOURS ACHIEVEMENTS)	
Novice	0
Intermediate	5
Advanced	5
Advanced - Bronze	10
Advanced - Silver	15
Advanced - Gold	20
Advanced - Platinum	25
Advanced - Diamond	30

4. Club Competitions & Evaluations

The club holds regular evaluations and competitions to provide opportunity for members to participate, obtain impartial feedback, broaden techniques and generally improve photographic skills. This also provides the opportunity to progress through the Club's grading system.

- Regular evaluations (monthly March to November)
- Mid Year Competitions
- End of Year Competitions

Members are encouraged to participate with a view to increasing skill levels and advancing towards National competitions and Honours within the Photographic Society of New Zealand.

Club members must be financial at the time of entry.

Judging

The Competition Secretary will appoint the judges for the evaluations and competitions.

Submissions, as a rule, are sent for judging and comment to experienced external judges or professional photographers. The judges appointed will be appropriately qualified and hold either a PSNZ judging accreditation, professional photographic industry experience or qualifications.

Occasionally submissions may be judged by a panel appointed within the Club.

Judges are encouraged to provide fair criticism which should be direct and be designed to encourage improvement and excellence.

5. Monthly Evaluations

During the year the Club holds regular monthly evaluations for members to enter images into Set Subject or Open sections. The evaluation process provides a great learning opportunity with constructive feedback.

The evaluations are held in March, April, May, June, August, September, October, November.

Open section

The image may be any topic of the members choosing.

Set Subject

Subjects for each month are set at the beginning of each year and are listed on the Club website. A Set Subject is designed to offer an additional challenge of photographing to a brief and/or interpretation of a particular subject.

Entries

Each month, a member may enter: **ONE** image in the Open section and **ONE** images in the Set Subject section;

The images can be submitted as a printed or digital image. Members must submit a digital copy of their printed image.

Digital entries

- Digital entries are uploaded through the Club website
<http://rotoruacamera.co.nz/upload/>
- The page is password protected. New members will receive an introduction pack that contains their confidential membership number and the password.
- The Competition Secretary can be contacted via email for assistance if needed.
- You will need your membership number to be able to submit your entry
- Entries close at midnight on the night of the Club meeting. Late entries will not be accepted.
- See detailed instructions in section 9 below

Print entries

- Prints entries are submitted at the monthly club meeting.

Assessment

- Members monthly images are assessed within their grades.
- Points are awarded for each image based on the merit award achieved.
- Judges will, at their discretion, award Accepted, Merit, Highly Commended, or Honours for each entry in each section.
- Images submitted within the Intermediate and Advanced grades may be 'Not Accepted' if the judge feels the image doesn't meet the required standard for the competition. To encourage participation, all entries within the Novice grade are accepted.

Points

All entries into monthly evaluations are awarded points. Points are awarded within each grade and are accrued over the year. The award for the highest aggregate points for the year is presented at the December meeting.

Award	Open	Set Subject
Honours	10	12
Highly Commended	6	8
Merit	4	6
Acceptance	2	4
Not Accepted	1	1

6. Mid-Year Competitions

The Mid-Year Competition is held in July

Entries are judged as an Open Competition (no grading applies).

The awards are presented for the first placings only. First, second and third placings are given. Comments may be provided for individual work where considered appropriate by the judge.

David Gould Night Award

Members may submit one entry in this section.

This award is presented for the best **NIGHT** print or projected image.

The image must have been taken outdoors, at night and depict a night subject.

Sunsets are expressly excluded. Further definition of a 'night shot' is left to the discretion of the judge.

Annette Champness Nature Award

Members may submit one entry in this section.

This award is presented for the best **NATURE** print or projected image. The rules are based on those used for the (PSNZ) Nature section (as below) Refer: <https://photography.org.nz/salons/natex/national-exhibition-definitions/>

- *All digital images MUST maintain a faithful representation of a natural form, behaviour or phenomenon as captured in the original image.*
- *Nature photography depicts animals and uncultivated plants in their natural habitat, geology and phenomena not produced by man.*
- *The accurate record of the subject and the natural environment are the prime factors.*
- *Evidence of man and his manipulation of the natural environment is undesirable and should be avoided. Images of captive animals are NOT eligible.*
- *Any manipulation or modification to the original image is limited to minor retouching of blemishes and must not alter the content of the original scene.*
- *Resizing, cropping, selective lightening or darkening and restoration of original colour of the scene are also acceptable.*
- *No special filters can be applied and any sharpening must appear natural.*
- *As well as satisfying these requirements, every effort should be made to achieve the highest level of artistic skill in all nature photographs.*
- *Titles may be scientific names, or common names.*

Mike Barkman Black and White Award

Members may submit one entry in this section.

This award is presented for the best **BLACK AND WHITE OR MONOTONE** print or projected image. The subject is Open.

Bonnington Audio Visual Award

Members may submit one entry in this section.

This award is presented for the best story-telling projected **AUDIO VISUAL PRESENTATION**. The winner is determined by popular vote of the members present.

Entries are submitted at the July meeting and shown on the night of the August meeting.

The following rules are based on those used for the Photographic Society of New Zealand (PSNZ) Jack Sprosen Audiovisual Award.

- *There is no restriction on subject matter.*
- *The entry may run for a duration up to five minutes. Entries longer than five minutes will be disqualified.*
- *Sound may be mono or stereo and independent of the visual content if necessary.*
- *The inclusion of video clips is not accepted.*
- *Movement – panning and zooming which can be created in some software programs, is permissible.*
- *The entry must be a stand-alone digital production, able to be run by clicking on an icon and without the need of the software that first produced it or any other conversion software.*
- *The output must be able to run on a Window based PC with a DVD reader installed.*
- *The production must be the original work of the entrant and his/her declared co-authors and collaborators.*
- *All credits to be declared at the end of the sequence.*
- *All work not the original work of the entrant must be acknowledged (but do not include audio visual authors name).*
- *The images in the presentation must be those of the entrant.*
- *The Club reserves the right to refuse an entry that they consider, in their absolute discretion, to be undesirable, unsuitable or incorrectly programmed for projection at the Club.*

Mid-Year Creative Print Competition.

Members may submit one entry in this section.

Refer to guidelines for presenting prints. The image must be submitted on the night of the meeting and a digital copy also uploaded. If a print is not submitted, but a digital copy is, the digital copy will not be considered for judging.

Creative photography is an extension of conventional photography into creative art. Its purpose is to stimulate creative thoughts and encourage experimentation with new ideas going beyond a simple photograph. Any creative subject or creative technique is acceptable.

7. End of Year Competition

The End of Year competition is held in December.

While first, second and third placings are given, the awards are presented for the first placing only.

Entries will be judged as an Open Competition (no grading applies)

Comments may be provided for individual work where considered appropriate.

No work can be entered in both the Mid-Year and End of Year competitions.

Members may submit one entry only in each section.

Open Digital

Submit what you consider to be your best digital image. The topic may be of your own choosing.

Digital images previously entered into monthly evaluations may be included provided the entry has not already been submitted in a previous Mid Year or End of Year competition.

Open Print

Refer to guidelines for presenting prints

The topic may be of the member's own choosing. The image must be submitted on the night of the meeting and a digital copy also uploaded. If a print is not submitted, but a digital copy is, the digital copy will not be considered for judging.

Prints entered into monthly evaluations may be included provided the entry has not already been submitted in any previous Mid Year or End of Year competition.

George Bennett Award – Set of Six

This Award is for the best PORTFOLIO of SIX prints or projected images.

The portfolio does not have to follow a theme, but must demonstrate the proficiency of the photographer.

The portfolio must exhibit sound basic technical ability (focus and exposure), along with good compositional skills and awareness of lighting.

Proficiency is best demonstrated by

- a variety of subject matter (portrait, landscape, nature etc)
- a variety of lens choice (close up, wide angle, zoom etc)
- a variety of viewpoint
- a variety of lighting etc

Putting a portfolio together

The viewer's eye should travel comfortably from one image to the next. This can be achieved by the use of colour, tone, composition or subject matter so that each image is in some way linked to the image that follows. Avoid sharp changes of colour or intensity that may prevent one image leading naturally to the next.

Although the portfolio must demonstrate all-round competence, the six images should sit together as a pleasing unit, without any one image standing out as either below or above the standard of the other.

Digital Portfolio Entries

When submitting a digital portfolio, the title of each image should be numbered in the preferred order of viewing, followed by the title, e.g.

1_Rainbows End_SET OF SIX _Membership number

2_Sky Tower_SET OF SIX _Membership number

3_Mission Bay_SET OF SIX _Membership number....

Prints Portfolio Entries

Refer also to guidelines for presenting prints

Number the prints on the reverse side from 1 to 6, in the order to which they are to be shown, followed by the title and membership number. Eg 1_Title_Membership No.

Provide a sketch or layout of the way in which the prints are to be displayed.

Scott Cup

The Scott Cup was donated by Tracy Scott to encourage members to enter the national competitions and salons. Entering these competitions and salons will not only bring your photography to a higher level but will also bring your images to a wider audience. The member with the highest number of achievements in the national competitions and salons will win the Scott Cup. The Scott Cup runs from the first of January to the last club meeting in December.

The committee will keep members informed as to when eligible competitions or salons open via the newsletter and Facebook.

An achievement is an acceptance and any grade higher.

To enter, members need to email their achievements to the competition secretary as they get them.

Email subject line to be Scott Cup

Information required:

- Your name
- Name of the competition/salon
- Image Title
- Result

Digital images to be resized as per PSNZ guidelines (see below)

<ul style="list-style-type: none">• All Regional Salons• Creative Focus• Dunedin Festival• Four Nations• Jack Sprosen Audio Visual• Laurie Thomas• Natex• Nelson Triptych• New Brighton Photojournalism• Northshore• NZ International Salon• Tauranga Audio Visual	Gold	5
	Silver	4
	Bronze	3
	Honours	2
	Accepted	1
An additional 3 points will be awarded to any image that achieves an overall or category first placing		

8. Submission Guidelines

A member may choose to work with a film camera or a digital camera and photo enhancing software.

Whichever system is used, proficiency will be expected according to the standard of the member's given grading.

All images must be the work of the entrant although printing and mounting may be done commercially if chosen.

Previously submitted work may be submitted in a later monthly evaluation only after judge's comments have been acted upon or significant changes made to the image.

Optically created images, film or digital, manipulated or enhanced by either darkroom or electronic processing or art working, are acceptable for all entries.

Exception: Digitally manipulated images are NOT eligible for nature or natural history entries. Competition rules follow those produced by the Photographic Society of New Zealand.

Note: Images generated solely by electronic means (e.g. fractals or similar) are NOT Eligible for entry in any Club or national level work or competition.

Titles: A short title should be given for every image, to enable the assessor to refer to it when making comments.

Presentation

All work, assessments, competition and exhibition entries, whether prints or projected images, are to be correctly prepared and presented as per the requirements below:

The prescription used is that of the PSNZ which means that all work presented will not have to be remounted or sized if you wish to submit it to outside salons and competitions.

A portfolio is individual images on individual mounts.

All digital images must be the work of the entrant although printing and mounting may be done commercially if chosen.

All entries must meet the correct presentation criteria as outlined below.

Entries that do not meet the correct presentation criteria will not be accepted.

Prints

Prints must be mounted with a matt for display.

The minimum mounted size is 230mm x 180mm. The maximum mounted size is 510mm x 410mm.

The mount and matte should be of cardboard or similar material such as foam core.

Reusable mounts are accepted and are an economical way to present printed work. Permanently mounted prints are recommended for national level competition.

Framed or glass covered prints or mounts with exposed Velcro or similar (which may cause damage to other prints) are not accepted.

A jpg copy of printed images should be emailed to the Competition Secretary. This allows it to be shown on screen when judge feedback is being given. The jpg copy of the printed image is to be identified and named in the same manner as for a projected image identification. (The jpg does not go to the judge).

Print Identification

Identification should appear centered on at the top of the reverse side of the print in the following format.

- Your title
- Subject (O - Open or C - Creative)
- Your Club Number
- Your grade
- Underscore between, i.e. At the Beach_O_6_Novice
- DO NOT use your name.

Projected Digital Images

Images must be saved as a jpeg file.

In line with PSNZ guidelines, the width of an image can be no greater than 1620 horizontal (wide) and 1080 vertical (high) pixels.

An image can be enhanced, manipulated, or just as it was taken. (The exception is the nature and digital art images which must fit the rules associated with those specific categories.)

9. Digital Entry Process

- Upload your images via the club website – www.rotoruacamera.co.nz
- Select the Upload icon from the Home screen
- Use the password provided with your membership number or advised by the Competition Secretary
- Complete all fields in the upload tool accurately.

The screenshot shows a digital entry form with the following fields and options:

- Name:** Two text boxes labeled 'First' and 'Last'.
- Email:** A text box labeled 'Your email'.
- Grade:** Radio buttons for 'Novice', 'Intermediate', 'Advanced', and 'Salon'.
- Club number:** A text box with the value '0'.
- Month:** A dropdown menu showing 'January - Summer Holidays (Mobile ONLY)'.
- Subject:** Radio buttons for 'Set Subject' and 'Open'.
- Title:** A text box with the placeholder 'Photo title'.
- Image:** A button labeled 'Choose File' and the text 'No file chosen'.

Below the form fields, there is a list of guidelines:

- Maximum upload file size: 8MB
- Make sure you export your images at 72dpi before uploading
- Only JPEG/JPG image files are accepted.
- Files with an apostrophe in the filename will not be accepted
- Images will have their filenames automatically changed based on the information provided above.
- Images larger than 1620px horizontal (wide) and 1080px vertical (high) will be automatically resized down to fit within the PSNZ guidelines
- Images that don't have at least one side the recommended length above will not be accepted.

At the bottom of the form is a blue button labeled 'Upload & Submit Image'.

- Choose the file to upload and select the **Upload & Submit Image** icon
- A message will be displayed advising your upload was successful.
- You will also receive a confirmation email to the address entered in the upload tool.
- While images that are too large will be automatically resized via the website, we recommend you resize them to the above specifications before submitting your entry.
- Images that are too small will not be uploaded. A message will be displayed advising you of this. Resize your image correctly and upload again.
- You can enter images for any future months although once two images per member have been entered in a specific month no further images are accepted.
- Submitted images are final and can not be removed or changed.

10. Copyright

Members retain full ownership and copyright of their images.

As all submitted images are considered to be in the public domain, it is a member's responsibility to ensure your submitted images do not violate any copyright or privacy rules.

By submitting images to monthly critiques, members acknowledge that their images may be used to represent the club in external competitions such as PSNZ, interclub competitions and on the Club Facebook page and website.

The Club will not offer the use of any members images outside of the club or PSNZ. All requests will be referred to the image's author where possible.

11. Membership Application

Complete the online application on the club's website

<https://rotoruacamera.co.nz/club-info/application/>

If you do not have someone from the club to propose or second your application, contact one of the committee members.