



# IGNITE PHOTOGRAPHIC CLUB

## HOUSE RULES

### 1. MEETINGS:

- IGNITE PHOTOGRAPHIC CLUB is an online only club and meetings will be conducted via online platforms such as Zoom, Teams Skype etc
- An Image Review meeting is to be held on the THIRD Monday of every month, January to November (No meeting in December) An education meeting is to be held on the SECOND Monday of every month, January to November (No meeting in December)
- Please note that these meetings are not necessarily recorded – for various reasons, and as such cannot commit to, nor guarantee that, the recordings will be available for those members unable to attend
- Although it is left up to the council to decide on the format of these meetings, they should endeavour to appoint at least one evaluator at each meeting or, subject to council decisions, a panel of accredited/JAP trained members that may be asked to serve on a judging panel.
- Additional meetings shall be held with emphasis on equipping and training. Members must be notified of available dates for such meetings.
- We value our community and will endeavour to host a physical event from time to time, where possible

### 2. MEMBERSHIP FEES:

- The club calendar and financial year will run from 1 July until 30 June the following year.
- The Treasurer shall advise the ensuing year's fees at the AGM each year.
- Membership fees are due at the first meeting of the club year in July. Members who have not paid by the July meeting will not be allowed to enter competitions or receive the newsletter until they have paid the fees for the full year. No entrance fee will be charged.
- Membership fees for the year will be R500 per person. Any amendments to the fees will be duly agreed upon during the AGM each year and communicated to the members
- New members joining after 1 January will pay a fee calculated at R50.00 per remaining month of the club year.

### 3. IMAGE REVIEW (MONTHLY COMPETITIONS):

Members will be able to enter images via Photovault for evaluation in each month's Image Review meeting

#### 3.1. ENTRIES:

- Digital entries for each month's Image Review shall be uploaded in the prescribed fashion and time onto an Internet website recommended and approved by the council.
- Images shall be correctly downsized. (See 3.4)
- A photograph/image evaluated at a previous meeting may not be re-submitted for evaluation, not even by conversion from colour to monochrome or vice versa – unless otherwise stipulated as part of a monthly theme
- **There will be no time restriction for images submitted**



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- Digital entries shall be uploaded onto Photovault the Sunday night the week preceding the club Image Review date, in order to be evaluated
- Text on images is allowed if it forms part of the overall image, whilst watermarks or the author's name may not be included
- IPC reserves the right to use all, or any, of the members' images that are submitted for the monthly club competitions, for placement on the IPC website or Newsletter, as well as IPC social media platforms or advertising. IPC also reserves the right to use these images for club entry into any of the PSSA, Western Cape Photographic Forum (WCPF) or interclub competitions.
- **Please note that any image entered at any of the IGNITE PHOTOGRAPHIC CLUB meetings for competition or evaluation/critique may not be entered at any other photographic club or society. Once entered at IPC, the club then reserves the right to use these images for any competition or marketing purposes. The competition rules regarding "main club" restrictions will apply in the use of these images.**

Whilst care is taken that the images are managed with respect and integrity, the member/photographer acknowledges that by submitting an image for entry into the club competition, he/she does so at his/her own risk.

## 3.2. GRADES:

In accordance with the IPC philosophy of "Community over Competition", no grading system will apply

## 3.3. NUMBER OF ENTRIES:

- A maximum of 1 image will be allowed for the monthly Image Review

## 3.4 PRESENTATION OF DIGITAL IMAGES:

- Resize images to a maximum dimension of 1920 (width) and 1080 (height).
- Images must be in a jpg format with a sRGB colour space.
- Images should not exceed 2 Mb in size.
- Name the file by giving it an appropriate title. Photo Vault will do the rest. Prints that are to be uploaded shall be named in the same way as Digital Images.
- Members must ensure that the Photovault title given to prints must correspond with the Entry card.
- The software used for displaying the images is *IrfanView*, which is freeware and may be downloaded from [www.irfanview.com](http://www.irfanview.com).

## 3.5. EVALUATION:

- Each entry will be awarded points out of 5 by using "Evaluation Criteria" as a guideline and be evaluated without the evaluator knowing the entrant's grade.
- If the Software does not make provision, the title of the photograph will be announced before evaluation, unless the evaluator prefers to evaluate without knowing the title.

## 3.6. EVALUATION CRITERIA FOR IMAGE REVIEW:

Please see Addendum A for the Evaluation Guideline



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### 3.8. AWARDS:

- Depending on the number of points received awards will be made on the following scale:

| <b>AWARD</b> | <b>MERIT</b> | <b>GOLD</b> | <b>SILVER</b> | <b>BRONZE</b> | <b>NO AWARD</b> |
|--------------|--------------|-------------|---------------|---------------|-----------------|
| <b>SCORE</b> | 5            | 4           | 3             | 2             | 1               |

Please note that an image score may be between 2 awards and will be adjudicated as follows: Where the score is number.5 and below, it will round down to the award. Where the score is number.6 and above, it will round up to the next award.

### 3.9. PHOTOGRAPHERS' NAMES:

- Names will only be announced after evaluation, for all awards except "no awards".
- No attempt shall be made by the photographer to identify him or her before a mark has been allocated.

### 3.10 GRADING:

- A grading system will not be applicable. Points will be accumulated, per photographer, throughout the year for ranking on the IGINATION LOG
- Every 'bronze' awarded during the year will represent 1 point, every 'silver' 2 points, every 'gold' 3 points, every 'merit' 4 points

### 3.11. SALON ACCEPTANCES:

- Salon acceptances will count as "salons" for personal purposes only.
- The Responsible Council member must be notified when an image obtains a certificate of merit or any higher accolade at any Salon.

## 4. THE ANNUAL GENERAL MEETING:

- The AGM will be held to coincide with the May monthly meeting each year.
- Management of the club shall be vested in a council elected as per the guidelines in the constitution

### ELECTION OF THE COUNCIL MEMBERS

The founding council will have tenure for the first 5 years (60 months) whereafter the following will apply – should any council member be unable to complete their term within this tenure period, the chairperson will appoint a replacement council member if necessary

- A new council shall be elected annually at the AGM according to the rules as set out in the constitution
- Members must be nominated and elected for a specific portfolio. Portfolios may be combined or altered at the discretion of the Chairperson.



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- Terms of Office:
  - The Council may consist of:
    - Chairperson
    - Secretary
    - Treasurer
    - Competitions Co-ordinator
    - Webmaster
    - Marketing Co-ordinator
    - Education Co-Ordinator
    - Membership Co-Ordinator
    - and any other additional member if so required
  - The council will have the right to co-opt additional members for specific portfolios. These members will not have voting rights.
  - The Chairperson, Secretary and Treasurer will be elected for a two-year term. All other council members will be elected for a one-year term.
  - The Chairperson will not serve for more than 2 consecutive terms in office
  - The Chairperson will nominate a Vice-Chairperson from within the elected council, who is then intended to step into the role of Chairperson once the Chairperson's term is concluded
  - The term served by the council will run from the 1<sup>st</sup> of July of the current year to the 30<sup>th</sup> of June the following year, with the June month being the hand-over between the outgoing and incoming council members.
- The Chairperson shall table an Annual Report while the Treasurer shall table a financial report for the past year.

## 5. AWARDS:

### 5.1. PHOTOGRAPHER OF THE YEAR:

- This award is based on the HIGHEST total score for all images judged at monthly meetings in each section. This score shall be calculated by tallying up the points awarded for each Gold, Silver, Bronze and Merit, and NOT the aggregate of the actual scores received for each image.
- In case of a tie, the regional Representative of PSSA shall be asked to appoint the winner

### 5.2. RUNNER-UP AND SECOND RUNNER-UP OF THE YEAR:

- This award is based on the SECOND and THIRD HIGHEST total score for all images judged at monthly meetings in both sections. This score shall be calculated by tallying up the points awarded for each Gold, Silver, Bronze and Merit, and NOT the aggregate of the actual scores received for each image.
- In case of a tie, the regional Representative of PSSA shall be asked to appoint the winner



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## 5.3. OTHER AWARD CATEGORIES:

### **SERVICE AWARD**

The recipient of this award will be determined by the council to honour the member who has gone above and beyond in service to the club

### **IGNITION AWARD**

The recipient of this award will be determined by the council to honour the member who has shown the most growth in both skill and creativity, and as well as commitment to their Body of Work project

## 6. INTERCLUB COMPETITIONS – WESTERN CAPE AND PSSA

- Images from the previous year will be chosen, by a council-appointed panel, to represent the club in the annual Western Cape Interclub Competition each year, as well as the PSSA Interclub Competition
- All images will be evaluated by the appointed panel at a specific evening set aside for that purpose only.
- No quorum shall be required for this meeting, as the panel, under jurisdiction of the council, will determine the competition submission.
- When the number of images exceed the official quota of the competition (according to the rules laid down by the organising council of the competition), the panel, under jurisdiction of the council, shall make a final evaluation.
- Members who hold membership at more than one Club/Society, may only have their images entered for the PSSA Interclub or the Western Cape Interclub, by the Club/Society that has been nominated – by the member – as their main club.
- Only entries judged at the monthly club competitions between July of the previous year and June of the current year will qualify for selection, or as determined by the host.



# IMAGE REVIEW

**ADDENDUM A**  
IPC HOUSE RULES VERSION  
6 - 08.12.2023

|                              |  |
|------------------------------|--|
| <b>Image Title</b>           |  |
| <b>Evaluator</b>             |  |
| <b>Date</b>                  |  |
| <b>Theme submitted under</b> |  |

**1. Poor 2. Fair 3. Good 4. Very Good 5. Excellent**

|     | <b>Criteria</b>         | <b>Score</b> | <b>Notes</b> |
|-----|-------------------------|--------------|--------------|
| 1.  | Focus                   |              |              |
| 2.  | Composition             |              |              |
| 3.  | Lighting                |              |              |
| 4.  | Styling                 |              |              |
| 5.  | Technique               |              |              |
| 6.  | Posing                  |              |              |
| 7.  | Connection / Expression |              |              |
| 8.  | Post-production         |              |              |
| 9.  | Story-telling / Impact  |              |              |
| 10. | Presentation            |              |              |
|     | <b>Overall Score</b>    |              |              |

# Criteria Breakdown

## 1. Focus

- Perfectly sharpened (where appropriate) and focused images are key
- Common Issues:
  - Images look over-sharpened
  - Out of focus in the eyes (where appropriate)
  - Image is out of focus/soft when not intended
  - Back eye in focus instead of front eye

## 2. Composition

- Good composition directs the eye to the subject without distraction
- Common Issues:
  - Cropped too tight or at a joint
  - Too much negative space on the sides or too much room overhead
  - Negative space incorrectly used
  - Shooting down on a subject instead of at eyeline (certain instances excepted)
  - Shooting up at a subject (certain instances excepted)
  - Subject not composed well in the environment
  - Something sticking out behind the head
  - Lines/shapes dissecting the head or neck

## 3. Lighting

- Correct lighting is pivotal to great photography
- Common Issues:
  - Too many shadows on the face of subject
  - Broad light too harsh on the subject
  - Not enough light on the subject
  - Too much light on the subject
  - Light needs to be diffused more
  - More reflector needed
  - Subject too close to the light
  - Highlights blown, no details in the shadows
  - Incorrect light placements (up or down)

#### **4. Styling (where appropriate)**

- Outfit/props/surroundings/backdrop must complement subject and story
- Common Issues:
  - Clash of warm and cool tones between subject and background
  - Either too many or too distracting accessories
  - Too many patterns
  - Styling props are too distracting or overwhelm the subject
  - Makeup not appropriate for the story/model
  - Flyaways! Hair blowing untidily on straight hair or fringe, or hairstyle is too severe for the subject

#### **5. Technique**

- The overall technique covers every aspect of the image – From start to finish, the equipment you use, the technical decisions you make, and the story you choose to tell
- This encompasses everything you technically did to create the image

#### **6. Posing**

- One of the most important elements of portraiture - can be applied to other genres where appropriate
- Common Issues:
  - The subject looks uncomfortable
  - Hands are unnecessary or need work
  - Back of hand is too prominent
  - Unflattering face angles
  - Need to elongate the neck
  - Arms/limbs flat against the body
  - Chin needs to move forward, or is too far up or down
  - People/subjects together are not posed well



## 7. Connection / Expression

- It sets the mood and tells the story. Good connection is essential
- Common Issues:
  - Stern, blank and/or disconnected stare
  - Eye expressions need softening
  - Forehead too tense/frowning (if not appropriate to the story)
  - Lip or chin too tense and needs to relax
  - Smile too big or forced
  - Eyebrows need to relax/soften
  - Expression does not match the pose

## 8. Post-Production

- Great images will be edited to enhance the subject without over-processing it
- Common Issues:
  - Super smooth or over processed skin
  - Overly fixed hair/need to fix fly-aways
  - Under eyes need more retouching
  - Skin tones look off / skin too red
  - Overly sharpened subject/image
  - Eyes are overly sharpened and brightened
  - Shadows under eyes need attention
  - Even out and match skin tones on face and body
  - Heavy filters or too much grain
  - Too much vignette, liquify or warp
  - Colour tint / white balance is off
  - Poor compositing
  - Editing toolmarks obvious

## 9. Story-Telling / Impact

- The viewer is emotively informed or moved by the image
- Common Issues:
  - Emotion/story/subject is not strongly conveyed so that it can be quickly interpreted
  - The emotive content and story feels too forced or manufactured
  - Story is unoriginal, “done before”, or feels cliché
  - Subject looks uncomfortable and creates unease for the viewer

## 10. Presentation

- How you present the image - Format / border / tidied up image
- This includes appropriately titling the image and submitting to the correct category / genre / theme