



# **LIVINGSTON CAMERA CLUB**

## **HANDBOOK 2010 / 2011**

Email: [contact@livingstoncameraclub.org.uk](mailto:contact@livingstoncameraclub.org.uk)

Web Site: [www.livingstoncameraclub.org.uk](http://www.livingstoncameraclub.org.uk)



Name: \_\_\_\_\_

Membership Number: \_\_\_\_\_

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## **FOREWORD**

Livingston Camera Club started in the late 1980's when a small group of enthusiastic amateur photographers who wanted to improve their knowledge of the camera, got together to develop their photographic technique. Today, with an annual membership of more than 80, the original aims are still very much the driving force of the club.

Today's members come from all around Livingston, as well as East Calder, West Calder, Uphall, and even further afield. The membership is made up of all ages, female and male and includes photographers of all experience levels, using both traditional film and digital equipment and media.

The club syllabus runs from September through May each year and includes presentations and practical sessions intended to stimulate individual creativity. For those who wish to show their images, there is a busy schedule of competitions and exhibitions to get involved in. The club has a fully equipped Digital and Traditional Dark Room available to all club members. The syllabus and members' gallery is on the club's web site.

The club boasts a lively bunch of members and on joining you are assured a warm welcome.

## **CLUB CONSTITUTION**

Livingston Camera Club has a club constitution intended to ensure the proper running of the club on behalf of the membership. It is important that each member takes the time to review the club constitution. This is freely available to club members either via the club web site or can be requested from the club Secretary, if web access is not an option.

[www.livingstoncameraclub.org.uk/info.html](http://www.livingstoncameraclub.org.uk/info.html)

The camera club is a for-fun hobby group with everything organised and run by volunteers, all done on their own time and often with no prior experience in such matters. These efforts are much needed to ensure that the club continues to function, and there remains significant scope for others to get involved ... all you need to do is stick your hand up ... or talk to one of the committee.

## **COMMITTEE**

General email address - [contact@livingstoncameraclub.org.uk](mailto:contact@livingstoncameraclub.org.uk)

Any feedback on the website should be sent to the web master  
[web@livingstoncameraclub.org.uk](mailto:web@livingstoncameraclub.org.uk)

You can also contact any of the committee members :-

President - [president@livingstoncameraclub.org.uk](mailto:president@livingstoncameraclub.org.uk)

Vice President - [vp@livingstoncameraclub.org.uk](mailto:vp@livingstoncameraclub.org.uk)

Secretary - [secretary@livingstoncameraclub.org.uk](mailto:secretary@livingstoncameraclub.org.uk)

Treasurer - [treasurer@livingstoncameraclub.org.uk](mailto:treasurer@livingstoncameraclub.org.uk)

Syllabus Secretary - [syllabus@livingstoncameraclub.org.uk](mailto:syllabus@livingstoncameraclub.org.uk)

Dark Room Convener - [darkroom@livingstoncameraclub.org.uk](mailto:darkroom@livingstoncameraclub.org.uk)

Competition Co-ordinator - [extcomp@livingstoncameraclub.org.uk](mailto:extcomp@livingstoncameraclub.org.uk)

## **FACILITIES**

The club meets weekly, on Monday evenings, between September and May, from 7:15pm to 9:30pm. The syllabus consists of a mix of visiting guest speakers, member evenings, and competitions.

The club maintains a Traditional Darkroom, a long established facility, perfect for those film users who want to do their own processing.

The club also has an extensive set of Digital Darkroom equipment consisting of:

1. Laptop computer with Adobe Photoshop Elements image manipulation software.
2. High resolution Minolta film scanner for creating digital files from 35mm slide and print film. You can also download digital images direct to the PC either from CD or card via the available memory card reader.
3. Audio Visual Presentations can also be prepared using the audio-visual software on the computer and projected via the club's digital projector.
4. Music Licence – the club holds a music licence that allows the use of music in audio-visual presentations providing the presentation is developed and shown in association with the club's activities.
5. Video Screen Calibration Equipment: This can be borrowed to set -up your own PC screen for optimum performance

Finally the club boasts studio lighting, another significant asset available at Crofthead, perfect for portrait photography.

## **DARKROOM**

Livingston Camera Club offers members an opportunity to further develop their photography skills through the use of the darkroom and studio equipment.

As a member you can have access to the darkroom and use of the club equipment. You are also able to book centre rooms for studio use, with booking of these facilities done through the office at the Crofthead Centre. Note that a charge is made by the centre, on an hourly basis, payable to Crofthead.

A short induction session must be completed to familiarise members with the use of the lights and related studio equipment. It is also expected that members are familiar with use of the other equipment. The darkroom convenor will maintain a record of members who are skilled / approved to use the equipment.

There are simple rules to follow when using the darkroom and or equipment, with any exceptions to be agreed in advance - please make any requests in writing to the Dark Room Convener.

- Studio equipment must not leave the centre.
- Members must sign into the centre, using the book in the main hall. Ensure that you put Livingston Camera Club or LCC next to your name
- Members must complete the darkroom log / booking out diary when using the darkroom or studio equipment. This should list name, membership number and equipment borrowed. The return date should be recorded, and the diary should be signed on return of the equipment.
- Any damage to the equipment must be reported immediately to the darkroom convenor or other committee member.
- Please ensure that the studio equipment is returned to the darkroom and stored carefully in the appropriate cupboards and drawers.
- When more than one member is involved in a photo shoot using the studio lights, the member completing the log will be classed as the responsible member.
- Only members who have completed the induction training on the use of studio equipment or are deemed as having suitable experience by the committee are permitted to use it. However, where one member has been inducted, those accompanying them are entitled to use the equipment but the inducted member will be the responsible person signing the logbook.

- Only the mount cutter and Spyder, used to calibrate a printer and computer screen, may be taken from the premises.
- Members have to supply their own film/print processing chemicals and please note these **must not be stored in the darkroom.**
- Please ensure that you leave the Darkroom clean and tidy and remember to log out of Crofthead Centre before leaving the building.

We hope you enjoy the facilities we offer to members. These simple rules are there to ensure that the room and equipment are maintained in good order. If you have comments or concerns please talk to the darkroom convenor or another member of the committee.

## CLUB Syllabus

[www.livingstoncameraclub.org.uk/syllabus.html](http://www.livingstoncameraclub.org.uk/syllabus.html)

### SUMMER ACTIVITIES

The club meets between September and May per the club syllabus. While these formal club nights end in May, the club usually continues to meet through the summer months. An informal syllabus or schedule of events is offered and participation is very much undertaken on an individual interest basis.

The summer activities are very much "hands on" offering members the opportunity to work together to develop their photography skills. This is open to all and participating members typically meet at Crofthead on a Monday night and from there go out and about in the local area with their cameras. The proposed schedule of locations / events is usually announced in advance and includes locations in Livingston, Linlithgow, South Queensferry, Ratho, etc., and events like the Edinburgh Festival. The schedule should be considered as flexible and suggestions for locations and events are encouraged.

To the question often asked about ways for newer members to develop and learn then the summer activities are most definitely amongst the best ways to achieve this. The format is small groups getting together and working together on their picture taking.

If there is sufficient interest the club may consider organisation of photographic day trips or club social events e.g. LCC has held a BBQ in the Almondell and Calderwood Country Park. Again suggestions are encouraged, and any such trip or event would be announced during the club meetings.

[www.livingstoncameraclub.org.uk/events.html](http://www.livingstoncameraclub.org.uk/events.html)

## **MEMBERS EVENINGS**

Members Evenings, as the name suggests, are when club members take centre stage and present some of their work. These widely varied evenings have proved to be popular, based on attendance and feedback, and consequently they now form a regular part of the club syllabus.

This is another way for newer members to develop and learn, by identifying a member with similar photographic interests. The club encourages a buddy system where experience and newer members get together, talk together, and work photographically together. Do not be shy, all you need to do is ask.

During these evenings you will be impressed by the quality and diversity of the LCC members' work.

## **INTERNAL COMPETITIONS**

As an integral part of the syllabus the club holds a number of internal competitions, both formal and informal, some themed (as indicated). The intent is to motivate and encourage members to participate, while providing both competitive and learning elements.

The learning element is through provision of a means for members' to receive constructive comments on their own images. The appointed judges are usually independent of the club, experienced photographers and established club judges. All images submitted are anonymous, identified only by membership number and entrants can expect that all work is judged fairly, constructively and treated with proper courtesy.

There is also a competitive element to the club competitions and the scheduled competitions titled Competition 1, 2, 3 & 4 all count towards club leagues. These are single category judged competitions, either Print or Projected Images, as per the syllabus. The club awards for Overall (winner of all 4 competitions combined), Prints and Projected Image league results, per experience classification.

The Themed and Annual Competitions are also formal, stand alone competitions, and any format category can be entered and judged as a single competition. The club awards for the overall winner, per experience classification.

Additional competitions are arranged from time to time. For example, themed competitions are usually arranged for the Annual Dinner and Christmas Dinner.

These are fun to enter, open to all attending the associated dinner, and usually have prizes for best entries judged on the night.

## **CLASSIFICATIONS**

The competitions are classified by experience levels – Beginner (B), Intermediate (I) and Advanced (A). Each member is assigned one level that applies to all relevant competitions, and this is reviewed after each club year with individuals proposed for promotion based on results – new members should discuss their entry level with a member of committee prior to entering their first competition.

For internal competitions there are two categories – Prints and Projected Images, as defined in this handbook.

## **COMPETITION RULES**

1. Competitions are open to all paid up members of the club
2. Any entry not properly submitted may be disqualified at the discretion of the Competition Secretary.
3. The member must hold copyright for all work.
4. Classification of members' work will be at the discretion of the committee.
5. Competitions and entry hand-in dates will be published in advance.
6. The Competition Secretary must receive all entries by the published deadline.
7. The maximum number of images that can be submitted by a member is 4 per competition, with the 80 images rule-of-thumb being in effect at all times.
8. Entries may only be submitted once in club competitions, with the exception of the Annual Competition and informal competitions when members may enter previously submitted work. An image that has been entered as a print cannot be entered as a projected image or vice versa.

Note: The Annual Competition is a separate competition and points awarded do not count towards the total for the league competitions.

## **80 IMAGES RULE-OF-THUMB**

The club regards the competitive element of the club competitions and the quality of feedback with equal importance. To achieve an acceptable balance, and to ensure the volume of entries put forward for judging is at a level that can be realistically reviewed, the club applies an 80 images rule-of-thumb.

The target total number of competition entries is approximately 80 images. The individual entry guidelines for league and annual competition are:

- Maximum of 4 images per member.
- Minimum of 2 images will be included in competition (in case of only 1 image entered then that will be included).
- All members will be treated with parity, with 2, 3 or 4 images entered for each member.
- Members must number their images in their preferred rank order, 1, 2, 3 & 4 on the back of the print/slide, on in the file name – the Competition Secretary uses this to select the preferred images when applying the rule-of-thumb.
- In the case of the Annual Competition where a member submits both prints and projected images the 1 to 4 ranking should be across the formats.
- In cases where a member does not follow this guideline then the Competition Secretary will apply appropriate discretion to ensure parity for all the membership.

## **PRINTS**

The Print format requirements for club competitions are:

1. The visible area of the print must be no less than 35 square inches e.g. 5 x 7 inches or any other size with an area of 35 square inches or greater.
2. Prints may be monochrome, colour or digital
3. All prints submitted must be mounted on stiff mount board.
4. Maximum size of the mount is 16 x 20 inches or 40 x 50 cm.
5. Membership number, title, classification and ranking should be clearly written on the back of the mount at the bottom left hand corner when viewed with the image face down. Prints with no classification included will be entered in the advanced class.

## **PROJECTED IMAGES**

Projected Images include slide or digital format as a single category, combined up to the maximum allowed for the relevant competition.

The Projected Image format requirements for club competitions are:

### **A. Slides**

1. The size of slide is 35mm format.
2. All slides must be titled.
3. All slides to be spotted in the bottom left-hand corner as the slide is viewed
4. Membership number and classification (B, I or A) to be shown inside the spot

### **B. Digitally Projected Images**

1. All images to be in the sRGB colour space and in JPEG or Tiff format (no compression)
2. The maximum image size is 1024pixels horizontally by 768pixels vertically
3. Images containing layers must be "flattened."
4. Images must not display title or authors name or membership number.
5. Image file names are to have the competition level followed by membership number, ranking, then title e.g. B\_90\_1\_mypicture.jpg or I\_91\_2\_mypicture.jpg
6. Files are to be submitted via designated email address or on a CD - the disk must be clearly identified with members' name and membership number.
7. Members must ensure that all submitted CDs are free of viruses or other malware.

Note: The digital files will be projected on the club's projector and laptop running Windows Vista, which have been calibrated using a "Spyder 2 Pro" kit. It is recommended that members submitting images ensure that their PC/laptop has been similarly calibrated.

## **DEFINITIONS:**

Monochrome – (SPF Definition) A monochrome work fitting from the very dark grey (black) to the very clear grey (white) is a monochrome work with the various shades of grey. A monochrome work toned entirely in a single colour will remain a monochrome work able to stand in the monochrome category. A monochrome image modified by a partial toning or by the addition of one colour becomes a colour work (polychrome) to stand in the colour category.

Colour – All images other than those defined as monochrome are colour images

Digital - Digital images are those that have been produced using digital cameras or are images created using a digital scanner. When made from more than one image, all of the component images must be the exclusive work of the author. All adjustments, modifications, etc., made to a digital image must also be the exclusive work of the author.

## **GENERAL INFORMATION ON COMPETITIONS**

- The Competition Secretary may retain entries, with the consent of the member, for inter-club competitions or exhibition purposes
- The top scoring members in the beginners and intermediate sections, each year, will be asked if they wish to move up to the next classification. If at any time a member feels they should move up or down a classification, they should discuss this with a member of committee.
- If help is required with mounting prints and slides, members should ask a member of committee.

## **EXTERNAL COMPETITIONS**

The club typically enters a number of external competitions and members are encouraged to submit work for consideration to represent the club in these. There is a selection committee established for external competitions, made up of some of the clubs established photographers. All they need to be successful is your images for consideration.

Please support the club and liaise with the External Competition Secretary to submit your entry, or volunteer to be on the selection committee.

### **GDPU Image league:**

For this 20 digital images are needed and these compete against a images from a number of other GDPU member clubs in this inter-club league competition. The club drawn is random – see the syllabus for dates and location. There is an overall winner final held in the April timeframe.

### **GDPU John Duffy Portfolio:**

The “accepted” images for this print portfolio tours the GDPU member clubs. The entry is four images per club, with entry at the first GDPU Delegates meeting typically in the October timeframe.

### **GDPU Club Print Exhibition:**

The GDPU holds an annual exhibition of member clubs work in Glasgow. This regionally renowned and locally successful exhibition runs between 1 and 2 weeks around February each year. For this 4 prints per club can be submitted, with hand-in usually in December.

### **SPF Club Print Championship:**

This is a prestigious national championship with entries from across Scotland. A maximum of 80 prints per club can be entered, a max of 3 per member in either colour or mono. Details are usually announced prior to the event.

### **SPF Print and Projected Image Portfolio:**

Entry for this is usually around May each year, with details announced.

Please see the GDPU and SPF web sites as appropriate for more information on all of the above, including the specific competition / exhibition rules.

### **Local area competitions:**

The club participates in a number of local competitions, including the annual LCC v Mid Calder, 4-Way West Lothian Competition, and the Inter County Competition.

## **EXHIBITIONS**

The club provides various opportunities for members to show their work and there are a number of exhibitions to get involved in.

### **ANNUAL CLUB EXHIBITION**

Livingston Camera Club holds an Annual Exhibition in the Almondvale Shopping Centre, prior to the start of the club syllabus. This usually runs for one weekend, Friday through Sunday, and comprises an exhibition of members' work.

### **CLUB DISPLAYS**

Livingston Camera Club, in conjunction with local centres, has a number of permanent displays of members' work in place. Currently members' work is on display at the Strathbrock Partnership Centre (see above), Howden Health Centre and Dedridge Health Centre.

Periodically members are asked to submit work for consideration and inclusion in these existing and / or future similar projects.

## **GENERAL INFORMATION**

Livingston Camera Club is actively engaged in the wider community.

### **SUPPORT OF OTHER GROUPS AND ORGANISATIONS:**

The club offers photographic support for other groups and organisations, usually other amateur or volunteer groups. Examples include Firefly, the West Lothian Bonsai Association, Crofthead Fun Days and local Gala Days. This is done on a "not for profit" volunteer basis on the understanding that there is a mutual benefit to the membership (i.e. unique photo opportunities), and to the group being supported.

Coordination of club activities is done by a designated person, and all communication on behalf of the club is made via that individual. If you volunteer to take photographs at a club activity, for the specific use of another group, all photographs are to be collated and forwarded by the designated person.

Livingston Camera Club is a non-profit making organisation and do not charge for services to these group. However, if a donation is given for work carried out, then this may be accepted by the club.

### **EXTERNAL PHOTOGRAPHIC ORGANISATIONS**

The club is affiliated with a number of national photographic organisation.

#### **Photographic Alliance of Great Britain (PAGB):**

The PAGB organises national competitive photographic events and offers services such as Recorded Lectures.

Website: [www.pagb-photography-uk.co.uk](http://www.pagb-photography-uk.co.uk)

#### **Glasgow District Photographic Union (GDPU):**

The GDPU is an umbrella organisation to promote photography amongst member clubs, offering photographic events, exhibitions and competitions.

Website: [www.gdpu-uk.org](http://www.gdpu-uk.org)

#### **Scottish Photographic Federation (SPF):**

The SPF is a photographic umbrella organisation for member clubs, coordinating photographic exhibitions and competitions.

Website: [www.scottish-photographic-federation.org/](http://www.scottish-photographic-federation.org/)

## CROFHEAD CENTRE - USER GROUPS INFORMATION

Livingston Camera Club meets at the Crofthead Farm Community Education Centre, and as such is required to adhere to the expectations set out by the Crofthead Centre Management Committee for use of the centre. These are defined in the Crofthead User Groups' Information Booklet. This includes the **Fire Evacuation Procedure**, Group Responsibilities, Conditions of Let, plus Health and Safety, Reporting of Accidents, and **Sign-In/Sign-Out** procedures, amongst other relevant content.

### Individual Member Responsibilities

It is incumbent on all Livingston Camera Club members to individually be familiar with the content of the Crofthead User Group Information booklet, and adhere to these expectations at all times while on the premises. Doing so is considered a condition of membership of the club, and failure to do so could result in the individual membership being terminated.

### LCC Responsibilities

Livingston Camera Club shall in good faith adhere to the Crofthead Centre expectations in so far as the club committee understands these expectations.

**A copy of the Handbook is available via the clubs' web site.**

## CROFHEAD FARM COMMUNITY EDUCATION CENTRE

The address:

Crofthead Centre  
Templar Rise  
Livingston  
West Lothian  
EH54 6DG



West Lothian  
Council

