

New Members Information Pack



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1. Roles and Responsibilities of Field End Photographic Society Committee Members:

- All members are elected annually
- The Committee meets approximately once every six weeks

FEPS COMMITTEE ROLE	RESPONSIBILITY
CHAIR	<ul style="list-style-type: none">• Chairs and facilitates committee meetings• Agrees the Agenda with the Secretary• Introduces and thanks Speakers and Judges• Introduces and welcomes members each FEPS meeting• Deals with any complaints, concerns or issues• Supports the committee in setting up weekly member meeting• Represents the Club but other members of the committee may also attend in support, such as the Treasurer when grants or other financial matters are to be discussed.• Presents annual report to members at AGM
VICE-CHAIR	<ul style="list-style-type: none">• Deputises for the Chair if absent• Supports the Chair in matters listed above• Currently - Introduces each print title in all print competitions but any member could do this role.• Records the score for each print awarded a place• Represent FEPS at External Meetings e.g. Hillingdon Arts, External Competitions.
SECRETARY	<ul style="list-style-type: none">• Working with the Chair, records the agenda for the Committee meetings and AGM.• Takes the minutes at each Committee meeting and sends to each committee member within 7 days of the meeting.

	<ul style="list-style-type: none"> • Sends in the request for the Exhibition dates to Hillingdon Council • Supports the Committee in setting up each weekly member meeting • Communicates with relevant External Bodies, eg ./ HAA, NW Fed, CACC.
TREASURER	<ul style="list-style-type: none"> • Responsible for collecting all income (subs, grants, coffee / tea monies, income from social functions, advertisers, etc etc etc) • Responsible for the payment of all agreed bills / invoices/ expenses • Writes Grant applications on behalf of FEPS • Maintains Banking records • Provides regular reports to FEPS Committee on status of funds • Presents annual report to members at the AGM
MEMBERSHIP SECRETARY	<ul style="list-style-type: none"> • First point of contact for all for new members • Has the biggest and brightest smile of all committee members!! • Provides new members with key details of meetings • Welcomes members on arrival to FEPS • Uploads competition results to FEPS Flickr site and notifies members when this is complete • Sends FEP business emails to members • Books an appropriate venue (currently the Ruislip Conservative Club) for the Christmas social and end of year Awards social. • Presents annual report to members at the AGM
PROGRAMME ADVERTISING SECRETARY	<ul style="list-style-type: none"> • Canvases for Business to take out an advert in the Programme each year. • Liaises with the Programme Secretary • Designs the annual Exhibition Poster
PROGRAMME SECRETARY	<ul style="list-style-type: none"> • Plans and organises the annual programme for FEPS • Liaises with Committee regarding content, and dates when events could happen • Books Speakers • Updates the website • Presents annual report to members at the AGM
SELECTION COMMITTEE <i>Up to four members of the committee</i>	<ul style="list-style-type: none"> • Decides on images to be used to represent FEPS at External competitions. • Make recommendations to the Exec for winners of all Progress Awards in a Season. • Attends External Competitions • Reports to Committee and to members the results of FEPS performance at External competitions
EXTERNAL COMPETITION SECRETARY	<ul style="list-style-type: none"> • In conjunction with the Selection Committee, selecting the work and then entering work for all the external comps, checking for eligibility and timescales for entry. • Liaising with Rosebowl and NW Fed regarding dates for ties, especially home rounds. • Contacting the other clubs regarding projection requirements and submission dates and ensuring entry lists and scoresheets are produced for use on the night and submitted to the organisers confirming results. • Delivering prints for away matches and returning to owners afterwards. • Present annual report at AGM

<p>INTERNAL PRINT SECRETARY</p>	<ul style="list-style-type: none"> • Prints off the entry slip for members to complete • Provides the entry slip and detail sticker for the back of the print up to one week before the prints are entered for the competition • Collects the Print Entry Slips one week in advance of the internal competition • Randomly selects the order of print entries for class 1 and 2 • Records each member's order of entry on the entry slip next to each print entered • Places this detail in an envelope with the corresponding numbers (silver C2, Bronze/Gold C1) and brings to the Print competition evening • With other members, helps to set up the Print display racking, easel and light • Wearing white gloves, works with the Vice-Chair to lift and showcase each image according to the order given • Ensures at least two members of the committee, in addition to the vice chair, manually record the results of the competition for cross checking purposes • Presents annual report to members at the AGM
<p>INTERNAL DIGITAL SECRETARY</p>	<ul style="list-style-type: none"> • Ensures the projector is calibrated correctly to the screen • Sends out calibration screen-shot to members annually • Receives all entered digital images sent by email or given on a USB memory stick one week in advance of the competition • Organises the order of digital entries to be shown in class 1 or 2/Set Subject • Where needed provides computer / projector for external speakers and for members evenings • Works with other committee members to set up the projector, screen • Leads or ensures a replacement member can organise and lead the projection of digital images on the competition night • Inputs the score and ensures two members of the committee input the score using paper and pen for cross checking purposes. • Updates the website • Presents annual report to members at the AGM
<p>EXHIBITION SECRETARY</p>	<ul style="list-style-type: none"> • Liaises with the Cow Byre to ensure the Exhibition runs smoothly • Communicates any requirements or restrictions to the Committee and FEPS members. • Reminds members of the exhibition and what is required to enter • Organises the stewarding list and encourages members to sign up • Collects prints for annual exhibition from members up to three weeks before the exhibition • Ensures each print is appropriately labelled with the print title and author's name • Works with other committee members to help set up and take down the Exhibition • Organises the voting box and voting slips for the Public Vote. • Counts the results of the Public Vote and announces the winner at the AGM. • Presents annual report to members at the AGM

SOCIAL SECRETARY	<ul style="list-style-type: none"> • Organises the tea/coffee rota for each FEPS member meeting • Recommends a price to the committee for members to pay for each social event. • Ensures all refreshments are available each week. • Organises for the milk to be brought in each week for the refreshments • Organises social events for members throughout the year • Sets the price for each member to contribute to each event. • Organises the food – purchase and presentation (liaising with and working with other committee members as appropriate) • Considers wider implications such as the use of Plastic, and how FEPS can actively reduce the amount of plastic they use. • Presents annual report to members at the AGM
GENERAL COMMITTEE MEMBERS	<p>Supports the work of other members of the committee in a range of ways:</p> <ul style="list-style-type: none"> • Setting up the weekly meetings • Recording scores for competitions • Updating the website • Supporting the work of the social secretary • Stewarding at the annual exhibition

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2. FEPS Trophies and what they are awarded for

Trophies

Each member's marks are recorded throughout the season. His/her **best** mark in each of the Class Open Competitions is totalled. The highest totals decide the winners of the following trophies:-

Prints: The McLellan Trophy (Class1)

The Martin Trophy (Class 2)

Digital: The Jefferson Trophy (Class 1)

The Ann Temple Cup (Class 2)

New Member Rule (for print and digital competitions)

A new member who joins the Society, having missed the first Open Competition of the season, can still win a trophy. After entering the remaining competitions, his/her results are averaged. The average is then added to the points accrued from the other competitions; the result is then listed with all the final results.

Aggregate Trophies

The Highest TWO marks for each member in each of the Class Open Competitions are totalled. Regardless of classification, the highest totals decide the winners of the following trophies:-

Prints: The Friendship Cup

Digital: The Field End Digital Aggregate Trophy.

DIGITAL SET SUBJECT COMPETITIONS

Entry Criteria

There are three Set Subject Digital Competitions during the season. Set Subjects are chosen by the Committee and printed in the programme in advance. For the Set Subject Competitions and the Norma Bateman Rosebowl, images must not have been entered in ANY previous Field End P.S. competition, although they may be entered subsequently in other Society competitions.

Set Subject

The 3 set subjects are chosen by the committee but CURRENTLY the Norma Bateman subject is chosen by the judge.

Entrants may enter up to THREE images. The marking system and ALL other criteria for date of entry, size, colour space and marking are exactly the same as for Open competitions. Certificates will be awarded to those members placed First, Second, Third, and Highly Commended.

Each member's marks are recorded throughout the season. His/her **best** mark in each of the Set Subject Competitions is totalled. The member with the highest total shall receive:

The Wright Trophy

THE NORMA BATEMAN ROSEBOWL

This is a Set Subject Digital competition to be held each season in November. The theme for the Competition is announced at the previous season's Annual General Meeting.

Each member may enter up to FOUR images, which must be numbered in order of preference. If the total entry is considered too large it may be reduced at the discretion of the Competition Secretary, removing entries in reverse order i.e. number 4 first.

Entries must be submitted at least a week before the competition. The judge will not mark the entries, but select a First, Second and Third place, and up to three Highly Commended entries. The winner will receive:

The Norma Bateman Rosebowl

PRINT PANEL COMPETITION

This is a separate annual competition held each season.

No set categories are specified, thereby allowing the widest possible choice of subjects and techniques. Each member can enter THREE panels of prints. The entry must consist of six prints, on separate mounts, which are linked by a common theme or consistency of style. Prints should be numbered in the order in which they are to be presented. Each print is to be no more than THREE years old.

There is no minimum size for prints but they must be mounted. The **maximum mount size** is 50cm x 40cm.

The Print Panel may be home or trade printed. Entries, including the appropriate entry form, must be submitted in advance in accordance with the programme. Usually this is two weeks in advance but may vary if over a Bank Holiday.

Assessment

The judge will receive the entries prior to the competition evening for assessment and allocate marks as follows:

- 1) Each picture out of 10 with consideration given to composition, appropriateness of lighting, appropriateness of techniques used as well as the quality of the print
- 2) A further mark out of 10 for the cohesiveness, presentation and layout of the panel.
- 3) A further mark out of 10 for the breadth of techniques used.

The total will be out of 80 marks. The entrant with the highest total for their panel will receive:

The Edith King Memorial Trophy

There will be Certificates for 2nd and 3rd places

PRINT AND DIGITAL IMAGE OF THE YEAR

There are separate competitions held to determine the Monochrome Print of the Year, the Colour Print of the Year, and the Digital Image of the Year.

Monochrome prints are defined as using black and white with any shades of grey in between. A black and white image toned entirely in a single colour will remain a monochrome work able to stand in the black and white category.

On the other hand a black and white work modified by a partial toning or by the addition of one colour becomes colour work (polychrome) and cannot be entered.

Entries

All work must be no more than TWO years old on the date of the competition. The same image cannot be entered into more than one of the Annual Competitions.

Each member may submit up to TWO entries in the Colour, and TWO in the Monochrome Print of the Year competitions.

A maximum of THREE digital entries is allowed for the Digital of the Year and numbered in order of preference. The Competition Secretary may reduce the number of entries per person at their discretion.

The judge will not be required to mark the entries, but to select a First, Second and Third place, and is requested to award up to three Highly Commended Certificates in each competition. Trophies awarded are:-

Digital of the Year: The Povey Trophy

Monochrome Print of the Year: The Jewell Cup

Colour Print of the Year: The Bison Shield

ANNUAL EXHIBITION TROPHY

A trophy is awarded to the public vote winner of the Annual FEPS Exhibition. The visiting public is invited to vote for up to two prints of their choice. The member who exhibits the print receiving the most votes receives:

The BPD Phototech Trophy

The Katharine Herring Trophy is awarded as a cross-format trophy, open to all members, to include all digital and print competition and themed competitions (excluding the print panel.) This trophy applies to members who are in class2 for either or both digital and print.

The winner is the member with the highest total after their top two scores from each of the print, digital and the themed competitions are added together (- a total of 6 sets of marks, the top two from digital, the top two marks from print and the top two marks from the themed competition. Excludes Norma Bateman themed competition.) This method of calculation captures the breadth across the three competitions.

The Katharine Herring Trophy (previously known as the Ladies competition trophy, changed in 2017/18 season.)

PROGRESS AWARDS

At the end of each competition season the Selection Committee assesses the progress and success of each member. A recommendation is subsequently made to the Committee as to the members who have made the most progress in each category i.e prints and digital. The recipients then receive:

Prints: The Shepherd Tankard

Digital: FEPS Progress in Digital Trophy

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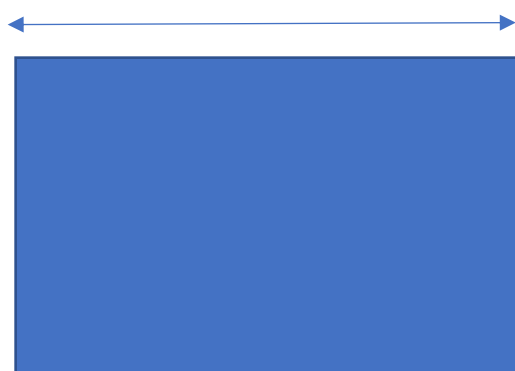
3. Preparing Images for Digital Competitions.

There are a number of common mistakes such as incorrect size, errors in the titles and wrong format. Follow the guidance below in order to avoid these mistakes, which cause a lot of work to the Digital Secretary and External Competitions Secretary.

1. Resizing.

Straight out of the camera your image will be several thousand pixels wide. Typically an image from an 18 megapixel camera will be over 4000 pixels wide so it needs to be reduced. The maximum size allowed in our competitions is 1400 pixels wide by 1050 pixels high.

1400 pixels wide maximum

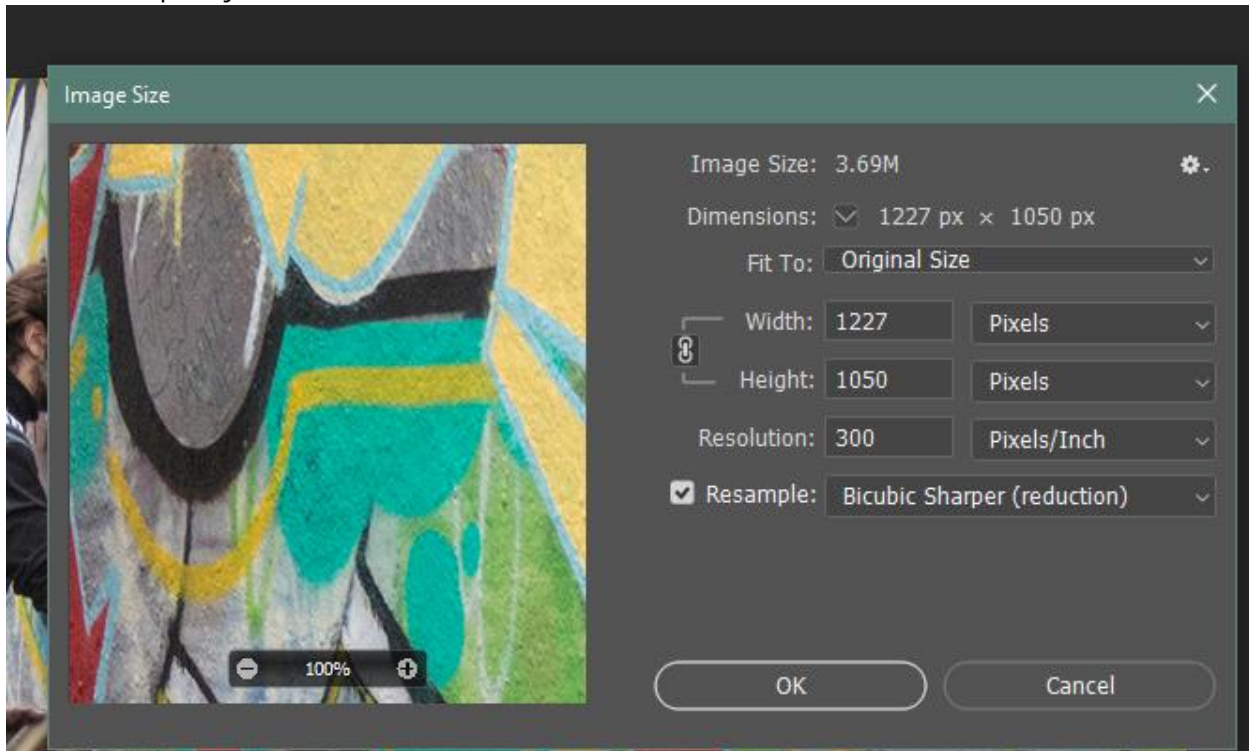


1050 pixels high maximum

Within this space you can have vertical, horizontal or square formats. So for example, a square format image would be 1050 wide by 1050 high.

In Photoshop use Image, Resize, Image Size and type in 1400 in the Width box. It should automatically resize the image. In this example the height was 1050 but the width was less than 1400 pixels. That is OK, 1400 is the maximum. For reducing the size use Bicubic Sharper and

make sure the resample image box is ticked. Finally click OK to resize the image. Save at maximum quality of 10 or above.



In other programmes, such as Microsoft viewer, Paint, Irfan View etc check the size and again make sure the image does not exceed the maximum dimensions.

2. Titles

When you save the image, your title should be in the following format

- NUMBER (space)
- TITLE (space)
- by (lower case and space)
- Your Name (space)
- Class

Examples

01 MALE PORTRAIT by Peter Smith Class2

02 CHEETAH KILL by Peter Smith Class2

Make sure you leave a space at either side of the word **by** and that **by** has a small **b**.

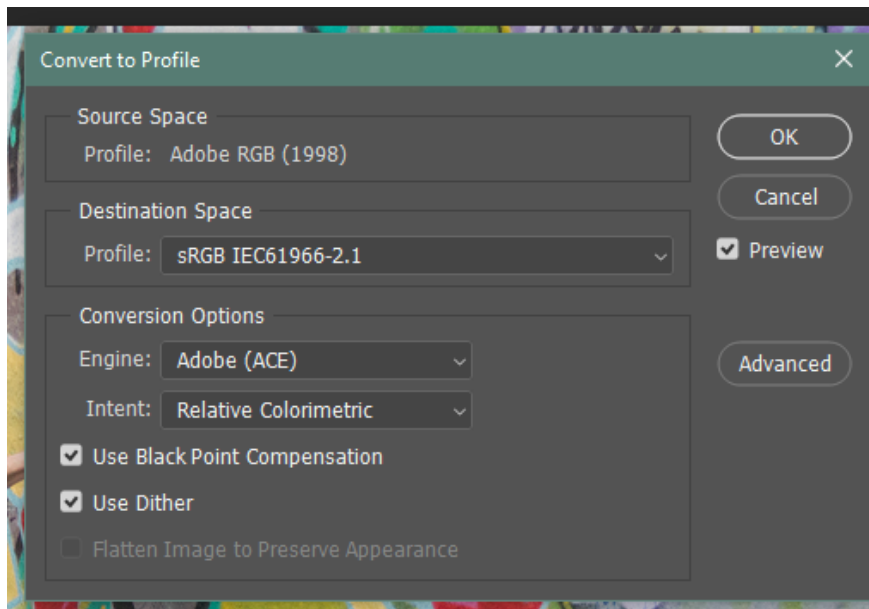
Do not include other information such as (file 1 of 1), no1234, IMAGE no, and so on.

Double check that you do not have jpg twice , some programmes will automatically add the file format and you will then have FILENAME .jpg.jpg.

Finally do not include your name on the image itself as this is unfair on the other competitors and the judge who may be able to identify you. It is absolutely forbidden in any external competition so would not be selected.

3. Colour Space

Your image should be in srgb colour space. You can set your camera to do this via the menu or you can change it in Photoshop. This image was originally in Adobe RGB. To change it go to Edit. Convert to Profile. The following box will then appear. Select SRGB IEC619966-2.1 in the drop down and click OK.



If any of these instructions is not clear, then please speak to either Craig Bellis or Val Walker for advice and we will help you to get it right.

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4. FROM DIGITAL IMAGE TO PRINT

Getting into the world of printing can feel a bit daunting.

This information sheet will hopefully demystify the process and give you information about how to print your image, the process of mounting your prints, and recommended stockists used by other club members.

First of all – technical info: How to turn your image into a good quality print

To create a good quality print your image needs to be good quality and this means that you need to have enough pixels in your image.

Pixel size chart. (source: <http://www.urban75.org/photos/print.html>)

Printing images - what file size do you need?

A guide to required file sizes for printing out photos [Updated Feb 2016]

Image size Pixels (Virtual Size of Scans)	Megapixel rating	Print size (inches) at 200ppi	Print size (inches) at 300ppi
640 x 480	0.3	3.2 x 2.4	2.1 x 1.6
1,024 x 768	0.8	5.1 x 3.8	3.4 x 2.5
1,280 x 960	1.2	6.4 x 4.8	4.2 x 3.2
1,504 x 1,000	1.5	7.5 x 5.0	5.0 x 3.3
1,632 x 1,224	2.0	3.3 x 6.1	5.4 x 4.1
2,000 x 1,312	2.6	10.0 x 6.6	6.7 x 4.4
2,240 x 1,488	3.3	11.2 x 7.4	7.5 x 5.0
2,275 x 1,520	3.5	11.4 x 7.6	7.6 x 5.1
2,272 x 1,704	3.9	11.4 x 8.5	7.6 x 5.7
2,590 x 1,920	5.0	13.0 x 9.6	8.6 x 6.4
3,008 x 2,000	6.0	15.0 x 10.0	10.0 x 6.7

4,256 x 2,848	12.1	21.3 x 14.2	14.2 x 9.5
4,536 x 3,024	13.7	22.7 x 15.1	15.1 x 10.1
5,782 x 3,946	22.8	28.9 x 19.7	19.3 x 13.2

So how do you find out how many pixels are in your image?

Hover your cursor on the digital image and the properties should appear in a box including the pixel count. (or right click on the mouse – properties – details)

You can size your image to any size up to A3. This still allows enough room to mount your image.

A4 or slightly larger is usually a good size and if you mount on pre-cut mountboard measuring 40 cm x 50 cm this gives plenty of framing space.

Printing your image

Some members print their own images, others send the digital image to a service who prints it and sends it back or you can collect the print from the service provider:

Member Recommended Services – where to get images printed:

Recommended Service	Contact details	comment
DSCL colour labs	http://dscolourlabs.co.uk/	Cheap prints, post and packaging around £5 so send a bulk order to get value for money. Quick turn around.
Costco	http://costco.photokio.sk/	Images sent off and collected 2 days later.
Printing – Ray and Craig		Craig, Ray and Andrew produce very good quality digital printing.
Photobox	https://www.photobox.co.uk/shop/prints	Good quality but postage is high so send off a batch of images to get value for money.

Once you have your print, you can choose to have it professionally mounted:

Where to go to get your print mounted:

Recommended Service	Contact details	comment
Ruislip Frameworks	http://www.ruislipframeworks.co.uk/ Ruislip High Street	Costs around £6 – £8 per print

		Around a week to complete
Boville Wrights – High Street, Uxbridge	http://www.bovilles.co.uk/pages/uxbridgeframe.html	£6 – 10 per print
Yvonne Milsome	Yvonne is a club member and would be happy to mount prints. Please speak with Yvonne directly.	

Or you could mount the print yourself – for this you will need a mounting kit – this can be very simple using a few items or you can purchase a “mounting kit.”

There are lots of ways to mount an image so that it is framed and has a backing. There are lots of different tools that could be used. It is best to follow the guidance given in “the mounting kit” you have or go to Google – “How to mount a photograph for a competition” where you will find lots of demonstrations online....

Stuck?.....Don't forget you can ask a FEPS member for advice and help...

A SIMPLE WAY TO MOUNT PHOTOGRAPHS (Kindly supplied by Tom Barclay)

You will need:

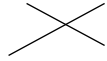
- | | |
|------------------------|---|
| A photograph! (A4 max) | A couple of plastic rulers |
| A3 mount board | A supply of old newspapers |
| Sharp pencil | A few sheets of clean, plain paper (A4 or A3) |
| Long (metal?) ruler | A can of 3M Spraymount adhesive |

Possible sources and prices will be provided later.

This technique is not at all sophisticated and avoids the need to cut mount board to size or cut out card frames, but it does require fairly careful and accurate measuring. It makes use of the idea that an A4 (or smaller) photograph will be adequately framed by an A3 mount board.

- Using a pencil and a long ruler, locate the centre of the mount board sheet by drawing diagonals, and mark with a cross:





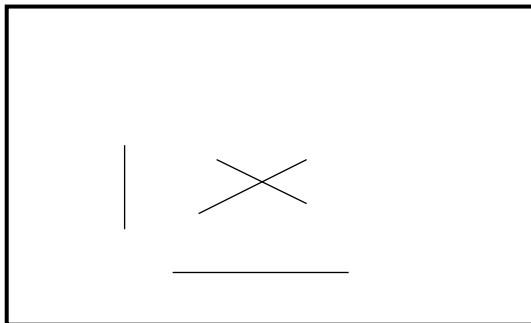
2. Measure the dimensions of your photograph.

Two points to note:

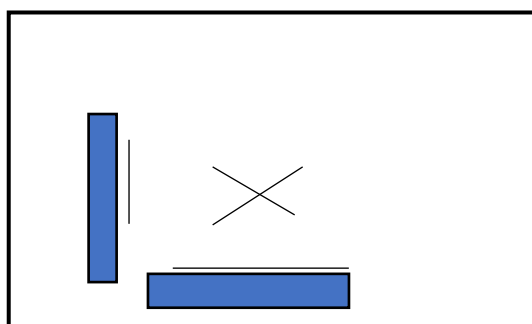
- This is important if your photograph occupies less than a full sheet of A4 and you have had to trim it (using a rotary cutter).
- Although A4 is supposed to be a standard size, don't believe everything that you read on the outside of a box of photographic paper! Surprisingly, there can be small but significant differences of a few millimetres between A4 photographic paper from different manufacturers.

3. Divide each dimension by 2 and then subtract 2mm.

4. Measure and mark each dimension (less 2mm) from the centre of the sheet of mount board and draw appropriate light pencil lines parallel to the edges of the board:



5. Lay the plastic rulers (or a set square/T-square if you have one and prefer to use it instead) adjacent to these lines 2mm from the pencil lines (you can judge this by eye).



6. Lay your photograph face down on a sheet of clean newspaper and spray the back of it with Spraymount adhesive, ensuring, in particular, that the corners and edges are adequately covered with the adhesive. Wait a few moments to allow the adhesive to become tacky and then, using the rulers to help guide you, very carefully place the photograph sticky side down on to the mount board in the correct position and orientation by laying the edges of the photograph against the edges of the rulers. Theoretically, the adhesive can allow you to reposition the photograph, but it is difficult to do in practice. So, do try to get it right first time! In this way, the photograph should then cover up the pencil lines used to guide where to place the photograph.
7. When you're happy with this position, then cover the photograph with a clean sheet of plain paper and press down firmly by rubbing with the edge of your hand.
8. If you are going to mount a second or third photograph, then use a fresh sheet of newspaper when spraying on the adhesive, and a fresh sheet of plain paper to press the photograph into place. This avoids getting excess adhesive from the previous occasion onto the surfaces of subsequent photographs. For the same reason, it is also probably a good idea to wash your hands between mounting each photograph.

MATERIALS AND COSTS

3M Spraymount Adhesive £14.99 from Amazon (expensive, but a little goes a long way)

A3 Mount board by Clairfontaine, pack of 10 £16.99 from Amazon (available in at least two colours – white and ivory)

Swordfish rotary cutter £11.52 from Amazon (use to trim photographs not filling a full A4 sheet)

1 metre aluminium ruler £8.49 from Wickes

I do my own printing currently using what is now a very ancient HP 8180 Photosmart printer. Taking into account the cost of decent quality photographic paper, printer ink and mount board, but excluding experiments (e.g., using different kinds of paper) and failures, I reckon that a mounted print will cost me about £3.50 - £4.00 to prepare for competition. Additionally, I have the satisfaction of printing and preparing my own images for competition, as well as having the fairly instant gratification of seeing my prints and any experimental versions without having to wait days for prints made by a printing firm to be sent to me.

Tom Barclay, April 2018

Mounting a Print Method 2

You will need a Mount Kit. These are bought kits that have rulers and special cutters to enable you to cut bevel edges and straight edges. Each kit recommended below has detailed instructions on how to use them.

Recommended Service	Contact details	comment
Logan - board and mount cutters	http://www.logangraphic.com/products/mat-cutters/board-mounted-mat-cutters/	Website has a “how to use” video DIY Framing in High Wycombe run courses on mounting and framing – they will also do a demo in how to use the product before purchase – they stock Logan cutters. https://www.diyframing.com/event_viewvenue.cfm?VenueID=8
Longridge - board and mount cutters	http://www.longridge.co.uk/mountcutters.aspx	Website has a “how to use” video
Ruler, sharp knife, glue/tape	See Tom’s method above)	

The mount should be large enough to balance and support the picture, and the texture and colour should compliment the overall tone of the photo. If in doubt use plain white.

The maximum mount size is 40cm x 50cm, the image can be presented in landscape or portrait.

Member Recommended Stockists for Mountboards, backing, glues and sprays

Recommended (by FEP members) Stockists

Resource	Recommended Stockist	Contact details	comment
Mount board, pre cut, not pre cut, backing board	Lion	https://www.lionpic.co.uk/mountboard-boards/	Packs of 10 sheets
	Arqadia	https://www.arqadia.co.uk/category.aspx?id=101	Buy in bulk
	Paper Spectrum	http://www.paperspectrum.co.uk/	pre-cut to 40cm by 50 cm. packs of 10 sheets
Glues and	3M PhotoMount in the red or		you need one that is pH neutral. Any

spray fixatives	blue spray can		adhesive containing acid could discolour an image over time.
Backing tape and fixings	UK Picture framing	https://www.ukpictureframingsupplies.co.uk/tapes-19-c.asp	

There will be workshops to demonstrate different mounting techniques indicated in the club programme.

Print Panel Competition (Edith King Memorial Trophy)

What you need to know:

This is an annual competition which you can choose to enter.

To enter this competition, which is usually held toward the end of the season, you will need to select six prints that are linked by a common theme or consistency of style. The theme can be of your choice – flowers, A trip to Tuscany, The landscape of..., London architecture etc.

The print panel is awarded marks up to the maximum of 80.

How you present the panel

Consider the way the prints are laid out – try using inward facing “Bookend” images to start and end each line of three prints.

Each print is marked out of 10 and the judge gives consideration to:

- Composition
- Lighting
- Techniques used
- Quality of the print

The set of prints will also be given a score out of 10 for the cohesiveness, presentation and layout of the panel.

Lastly, the set will be given another mark out of 10 for the breadth of techniques used.

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There are lots of opportunities to enter print competitions during the year. So now you know where to get your images printed, and where to get the resources to do your own mounting so why not enter some of the competitions on offer. See the programme for more details.

