

**SANDTON PHOTOGRAPHIC SOCIETY**  
**Rules for the Submission, Judging and Management of images**

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<b>ABBREVIATIONS AND ACRONYMS</b>	
SPS	Sandton Photographic Society
PSSA	Photographic Society of South Africa
LPSSA	Licentiatehip of The Photographic Society of South Africa
APSSA	Associateship of The Photographic Society of South Africa
FPSSA	Fellowship of The Photographic Society of South Africa
Photovault	<a href="http://www.photovaultonline.com">http://www.photovaultonline.com</a>
AFIAP	Artist – The International Federation of Photographic Art
EFIAP	Excellence, The International Federation of photographic art
JAP	Judges Accreditation Program
JPG/JPEG	Joint Photographic Expert Group
HDR	High Dynamic Range
Nature	A generic term for the Botanical and Zoological categories

## 1. INTRODUCTION

This document describes the requirements for the submission of images by members, along with other relevant information.

These rules have been accepted by club members on the (Wednesday 20 June 2015) and will replace all rules prior to this date. The rules will be reviewed on a regular basis as new substantial new technologies need to be incorporated or material rule changes are made by the PSSA.

## 2. GENERAL REQUIREMENTS

The following general requirements apply;

- a. Members may submit up to eight images per evening, (a maximum of four per medium – prints or digital) with a limit of three images per section (colour or monochrome) for advancement each month.
- b. For the set subject competition, members may enter two digital images.

**The following serve as an examples:**

Set subject	Digit. colour	Digit. Mono	Total digit	Print colour	Print Mono	Total print	Total entries
No more than 2	No more than 3	No more than 3	No more than 4	No more than 3	No more than 3	No more than 4	No more than 8
2	3	1	4	1	1	2	8
0	2	2	4	2	2	4	8
0	3	1	4	1	3	4	8

- c. Print titles must be legible and include the relevant Category.
- d. Members should not to submit similar images at the same meeting even if they are in different mediums or sections.
- e. A print or digital image entered for club judging may only be used once for advancement. You may not re-use an entry in a higher star rating nor in another medium (eg. A digital image may not be converted to monochrome or to a print and resubmitted for advancement). However, you may use the same image for set subject, Trophy Night, inter-club competitions and National and International Salons. An image entered for advancement in one medium may be entered in competitions and salons in another medium e.g. a print entry may be entered in a digital salon.
- f. For permitted enhancement and manipulation, see Section 9.

- g. The original image and all elements therein must have been taken by the photographer, whatever photographic medium is used. All actions in reaching the final presentation must be made by the photographer with the exclusion of film processing, un-manipulated commercial scanning and printing. By virtue of submitting an entry, the photographer certifies the work as his own.
- h. An image should not contain any added text, signature nor watermarks.

### **3. YOUR IMAGES AND COPYRIGHT CONSIDERATIONS**

When we, as photographers, share our images with others, we are in effect publishing our work.

The author owns these creative images, just like property.

When an author enters an image into a Club competition, for grading, or any other reason, the author is in effect entering into a "Limited Use" arrangement with the Club – in this case with the Sandton Photographic Society.

This "Limited Use" includes the following:

1. The author automatically agrees to and accepts all the rules which apply to the competition, grading, or other purpose for which the author has entered his/her image.
2. By entering images to the Club, the author agrees to these images being posted on the Club website and social media pages, and in terms of an arrangement with PSSA, to be entered for inter-club competitions. The Club assumes no liability for any misuse of copyright.
3. "Best Image of the Year", is an award presented to one of our members annually and is projected prior to every meeting.
4. Notwithstanding clauses 2. and 3. above, the Club does appreciate that an author might like to preserve the impact of a particular image, such as in the assembly of a panel of images for possible Honours. In such a case, where the author would like to restrict the publishing of a particular image, the responsibility will rest on the author to advise the SPS Committee in this regard.
5. Except for the above, the Club guarantees that these images will not be printed, published nor projected at any other time and for any other reason, and that they will never be passed on, nor sold to, any other third party.
6. The SPS Club cannot prevent members, judges, or guests, from discussing or commenting on these images, and this shall not be considered a violation of the author's privacy, integrity, or copyright.

### 3. SUBMISSION OF DIGITAL IMAGES

#### a. General

All digital images must be entered electronically via <http://www.photovaultonline.com> and must be submitted prior to the cut-off date and time – usually midnight on the Sunday prior to the Wednesday monthly meeting. Please refer to the PhotoVault website for details.

#### b. Sizing and naming of electronic files

Sandton Photographic Society follows the PSSA guidelines for digital photography. When submitting for digital projection the image file must be **no larger than 500 kb** and must be in JPEG format with a maximum horizontal pixel resolution of 1024 and a maximum vertical pixel resolution of 768. It is recommended that the image be converted to the sRGB colour profile to ensure correct colours during display and judging.

Each image must have a title consisting of no more than 24 letters – and capitals should be used where applicable. Only the title is required when uploading images to Photovault – the members name and star rating are obtained from the member's profile in Photovault. It is the individual member's responsibility to ensure that their details are kept up-to-date.

### 5. SUBMISSION OF PRINTS

#### • General

All print entries must be registered on PhotoVault and must be submitted prior to the cut-off time and date which is usually midnight on the Sunday prior to the monthly meeting. The images must be sized and labelled in the same manner as the digital images. These images will not be projected nor seen by the judges, but will provide a reference for club management and also enable the PhotoVault Judging System to be used.

#### • Mounting Requirements

Choose a mount that suits the **size of the print** – allow for a reasonable border.  
Minimum size: 8" x 10" (20 x 25 cm excluding mount)  
Maximum size: 16" x 20" (40 x 50 cm including mount)

**The following information must appear clearly on the back of the print (this is mandatory):**

The photographer's **name, title of image, category, star rating, and colour/monochrome**, and an **arrow** to show the **right-side up**.



*Example 1:*  
Harry Potter – A Windy Day  
Pic – 1 star  
Colour

*Example 2:*  
Mary Lamb  
Elephants  
Zoological  
3 star  
Monochrome



## 6. SALONS

A Photographic Salon is a competition held either Nationally or Internationally.

Members are encouraged to enter Salons and do require salon acceptances for advancement beyond 3 Star, however, a member may only be credited for three acceptances from any one image.

Members are encouraged to study the individual salon rules and requirements as they all differ.

Members may only be credited with three salon acceptances for a single image even if the same image has been entered in salons of a different medium – e.g. colour, monochrome, prints or digital, or if the title has been changed.

## 7. COMPETENCY CATEGORIES

Members are all graded into so called “Star Ratings”. New members are all graded as 1 Star, unless they have previously been graded by another club, or can motivate a higher grade, based on proven photographic ability, in which case a panel of 12 images must be submitted to the committee who will then decide on an appropriate star rating.

Any member who elects to start working in another medium may do so but will be required to start at one star rating lower. A member may not start higher than 4 Star without the required salon acceptances.

Members may approach the committee to increase their star rating in a medium to coincide with one level lower than their highest star rating in another medium. The requirements for salon acceptances remain in place to advance to a particular star rating.

As members advance, based on the criteria in section 12, they move from one star rating to the next. This process is documented by the Club administrators.

Members who return to the club after a period of absence may return at their previous star rating. New members who join from other clubs may join at an equivalent star rating at their previous club.

The star ratings are discussed in section 10.

## 8. IMAGE CATEGORIES

Images may be entered as either Colour or Monochrome.

Monochrome is described as black and white or toned entirely with a single colour. Sepia will remain a monochrome work as will one where a single colour has been used e.g. blue (the entire image is blue). A black and white image that has a colour added to it becomes a colour work.

Image categories used at SPS are assigned as follows:

### ZOOLOGICAL (Zoo)

- Images of live, wild animals, birds and reptiles in their natural surroundings.
- The presence of scientific bands on wild animals is acceptable.
- Human elements are not allowed.
- No mounted specimens.
- No domestic animals.
- No manipulation is allowed in this category.
- No elements may be moved, cloned, added, deleted, rearranged or combined.
- Resizing, sharpening, cropping, selective lightening or darkening, and restoration of original colour is allowed.
- No special effect filters may be applied.

### BOTANICAL (Bot)

- Subject matter is restricted to flowers, plants, trees and grasses growing in their natural surroundings. For the purposes of image submissions to SPS, residential gardens, parks and other common areas are considered "natural surroundings".
- No mounted specimens.
- No manipulation is allowed in this category.
- Nature landscapes may be included in this category.
- Photographs of artificially produced hybrid plants, mounted specimens or obviously set arrangements are not allowed.
- No elements may be moved, cloned, added, deleted, rearranged or combined.
- Resizing, sharpening, cropping, selective lightening or darkening, and restoration of original colour is allowed.
- No special effect filters may be applied.

### SCAPES (LAND/SEA/CITY/SKY) (Sca)

- Pictorial depiction of these scenes.
- Manmade objects and human activities are allowed.
- Techniques such as High Dynamic Range (HDR) are allowed.
- Manipulation is allowed.

**MACRO AND CLOSE-UP (Mac)**

- Macro pictures are defined as exhibits generated by using magnifications from 0.25 (one quarter life size on the camera's sensor) upwards using photographic equipment e.g. close-up lenses, rings, extension tubes, bellows, etc.
- Pictures taken with the aid of microscopes, electronic microscopes, etc., are not permitted.
- Mounted specimens are allowed.
- This category includes table top, still life and floral photography as well as photography of insects and other small objects.

**SPORT (Spo)**

- Photographs of recognised sport activities illustrating its participants in action.
- No manipulation is allowed in this category.

**PORTRAITURE (Por)**

- This section includes portraits of humans and animals.
- The picture may be head and shoulders or full figure but must depict the subject's character or emotion at that moment.
- Animal portraits are usually only of the animal's head.

**PHOTOJOURNALISM (Pho)**

- Images in this section must be informative and have emotional impact, usually with human interest.
- The images must be story telling or sequences such as are seen in the news media.
- Documentary and travel photographs are included in this section.
- Images may not misrepresent the truth and may not, therefore, be manipulated in any way.

**ALTERED REALITY / CREATIVE / CONTEMPORARY (Alt)**

- This category is for those with an active sense of creativity and imagination.
- This category includes the use of filters and any amount of manipulation; and the final result does not have to bear any relation to the original image.

**PICTORIAL (Pic)**

- This category is for images that do not qualify for any other category.
- Manipulation is allowed in this category, provided the end result "looks natural".

**It is important to note that the above applies to SPS and may or may not be the case with other clubs, competitions or salons. Members are encouraged to study the rules for each individual competition prior to entering.**



## 9. DIGITAL MANIPULATION

Manipulation shall constitute any of all of the following modifications to the original image:

- Adding an element to the image that was not contained in the original capture;
- Removing an element from the image that was contained in the original capture;
- Moving or repositioning an element of the image that was contained in the original capture.

The following enhancements are allowed, and are not seen as manipulation (as long as the end result is a *faithful representation of the original scene*):

- Cropping;
- Correction of lens distortion, chromatic aberrations, purple fringing, lens vignette and vertical/horizontal perspective adjustments;
- Removal of dust spots or scratch marks from sensor or scanned images;
- Due to the limitation of digital sensors regarding dynamic range, the blending of different exposures of the same scene to broaden the dynamic range. (e.g. HDR);
- Focus stacking to widen the depth of field;
- Photo stacking to overcome heat artefacts of the digital sensor in long exposures.

*HDR and photostacking are only allowed in pictorial categories (alt, mac, pic, por, sca).*

In the case of both enhancement and manipulation, all images must portray the original work of the photographer and may not incorporate additional elements produced by anyone else

Text, signatures and watermarks are not permitted in any category

**A Summary of enhancements and manipulation is as follows;**

<b>CATEGORY</b>	<b>CODE</b>	<b>PERMITTED POST CAPTURE PROCESSING</b>
• Alt Reality/Creative/Contemporary	alt	Enhancements and Manipulation
• Macro/Close-up	mac	Enhancements and Manipulation
• Pictorial	pic	Enhancements and Manipulation
• Portraiture	por	Enhancements and Manipulation
• Scapes	sca	Enhancements and Manipulation
• Botanical	bot	Enhancements only
• Photojournalism	pho	Enhancements only
• Sport	spo	Enhancements only
• Zoological	zoo	Enhancements only

## **10. JUDGING CRITERIA**

### **Awards**

A judge will normally award a Gold Award if an image meets the criteria below (see Annexure A)

#### **1 Star**

##### ART

- Element of composition

##### CRAFT

- Correct exposure
- Focus
- Correct post processing
- Picture clean and well presented

##### VALUES

- Basic Camera Skills – Interesting Images

#### **2 Star**

##### ART

- Some knowledge of composition
- Some Impact
- Some knowledge of how and when to crop

##### CRAFT

- Correct exposure
- Focus
- Correct post processing
- Picture clean and well presented

##### VALUES

- Improved technical skills – Visual impact

**3 Star**

ART

- Knowledge of composition
- Impact
- Knowledge of how and when to crop
- Begin to show understanding of line, shape and form

CRAFT

- Correct exposure
- Focus
- Correct post processing
- Picture clean and well presented

VALUES

- Technical / digital mastery – Story – The moment - Some design

**4 Star**

ART

- Knowledge of composition
- Impact
- Knowledge of how and when to crop
- Show understanding of line, shape and form

CRAFT

- Correct exposure
- Focus
- Correct post processing
- Picture clean and well presented

VALUES

- Emotion – Feeling – Empathy – Originality – Decisive moment

**5 Star**

ART and CRAFT Becomes One

ART is the language of visual elements and design principles to convey information, emotions, thoughts, ideas and concepts

CRAFT relies on the understanding and mastering of the craft in order to successfully communicate

VALUES Emotion – Feeling – Empathy – Originality – Decisive moment

## 11. JUDGING

At SPS we strive to have two guest judges and one club judge at each meeting. Judges are required to mark each image out of 5. The scores are then added together and an award given as detailed below:

14 - 15	Certificate of Merit
13	Good Gold
11 - 12	Gold
8 - 10	Silver
5 - 7	Bronze
1 - 4	No Award
0	Disqualification

### 11.1 Points for Advancement and Photographer of the Year

#### Advancement

COM	5 Points
Good Gold	4 Points
Gold	3 Points
Silver	2 Points
Bronze	1 Point

#### Set-Subject:

1st Place	3 Points
2nd Place	2 Points
3rd Place	1 Point

#### National Salons:

Medal	3 Points
COM	2 Points
Acceptance	1 Point

#### International Salons:

Medal	4 Points
COM	3 Points
Acceptance	2 Points

Winners of the set subject receive one point towards the photographer of the year competition, second place gets two points and one point for third place. The winner of each section also receive a point towards the competition.

## **11.2 DISQUALIFICATION**

An image may be disqualified if:

- The judges feel that an image has been entered in a wrong category, or
- The judges feel that there has been enhancement which has rendered the image “unnatural” in certain categories, or
- The judges feel that manipulation has occurred in a category that does not allow it.

**THE JUDGES’ DECISIONS ARE FINAL AND NO DISCUSSION WILL BE ENTERED INTO NOR WILL ANY RESULT BE OVERRULED OR REVERSED**

## **12 COMPETENCY LEVEL ADVANCEMENT CRITERIA**

### ▪ **One Star to Two Star**

4 Gold awards, one of which must be in either of the nature categories (zoological or botanical)

and

20 Points

### ▪ **Two Star to Three Star**

10 Gold awards with a minimum of two golds in the nature categories (zoological and/or botanical)

and

50 Points

### ▪ **Three Star to Four Star**

15 Gold awards with a minimum of one gold award in each of four of the listed categories,  
and

Five salon acceptances from three different images

or

25 Gold awards with a minimum of two gold awards in each of four of the listed categories.

### ▪ **Four Star to Five Star**

25 Gold awards with a minimum of two gold awards in each of five of the listed categories,  
and

10 salon acceptances from five different images

▪ **Five Star to Honours**

60 Gold award. There will be no restriction on the number of gold awards required in any specific category.

and

60 Salon acceptances (Digital) / 40 Salon acceptances (Prints)

▪ **Honours to Gold Honours**

60 Gold awards. There will be no restriction on the number of gold awards required in any specific category.

And

120 Salon acceptances and at least an LPSSA in any medium

▪ **Gold Honours to Platinum Honours**

60 Gold awards. There will be no restriction on the number of gold awards required in any specific category.

And

180 Salon acceptances and at least an APSSA in any medium

▪ **Platinum Honours to Diamond Honours**

60 Gold awards. There will be no restriction on the number of gold awards required in any specific category.

and

an EPSSA and an FPSSA or a combination of two APSSA's or an APSSA and an AFIAP

▪ **MASTERS**

**Masters is an award to show a photographer's versatility and achievement and is not a continuation from Honours. A member may only be awarded Master if he/she has obtained the following:**

Honours in at least one medium;

and

5 Star in at least one other medium (Slides, Prints (Colour or Monochrome), Digital (Colour or Monochrome) and an LPSSA in Audio Visual, or

5 Star in at least two other mediums (Slides, Prints (Colour or Monochrome), Digital (Colour or Monochrome);

and

100 Gold Awards at honours level – these may be in colour or monochrome or a combination of both and may be in any of the mediums in which honours have been achieved (slides, prints or digital – colour or monochrome) These gold awards will also be counted towards advancement. There will be no restriction on the number of gold awards required in any specific category;

and

A PSSA 5 Diamond Rating awarded by PSSA in any medium, or  
Two PSSA 4 Diamond Ratings

and

Two PSSA Associate Awards (APSSA), or  
One PSSA Associate Award (APSSA) and one AFIAP award or  
One PSSA Fellowship Award (FPSSA);

**This award will be given at the discretion of the elected committee.**

### **13. RULES FOR THE ANNUAL TROPHY NIGHT**

The Club's Annual Trophy Night is normally held at the end of February of each year. This is a social event where members and their guests have the chance to socialise and compete for numerous trophies.

Images from previous Trophy Nights may not be entered.

Members must be present on the evening to compete.

All members in good standing, may enter images for Trophy Night, provided they have submitted images on scheduled Club nights, on three or more occasions, in the year preceding the particular Trophy Night.

New members (i.e. those who have been members for two months or less), need not meet the above mentioned participation criteria and are encouraged to enter.

Members who are not able to be present at a Trophy Night at which they wish to compete, may apply to the Committee in writing, for permission to enter. The Committee shall grant or deny permission, at its sole discretion.

The format for this event is subject to change as and when the committee feels this is necessary.

Members will be advised as to how many images they may enter, and in what categories, a month prior to the event.

#### **14. MEMBER'S OBLIGATIONS**

When submitting images for judging, club members are requested to:

- a. Submit digital images electrically via <http://www.photovaultonline.com> by midnight on the Sunday before the Wednesday meeting based on the photovault requirements.
- b. Keep accurate records of image submissions to the extent that the same image is not submitted more than once for advancement purposes.
- c. Keep accurate records so that less reliance is placed on committee members for this information.

#### **15. COMMITTEE'S OBLIGATIONS FOR THE CUSTODIANSHIP OF IMAGES**

- a. The committee must retain images for club and PSSA purposes only.
- b. The committee is not obliged to store or archive images on behalf of members, but may do so at its discretion.
- c. The committee will publish results, monthly, along with members point standing in the various categories.

#### **16. DIGITAL PROJECTOR CALIBRATION**

The committee will ensure that the digital projector is calibrated to the recommended PSSA standards.

It will be the member's responsibility to ensure that his/her images project to his/her liking.

#### **17. DISPUTES**

In the event of a dispute the committee's interpretation of these rules will be final.



**ANNEX A: STAR CRITERIA**

	<b>1*</b>	<b>2*</b>	<b>3*</b>	<b>4*</b>	<b>5*</b>	<b>5*+</b>
<b>CRAFT</b>						
Exposure	X	X	X	X	X	X
Focus	X	X	X	X	X	X
Post Processing skills	X	X	X	X	X	X
Clean and well presented	X	X	X	X	X	X
<b>ART</b>						
Composition		X	X	X	X	X
Cropping		X	X	X	X	X
Impact		X	X	X	X	X
Line, Shape & Form			X	X	X	X
<b>VALUES</b>						
Basic camera skills	X	X	X	X	X	X
Interesting images		X	X	X	X	X
Improved technical skills			X	X	X	X
Visual Impact		X	X	X	X	X
Emotion				X	X	X
Feeling				X	X	X
Empathy				X	X	X
Originality				X	X	X
Decisive Moment				X	X	X
Technical mastery				X	X	X
Design elements			X	X	X	X
Art and Craft become one					X	X

**ART:** The language of visual elements and design principles to convey information, emotions, thoughts and concepts

**CRAFT** relies on the understanding and maturing photography principles to communicate successfully

**VALUES** are emotions, feelings, empathy originality and capturing images at decisive moments.