



***Webheath Digital
Photography Club***

Membership Guide

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1. Introduction

Hello! This handbook was written to help new and existing members of Webheath Digital Photography Club (WDPC). It contains information and guidelines to help you understand more about the Club and get the most from your membership.

Webheath Digital Photography Club is a friendly, relaxed camera club that welcomes anybody with an interest in any aspect of digital photography. The Club meets every week from January to early December and has a varied programme of presentations, competitions with other clubs, tutorials, practical events, outings and social gatherings.

Hopefully this handbook will provide you with a starting point to questions about the Club, but it cannot hope to cover everything, so if there is something that you would like to know please ask one of the committee members.

You can find a copy of this handbook on the Club's website: webheathdpc.com.

Suggestions for amendments or any other comments about this handbook should be passed to a committee member and we'll update it as necessary.

Brief History

The Club was formed in January 2007 and exists to encourage the development of members' photographic skills in a friendly and sociable atmosphere. Anyone with any interest in digital photography is encouraged to join, whether they are owners of compact cameras or the latest DSLRs, computer owners or not.

2. Activities and Facilities

Meetings

The Club meets regularly on a Monday evening at Webheath Village Hall (Webheath Village Hall, 18 Heathfield Road, Webheath, Redditch, B97 5SQ. See webheathvillagehall.org.uk for details).

Meetings start at 7:30 for 7:45 and normally go on until 10:00. Tea and Coffee are included within your entrance fee on the evening.

The Club meets most Monday at the Village Hall, with some exceptions:

- Three weeks around Christmas and New Year when there are no meetings
- We do not meet on recognised English Bank Holidays
- We are out on a photoshoot (regularly during the summer months)
- We are attending an inter-club competition at another club that falls on a Club night

All details can be found on the WDPC programme and on the [Club's website](#). We also send updates by email and use Facebook, Instagram, and WhatsApp.

Assignments and Show and Tell

Each month there is a photographic assignment and a Club meeting is used for members to show their efforts. Show and Tell evenings are similar, but normally focus on photos taken at evening photoshoots or other Club events.

These evenings provide an opportunity to discuss and receive feedback on your photos in a friendly environment.

Competitions

The Club runs several internal competitions for its members throughout the year and also takes part in several external inter-club competitions. See the section on Club Competitions for more details.

We aim to run two Projected Digital Image (PDI) and two print competitions per year, but this may vary with the programme and the availability of external judges. Additionally, we run knock out competitions once or twice a year – where you are the judge!

Club Print and PDI competitions are held and all members are eligible and encouraged to enter. You can use any of your own photos for internal competitions. It is permitted to enter images previously used in print competitions in PDI competitions and vice versa, but please do not enter the same image into more than one print or PDI competition (the exception being Image of the Year, see below).

Knock Out Competitions

Knock out completions are fun events where PDI images are compared to each other, two at a time and members vote which one to keep. This starts with 64 images and continues until there is one winning image.

Images for a knockout competition follow the same requirement as those submitted for assignment evenings.

Photographer of the Year and Image of the Year

Photographer of the Year (POTY) is an annual award made in January (of the following year). This is based on points gained during internal club competitions during the year which have been independently judged. The member with the most points is awarded the title of “Photographer of the Year”.

Image of the Year (IOTY)_ is an annual internal competition held in December, the final scoring event for Photographer of the Year. This is the same as a normal internal PDI competition, but the images used must have been taken in the current year and it is fine to use images that have been previously entered into other competitions.

To make the competition fairer on new less experienced members, as well as more fun, we also run a handicap scoring scheme for this competition.

Guest Speakers

Guest speakers are invited to the Club during the season to talk on a wide range of photographic and related subjects. Speakers may use presentations, computer demonstrations, prints, slides, or Projected Digital Images (PDIs) to illustrate their talks. Sometimes a speaker may use photographic equipment to demonstrate practical techniques.

Practical / Technical Evenings

WDPC holds a number of 'practical' evenings throughout the Year - refer to the club programme to confirm dates. These evenings are organised so that members can take part in, as the title suggests, a more 'hands-on' evening. In the past, there have been studio, macro and Photoshop evenings run by members.

Sometimes cameras and/or equipment is required in which case members are informed 1-2 weeks before the meeting.

If you would like to volunteer to run a session, or part of a session, or have a request for a specific topic then please contact a committee member.

Photoshoots

During the summer we try to take advantage of the longer evenings and better weather by going out to take photographs. These events are held locally (usually within a short drive) and on those evenings there will be no meeting at the Village Hall. Details of events are in the programme and will be announced at the Club. Photos taken on these evenings are shown on Show and Tell nights.

U3A

The local U3A (University of the Third Age) has a photography section that holds regular day time photoshoots during the year. Members of WDPC are welcome to take part in these. See the programme for details.

Exhibitions

WDPC has a display of photos in the Kingfisher shopping centre. This is updated regularly and is a really good way to show off your images in public. All members are entitled to put forward photos for display but the final decision rests with the shopping centre management.

We try to have local exhibitions when possible. Normally exhibitions are for printed images. Details of any exhibitions will be announced at the Club. In recent years, we have exhibited at Redditch and Alvechurch Libraries and The Artrix, Bromsgrove

Communications

At each meeting a committee member will make announcements about forthcoming events. In addition, the website and Facebook and Instagram pages are updated regularly with relevant information. Please use these forums if you have any questions about the club or events. The Forums on the website are normally used for information about the programme and other Club matters. You need to logon to the website to be able to view Forum Postings.

E-mail may be used to send information to members.

AGM

The AGM is held on the first scheduled Club meeting in January.

This is a chance for the Club to state its progress and position to the members, with reports from the Chair, Secretary, Treasurer and other committee posts. Any proposed changes to the Club's constitution can be put to the meeting (with due notice) and agreed or otherwise. This is also a chance for the members to raise any issues, although this should be done according to the Club's constitution.

Website

The Club maintains a website at webheathdpc.com where you will find the most up to date information about the programme and general club information, as well as a copy of this handbook ([Club Resources](#)). Some parts of the website, including the Forums and Club Resources, are only accessible if you are logged in. If you do not have a logon or are having trouble logging please contact the website administrator (you can do this from the Contact Us form on the website or email admin@webheathdpc.com).

Members are strongly encouraged to regularly visit the site and check for any new information, especially the Forums.

If you have a Flickr account you can link this from the Club website. This enables a gallery of your Flickr images on the Club website. Contact the website administrator if you would like to do this.

Social Media

We are increasingly making use of social media for information about the club and events. Visit us on Facebook and Instagram. We also make use of WhatsApp, especially when we are outside on photoshoots, for queries about events and last minute updates..

You can find us on Facebook at: <https://www.facebook.com/WebheathDPC>

On Instagram at: <https://www.instagram.com/webheathdpc/>

We have a Group Chat (Webheath dpc) on WhatsApp but be aware that if you join this group others in the group can see your phone number. Please contact a committee member if you want more information about our social media presence.

Expert Advice

The Club has many experienced photographers amongst its members, so advice and guidance on virtually any aspect of photography is readily available. Please speak to a member of the committee if you do not know who the right person is to answer your photographic questions.

Club Equipment

The Club has its own laptop, digital projector and screen. We also have a good quality mount cutter for prints.

It also has some other small pieces of equipment that can be used by Members for a small fee. This includes a device for calibrating computer screens. Please ask a committee member if you would like to find out more. If there are any other photographic accessories which you think the Club might purchase to share please contact a Committee member.

3. Membership Subscription

WDPC is a non-profit making organization and membership fees are set to cover the cost of running the Club (equipment such a computer and projector, renting the Village Hall, cost of speakers and judges, etc.) over the year. There is a yearly fee to pay for membership of the club and when the Club meets in Webheath Village Hall there is usually a small attendance charge to help cover the costs of hiring the hall and refreshments.

Annual subscriptions for membership of WDPC are decided on at the AGM on recommendation of the current Honorary Treasurer and are payable at the start of February. Please note that we cannot accept members under the age of 16 and anyone under the age of 18 must be accompanied by a parent or guardian when attending a Club evening.

If a member joins during the year then the annual subscription will be reduced in proportion to the remainder of the Club year.

Prospective members are welcome to attend a couple of meetings at no cost so that they can learn more about the Club and determine whether it is suitable for them. After that period, they must join the Club if they wish to keep attending.

Annual club fees should be paid to the Treasurer by cash or cheque when they are due (usually in January) and weekly fees are payable on entry to the Village Hall.

4. Club Organisation

The WDPC constitution is contained in a separate document which takes precedence over the summary here. A downloadable copy of our constitution can be found on the website forum under Club Administration (only accessible by members).

Several officers and members are elected at the AGM to serve on the committee, and these individuals take on their roles with immediate effect following the AGM. Although for some roles there may be a hand over period to ensure a smooth transition from person to person.

The constitution states that the following are officers of the Club:

- Chairman
- Treasurer
- Secretary

In addition, there are a number of elected general committee members.

The elected committee manages the affairs of the Club. However, there are many other roles and jobs that need doing within the Club such as organizing refreshments (tea and coffee) on

Club evenings, Club publicity, etc. The committee is always looking for willing volunteers so please speak to one of the committee members if you can help.

5. Club Competitions, Assignments and Rules

Each year the Club runs a number of competitions and assignments, the rules of which are explained in this section.

Assignments are completely internal to the Club and offer the chance to show off your photography and gather feedback from other members.

Competitions are judged by independent judges who are invited to the Club to provide a constructive critique of images before awarding marks (normally out of 20) for each image and by selecting the winning entry.

Copyright to all images entered into competitions and assignments is retained by the author. The Club reserves the right to use submitted images on the Club website, Facebook, or Instagram or for external competitions, unless you let the committee know otherwise, preferably in writing.

Submitting Photos for Assignments, Events, and Show and Tell

To enter photos into an assignment or show and tell evening it is necessary to send your photos by email to clubimages@outlook.com by 5 pm on the Saturday before the meeting. You may bring photos on the evening on a USB memory stick, but there is no guarantee that these will be shown.

Photos must be sized correctly (maximum of 1600 pixels wide and 1200 pixels high), JPEG (.jpg) format and sRGB colour space. The [Club Resources](#) page on the website contains information on how to do this with common software and Photoshop Actions to automate the process.

Files must be named using the following format:

<n><Title><Your Initials>.jpg

<n> is the order in which you want the image to be shown. For example, use 1 if you want the image shown first. *<Title>* is the title of your photo. This can be anything you want but give it some thought. A good title can make a lot of difference. *<Your Initials>* are just that; so that the photographer can be identified. For example, the first image from Joe Bloggs, with the title "Seaside Sunset" should be given the filename "1 Seaside Sunset JB.jpg".

The number of photos from each photographer that can be shown depends on the total number submitted and this will be notified at a prior Club meeting, but is typically 3 or 4.

See the [Tutorials](#) page on the website for full instructions on size and name files. As a guide, most photos correctly format will be between 0.5 – 2 Mbytes. Files that are incorrectly sized, incorrectly named, or bigger than 2 Mbytes will not be shown. Large files can clog up our email and take much longer to process.

Please ensure that the file format is JPEG. Files in other formats, such as TIFF, BMP, PNG or any Photoshop or similar formats won't be used.

Internal PDI Competitions

Projected images follow the same requirement as those submitted for assignment evenings. However, it may be necessary to submit images earlier for a competition – this will be announced at the Club and on the website.

Normally there are no specific categories, themes or rules for the type of images entered. Images must not have been entered for any previous internal PDI competition. Any change to this will be announced in the programme.

Points awarded at internal PDI competitions count towards the Photographer of the Year competition.

Internal Print Competitions

Print competitions are for printed images. Images may be of any size, but A3 or A4 are recommended. The image must be mounted, and the mount size is not to exceed 500mm x 400mm. Note: since the 500mm x 400mm mount size is the norm for external competitions Members are encouraged to mount their prints on this size board.

Normally there are no specific categories, themes or rules for the type of images entered. Images must not have been entered for any previous internal print competition. Any change to this will be announced in the programme.

Points awarded at internal print competitions count towards the Photographer of the Year competition.

6. Inter-club Competitions

We have 3 local inter-club competitions each year and one regional:

- Kempsey Camera Club (normally January / February)
- Solihull Photographic Society (normally March / April)
- Stourbridge Photographic Society (normally September)
- A projected digital images (PDI) and prints competition run by the Midland Counties Photographic Federation (MCPF) (April)

Inter-club competitions are for PDI only. Normally each club submits 25 photos and these are reviewed and scored by an external judge. Each image is awarded a score (normally out of 20) and the club with the highest score wins.

A sub-committee is set up to select the 25 images from WDPC. These can be submitted for consideration at any time by members. Deadlines for submissions will be announced at the Club. Early submission helps as some judges require images to preview. Images may also be selected from those submitted for assignments or internal competitions, but preference will be given to those submitted specifically for the competition.

Submissions must follow the same rules regarding size etc. as for internal PDI competitions (we are aware that the MCPF is changing the rules on sizing and these rules may change in the future). Any

variations to this will be announced at the Club. We will not be able to use any image that contains watermarks, copyright notices or similar in an external competition. Any number of images can be submitted, but only 4 can be used from any one author. Photos used in a previous competition with the same club cannot be used.

If you'd like to help in the selection sub-committee, please ask a Committee Member.

7. MCPF and PAGB Affiliation

The Midland Counties Photographic Federation (MCPF) is one of fifteen Federations which make up the Photographic Alliance of Great Britain (PAGB). The member clubs of these Federations are automatically affiliated to the PAGB.

Webheath DPC is a member of the MCPF. This gives us access to advice and guidance, but more importantly judges and guest speakers. The MCPF hold a couple of general meetings each year and an AGM. Each member club can send delegates, the number being based on club membership numbers.

MCPF also arrange competitions during the year and other activities. Although, these may be spread across the region they are often held at the Smethwick Photographic Society's excellent facilities.

The MCPF issue a monthly newsletter to which a link is published in the Forums and Club Resources pages on the WDPC website.

More information about the MCPF can be found on their website at mcpf.co.uk.

8. Insurance

The Club is adequately insured against public liability claims and loss or damage to Club equipment. It is up to you to insure your own equipment if appropriate as this is not covered by Club insurance.

9. Data Privacy Notice

WDPC understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all our members and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

This Privacy Notice provides a high-level overview of how we use your personal data: how it is collected, how it is held, and what it is used for. It also explains your rights under the law relating to your personal data.

You must confirm that you are happy for the Club to hold and use limited personal data.

What is Personal Data?

Personal data is defined as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simple terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

What Are My Rights?

Under the current GDPR legislation you have the following data protection rights, which WDPC will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always find out more from any committee member.
- b) The right to access the personal data we hold about you.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to data portability. This means that you can ask us for a copy of your personal data held by us to re-use with another service or business in many cases.

Further information about your rights can also be obtained from the Information Commissioner’s Office, www.ico.org.uk.

What Data Does WDPC Hold?

The Club only holds a small amount of personal data that is required for the purpose of the day to day running of the Club.

The following information is requested from every member of Webheath DPC:

- First Name*, Last Name*
- Website user name*
- Address
- Home phone number
- Mobile phone number
- E-mail address*
- Flickr website URL* (only if provided)

Additionally, we will hold:

- Start and end dates of Club membership
- Posts* that you make on the website forums. Please try to avoid putting further personal data in such posts.

Information about Club members is held on computers of committee officers for maintaining Club records, running competitions, and for distributing information to the members about the Club. Data marked with an asterisk* is also held on the Club website.

Access to this data is restricted to Club committee members. Without your express permission your data will not be shared with anybody outside the Club, with the exception of photographic organisations to which we are affiliated (e.g. MCPF, PAGB) and then only for day to day running of the Club. Your data may be held for up to 5 years for insurance purposes.

The usual method of sending out information is via email. Email will only be used for the purpose of normal running of the Club. Please note that, as this data is used to communicate information to members, it is important that you keep it up to date by letting the Membership Secretary know of any changes. This is especially important for email accounts, as some people have more than one account for security or change them on a regular basis.

As required by legislation WDPC must ask each member whether they object to their data being used and stored this way on computerised records. Without this data we cannot run the Club effectively and may not be able to inform you of club activities.

How Can I find Out More or Complain?

For more information about the data privacy, to request changes or correction, or request data to be removed, please contact any committee member.