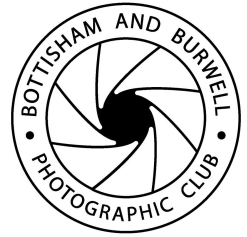


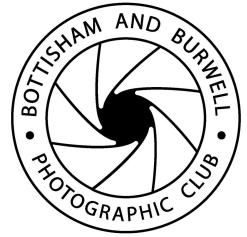
## Club Handbook

# Club Constitution & Rules



1. The Club shall be known as 'Bottisham & Burwell Photographic Club' and membership is open to anyone interested in photography.
2. Membership of the Club implies the undertaking to comply with and abide by these rules.
3. An annual subscription and a weekly attendance fee shall finance the Club. Both the annual subscription and the attendance fee shall be reviewed by the Club Committee for discussion and possible adjustment by the club members at an Annual General Meeting to be held in April each year. Any adjustment will take effect in the following September.
4. The Officers of the Club shall consist of a Chairperson, Honorary Treasurer, Honorary Secretary and Programme Secretary.
5. The affairs of the Club shall be managed by the Officers of the Club and a minimum of 2 Committee Members, all to be elected at the Annual General Meeting. The Committee may also co-opt non-voting club members to carry out specific tasks but any such co-option shall not be valid beyond the date of the next Annual General Meeting.
6. All Officers and Committee Members are eligible for re-election each year.
7. Notice of the Annual General Meeting shall be sent by letter or electronic mail to the members not less than fifteen days prior to the meeting.
8. Candidates for election to the Committee shall be proposed by one member and seconded by another, with the signed approval of the candidate proposed. The proposal shall be sent to the Honorary Secretary not less than seven days before the Annual General Meeting.
9. Special meetings may be convened on submission of a requisition signed by at least 10 ordinary members, stating the object of the meeting and sent to the Secretary at least fourteen days before the proposed date.
10. The Annual General Meeting shall be held in April each year for approval of the minutes of the previous Annual General Meeting, annual reports of the Committee and the audited Balance Sheet.
11. The Treasurer at the end of February each year will draw up a Balance Sheet to be approved by an independent Accounts Verifier, appointed each year at the Annual General Meeting.
12. At Annual General Meetings and Committee meetings of the Club, a minimum of 2 Officers and 2 Committee Members must be present to form a quorum.
13. The Secretary shall keep minutes of Annual General Meetings and Committee Meetings and conduct correspondence of the Club. All personal data and information collected as part of the Secretary's role shall be held securely and used only for membership purposes and for the effective management of the lawful and legitimate interests of the Club. Personal data/information collected will not be issued to any

# Club Constitution & Rules

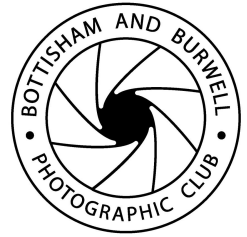


- data controller for use in electronic marketing or the issue of marketing material, which includes the offer of services addressed specifically to any individual.
14. An Officer of the Club or a Committee member shall carry out any correspondence relating to their specific appointment.
  15. The Treasurer shall collect all subscriptions and monies due at the start of the club season in September each year.
  16. A non-member may attend the club as a visitor for two consecutive meetings. If the non-member decides to join the club, the visitor's fee, approved for that season, will be deducted from the annual subscription for that year.
  17. Any member whose subscription is more than 3 months in arrears will be removed from the list of members on the approval of the Committee.
  18. If a member acts in a manner detrimental to the Club, its Committee or its members, the member may be asked to resign from the Club by approval of the Committee. Any member asked to resign shall have the right of appeal to a Special General Meeting called specifically for that purpose.
  19. All Committee proceedings and those of any Special General Meeting called under Rule 9 shall be treated as privileged and confidential.
  20. In the event of the Club's dissolution a Special General Meeting shall be called and a decision made as to the disposal of all Club assets.
  21. Club Competition Rules shall be considered as Appendices to the Club Constitution. Any changes to the Club Competition Rules shall be approved by the full Committee and ratified by the membership at the next Annual General Meeting or Special General Meeting. The rule change will then take effect from September of that year.
  22. The Committee shall interpret all rules and determine any question not provided in the Club Constitution or Club Competition Rules. The decision of the Committee shall be final. *In the event of the definition of a named competition, where there is a possibility of contention, then the definition shall be that given by the Collins Dictionary of the English Language or The Oxford Concise English Dictionary.*

September 2025.

# Trophies and Awards

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Trophies from the preceding season are awarded at the Welcome evening at the start of the new season. These trophies are linked to the various internal competitions run during the preceding season.

These are:-

**The Metcalfe Trophy** – For images taken during our Annual Club Outing.

**The Ian Kippax Plate** – The PDI League.

**The Ken Easy Trophy** – The Colour Print League.

**The Rushworth Cup** – The Mono Print League.

**The Roger Human Trophy** – Best of the Best Print Competition.

**The Hanson Trophy** – The Best of the Best PDI Competition.

**The Wrycraft Trophy** – PDI Panel Competition.

**The Laurel Cup** – Creative Board Competition.

**The Committee Award** – Most Promising/Improved Photographer of the Season

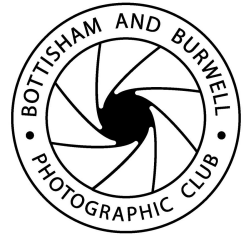
Please note

The rules for these internal competitions can be found listed in Appendix A of this document.

Different rules may apply to External competitions - such as The Definition of Nature. Please refer to the rules of the particular competition being entered. The External Competition Secretary will be able to advise on this.

# Club Officers and Committee Members

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## **Officers**

**Chairman** - Daphne Hanson

**Treasurer** - John Wilderspin

**Secretary** - Debra Bennett

**Programme Secretary** - Daphne Hanson

## **Committee Members**

**Internal Comp Sec.** - Jim Bennett

**External Comp Sec.** - Duncan Winterborn

Yvette Smith

Georgina Collier

Paul Mansfield

## **External Competition Selection Committee**

John Wilderspin

Daphne Hanson

Martin Rushworth

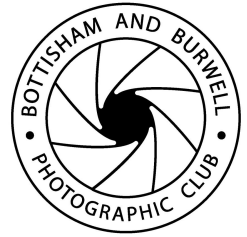
Gerry Metcalfe

Yvette Smith

Host/coordinator Duncan Winterborn

# Club Contacts

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**Secretary – [secretary.bandbpc@gmail.com](mailto:secretary.bandbpc@gmail.com)**

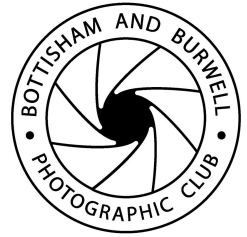
**07722 388770**

**Internal Competition Secretary – [icsecretary.bandbpc@gmail.com](mailto:icsecretary.bandbpc@gmail.com)**

**07860 679870**

**External Competition Secretary – [externalcompsec.bandbpc@gmail.com](mailto:externalcompsec.bandbpc@gmail.com)**

**[Website - https://www.bottburpc.org](https://www.bottburpc.org)**



# Appendix A : Internal Competition Rules

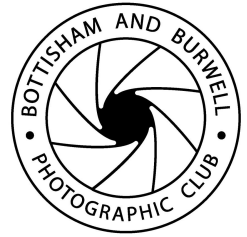
## Common Rules for All Internal Competitions

The following rules apply to all Bottisham & Burwell Photographic Club Internal Competitions :

1. Entry is conditional on being a fully paid-up member of the Club.
2. **It is the Member's responsibility to ensure that they understand these rules and that their entries comply.**
3. An Entry must be wholly the work of the Photographer.
  - a. The whole of the work – including components of composite images - must originate from Photographic Capture.
  - b. The use of “clip-art”, textures and any other additions from any source other than the Photographer's own original work is forbidden.
  - c. The use of Images, or Components of Images, which have been generated by Artificial Intelligence Applications (AI) is **NOT** acceptable.
  - d. The use of AI enhanced tools within a processing package is, however, acceptable – **provided that the AI element is employed to enhance the efficiency of a tool which is under the control of the Photographer and which is acting on pixels which have been photographically captured by the Photographer.**

**NOTE : These rules are intended to define the underlying spirit of competition between Members. We all rely totally on the complete honesty of our Club Members to compete fairly on a level playing field. This principle is the most important underlying aspect of these rules.**

4. All Club Internal Competitions are “Open”.
  - a. This means that other commonly used rules and conventions – such as “Nature” rules do not apply.
  - b. The Author of the work is free to manipulate the work in any way as long as compliance with Rule 3 is observed.
5. The Author of the work shall retain the copyright to the image, however the Club reserves the right to use an image entered into a Club competition for subsequent entry to external competitions and exhibitions, on behalf of the Club, from time to time as required.
  - a. Any member who does not wish this to be the case must inform the Club External Competition Secretary before entering Club competitions.

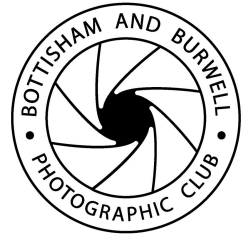


## Appendix A : Internal Competition Rules

6. For each competition Members may put in **up to three entries**.
7. Each Member must indicate their priority for each of their entries into a competition so that the Internal Competition Secretary can automatically remove the lower priority entries in order to control the number of images presented to the Judge.  
(Priority number 1 to 3 for each entry).
  - a. When using PhotoEntry – or similar competition entry systems – the order of entry will be taken as indicating your priority. (The lowest entry in the list will be removed first).
8. Entries into Projected Digital Image competitions must be in the following format :
  - a. A “JPEG” file with a “.jpg” extension.
  - b. Filename must be the Image Title. **Nothing else**.
    - i. The Image Title will be as entered by the Photographer using the PhotoEntry competition management system.
  - c. The image should be in sRGB Colourspace. (IEC 61966-2-1)
  - d. The file must be a maximum of 1600 pixels wide by a maximum of 1200 pixels high. (In other words it must fit inside a notional box measuring 1600 pixels wide and 1200 pixels high).
9. Entries into Print competitions require that a PDI version of the printed image is submitted before the competition using the same format as for PDI images described in Rule 8.
  - a. This file will be kept by the Club for record purposes and to assist in selection discussions for External Print Battles and competitions.
  - b. (This requirement does not apply to the Creative board competition – The Laurel Cup – for which entries are made on the night only in physical form).
10. Print competition entries shall use the following format :
  - a. Each print shall be mounted on a standard mount board 50cm by 40cm in overall size.
  - b. Each print shall have a minimum printed area of 308 cm<sup>2</sup> (The equivalent of 8 x 6 inches).
  - c. Each print shall be labelled on the reverse with a Club standard adhesive label showing the Competition Details, including the date and Judge, Title and space for place and marks awarded.
    - i. Labels will be made available at Club meetings prior to the competition date.
    - ii. It shall be the responsibility of the Member to ensure that the competition label is completed properly before entry and subsequently updated after judging.



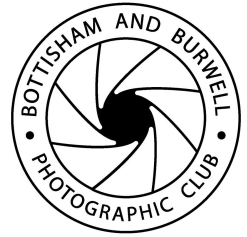
# Appendix A : Internal Competition Rules



- d. With the exception of entries to the Laurel Cup (See specific competition rules later) - No markings shall be applied to the front of the print whatsoever.
  - e. Care shall be taken to ensure that prints are prepared in such a way that damage will not be caused to other prints when placed together ready for handling during the competition. Prints which do not comply with this requirement may be rejected from the entry.
  - f. Prints shall be brought to the Club meeting on the night of the competition.
    - i. Members bringing entries must arrive in good time before the start of the competition to allow time for the entry to be sorted and the Judge to have a preview.
    - ii. Late entries may be rejected.
11. Each entry shall receive a mark out of 20 from the Judge.
- a. (With the exception of the Panel Pics and Creative Board competitions where the Judge is asked to give places only – no marks).
12. The Judge will be asked to nominate one image from the competition for each of the following place awards :
- a. First
  - b. Second
  - c. Third
  - d. And **UP TO three** Highly Commended images at the Judge's discretion.
13. The above rules apply to all of the Club's Internal competitions as listed below :
- a. The Metcalfe Trophy.
  - b. Each of the three PDI League competitions.
  - c. Each of the three Print League Colour competitions.
  - d. Each of the three Print League Mono competitions.
  - e. The Panel Pics competition.
  - f. The Creative Board competition.
  - g. The Hanson Trophy.
  - h. The Roger Human Trophy.
14. It is the individual Member's responsibility to ensure that their entry is made in good time before the closing deadline for the competition.
- a. This deadline will be advised by the Internal Competition Secretary by email before the due date – but it is still the individual Member's responsibility to check this aspect if in any doubt, particularly if a request for entries hasn't been received.

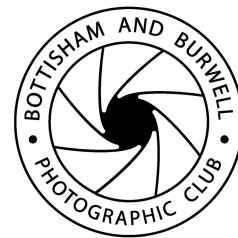
## Appendix A : Internal Competition Rules

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- b. Unless specifically stated, the normal deadline for submissions will be by mid-night on the Friday immediately pre-ceeding the evening of the competition.
- 15. Final acceptance of an entry is at the discretion of the Internal Competition Secretary. Disputes may be raised initially in writing by email to the Internal Competition Secretary and subsequently referred to the Club Committee in the event of a disagreement. The Committee's decision is final in such an event.

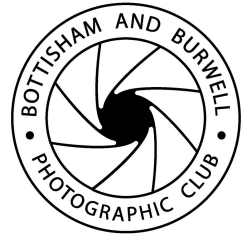
# Appendix A : Internal Competition Rules



## Number of times an image can be used

The following rules apply to entries into the Metcalfe Trophy, the PDI League and Print League competitions.

1. An image may be entered across the above competitions **a maximum of three times in total.**
2. Each entry into any one of the above competitions counts as one appearance. After the third appearance the image cannot be used again in those competitions.
3. Alteration of an image in any way does NOT reset the above count.
4. Presentation of an image in a different form – for example Colour to Mono, Print to PDI - or vice-versa also does NOT reset the above count.
5. An image which is substantially similar to a previous entry made by the Member will be counted as a version of the previous image for the purposes of eligibility for competition.
  - a. Note : The Competition Secretary's decision is final with respect to any dispute arising over this rule.
  - b. If in doubt as to the eligibility of an image it is recommended to consult the Competition Secretary before entry.
6. An image is counted as having “appeared” only if it is actually judged in the competition – so if an entry is culled due to excess numbers, for instance, it can be re-presented at a future date with no penalty.
7. The number of times an image has appeared carries across into subsequent seasons, so the three possible appearances can occur over more than one season provided the total does not exceed the three allowed.
8. Any image which is awarded a 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> place in a PDI League Competition cannot then be used in any subsequent PDI League Competition irrespective of the overall number of times it has been entered.
9. Any image which is awarded a 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> place in a Colour Print League Competition cannot then be used in any subsequent Colour Print League Competition irrespective of the overall number of times it has been entered..
10. Any image which is awarded a 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> place in a Mono Print League Competition cannot then be used in any subsequent Mono Print League Competition irrespective of the overall number of times it has been entered.



## Appendix A : Internal Competition Rules

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The following rules apply to entries into the Panel Pics (Wrycraft Trophy) and Creative Board (Laurel Cup) competitions :

1. An entry may only be used once.

The following rules apply to entries into the Hanson Trophy PDI competition :

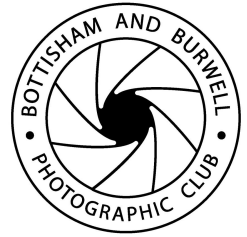
Members are encouraged to enter images which they consider reflect their best work for this contest.

1. **An entry may only be used once.**
2. Alteration of a previously entered image in any way does NOT reset the above count.
3. Presentation of a previously entered image in a different form – for example Colour to Mono - or vice-versa also does NOT reset the above count.
4. An image is counted as having been used only if it is actually judged in the competition – so if an entry is culled due to excess numbers, for instance, it can be re-presented at a future date with no penalty.

The following rules apply to entries into the Roger Human Trophy print competition :

Members are encouraged to enter images which they consider reflect their best work for this contest.

1. **An entry may only be used once.**
2. Alteration of a previously entered image in any way does NOT reset the above count.
3. Presentation of a previously entered image in a different form – for example Colour to Mono - or vice-versa also does NOT reset the above count.
4. An image is counted as having been used only if it is actually judged in the competition – so if an entry is culled due to excess numbers, for instance, it can be re-presented at a future date with no penalty.



# Appendix A : Internal Competition Rules

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## Specific Competition Details :

### The Metcalfe Trophy :

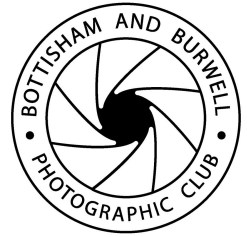
1. This is a PDI based competition for images taken on the day of the Club Outing from the end of the previous season.
2. Entry is further restricted to those who have signed-up for a place on the outing and who have travelled to and from the venue with the Club.
3. The images placed First, Second and Third in the competition will be awarded a trophy at the Club Social evening at the end of the season.

### The PDI League :

1. The PDI League consists of three individual competitions run during the course of the season.
2. In each individual competition, scores and places will be awarded on the night by the Judge.
3. At the end of the season, the overall aggregate scores for each Member who has taken part will be used to decide the League table positions.
4. Trophies for First, Second and Third places in the league will be awarded at the Club Social evening at the end of the Season.

### The Print League :

1. The Print League consists of three individual competitions run during the course of the season.
2. Each competition has two sections – Colour and Mono.
  - a. The two sections are considered as two separate competitions, each of which has it's own entry.
3. In each individual competition, scores and places will be awarded on the night by the Judge.
4. At the end of the season, the overall aggregate scores for each Member who has taken part will be used to decide the League table positions.
5. Trophies for First, Second and Third places in the league will be awarded at the Club Social evening at the end of the Season.
  - a. For the Colour section, this is the Ken Easy Trophy.
  - b. For the Mono section, this is the Rushworth Cup.



## Appendix A : Internal Competition Rules

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### The Hanson Trophy :

1. This is a PDI based competition which is intended to showcase the Club's best work.
2. Scores and places will be awarded on the night by the Judge.
3. The images placed First, Second and Third in the competition will be awarded a trophy at the Club Social evening at the end of the season.

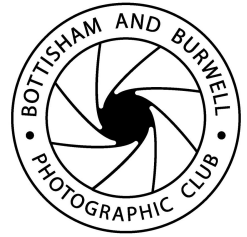
### The Roger Human Trophy :

1. This is a Print based competition which is intended to showcase the Club's best work.
2. Scores and places will be awarded on the night by the Judge.
3. The images placed First, Second and Third in the competition will be awarded a trophy at the Club Social evening at the end of the season.

### The Wrycraft Trophy : (Panel Pics)

1. This is a PDI, panel-based competition.
2. Each entry shall consist of the following :
  - a. Five PDI images which, when projected together, form a cohesive panel of work with an overall themed Title chosen by the entrant.
  - b. Each of the five images shall comply with the requirements for entry of a PDI image in the Common Rules (Rule 8).
  - c. The Title of each of the five images shall be the overall Theme Title, followed by a number representing the projection order – left to right – for display on the projector screen during judging.
    - i. (e.g. Butterflies 1, Butterflies 2,..... Butterflies 5).
  - d. The five images shall be displayed by the projector in a single horizontal, centred, line left to right across the screen. No other hanging arrangements shall be accepted.
3. The Judge will award First, Second and Third places on the night, together with a critique of all entries. No scores will be given.
4. The panels placed First, Second and Third in the competition will be awarded a trophy at the Club Social evening at the end of the season.

# Appendix A : Internal Competition Rules



## The Laurel Cup : (Creative Boards)

1. This is a print based competition with entries brought to the Club on the night of the competition.
2. Each entry shall consist of more than one printed image mounted on the board on a Theme chosen by the Entrant.
3. Each entry shall be mounted on a standard 50cm by 40cm mount board.
4. Each entry shall have a Title marked clearly on the front of the board so that it can be seen by the judge and audience on the night. No other markings shall be placed on the front of the entry.
5. The entrant shall mark the rear of the entry with their name clearly for identification purposes.
6. The Judge will award First, Second and Third places on the night, together with a critique of all entries. No scores will be given.
7. The panels placed First, Second and Third in the competition will be awarded a trophy at the Club Social evening at the end of the season.

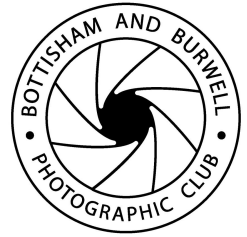
These rules are an appendix to – and therefore form an integral part of - the Club Main Rules and Constitution. It is a condition of membership that these rules are observed.

In the event of a dispute over interpretation of the wording of these rules, the definition given in the current version of the Oxford English Dictionary shall apply.

Internal Competition Secretary

## Appendix B : Awards from Previous Season

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Trophies and Awards made following last season's 2024 - 2025 competitions are :

### **The Metcalfe Trophy**

1<sup>st</sup> Debra Bennett , 2<sup>nd</sup> Georgina Collier, 3<sup>rd</sup> Debra Bennett.

### **The Ian Kippax Plate**

1<sup>st</sup> Elliot Needham, 2<sup>nd</sup> Jim Bennett, 3<sup>rd</sup> Dave Hawkins.

### **The Ken Easy Trophy**

1<sup>st</sup> Yvette Smith, 2<sup>nd</sup> Jim Bennett, 3<sup>rd</sup> Elliot Needham.

### **The Rushworth Cup**

1<sup>st</sup> Jim Bennett, 2<sup>nd</sup> John Wilderspin, 3<sup>rd</sup> Don Fleet.

### **The Roger Human Trophy**

1<sup>st</sup> Yvette Smith, 2<sup>nd</sup> Dave Hawkins, 3<sup>rd</sup> Yvette Smith.

### **The Hanson Trophy**

1<sup>st</sup> Gerry Metcalfe, 2<sup>nd</sup> Elliot Needham, 3<sup>rd</sup> Yvette Smith.

### **The Wrycraft Trophy**

1<sup>st</sup> Debra Bennett, 2<sup>nd</sup> Jim Bennett, 3<sup>rd</sup> Jim Bennett.

### **The Laurel Cup**

1<sup>st</sup> Jim Bennett, 2<sup>nd</sup> Jim Bennett, 3<sup>rd</sup> Georgina Collier.

### **The Committee Award**

Cyril Long.