

**Mississauga Camera Club
Digital Competition Handbook
2016-2017**



January 2017

Version 3.3

Digital Competition Team Leader

Sorin Alb

digitalchair@mississaugacameraclub.ca

***Are you looking for the
competition submission
instructions?***

***GO DIRECTLY TO SECTION 7
on page 9***

TABLE OF CONTENTS

1. INTRODUCTION TO COMPETITIONS.....	1
1.1. OVERVIEW OF COMPETITION	1
1.2. WHAT’S NEW FOR DIGITAL COMPETITIONS IN 2016-17?	1
2. COMPETITION IMAGE CATEGORY DEFINITIONS.....	3
2.1. CREATIVE	3
2.2. NATURE.....	3
2.3. PICTORIAL	4
3. COMPETITION RULES AND GUIDELINES.....	4
4. HOW IMAGES ARE JUDGED AND SCORED.....	5
4.1. PICTORIAL SCORING.....	5
4.2. NATURE SCORING	6
4.3. CREATIVE SCORING	6
4.4. CATEGORY PLACEMENT	6
4.5. IMAGE RE-SUBMISSION.....	6
5. TYPES OF DIGITAL COMPETITIONS.....	7
6. EXPERTISE LEVELS	8
6.1. LEVEL ASSESSMENT FOR NEW MEMBERS.....	8
6.2. PROGRESSION THROUGH EXPERTISE LEVELS	8
7. SUBMITTING FILES FOR COMPETITION	9
7.1. NAMING YOUR FILE (OTHER THAN MAURICE DECUNHA ENTRIES).....	9
7.2. NAMING YOUR MAURICE DECUNHA ENTRIES	10
7.3. SIZING YOUR IMAGES FOR COMPETITION.....	11
7.4. TIPS FOR SIZING YOUR IMAGES	11
7.5. HOW TO SUBMIT YOUR FILES.....	11
7.6. COMMON ERRORS WITH DIGITAL FILE SUBMISSIONS	12
7.7. REPLACING IMAGES	13
7.8. WITHDRAWING AN IMAGE FROM A COMPETITION	13
7.9. PROCEDURES FOR NON-COMPLIANT IMAGES.....	13
8. MAURICE DE CUNHA DIGITAL FLOWER COMPETITION	13
8.1. THE COMPETITION	13
8.2. THE AWARDS.....	14
8.3. THE ENDOWMENT FUND	14
8.4. NAMING MAURICE DECUNHA ENTRIES	14
9. RON MANNING DIGITAL COMPETITION.....	14
9.1. THE COMPETITION	14
9.2. THE AWARDS.....	14
9.3. THE ENDOWMENT FUND	15
10. DIGITAL PHOTO ESSAY COMPETITION	15
10.1. PHOTO ESSAY FILES.....	15
10.2. PHOTO ESSAY PRESENTATIONS.....	15
10.3. CRITERIA FOR PHOTO ESSAY SCORING.....	15
10.4. PHOTO ESSAY SCORING: CLARIFICATION OF TERMS.....	16
11. CERTIFICATES OF ACHIEVEMENT	17
APPENDIX I: COMPETITION LEVEL ADVANCEMENT.....	18

APPENDIX II: MISSISSAUGA CAMERA CLUB TROPHIES	19
APPENDIX III: DIGITAL COMPETITION SCHEDULE FOR 2016-17.....	20
APPENDIX IV: DIGITAL COMPETITION HANDBOOK UPDATES	21

1. Introduction to Competitions

1.1. Overview of Competition

Competitions within the Mississauga Camera Club are the best way to improve your photography and take it to the next level. The Mississauga Camera Club offers various avenues for you share your photography and compete with your fellow members in a friendly atmosphere. You are encouraged to enter every competition and many members are willing to assist you with any aspect of competitions if required.

The Club offers two main presentation mediums which count towards advancement within the club: Digital Image and Print. Other competitions are also available (described later in this document) but are optional and do not count towards advancement. You are encouraged to enter them as well.

There are two competition handbooks, one for the Digital Competitions and one for the Print Competitions. **This Competition Handbook is the dedicated to the Digital Competitions.**

There is a great deal of information on competitions to be communicated and documented. Every effort has been made to make this Handbook as clear as possible; however, changes to the information are inevitable. You can find the version number of this Handbook on the title page beneath the date and see any updates from previous versions in *Appendix IV: Updates to the 2015-16 Digital Competition Handbook*. If you feel you have a suggestion on how to improve any aspect of this Handbook or its content, please feel free to contact the Digital Competition Team Leader (digitalchair@mississaugacameraclub.ca) with your suggestions.

1.2. What's New for Digital Competitions in 2016-17?

The timetable for competitions for this year is shown in *Appendix III: Digital competition schedule for 2016-17*. In addition to the timings of competitions, new themes will soon be selected for the theme competitions this year.

This year we will continue with the on-line judging approach begun two year ago. Just as a reminder to those more familiar with the traditional off-line system, please note:

1. The on-line judging system enables:
 - ability to compete with other clubs;
 - access to judges from other regions; and
 - reduced time and effort to administer competitions.
2. The maximum permitted image resolution will be 1920 x 1080 pixels. This is higher than the off-line projector based system, to allow judges to view images on HD monitors.
3. Judges view images and provide scores through an online system, rather than through the in-person judging sessions that were held in previous years. In addition to providing a score for each image, Judges will also be asked to rank the best five images. Both scores and ranks will be used to determine prize winners. In the off-line system we found that as the competition progressed, the scores of the three judges tended to converge for each image, presumably because of the natural influence of hearing each other's scores over time. In the on-line judging the judges score in isolation. So, larger differences between scores of different judges are to be expected. Independent, objective scores are an advantage of the new system. Also, judges have more time to examine each image and the order of images in the competition does not influence the scores.

Should two (or more) images in a particular level and category receive an equal score and rank, effectively resulting in a "tie" for an award, both images would receive the award. For example, if two images in the Entrant Pictorial tied for first place, there would be two First Prize winners, as well as a Third Prize winner (assuming there were no other ties).

4. Assessment of expertise levels for Entrants is now voluntary rather than compulsory. If a member entering one of our competitions for the first time believes that they may not be at the Entrant level then they can request an assessment. Details are in Section 6.1.

2. Competition Image Category Definitions

2.1. Creative

Images in the Creative category will display a departure from realism consisting of experimental and imaginatively creative images that tend toward the abstract in the interpretation of a subject. Further, these images are not normally seen by the naked eye and may engage the viewer in finding the meaning of the photograph. They will have been manipulated either in the camera via conventional means (multiple exposure, special effects, filters, etc.) or by using more intensive digital editing or application of the following types of techniques:

- composites
- digital Filters
- colour Toning
- orton Effect etc.
- motion blur
- texture
- masking
- montage
- combination of BW and colour
- solarization
- brush strokes
- photograms
- negative images
- distortion
- HDR
- multiple images
- collage
- posterization

There is a persistent misunderstanding about the definition of a “creative image”. This was discussed in some detail in an article in the Mississauga Camera Club’s publication, *Klik*, in November 2012¹. As mentioned in the August 2013 Competition Report², there is sometimes disagreement over the meaning of “departure from reality”; therefore, a new procedure for dealing with images that the judges consider “misclassified” was implemented in 2013-14 (see *Section 4.4 - Category Placement*).

2.2. Nature

Nature photography depicts subjects found in nature, such as animals, birds, plants, geology and phenomena not produced by man. Images can document observations from some phase of natural history. (e.g. Botany, Zoology, Geology, etc., excluding Anthropology and Archaeology.) **A nature photograph should not have any evidence of destructive grooming** of the natural habitat or **the creation of excessive stress** on animals such as the use of flash on nocturnal animals (owls etc.)

Images in the Nature category must follow the definition of Digital Realism (an image that the viewer would see as reality). No elements may be removed or combined. No manipulation or modification is permitted except resizing, cropping, selective lightening or darkening, and restoration of original colour of the scene. No special effects filters can be applied. Any sharpening must appear natural.

HDR would be included in selective lightening and darkening, but not beyond normal contrasts. Slow shutter speed (i.e. applied to soften water flow) is acceptable. Monochrome is acceptable.

¹ The November 2012 edition of *Klik* is available online at http://www.mississaugacameraclub.ca/pdf/klik/KLIK_2012_November.pdf

² The August 2013 Competition Report is available online at http://www.mississaugacameraclub.ca/pdf/MCC_Competition_Report_August_22_2013_2nd_Edition.pdf.

Evidence of the "hand of man" and man's specialized environment should not be evident. The accurate record of the subject is the primary objective; however, every effort should be made to use the highest levels of artistic skill in Nature photographs. Zoo, game farm, butterfly conservatory specimens or studio photography of the subject is an ACCEPTABLE alternative as long as it is not certified as wildlife and the subject is depicted in a **natural habitat**.

A good nature photograph strikes a balance between aesthetic appeal and authenticity. The goal of Nature photography is to record and teach. The most effective method is through an image that tells a nature story. Normally the **story telling value** of an image will be given more weight than the pictorial quality.

Images of cultivated plants, still life studies, domesticated and/or obviously controlled specimens, mounted specimens, museum habitats or groups, or images containing derivations or any form of photographic manipulation, including **digital enhancements that alter the truth, are INELIGIBLE and SHOULD NOT BE SUBMITTED** in this category.

Note the truthfulness of Nature images as seen through the viewfinder should not be altered; however, the elimination of minor foreground or background distractions is permissible.

2.3. Pictorial

Pictorial images include any image that the viewer would see as reality, inclusive of black & White images. Images in this category typically will include but are not limited to landscapes, people, and everyday life scenes. Also included are subjects such as architecture, still life, tabletop, seascapes, people at work or play, portraiture, flowers, etc.

Note that photographs containing images of other peoples' art, paintings, sculpture, stained glass windows, body art, etc. will not be considered competition material and will be removed from competition (without notice) by the Digital Competition Team Leader. Possible exceptions are cases where such elements are an integral part of another overall composition of the type considered "art photography". If you believe that your image is such an exception, you must obtain approval from the Digital Competition Team Leader prior to submitting the image.

Regarding nudity in images, it will be the responsibility of the Digital Competition Team Leader to decide on the admissibility of images on a case-by-case basis with the objective of distinguishing nudity from pornography. If the creator of an image objects to the decision of the Digital Competition Team Leader, then an appeal can be made, first to a committee composed of both Print and Digital Competition Team Leaders together with the Director, Competitions. If that appeal result is not satisfactory, then an appeal can be made to the Board of Directors. The decision of the Board will be final.

3. Competition Rules and Guidelines

Every Member is eligible to submit entries in each of the categories. We are an honor-based club and have no desire to police Member submissions. We assume the reason for choosing to participate in club competitions is purely for the enjoyment of fair competition with club peers. The following guidelines apply to all competition entries.

- An image may be entered in one competition only in any year. An image is considered the same as another if it was produced from the same original image or one substantially the same, notwithstanding that its overall appearance may be substantially different.
- All entries must have been exposed by the submitter, including all negatives, transparencies or digital camera files used in the making of images. The submitter's images that incorporate electronic enhancement are acceptable and may be entered in any appropriate category, unless noted otherwise, provided that the original photographic image and any imaging enhancement is the work of the submitter. Digital art in which there is no original photographic image, and images or enhancements involving images (whole or in part) taken from commercial libraries, are not eligible.

- Any images or source material used to create your image (particularly in the Creative category) MUST be your own. If found in violation of this rule, you may be asked to leave the club.
- It is desirable that entries reflect recent work. Entries must be new work not entered into any previous MCCCcompetition.
- All entries to the Mississauga Camera Club's competitions must be family oriented and in good taste. Images may be disqualified at the discretion of the Competition Team Leaders.
- The Mississauga Camera Club may use winning entries from club competitions for promotional purposes. The Member will retain copyright to these images and the photographer will be acknowledged. Typically this could include the posting of winning images on the Mississauga Camera Club's web site or the cover of the club newsletter.
- All possible care will be taken to safeguard entries; however, the Mississauga Camera Club assumes no liability for loss or damage to submitted files.

4. How Images are Judged and Scored

Three Judges will each independently award up to ten points per entry, with a maximum total of 30 points for each entry. In judging, both technical and artistic factors are taken into account and the final score will not be altered by the club. The judges will also provide a rank (from one to five) for the best five images. The combined scores and ranks will be used to determine awards (*First, Second, Third, and Honourable Mention*) for each level and category.

Should two (or more) images in a particular level and category receive an equal score and rank, effectively resulting in a "tie" for an award, both images would receive the award. For example, if two images in the Entrant level Pictorial tied for first place, there would be two First Prize winners, as well as a Third Prize winner (assuming there were no other ties).

Entries receiving 18 points or less are generally not considered for awards unless the situation requires them to. The number of *Honourable Mention* awards in a single competition will generally not exceed 10% of the total entries in the category being judged. The maximum number of awards granted will not exceed half the number of entries in that category.

If there are less than four images entered in any category, the Digital Competition Team Leader will, if possible, assign the entries to the Pictorial category; otherwise, the entries will be judged and scored but awards may not be given. This will be at the discretion of the Digital Competition Team Leader.

A record will be kept of the points earned in all competitions for each Member. At the end of each year, Mississauga Camera Club Achievement Award Certificates will be given to those Members whose accumulated scores exceed a pre-set level. Seals will be used to differentiate this level. The current schedule of awards is listed in *Appendix I: Competition Level Advancement* at the end of this document.

4.1. Pictorial Scoring

In the Pictorial category, the prime consideration for judging is the artistic and technical merit of the image. An image that is technically well done (correctly exposed and focused) and has few or no compositional attributes should score 15-18 out of 30. Points beyond this relate to the artistic attributes of the image, impact, composition, simplicity, quality of lighting, textures, crop, colour harmony, storytelling, etc. There are severe penalties for technical imperfections that are under the maker's control such as tilted horizons, insufficient depth of field, the image cutting the frame, incorrect exposure, poor borders, etc. Hence an image that has strong artistic merit but is technically flawed will not likely score more than 18 points.

4.2. Nature Scoring

In the Nature category, technical merit and documentary value (nature story) are the prime considerations. As with the Pictorial category, images are penalized for technical flaws. In general, nature images should have edge-to-edge sharpness and tell a nature story. Evidence of the “hand of man” should not be present.

The naming of nature images is limited to accurately and technically describing the subject (e.g. “Monarch Feeding on Nasturtium”, or “Great Horned Owl with Nesting Materials”.) All other names could cause the judges to downgrade the score.

4.3. Creative Scoring

In the Creative category, judges will look for clear signs of image manipulation. Generally the more “obviously” manipulated an image has been, the higher it will score. These images are scored more often on their own merits.

4.4. Category Placement

It is the responsibility of competitors to make sure that their entries are submitted to the correct category. If you find the description of each category within this document to be insufficient, please let us know how to improve upon it. The Digital Competition Team Leader may notice images that appear obviously out-of-category and contact the submitter with a suggestion about a more suitable category; however, there is no obligation to do so.

If an image is considered to be out-of-category by the judges then they will score and comment on it accordingly. That is, it will likely have a lower score than if it was in the correct category. In that case, images may be re-submitted according to the re-submission procedure outlined in *Section 4.5 - Image Re-Submission*.

4.5. Image Re-Submission

Images may be resubmitted after the first, second and third competitions of the year. For the fourth competition of the year, it is not practical to offer any opportunity for re-submission.

Based on the Judges’ comments, the Digital Competition Team Leader will note which images are out-of-category and will inform the submitter by e-mail. The subject line of the e-mail will be "Out-of-Category Image". Upon receipt of the e-mail from the Digital Competition Team Leader, the submitter then has two options:

Option 1

The submitter may do nothing and the score as recorded will stand.

Option 2

The submitter may resubmit the image in any category for any subsequent competition that year. The image does not need to be resubmitted in the category that the judges considered more appropriate; after all, a new set of judges may agree with the original classification. Note, however, that only one re-submission is permitted for a specific image. If the judges again penalize the image for being in the wrong category, no further recourse is available.

The following rules apply for re-submissions:

1. If desired, the name of the re-submitted image may be changed for the re-submission; however, no other changes to the image are permitted.
2. The re-submitted image should be attached on its own to an e-mail addressed to the Digital Competition Team Leader (digitalchair@mississaugacameraclub.ca). The e-mail must have the subject line "Re-submitted Out-of-Category Image" and the body of the e-mail text should say, "This image is

being re-submitted because it was considered out of category in Competition Number [*fill in the number*]."

3. If the image is re-submitted, it does not count towards the maximum number of images permitted to be submitted in an individual competition (i.e. a Member may submit three digital images in addition to the re-submitted image in a competition).
4. To avoid giving an advantage to those who re-submit images, when an image is re-submitted the score obtained on the re-submission will always replace the score received on the first submission, even if the new score is lower than the previous score.
5. Re-submission of images places added strain on the processing of images for competitions, so failure to follow the above procedure exactly will result in no-resubmission of your image and no second chance for the image at a future competition.

5. Types of Digital Competitions

There are four (4) Digital Competitions in each club year that count towards level advancement. There is also one optional flower competition that does not count towards level advancement.

Digital Competitions 1, 2 & 4 are open competitions and members may enter up to three (3) images in total. The three images may be entered in any category (Pictorial, Nature, Creative)

Digital Competition #3 includes two themed categories. Members may enter one (1) image in either of the two themed categories. The remaining two (2) images may be placed in any category of the member's choice, including the themed categories.

During **Digital Competition #4**, you have the option to enter our flower competition sponsored by Wendy Maier in memory of her late husband (Maurice deCunha), which does not count towards club advancement. Details on this competition are included in *Section 8 - Maurice De Cunha Digital Flower Competition*. You may enter two (2) flower images in addition to the three (3) images that are normally permitted in a competition.

The Competition Schedule for the current club season, including applicable categories and deadlines, is summarized in *Appendix III: Digital competition schedule for 2015-16*.

6. Expertise Levels

The structure for all digital competitions is divided into levels to allow Members to compete with their peers of similar skills and experience. These levels are: **Entrant, Intermediate and Advanced**. The main purpose of levels is to ensure that Members are able to compete for awards with others of approximately the same expertise.

6.1. Level assessment for new Members

New members may submit five (5) of their best digital images for review by senior Members of the club, who will determine the appropriate expertise level. These jpg format images should be sent to as attachments to the following address:

review@mississaugacameraclub.ca

Image size should be as specified in *Section 7.3 - Sizing Your Images for Competition*. The filename of each image should be:

Member last name_Image Title

Example

For example, a Member named Sam Jones who was submitting an image titled “Black Bear” for review in the Nature category would name the image: Jones_BlackBear.jpg

6.2. Progression through expertise levels

Members generally progress from one expertise level to another as they gain experience. Changes in expertise level may be based upon:

1. acquisition of points (see *Appendix I: Competition Level Advancement*);
2. a request made by the Member to the Digital Competition Team Leader; or
3. a request made by the Digital Competition Team Leader to the Member.

With options 2 and 3, the Digital Competition Team Leader will examine the performance of the Member and decide upon a tentative assignment to a different level (higher or lower). The Digital Competition Team Leader will monitor the performance of the Member in the new level and, based on consultation with the Member and feedback from other Members, decide whether the level is appropriate and what to do if it is not.

If dissatisfied with the decision of the Digital Competition Team Leader, a Member may appeal to the Competition Committee (consisting of the Director, Competitions; Digital Competition Team Leader; and Print Competition Team Leader).

As a final appeal, the Member may appeal to the Board of Directors of the Mississauga Camera Club.

7. Submitting Files for Competition

7.1. Naming Your File (other than Maurice deCunha entries)

To submit an image in a digital competition, each image file must be named in a specific format. This format exists to automatically manage and categorize the large number of files in any given competition. Your full co-operation in following the naming convention is necessary or it may result in your files not making it into competition.

EVERY FIELD OF THE FILE NAME, INCLUDING THE 4 UNDERSCORES ARE MANDATORY!

The file naming convention uses the following format (colours are added for clarification purposes only):

Level_ CategoryNumber_ Initials_ Comment_ Title.jpg

Type	Permitted values	Position in filename*	Description	Notes
Level	E I A	1	Entrant Intermediate Advanced	You may only submit images in your current level.
Category	C N P Y Z	3	Creative Nature Pictorial Theme 1 Theme 2	You may submit each image in any of the categories within a competition. Themes 1 and 2 are only open in the third competition, in which you may submit one image in Theme 1 or Theme 2.
Number	1 2 3	4	First entry Second entry Third entry	Each of your 3 entries in a competition should have a different number.
Initials	3 letters	6 7 8	Your three-letter Member ID	Your Member ID is assigned by the Mississauga Camera Club.
Comment	Y N	10	Yes No	Indicate whether you would like to receive comments on the image. You may only request <u>comments for one of three images per competition.</u>
Title	Up to 30 characters	12 +	The title you have given to the image	The image title can only contain <u>letters, numbers and spaces</u> , with up to 30 characters in total. No trailing spaces allowed, i.e. no space allowed between last letter of title and period (.) preceding 'jpg' file extension.

*Positions 2, 5, 9 and 11 are reserved for the underscore (_) separator.

Members may use the interactive webpage http://www.mississaugacameraclub.ca/MCC_Picnamer.htm to assist in naming their image files. Note however, that this webpage will NOT identify ALL problems with a proposed filename.

If any errors are spotted, the Digital Competition Team Leader may reject files and return them to the submitter for correction, providing there is sufficient time remaining to correct the error. You are strongly advised to submit your files early and notify the Digital Competition Team Leader by sending an email to digitalchair@mississaugacameraclub.ca if you are not certain images have been named correctly.

Example

Sam Jones, whose Member ID is SZJ, is in the Entrant level. Sam might submit three images for a competition as follows:

1. E_N1_SZJ_N_My First Nature Image.jpg

This image is submitted in the Entrant level, nature category. It is the first image, entered by Sam Jones. No comments are requested. The image title is "My First Nature Image".

2. E_P2_SZJ_Y_My Pictorial Image.jpg

This image is submitted in the Entrant level, pictorial category. It is the second image entered by Sam Jones. Comments are requested. The image title is "My Pictorial Image".

3. E_N3_SZJ_N_My Second Nature Image.jpg

This image is submitted in the Entrant level, nature category. It is the third image entered by Sam Jones. No comments are requested. The image title is "My Second Nature Image".

7.2. Naming Your Maurice deCunha Entries

This section only applies to the optional flower competition as part of Competition 4. Full details on that competition included in *Section 8.0 - Maurice De Cunha Digital Flower Competition*. The file naming convention uses the following format:

X_MNumber_Initials_N_Title.jpg

Type	Permitted values	Description	Notes
Number	1 2	First entry Second entry	Each of your 2 entries in the Maurice deCunha competition should have a different number.
Initials	3 letters	Your three-letter Member ID	Your Member ID is assigned by the Mississauga Camera Club.
Title	Up to 30 characters	The title you have given to the image	The image title can only contain <u>letters, numbers and spaces</u> , with up to 30 characters in total. No trailing spaces allowed, i.e. no space allowed between last letter of title and period (.) preceding 'jpg' file extension.

Example

Sam Jones, whose Member ID is SZJ, might submit two images in the Maurice deCunha category as follows.

4. X_M1_SZJ_N_My First Flower Image.jpg

The first image entered by Sam Jones is titled "My First FlowerImage".

5. X_M2_SZJ_N_My Second Flower Image.jpg

The second image entered by Sam Jones is titled “My Second Flower Image”.

7.3. Sizing Your Images for Competition

To ensure that the complete image can be displayed on the screen to give the judges the full impact while maintaining manageable file sizes, images may be no bigger than the following dimensions:

Horizontal Dimension	No greater than 1920 pixels in width
Vertical Dimension	No greater than 1080 pixels in height

Any image that is larger than the stated dimensions may be returned for correction, providing there is sufficient time to correct the error, or potentially eliminated from competition. You are strongly advised to verify that your files are in compliance prior to submission.

You may check your images’ dimensions with the following interactive webpage:

http://www.mississaugacameraclub.ca/MCC_ImageChecker.htm

While maximum dimensions are obligatory, the following screen resolution standard is recommended. Higher resolutions will increase the file size with no discernible improvement in display quality.

Screen Resolution	72ppi
--------------------------	--------------

7.4. Tips for sizing your images

- If you have a landscape image, set your application to size the image to 1920 pixels wide and to “maintain proportions”. The vertical dimension will be set automatically. If your vertical dimension ends up being greater than 1080 pixels, then set your vertical dimension to 1080 pixels and let the horizontal dimension calculate automatically.
- If you have a portrait image, set your application to size the image to 1080 pixels tall and to “maintain proportions”. The horizontal dimension will be set automatically. If your horizontal dimension ends up being greater than 1920 pixels, then set your horizontal dimension to 1920 pixels and let the vertical dimension calculate automatically.
- If your image is closer to being a square than it is a rectangle, set your vertical dimension to 1080 pixels, maintain proportions and let the horizontal dimension calculate automatically.
- It is best to size your images to provide the maximum number of pixels possible within the 1920 horizontal x 1080 vertical constraints. That is, if the image is taller than a 16/9 aspect ratio (width/height=1920/1080), such as with a portrait, then be sure to make the vertical dimension 1080 pixels, with the width then being less than 1920 pixels.
- In addition to the many image manipulation applications that include image resizing features, you may find dedicated applications. For example, “Free Image Resizer” (Windows) from iWesoft, that is available from many software repositories.

7.5. How to submit your files

Send properly-named image files as e-mail attachments to the following address:

submissions@mississaugacameraclub.ca

You will receive an automated email response from the main email address indicating successful receipt of your images. Note however, that you will NOT receive another automated response if you send a second email within ONE hour of the first.

Send your entries only to the mailbox listed above. Entries sent to other addresses may not be entered into competition. Do not send any entries to the Digital Competition Team Leader's email address (even if you are late!!) or to any other address, as this is unnecessary and the entries will not be accepted. To avoid disappointment, **please double-check the email address before sending your entries.** Questions can be directed to the Digital Competition Team Leader at digitalchair@mississaugacameraclub.ca.

7.6. Common errors with digital file submissions

The following is a list of the common errors within files submitted for competition:

- **JPG File Format:** Confirm that you in fact submitted JPG files and not PSD, TIFF or any other file format. If your software automatically saves the file extension as ".jpeg", MANUALLY change it to ".jpg" and ignore the error message that you may receive from the operating system.
- **File extension:** The extension ".JPG" should appear only ONCE at the end of the filename. The extensions ".jpeg" or ".jpg.jpg" are not permitted.
- **Image size:** Verify that the resolution of the images is within the minimum and maximum dimensions allowed and that your email program did not resize them without your knowledge.
- **Extra Spaces:** NO spaces are permitted in the filename PRIOR to your image title, or at the end. That is, between the last letter in the title, and the period (.) separating it from the file extension (jpg). Your image title can have spaces, along with letters and numbers.
- **Order:** Confirm that the order of the level, category, number, initials, comment request, and title are all correct.
- **Numbering:** Verify that each of the three images has a different number, from 1 to 3. For example, three images submitted in the Pictorial category would be labeled P1, P2, P3 not P1, P1, P1.
- **Comment request:** Members should include a Y or N as the 10th character in EACH filename to indicate whether or not a comment is requested. Only one comment request is permitted per competition, NOT one comment per category.
- **Image filenames:** Files must actually be labeled with a correct filename. Attaching an improperly-named file (e.g. IMG_0123.jpg) to the email and indicating the correct filename (e.g. B_N1_SZJ_N_MyFirst Nature Image.jpg) in the subject line or message body of the email is not permitted.
- **Titles:** No symbols (e.g. & , - _ @ ! \$) are permitted within image titles. Only letters (A – Z), numbers (0 – 9), and spaces are allowed.
- **Underscores:** An underscore (_) must be included as the second, fifth, seventh and eleventh characters in the filename. Underscores should not appear elsewhere in the filename.
- **Titles for Nature Images:** Cute/tongue-in-cheek titles are NOT permitted for images in the Nature category. Images submitted with such titles may be disqualified.

NOTE: Previous versions of this handbook referred to an issue that was said to have occurred when image files were sent from Macs, iPhones, iPads and iPods. The issue was that the images would be embedded in the body of the email, and that such images would "not be received" or be improperly named. The suggestion was made to "attach the folder containing their properly-named image files". This alleged problem not been reproduced and the proposed solution was found to require additional manual manipulation by the volunteer(s) processing the receipt of submitted images. For these reasons, all image files, without exceptions are to be submitted as attachments.

7.7. Replacing images

A Member may wish to replace an image (i.e. substitute an updated image for a previously submitted image), either because of an error in naming or sizing an image, or for other reasons. Members are permitted to replace any image up until the competition deadline. There is no limit to the number of times an image may be replaced.

The filename of the replacement image must be identical to the filename of the originally-submitted image. If the filenames are not exactly the same, the replacement image may be disqualified.

Replacement images should be submitted using the same procedures as outlined in *Section 7.5 - How to submit your files*. Replacement images will overwrite previously-submitted images, so that **images that were previously submitted cannot be retrieved after an updated replacement image with the same filename has been submitted.**

7.8. Withdrawing an image from a competition

Members may withdraw an image that has been submitted to a competition, provided the request is made before the competition deadline. To withdraw an image, a Member should send an email to the Digital Competition Team Leader at digitalchair@mississaugacameraclub.ca. The subject line of the email should say "Withdrawal of image from competition" and the body of the email should include the name of the image to be withdrawn.

7.9. Procedures for non-compliant images

In the Mississauga Camera Club, the onus is placed on members to submit images according to the competition requirements. Images will not be reviewed to determine if they have been submitted in the correct category or if they have appropriate titles. Any files that do not comply with file naming or sizing requirements will be withdrawn from the competition and the submitting member will be notified by email within 48 hours of submission. The member may submit properly named and sized images by the submission deadline (using procedures outlined in subsection 7.5 - *How to submit your files*) to take the place of any non-compliant images that were withdrawn. Please note that if images containing errors are submitted with less than 48 hours to go before the deadline then the image will be withdrawn and the member will likely will not be informed in time to replace the image. **It is, therefore, strongly suggested that members submit their images at least 48 hours before the competition deadline.**

8. Maurice De Cunha Digital Flower Competition

The Maurice De Cunha award is sponsored by Wendy Maier in memory of her late husband who was an enthusiastic Member of the Mississauga Camera Club. Wendy and Maurice's family established an Endowment Fund to provide prizes.

This competition has a separate award and, therefore, does not contribute to the total point score.

8.1. The Competition

The Maurice De Cunha Competition is an annual competition designed to promote excellence in digital flower photography, and is open to all Members of the Mississauga Camera Club, in good standing. It is not necessary that Members compete in the other club competitions to be eligible. The subject is FLOWERS (live), whole or in part, either wild or cultivated. Although creative techniques may be used, any manipulations used must not destroy the realism. Images of non-flowering plants, paintings, artificial flowers, sculpture, etc. will be disqualified. Images entered in previous Maurice De Cunha competitions or Jim Cranston print competitions are not eligible. Whenever possible, results will be announced and the images displayed at the Mississauga Camera Club's Annual Banquet.

At this time there is only one category in this digital image competition although others may be added in the future. At least two competitors are required in a category to validate the competition for the category. Each competitor may submit a maximum of two (2) digital entries. The submitter must have exposed all digital images entered, and any manipulations must be the work of the submitter.

8.2. The Awards

One *First Prize* and up to three *Honorable Mention Prizes* will be awarded. Commemorative certificates will be awarded to the *Honorable Mention Prize* winners. In addition, a monetary amount, payable out of the interest received from the endowment, will be awarded to the *First Prize* winner. For example, if the endowment earns \$35.00 interest it would be paid to the *First Prize* winner. The Mississauga Camera Club executive members may, at their discretion, add to this award from the club's general funds, if the interest earned is not significant.

8.3. The Endowment Fund

The Maurice De Cunha Endowment fund is invested in the form of a 5-year GIC, and is administered by the executive members of the Mississauga Camera Club on behalf of Wendy Maier. Should the Mississauga Camera Club cease to exist or hold periodic meetings, the principal amount of \$1,000.00 becomes due and payable to the Mississauga Seniors' Camera Club, located in the Mississauga Seniors' Centre, to foster Senior Citizen Photography.

8.4. Naming Maurice deCunha Entries

Please see *Section 7.2 Naming Your Maurice deCunha Entries* for information on naming your files, as well as *Section 7.5 - How to submit your files* for information on submitting your entries.

9. Ron Manning Digital Competition

The Ron Manning award is sponsored by Stephen and Donald Ross (Ron's nephew and brother-in-law) in memory of Ronald Paul Manning, who was a pillar of the Mississauga Camera Club. He joined the club in 1982 and contributed many hours to the club, especially as Competition Chair from 1987-2003, serving 8 different presidents. Excerpt from Ron's Will 2006 "\$5,000.00 to Mississauga Camera Club for a memorial competition. The proceeds of the gift are to be used to pay the Ronald Paul Manning Cup winners a reward each year." Stephen and Donald Ross established an Endowment Fund to provide prizes.

9.1. The Competition

The Ron Manning Competition is an annual competition based on highest point total for the 12 images submitted, in regular club competitions, in their respective classes - Beginner - Intermediate - Advanced.

9.2. The Awards

The highest point total for the 12 images submitted in regular club competition will be awarded a Ron Manning Trophy in their respective classes.

- Ron Manning Trophy for the Digital Beginner Class
- Ron Manning Trophy for the Digital Intermediate Class
- Ron Manning Trophy for the Digital Advanced Class

In addition, a monetary amount, payable out of the interest received from the endowment, will be awarded to each winner. For example, if the endowment earns \$105.00 interest, it would be divided by 3 and \$35.00 will be paid to each winner. The Mississauga Camera Club executive members may, at their discretion, add to the award from the club's general funds, if the interest earned is not significant.

9.3. The Endowment Fund

The Ronald Paul Manning Endowment fund is invested in the form of a 5-year GIC, and administered by the executive members of the Mississauga Camera Club on behalf of Stephen and Donald Ross (Ron's nephew and brother-in-law). Should the Mississauga Camera Club cease to exist or only hold periodic meetings, the principal amount of \$5,000.00 becomes due and payable to the Mississauga Seniors' Camera Club, located in the Mississauga Seniors' Centre, to foster Senior Citizen Photography.

10. Digital Photo Essay Competition

The Photo Essay competition is held once a year outside of all normal competitions. This competition is normally contingent on volunteers stepping forward to lead and coordinate all aspects of it. In the event that a sufficient number of volunteers do not come forward, there will be no competition. In that situation, there will simply be a 'celebration' of photo essays without any scoring or awards.

The presenter must be the author of the photo essay in every respect. That is, it must be their photos, their program, and the music, if used, must have been selected and integrated by them.

More than one person may collaborate on a photo essay, provided all contributors are given equal credit in the program and in its presentation. Note that the name(s) of the author(s) of the photo essay must not appear in the body of the essay.

Photo essays must be no more than 8 minutes long to be accepted and scored. A range of 3-5 minutes is preferred. Essays longer than 8 minutes will be returned to the author(s) for editing (and reaccepted only if time permits.)

Photo Essays are judged according to the criterial outlined in *Section 9.3 - Criteria for Photo Essay Scoring*. They do not contribute to advancement in the club's rankings; however, there is a trophy awarded at the annual banquet.

10.1. Photo Essay Files

Regardless of which software is used to create the Photo Essay, the file must then be saved to a removable storage drive (also known as a flash drive or USB drive), CD or DVD and given to the club representative in a stand-alone executable file that does not require any installation of slideshow software on the club's computer. The executable Photo Essay file must be able to run on a PC in Windows operating environment.

10.2. Photo Essay Presentations

Depending on the number of entries, all Photo Essays will be shown in their in their entirety, at a regular club meeting.

10.3. Criteria for Photo Essay Scoring

Judges use the criteria outlined below. Each judge awards a score ranging from 4 to 10 for each of the criteria. This yields a maximum possible score of 30 points per judge, or a total of 90 points when there are three Judges.

Criteria 1 – Purpose and Production

- Clarity of intent
- Originality
- Development of Theme
- Structure and Sequencing
- Maintenance of Interest

- Impact
- Integration and Flow

Criteria 2: Photography

- Technical Quality
- Artistry
- Appropriate to Purpose

Criteria 3: SOUND, NARRATION AND TEXT

- Quality
- Appropriateness of Music and/or Narration and/or Text
- Match up to photographs

10.4. Photo Essay Scoring: Clarification of Terms

Purpose and Production

- **Clarity of Intent:** To entertain? To inform? To instruct? To convey emotion or a point of view? How clear is the maker's intent in the show?
- **Originality:** a photo essay should be more than a series of images, however beautiful, set to music, or a plain travelogue with narration identifying the places shown. Originality may be seen in the approach to the purpose, a selection of unusual images appropriate to the purpose, narration that tells an original story, images that capture the particular mood of a piece of music. How fresh is the concept?
- **Development of Theme:** Is the theme introduced early in the show developed logically and consistently, or does it disappear and fragment as the show proceeds?
- **Structure and Sequencing:** Does the *Beginning* attract interest? Is the title appropriate to the purpose of the photo essay? In the *Middle* are the images/ narration/ music consistent with the purpose of the photo essay? Is there a well-designed and obvious *Ending* to the show? Is there an effort to complete the "package" by connecting with the images or narration in the beginning?
- **Maintenance of Interest:** Is the viewer left satisfied and perhaps wanting more? Or relieved that the show is over. Is the length of the show suited to the content? Too long? Too short?
- **Impact:** How strongly does the show command attention? If special effects are used, do they add to the impact or are they distracting?
- **Integration and Flow:** Are suitable *dissolves* used? Is there variation in the timing of dissolves? Are *transitions* smooth between images using suitable colour and compositional elements? Is there appropriate *synchronization* between **images/narration/music/special** effects?

Photography

- **Technical Quality:** Are exposures correct and is the focus sharp where required? Are horizons straight? Are images free of dust? Are horizontal and vertical images changed with smooth continuity?
- **Artistry:** Are images pleasing? (not necessarily of salon quality) Are distracting elements minimized? Are different lenses used to avoid monotony?
- **Appropriate to Purpose:** How well do the images support the developing theme? Are unnecessary, inappropriate or distracting images included?

Sound, Narration and Text

- **Quality:** Is the recording clearly audible throughout, and free of distracting noise. Is the volume appropriate or variable and at times poorly audible? Are transitions technically smooth? If both music and narration are used, is the balance between them suitable?
- **Appropriateness of Music and /or Narration and/or Text:** Is the *type* of music or the narration suitable to the theme? Are there *variations/changes*, which accompany image changes and add variation to the presentation? Does the narration repeat what is obvious from the images? If only music or narration is used, is it appropriate to the purpose of the show? Does the combination of music and narration artistically suit the purpose of the photo essay? Does the text fit in with or interfere with the development of the storyline?
- **Match up to Photographs:** Does the sound and/or narration and/or text support and fit in with appropriate aspects of the photographs?

11. Certificates of Achievement

Certificates will be awarded based on the total number of points accumulated in the current digital competition season, on an annual basis as follows:

Seal Awarded	Number of Points
RED	220 to 240
GOLD	241 to 265
DOUBLE GOLD	266 to 290
TRIPLE GOLD	291+

Appendix I: Competition Level Advancement

Following the end of a competition season (typically at the end of May), Members may graduate from level to level based on the following accumulated scores:

Advancement Type	Average of your current year's total and the best total from your previous 5 seasons.	Current Season
Digital Entrant to Digital Intermediate	225	250
Digital Intermediate to Digital Advanced	251	265

Graduation to the next level will occur when the Member's overall score for the club year exceeds the defined total point score in each of two seasons, (current year + best of the previous 5), or exceeds the defined total point score in the club year.

Appendix II: Mississauga Camera Club Trophies

Achievement	Trophy	Criteria
Digital Entrant Level Trophy	Ron Manning	Highest point total for 12 images submitted in that Level
Digital Intermediate Level Trophy	Ron Manning	Highest point total for 12 images submitted in that Level
Digital Advanced Level Trophy	Ron Manning	Highest point total for 12 images submitted in that Level
Best Creative	Herb Martin Trophy	Highest score for any digital competition image in that category.
Best Pictorial	Herb Martin Trophy	Highest score for any digital competition image in that category.
Best Digital Nature	Herb Martin Trophy	Highest score for any digital competition image in that category.
Photo Essay	Herb Martin Trophy	Highest points awarded.
Mississauga Camera Club Champion	Robbie Robinson	Highest accumulated total for the best 2 images in Digital Pictorial, Digital Nature, Digital Creative

Tie Breaking

In the event that the above criteria for trophy awards results in tie, the following method will be used to determine the winner:

1. A list of the tied participants' images will be arranged in descending order of image score.
2. A comparison of the 1st images, (i.e. their top scoring image) is made and the top score breaks the tie.
3. Failing that comparison, the 2nd best image scores will be compared, again the top score breaks the tie.
4. This procedure carries on until all 12 images have been compared but is very unlikely to get that far.
5. If a tie situation remains after all the submissions have been compared, then the trophy will be awarded to all tied competitors.

Appendix III: Digital competition schedule for 2016-17

Competition	Image Submission Deadline	Category code	Category name	Entry information
1	October 20, 2016 11:59 pm	C	Creative	Members may submit up to three (3) images. Each image may be submitted in any of the three categories. Multiple entries are allowed in each category.
		N	Nature	
		P	Pictorial	
2	December 15, 2016 11:59 pm	C	Creative	Members may submit up to three (3) images. Each image may be submitted in any of the three categories. Multiple entries are allowed in each category.
		N	Nature	
		P	Pictorial	
3	February 2, 2017 11:59 pm	C	Creative	Members may submit up to three (3) images. Each image may be submitted in any of the three regular or two themed categories. Multiple entries are allowed in each category.
		N	Nature	
		P	Pictorial	
		Y	Shadows or Silhouettes	
4	April 6, 2017 11:59 pm	C	Creative	Members may submit up to three (3) images. Each image may be submitted in any of the three categories. Multiple entries are allowed in each category.
		N	Nature	
		P	Pictorial	
		M	Maurice deCunha	Members may submit (2) two images.

Appendix IV: Digital Competition Handbook Updates

The following changes were made when the Digital Competition Handbook was updated from version 2.01 to 3.0.

1. Section 1.3 was updated to reflect our experience in 2014-15 with on-line judging.
2. Appendix III has been updated with the new timings for 2015-16. Themes have yet to be selected for Competition 3
3. Section 6.2 regarding assigning expertise level to new members has been changed to have this review voluntary instead of compulsory. Also, a link to a website can be substituted for five images.

The following changes were made when the Digital Competition Handbook was updated from version 3.0 to 3.1.

1. Handbook reformatted with consistent headers, and Table of Content with links to sections
2. Subsection 7.1 "Naming your File" enhanced, with additional clarifications and reference to the MCC_Picanamer.htm webpage.
3. Subsection 7.3 "Sizing your image for competition" enhanced with additional clarification and reference to MCC_ImageChecker.htm webpage.
4. Subsection 7.4 "Tips for Sizing your images" revised by adding reference to dedicated image resizing applications.
5. Revisions to Subsections 7.5 and 7.6
6. Advice in Subsection 7.6 for users of Apple devices (Macs, iPads and iPods) to submit images by attaching folders rather than individual image files removed, and explanation provided for change.

The following changes were made when the Digital Competition Handbook was updated from version 3.1 to 3.2.

1. Appendix III has been updated with the new timings for 2016-17. Themes have yet to be selected for Competition 3
2. References to "Beginner" level changed to Entrant level. Code letter "B" changed to Code letter "E" for naming files. References to "entrant" elsewhere in the Handbook changed to "submitter" or "member" depending on context.
3. In Section 7.1, clarified that no trailing spaces allowed, i.e. no space allowed between last letter of title and period (.) preceding 'jpg' file extension.
4. Clarified that participation in themed categories in Competition 3 is optional, ie. At the discretion of the member.