

aperture

woolwich photographic society

Woolwich Photographic Society was founded in 1892, our aims are the same now as they were then; to help our members get more pleasure, satisfaction and fun out of digital photography and thus, more out of life!

SEASON

Our season runs from March to the end of December.

WHERE WE MEET

During our season we meet most Tuesday evenings between 7:45 and 10pm in the Library, Shrewsbury House Community Centre Bushmoor Crescent, Shooters Hill, London, SE18 3EG.

Guests and those new to photography are always welcome. You may attend 3 free meetings before deciding whether to join.

WHAT WE DO

We are a group of amateur and semi-professional photographers, men and women of all ages, who meet and host a programme that offers opportunities to learn and improve our technical and artistic photography skills.

We aim to produce a programme with something for everyone, including:

- Practical workshops:
 - how to get the best from all your photographic gear
 - using popular image editing software to process your digital images
 - mount-cutting and print presentation.
- Studio portraiture, still-life and creative photography workshops.
- Talks and lectures from visiting photographers who show their work, share their techniques and creative approaches to photography.
- Competitions for printed and digitally projected images. We hold internal competitions and also go head-to-head with other clubs in the Federation of South London Photographic Societies and Kent County club competitions.

- We arrange social events and outings to places offering varied photographic opportunities.
- We have our own well equipped photographic studio on site, which members may use for non-profit making portraiture and still-life work. An Extended Studio Membership option is available to allow Members to use the studio outside of club times.
- To use our on-site photographic studio you must complete our studio induction course and have been a regular attending Member for at least 3 months.
- During most club seasons we hold public exhibitions in the Greenwich area, all Members have an opportunity to exhibit their work.
- Everyone must sign in with the Desk Team at the start of a meeting at Shrewsbury House.
- Please make sure you've completed a registration/membership form so that you can be included in our weekly e-mailed newsletter and club emails.
- To enter club and affiliated competitions you must be a paid-up Member.
- An Induction loop system is available as an aid for the hard of hearing.

You can download a copy of the programme from the AWPS website: www.woolwichphotographic.com

MEMBERSHIP

Membership of the Society is open to anyone over the age of 16 with an interest in photography.

As a member you may submit your images into our competitions and exhibitions. You are also entitled to attend all social functions, training workshops and outings arranged throughout the year.

Membership runs for 12 months from the date of joining. You may join at any time during the club season.

Membership options

- Full member: £59
- Joint members (2 x living at the same address): £96
- Unwaged/Benefits: £36
- Students in full-time education: £29
- Extended studio membership (an additional fee): £35

CONSTITUTION

The club constitution with full rules and procedures can be downloaded from our website: <http://bit.ly/1FSZ3kk>

WEB

Our website is woolwichphotographic.com we email a weekly newsletter to Members, we have a blog and you can join our discussions on Facebook and Twitter. Members can also post their work to our Flickr group (see the website section below)

ADMINISTRATION

Chairman, website and publicity

Marshall Pinsent (marshall.pinsent@talktalk.net)
07446 426444

Vice-chairman and programme secretary

Stu Mayhew (stumayhew@aol.com)
07973 231527

Treasurer

Leigh Kumar (leighkumar@yahoo.com)

Club secretary

Paul Parkinson (secretary@woolwichphotographic.com)

Membership secretary

Heather Lacey (awpsmembershipsecy@gmail.com)

KCPA secretary

Paul Parkinson LRPS (parkylondon@gmail.com)

PDI Competitions and joint FSLPS secretary

Stu Tooley (stutooley@hotmail.com)

Print Competitions and joint FSLPS secretary

Peter Somerville (p.somerville@hotmail.co.uk)

Exhibitions secretary

Andy Linden LRPS (andylinden@sky.com)

Social secretary

Wendy Howard

Studio Manager and Child Protection person

Ty Milward

Support: Wendy Howard

Advisory committee members

Mike Elliott

Lol Mason

Welcomers

Jean Bright and Ray Charter.

CONTACTS

General enquiries:

E-mail: info@woolwichphotographic.com

Tel: 07446 426444

Submissions for projected digital image (PDI)

competitions should be uploaded to our PhotoEntry web account (please contact stutooley@hotmail.com for details)

WEBSITES & SOCIAL NETWORKING

Our Main website:

woolwichphotographic.com

For full information about the club including the current programme, members' image galleries and help resources.

Our News Blog:

aperture-wps.blogspot.com

Our Flickr pool:

flickr.com/groups/woolwich/pool

Our Flickr group is exclusive to AWPS Members, who are encouraged to join this excellent free online photo management and sharing application.

The club publish a weekly e-newsletter and you can join our discussions on Facebook and Twitter.

Facebook

facebook.com/groups/ApertureMembers

Exclusive to AWPS Members.

facebook.com/groups/769810683059372

Our 'Post-a-Pic' group - open to everyone.

Twitter

twitter.com/aperturewps

Affiliates

The club is a member of the South London Federation of Photographic Societies (FSLPS) and Kent County Photographic Association (KCPA), we are able to participate in the activities run by these organisations and the KCPA is also a gateway to national inter-club competitions organised by the Photographic Alliance of Great Britain (PAGB).

www.fslps.org.uk

www.kcpa.co.uk

www.thepagb.org.uk

studio membership

A studio sessions (up to 3hrs) costs £10, unless Studio Membership has been taken (see below).

STUDIO MEMBERSHIP

This is an **additional** charge to your club membership and costs **£35**.

This fee helps cover the cost of running the studio, maintaining and upgrading studio equipment.

Studio Membership is open to anyone who has been a member of AWPS for at least 3 months and has taken the studio induction course.

Membership entitles you to a maximum of 3 studio sessions per week, sessions are three hours long. There is a £10 fee per session if you require more than 3 sessions per week.

BOOKING THE STUDIO

All studio bookings must be made at least 48 hours in advance by completing the form on the club website.

If you are an Aperture member who has **not** opted to take the additional studio membership, but then book and pay for **5 sessions** in the studio during our main season, you will automatically be ungraded to full studio membership at *no additional cost*.

The studio is available to all members of Aperture who have taken and passed the studio induction course. Members with Studio Membership will not receive priority when booking sessions.

The studio can be booked via our on-line booking form: www.woolwichphotographic.com/Studio/bookingform.html

During our season payment of any studio fees must be paid **BEFORE** the date of the booked studio session.

A studio session for regular Aperture Members costs £10. Studio rules apply to all Members and guests using the studio.

CONDITION OF STUDIO USE

It is strictly forbidden under the rules of Aperture Woolwich Photographic Society and of Shrewsbury House to use the studio for any commercial purposes whatsoever. Any member found to be using the studio commercially will no longer be allowed to use the studio except on club studio nights or as part of an approved club event.

USEFUL LINKS

The AWPS studio

www.woolwichphotographic.com/Studio/studio.html

The studio booking calender

www.woolwichphotographic.com/Studio/studiocalendar.html

CONTACT

Studio Team Leader: Ty Milward

Email: borrisfoster@aol.com

Please make yourself fully aware of studio safety!

studio rules

STUDIO INDUCTION

If you have not used the AWPS studio previously, you will be required to have an induction session to ensure that you can use the equipment safely and correctly. This must be arranged with the Studio Manager.

Only fully paid-up members who have been with the club for a minimum of 3 months and have completed the studio induction to the Studio Manager's satisfaction may use the studio unattended.

STUDIO SESSION FEES

Fees must be paid **in full** BEFORE the date of the session and are non-refundable if a session is cancelled less than 24hrs to your booking.

Studio sessions (up to 3hrs) costs £10 per session
Full studio Membership is £30 for the year

SESSIONS TIMES

Session times include setting up and breaking down of equipment.

A session consists of 3 hours in the studio
Session times are Monday to Saturday.:

Morning 10AM – 1PM,

Afternoon 2PM – 5PM,

Evenings can have variable start times after 5PM but must be finished by 9.30PM.

Please note the studio is unavailable on Sundays.

If you require times outside these please contact the Studio Manager.

BOOKING

Check the website studio calendar for availability and use the form to request a booking.

A studio session cannot be booked on programmed club nights or at the same time as programmed studio events.

CONDITION OF STUDIO USE

It is strictly forbidden under the rules of Aperture Woolwich Photographic Society and of Shrewsbury House to use the studio for any commercial purposes whatsoever. Any member found to be using the studio commercially will no longer be allowed to use the studio except on club studio nights or as part of an AWPS event.

STUDIO KEY

You must sign the annex and studio keys both in and out, in the book provided which is kept by the house porter at Shrewsbury House reception. **The keys must be handed back to the porter before you leave.**

FOOD AND DRINK

Cold, low odour food and non-alcoholic drinks are allowed in the studio but **must** be kept away from all electrical equipment.

AFTER YOUR SESSION

Please place rubbish in the bin provided, and at the end of your session empty the studio bin into one of the bins in Shrewsbury House – see the house porter if you're unsure where the bins are located.

The studio must be left in good and tidy order, all electric points and ceiling lights switched off and appliance's unplugged. Please ensure that the studio and annex doors are locked before you return the keys to the porter.

OTHER

A responsible adult must accompany any persons aged under 18 at all times.

Any breakages must be reported to the Studio Manager and will be charged at cost.

Report any missing or damaged items you find ASAP.

DISCLAIMER

Aperture Woolwich Photographic Society cannot be held liable or responsible for any event outside of its control that may affect your studio session - such as power cut, flooding, storm damage 'etc. Your fee will be repaid in these instances or carried over to another studio session.

CONTACT

Studio Team Leader: Ty Milward
Email: borrisfoster@aol.com

Please make yourself fully aware of studio safety!

our print competition rules

The PermaJet Aperture Trophy

1. This is the main internal PRINT competition held during the club season.
2. **All aspects and copyright of every image must be your total and exclusive work as the submitting photographer.** You may not include any element that was originated by or is the copyright of other photographers.
3. An image is only eligible for entry **once** into the main four rounds. At the end of the season we have a competition called 'Play It Again', (see below)
 - An image entered, in a PRINT competition, cannot be entered in an internal PDI competition.
 - This also applies to derivative images (colour/toned/monochrome) versions of the same image.
4. Entries may be processed by either conventional or digital methods and may be trade printed.
5. Prints can be entered in colour or in monochrome (see the club website for a our definition of a monochrome print).
6. Each print must be mounted on lightweight board which must not exceed 4mm in thickness and which must measure exactly 400mm x 500mm. Mounts that deviate from these sizes, unmounted prints, framed prints or prints with any Velcro or sticky areas will be rejected. Where this appears to be an issue that can be fixed, the Print Secretary may ask the photographer to remount the print (time permitting) or withdraw it from the competition.

There is no minimum image size within the mount. But think whether it is appropriate for the type of image and if the Judge will fully appreciate its qualities at a reasonable viewing distance.
7. The reverse of each mounted print must clearly bear the print title and the name of the photographer. If the orientation of the print is not obvious, some indication should be marked on the back, e.g. 'This Way Up'. Prints should also be numbered 1 to 3.
8. Prints must be handed in at least ONE week before a competition, **along with a PDI of the image** emailed to **aperturewoolwich@gmail.com**
9. Where entered photographs include people, it is the Member's responsibility to obtain permission from the subject to exhibit the photograph.
10. Judging: A visiting photographer will be invited for each print competition. Should a Judge not be available on the night then the result will be reached by a vote of Members present.

11. Marks will be awarded to every entry. The Judge will be asked to select the best 4 entries in order of merit. Those entries selected will become eligible for entry in the Print of the Year competition.
12. There is no limit on the number of external competitions that prints may enter.
13. In the event of a high number of entries, the Print Competition Secretary reserves the right to remove all third images to ensure that a competition does not over run and to give the Judge time to comment on the remaining images. Number your images with this in mind.
13. The top 4 prints in each round will be retained by the Print Competition Secretary for the final.

The Panel of Three

This is a PRINT competition with slightly different rules to The PermaJet Aperture Trophy.

1. Members may submit three printed images on a theme of their choice. Colour or monochrome. Prints must be mounted on board, but there is no limitation to the size of board or the arrangement of the images, For example, all 3 images can be presented on 3 separate boards or 3 up on a single board. For reference, examples of previous years entries can be found on the club website.
2. Competition entries must be original photographs taken by the Member.
3. Where entered photographs include people, it is the Member's responsibility to obtain permission from the subject to exhibit the photograph.

Play It Again

We wish to see new work and therefore re-submission of any image in the main rounds is not permitted, so 'Play It Again' is an opportunity to re-enter up to 2 prints and/or 2 PDIs that failed to place in the top 4 in previous rounds, for a second appraisal by a guest judge. Marks awarded here will not be counted towards the final PermaJet Aperture Cup total or The Bob but the top 4 prints/PDIs will go on to the Print and PDI of The Year finals.

General Rules applying to ALL print competitions

- Every entry must have a title, the use of 'Untitled' is not acceptable and the image will be disallowed.
- Aperture Woolwich Photographic Society reserve the right to publish any competition entry in connection with promoting the club, without payment. The Photographer will be fully accredited.

Checklist prior to entering Print Competitions

- Original photographs not previously entered in the Club's Annual Competitions (except for 'Play It Again')
- Photographs are in accordance with competition criteria.
- Must be securely mounted within a bevel cut mount measuring 500 x 400 mm
- No Velcro or sticky areas on the back of the mount
- The photographs are all your own work

Write on back of mount:

- The title of the photograph
- Your full name and any distinctions
- The print number 1-3
- The print orientation - clearly stated, e.g. 'This way Up'
- PDIs of all prints entered have been emailed to **aperturewoolwich@gmail.com**
- Give your entries to the Print Competitions Secretary by the due date.

A note about cellophane/plastic bags

At print hand-in your print will be stored in a clean, sturdy print box. Cellophane/plastic bags are unnecessary. Please remove your prints and retain the bags.

projected digital image (PDI) competition rules

The Bob Forshaw PDI Competition ('The Bob')

1. This is usually in 4 rounds each season.
2. All aspects and copyright of every image **must** be your total and exclusive work.
3. Members may enter up to 3 images (unless notified otherwise).
3. An image is only eligible for entry ONCE into the main four rounds. We have a competition called 'Play It Again', (see below) where non-placed images may be re-entered.
 - An image entered, in a PDI competition, cannot be entered in an internal PRINT competition.
 - This also applies to derivative images (colour/toned/monochrome) versions of the same image.
4. **File format:** Images must not exceed 1400 pixels wide by 1050 pixels high. If you are using your image in portrait orientation, the maximum of 1050 pixels high still applies. Scale your image proportionally so its size does not exceed these figures and at least one side is at the maximum size allowed.

Your software may well help you find the correct dimensions. For example in Photoshop the Image Size command allows you to constrain the proportions of your image so they remain proportional while you try setting the width to 1400 pixels. If the software offers you a height that is less than or equal to 1050 pixels then you have correctly re-sized your image. If the height offered exceeds 1050 pixels then set the height to 1050 pixels and let the software select the width for you. The width offered should then turn out to be less than or equal to 1400 pixels. (there's more help on preparing PDI images on the club website).
5. The projector used to judge the images will be calibrated to sRGB colour space. Any projected background around the images will be black.
6. **File naming:** The filename for each image must be named in the following way:
01 Super Sunset_Sally Smith.jpg
02 Bird on a Stick_Sally Smith.jpg
03 Steam Train_Sally Smith.jpg.
7. Members should submit their images via email attachment to aperturewoolwich@gmail.com, unless other arrangements have been agreed.
9. The title of each PDI will be overlaid on the image at the time of projection.
10. At the end of the 4 rounds the member with the highest combined score will be awarded the Bob Forshaw Trophy.
11. **Judging:** All rounds are judged by a guest photographer. The top 4 images from each round go forward to the PDI Of The Year final at the end of the season.

The judge will be asked to mark each entry out of a maximum of ten points. In the final the judge will be asked to select the four best images including the PDI of the Year, if necessary by the award of one or more plus marks.

Taken on a Mobile Phone (a PDI competition)

1. Members may enter up to 3 images (unless notified otherwise).
2. All images must be taken AND edited on the mobile device.
3. Images must be resized to the specified DPI dimensions (see 4 above) on a PC/Mac if necessary.
4. The top 4 images will also go forward to the PDI of the Year final at the end of the season.

Other internal PDI competitions

Sections 2 to 9 above will apply to all other internal PDI competition listed on the programme.

General Rules applying to all PDI competitions

- Every entry must have a title, the use of 'Untitled' is not acceptable and the image will be disallowed.
- No Watermarks, titles or photographer's name/qualifications are to appear either on the front of a print or in a PDI image.
- Aperture Woolwich Photographic Society reserve the right to publish any competition entry in connection with promoting the club, without payment. The photographer will be fully accredited.
- In the event of a high number of entries in a PDI competition, the PDI Competition Secretary reserves the right to remove all third images to ensure that a competition does not over run and to give the Judge time to comment on the remaining images. Number your images with this in mind.

Checklist prior to entering Projected Digital Image (PDI) Competitions

- Original images not previously entered in the Club's Annual Competitions (except for 'Play It Again')
- The images are all your own work
- Images are in accordance with competition criteria.
- Images are sized correctly (1400 pixels landscape., 1050 pixels portrait)
- Files are named correctly. e.g: 01 Magic_Harry Potter.jpg
- Saved as JPEG files in RGB mode and in the sRGB colour space.
- Emailed before the set deadline to: aperturewoolwich@gmail.com

child protection procedures

Aperture Woolwich Photographic Society is committed to practices which protect children.

Our child protection procedures set out actions to take when dealing with child protection issues.

1. All those applying to be a member of the Aperture Woolwich Photographic Society will be informed of the Society's commitment to child protection and advised that concerns in relation to child protection will be acted upon by Aperture Woolwich Photographic Society (hereby referred to as 'the Society').
2. This could lead to membership being suspended or terminated where misconduct is identified or there is a risk of serious damage to the reputation of the Society.
3. The Society reserves the right to change, adapt or modify its child protection policy and the criteria for membership of the Society.
4. Aperture Woolwich Photographic Society ensures that there are clear lines of responsibility in respect of child protection. There is a Designated Child Protection Officer ('DCPO') within the Society who will take action following any expression of concern. The DCPO is responsible for dealing initially with any concerns about the protection of children and will raise any concerns immediately with the attending studio officer and the Chairman. For the year 2014 Loll Mason has been co-opted to the role of DCPO on the AWPS Committee.
5. These members of the Committee will then decide whether to report the matter to the authorities or, after taking appropriate advice (which may include discussing the circumstances on a confidential basis with professional advisers), decide either to deal with the matter internally or not to take any further action.
6. Information relating to any allegation or disclosure will be clearly recorded as soon as possible.

Conduct of members

7. The Society expects that all its members will adhere to the principles set out under UK law in respect to their conduct and contact with all persons under the age of 18.
8. Good practice includes valuing and respecting children as individuals; this will always include zero tolerance to bullying, shouting, racism, sectarianism or sexism.
9. Any member who has concerns about the conduct of another member in relation to a child should report them immediately to the DCP.

Confidentiality

10. Members must respect the confidentiality of all personal information imparted to them, except where this affects the right of children to be protected from harm. Disclosure of information to a third party is permissible when necessary to safeguard the welfare of a child.
11. The Society will ensure that confidentiality is maintained when a complaint has been made and is being investigated. Disclosure of personal information will be strictly on a 'need to know' basis. Issues relating to confidentiality in the context of legal advice will be carefully considered and if necessary referred to a relevant legal professional body for guidance.

EMERGENCY PROCEDURES - IN CASE OF FIRE

In the event of a fire, you hearing the fire alarm or you being instructed to leave the building for an emergency.

1. Exit using the emergency escape routes and exits.
2. Exit in a calm and controlled manner try to close doors behind you.
3. Do not stop to collect personal belongings.
4. Proceed to the designated assembly area.
5. Present yourself to a committee member for roll-call.
6. Do not re-enter the building until instructed by emergency personnel.

ACTIONS ON DISCOVERING A FIRE

1. Raise the alarm by shouting "FIRE" or sounding the fire alarm.
2. Exit in a calm and controlled manner try to close doors behind you.
3. Do not stop to collect personal belongings.
4. Proceed to the designated assembly area.
5. Present yourself to a committee member for roll-call.
6. Do not re-enter the building until instructed by emergency personnel.

For Committee Members

In case of a fire or an emergency evacuation of Shrewsbury House, including the studio building.

1. You are to ensure members adhere to the evacuation plan, try, where you can, to close doors as you go, preventing a fire from spreading, do not put yourself at any risk in doing so.
2. An absolute must is to take the registration sheet with you to the assembly point, which is in the far corner of the car park near to the vehicle gates.
3. A swift roll call must be taken, any members not accounted for must be noted, and try to ascertain as to the last known whereabouts.
4. A senior member of the Committee must inform the house fire Marshall of the unaccounted members or direct to the Fire Brigade upon arrival.
5. Do not re-enter the building to search for members or for belongings or equipment.