

Victorian Association of Photographic Societies Inc.

Incorporation No: A0007142B

ABN: 84 252 668 335

Policies and Information Guide

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About this Guide.....	5
About the Victorian Association of Photographic Societies.....	6
Brief history.....	6
Objectives.....	6
Description.....	6
VAPS and National Photography	7
Guidelines for the VAPS Executive Committee – Legal Issues	8
Name	8
Incorporation and ABN	8
Constitution.....	8
Finance.....	8
Audit	8
Privacy.....	9
Insurance.....	9
Equal opportunity.....	10
Ethics statement.....	10
Definitions	10
VAPS Ethics Statement	11
VAPS Ethics Standards	11
Copyright	11
What does copyright protect?	11
Protection is automatic.....	11
The copyright notice (©).....	11
Model release	13
Guidelines for the VAPS Executive - Administration.....	15
VAPS contact details.....	16
Postal address	16
Web site	16
Committee member job descriptions	16
President - Responsibilities.....	16
President - Duties	16
Vice President - Responsibilities.....	17
Vice President - Duties	17
Secretary - Responsibilities	17
Secretary - Duties	17

Treasurer - Responsibilities	18
Treasurer - Duties	18
Seminars Director – Responsibilities	Error! Bookmark not defined.
Seminars Director – Duties	Error! Bookmark not defined.
VAPS Committee Meetings	19
VAPS Services	20
VAPS Convention	20
Convention organisation	20
Venue	20
Sponsors	Error! Bookmark not defined.
Convention booklet	21
VAPS Interclub Competition	21
Categories of competition	22
Trophies	22
Judges	22
Entry fees	22
Display of entries	22
Competition rules	23
Alteration to these rules	24
Other guidelines for presenting prints and Digital image	24
Publications	25
Newsbrief	25
‘film to Digital’	25
Judges	26
Judges guidelines	26
VAPS Service Awards	26
VAPS Service Award (SSVAPS)	26
VAPS Meritorious Service Award	26
Year Bar Awards	27
National Photographic Exhibitions	27
Ballarat National Photographic Exhibition	27
Vigex National Exhibition	27
Warragul National Exhibition	28
VAPS National Exhibition of Photography	Error! Bookmark not defined.

About VAPS seminars	28
Seminar Checklist.....	28
VAPS grants	30
Guidelines for running an Interclub	31
About running an Interclub	31
Checklist of tasks.....	31
1. Revamp Entry forms	31
2. Return perpetual trophies	32
3. Organising judging	32
4. Collection of entries	33
5. Completing the VAPS database	33
6. Labelling prints	34
7. Storing prints.....	34
8. Preparing for Judging Day	35
9. Running the Judging Day.....	35
10. Preparing for the Convention	36
11. Mounting the Convention exhibition	37
12. Post Convention tasks	38

About this Guide

The purpose of this Guide is to provide advice and guidance to all members of the Victorian Association of Photographic Societies Inc. (VAPS).

In particular it is for the use of the VAPS Committee of Management, and for club committees, and it includes the following chapters:

- About the Victorian Association of Photographic Societies Inc.
- Guidelines for the VAPS Committee of Management – Legal Issues
- Guidelines for the VAPS of Committee Management – Administration
- VAPS services
- Guidelines for running an Interclub Competition

The chapter 'Guidelines VAPS Affiliated Clubs' has been removed and is now a separate publication.

About the Victorian Association of Photographic Societies

This chapter contains the following topics:

- Brief history
- Objectives
- Description
- Programs
- Performance indicators
- Planning
- VAPS and national photography

Brief history

Camera clubs have existed in Melbourne since the 1890s, and an umbrella organisation called the Victorian Photographic Affiliation was formed in 1908. This guided amateur photography in Victoria for the next four decades.

The Victorian Association of Photographic Societies was formed on 27th September 1952 and comprised 12 clubs.

This has grown to more than 63 clubs in 2014.

Objectives

The objectives of VAPS are much as they were nearly 100 years ago and are as follows:

- To advance the art of photography
- To further the interests of affiliated bodies
- To draw up regulations governing exhibitions and inter-club competitions
- To arrange exchange of guest lecturers and demonstrations on any subject relating to photography
- To arrange exchange of prints between clubs
- To arrange periodical Conventions of the members of the affiliated bodies and guests
- To arrange the publication of an official journal or Newsbrief.

Description

VAPS is a non-profit association that is entirely self-funded.

- The Association is run by an elected Committee of Management which is responsible for the operations of the Association and for ensuring the Association fulfils the objectives stated previously.
- The member clubs of the Association are responsible for the provision of a membership annual return to VAPS and for payment of affiliation fees.

Members of the VAPS Committee of Management are drawn from the member clubs.

- Member clubs may also appoint up to three councillors (depending on the number of members in the club) who may attend and Vote at the Annual General Meeting and other meetings.

VAPS and National Photography

VAPS supports the annual Australian Interstate Photographic Competition, which is run each year in conjunction with APSCON. Each state may submit 10 entries in each of the print sections, and 20 digital images.

- Colour prints
- Monochrome prints
- Colour Digital images
- Monochrome Digital images

The top scoring entries in the VAPS Interclub competition are entered to represent Victoria. The balance of required images can be made from across the established Interclub entries in each Convention year.

Selectors independent of the Judges in each Convention are appointed to make the AIPC selections.

VAPS also provides sponsorship for the following National and International competitions held in Victoria as per their schedule of operation:

- Ballarat National Photographic Exhibition
- Vigex National Exhibition
- Warragul National Photographic Exhibition.
- Pakenham National Photographic Exhibition
- (Other Nationals will be considered as and when they are formed)

Guidelines for the VAPS Executive Committee – Legal Issues

This chapter contains the following topics:

- Name
- Incorporation and ABN
- Model rules
- Finance
- Audit
- Privacy
- Insurance
- Equal opportunity
- Copyright
- Model release

Name

The name of the incorporated association is 'Victorian Association of Photographic Societies Incorporated'.

Incorporation and ABN

The Association is an Incorporated Association under the terms of the Victorian Associations Incorporation Act 1981.

The Association's Australian Business Number (ABN) is 84 252 668 335.

The Associations' Incorporation Number is A0007142B

Constitution

The Association is governed by the Constitution originally dated 16th October 1988 and updated 9th October 2005, and subsequently updated in 2013 by adoption and implementation of the Reform Act 1012. And by the By Laws of the Association dated January 2007, and updated October 2011.

Finance

The Association's income is derived from:

- Affiliation fees
- Sponsorships
- Gifts.

Audit

Under the terms of the Model Rules VAPS has elected to appoint an auditor at the Annual General Meeting.

Privacy

VAPS is bound by the terms of the Privacy Act

This means that officers of VAPS must not disclose personal information about any member of a VAPS affiliated club to anyone else, whether or not they belong to the club.

Information that may be disclosed includes information that is publicly available such as:

- Name.
- Address, including Email address.
- Club.

Information that may not be disclosed includes:

- Religious beliefs or affiliation.
- Racial or ethnic origin.
- Political opinions.
- Membership of a political association.
- Sexual practices.
- Criminal record.
- Health.
- Insurance.

VAPS affiliated clubs are required to provide a completed application form each year giving details of the club's officers and the number of financial club members at the time the application is completed.

Clubs must also send in their affiliation fee, based on the number of members, current or anticipated for the coming year.

VAPS in turn provides Public Liability, Volunteers Accident Insurance and Committee Indemnity insurance that covers Affiliated clubs and members engaged in normal club activities.

The insurance premiums are paid for from the affiliation fees paid by affiliated clubs.

Our current insurer is QBE Insurance Australia.

Activities for which insurance cover exists include:

- Club meetings
- Club field trips
- Interclub meetings
- VAPS organised activities such as the annual VAPS Convention.

Insurance cover includes:

- Public Liability Insurance, covers damage to people or property that VAPS affiliated clubs may become legally liable for, anywhere in Australia, with a maximum in any one year of \$10 million.
- Volunteer Workers insurance. This covers up to 20 workers that we may have doing volunteer work at an event such as the Convention.
- Management Liability Insurance covers officers of a club where the club is required to indemnify Committee and Officers as per the Model Rules Act 2012

Insurance cover does not include:

- Loss of or damage to personal property (cameras, lenses etc). Members are advised to take out their own insurance to cover this type of incident.

VAPS will issue a Public Liability certificate to affiliated clubs, certifying the club is covered by the insurance policies, on receipt of the club's affiliation fee, and/or as soon the certificate is made available by the insurance company.

Equal opportunity

As far as is reasonably possible, VAPS and affiliated clubs undertake not to discriminate against any person on the basis of their gender, race, religion, creed or because of any disability. This applies to holding of committee or other positions within VAPS and affiliated clubs, and to work performed on behalf of VAPS and affiliated clubs by external organisations.

Ethics statement

This section is based on the article 'Plagiarism and ethics' by Patricia Beal, FRPS, APSA, PPSA, FAPS, HonFAPS published in the Jan/Feb 2007 edition of the Australian Photographic Society's magazine 'Image'. The definitions and standards set out in the article have the approval of APS.

Definitions

Plagiarism of a photograph is the use of another's photograph or portion of a photograph when done without proper acknowledgment of the original source.

Appropriation of a photograph refers to the borrowed elements of another's photograph in the creation of new work.

Copyright Law protects exclusive rights of creators of 'artistic works' (including photography) to reproduce, publish and communicate their photographs to the public, and moral and personal rights such as:

- The right to be attributed
- The right not to have work falsely attributed
- The right to have the integrity of the artist's work respected.

Copyright is bestowed automatically when an image is created; it does not depend on registration.

See also the section 'Copyright' on page 11.

VAPS Ethics Statement

A member of a club affiliated with the Victorian Society of Photographic Associations shall act in accordance with VAPS policies. A member shall be ethical in making and presenting photographic images. A member shall be honest in performing and reporting service to the Society.

Members not in compliance with this ethics statement may be subject to loss of club membership and/or awards and honours.

VAPS Ethics Standards

1. Images submitted for competition shall originate as photographs by the entrant on photographic emulsion or be acquired digitally; that is, images to which the submitting entrant holds copyright. By virtue of submitting an entry, the photographer certifies the work as his or her own and affirms that he or she holds the copyright.
2. Any image accepted in an APS or VAPS recognised exhibition shall not be re-entered in the same or different format in any section of that exhibition, either under the same title or using a different title. A like in-camera duplication or a reproduction duplication, or an image so similar as to be confused with the original work, is likewise not to be entered subsequently. An accepted image may not be re-titled for entry in the same or other section of any other APS or VAPS recognised exhibition.
3. Images submitted in internal competitions, folios and the like shall strictly follow these standards, both written and as obviously intended, without reservation.

Copyright

The area of copyright is complex and you should refer to the Australian Copyright Councils web site at [ww.copyright.org.au](http://www.copyright.org.au) for further information and for the latest updates.

Below is a brief overview of the law of copyright as it refers to photographs.

What does copyright protect?

In Australia, copyright law is contained in the Copyright Act 1968 (Commonwealth) and decisions of courts.

Copyright protects a range of materials, including photographs. Other things protected by copyright include other artistic works (such as paintings, drawings and maps), written material (such as journal articles, novels and reports), musical works and films.

Protection is automatic

A photograph is protected automatically from the moment it is taken. There is no system of registration for copyright protection in Australia. Copyright protection does not depend on publication, a copyright notice or any other procedure.

The copyright notice (©)

The copyright notice is not required for protection in Australia. It notifies people that the work is protected and identifies the person claiming the rights. Copyright owners can put the notice on their work themselves; there is no formal procedure.

The notice consists of the symbol ©, the name of the copyright owner and the year of first publication. For example:

- © CA Mora 2004.

Only the copyright owner is entitled to put the copyright notice on a work. A person who does not own copyright cannot acquire the copyright merely by stamping the copyright notice on the back of the photograph.

Who owns copyright?

If there is no agreement about copyright between the photographer and the client, provisions in the Copyright Act determine who owns copyright.

Generally the owner of copyright in a photograph is the photographer – however this general rule is subject to several exceptions and variations.

If the photographer was paid to take a photograph **before** 30 July 1998, the **person who paid for** the photograph to be taken is the owner of copyright in the photograph **unless** there was an agreement to the contrary.

If the photographer was paid to take a photograph **after** 30 July 1998, the **photographer** owns copyright unless one of the following is true:

- There was an agreement to the contrary
- The photograph was taken for a 'private or domestic' purpose
- The photographer was paid as an employee and the photograph was taken as part of his or her duties of employment.

If the photographs are taken under the control of a state, territory or commonwealth government, that government will generally own copyright.

Agreement to the contrary

Parties are free to come to any mutually agreed arrangement that suits them concerning ownership of copyright. There is no requirement that such an agreement must be in writing if the agreement is made before the photographs are taken, however if the agreement is made after it has been taken, it should be in writing and signed, stating that copyright is assigned or transferred to the other person.

It is common for professional photographers to require clients to sign an agreement and for such an agreement to deal with ownership or copyright. If you are not sure whether you or the photographer owns the copyright, check any terms or documents the photographer asked you to accept or sign. You may need legal advice about your position.

Private or domestic purpose

'Private or domestic purpose' includes, for example, family portraits and wedding photographs.

Whilst the photographer may own copyright in such photographs (subject to any agreement to the contrary), the photographer may have a 'right of restraint' and be able to stop anyone using the photographs for any purpose other than the purposes made known to him or her, either expressly or by implication, at the time the photographs were taken.

For example, if a photographer takes wedding photographs and then sees his or her photographs to advertise wedding dresses in a magazine, he or she may be able to stop such use of the photo and may be able to seek compensation for that use.

Copyright owner has exclusive right to make copies

If you own copyright in a photograph you are generally entitled to make copies of the photograph – for example, by making new prints from a negative, making colour photocopies or scanning into computer memory.

If the photographer owns copyright in a commissioned photograph, he or she will generally be able to stop you using the photos for purposes other than those agreed to at the time the photograph was taken.

For example, if a photographer agrees to take a photograph for publication in a magazine, he or she may be entitled to prevent the photograph from being used on posters, even though the client is the owner of the copyright, and you will still need permission from the photographer to make copies of the photograph. If part of the photographer's business is making further prints, he or she may not give you permission to have prints made elsewhere.

Moral rights

Due to recent changes to the law, creators including photographers, have certain moral rights that place obligations on anyone using their work. A photographer has the right to the following:

- Be attributed as the photographer of any photograph he or she took
- Take action against anyone who falsely attributes another person as the photographer of their work
- Take action if their photographs or derogated or treated in a way that is prejudicial to their reputation.

Model release

VAPS recommends that photographers obtain a **model release** when working with models. This should be signed by the model and photographer and preferably a witness.

There is no fixed wording to a model release, but generally it grants the photographer the right to use any photographic image of the model taken by the photographer for any lawful purpose and without any further compensation to the model in addition to any original payment.

The photographer generally agrees to do the following;

- Provide the model with a printed copy, or copy saved to an archival device such as a CD, DVD or memory Stick, of each photograph taken by the photographer under the terms of the agreement.
- Allow the model the right to use and reproduce the photographs without alteration, for lawful personal and non-commercial purposes at the model's expense and without compensation to the photographer.
- Allow the model the right to use and reproduce the photographs without alteration, as part of a modelling portfolio or for other personal publicity purposes, at the model's expense and without further compensation to the

photographer, provided that the photographer's name and copyright of the image is expressly acknowledged, unless it can be shown that such usage or reproduction was for the purpose of subjecting the photographer to conspicuous ridicule, hatred, contempt or indignity.

In turn the model does the following:

- Waives any right to inspect or approve the finished photograph(s) or image(s), or any copy that may be used in connection with the photograph(s) or image(s), or the use to which it is applied.
- Acknowledges that at all times the photographer retains the copyright subsisting in the images and is the owner of all negatives from which the images are directly or indirectly derived.

It is particularly important that minors (people under the age of 18) are represented by their parents or guardian.

Samples of model release documents may be obtained from organisations such as the Australian Institute of Professional Photography (AIPP).

Guidelines for the VAPS Executive - Administration

This chapter includes the following topics:

- Contact details
- Committee member job descriptions
 - Responsibilities
- Social obligations
- Health and safety
- Communications
- Income
- Planning
- Promotion and advertising
- Meeting procedures
- Salons and exhibitions
 - National guidelines
 - International guidelines
- Assets register
- Accommodation
 - Meeting venues
 - Storage
- Standards
- VAPS Committee meetings
 - Agenda
 - Meeting minutes
- Annual general meeting
- Special general meetings
- Judges register
- Forms
- Renewal of Annual Affiliation
- Affiliation documents for new member

VAPS contact details

Postal address

PO Box 2010
SOUTH MELBOURNE
Victoria 3205

Web site

www.vaps.com.au

Committee member job descriptions

This section sets out the responsibilities and duties of the VAPS committee members.

President - Responsibilities

The President's responsibilities are as follows:

- To report to the Association's Committee of Management and Councillors.
- In accordance with the Model Rules of the Association, to act as Chair person at each General Meeting or Committee Meeting and to uphold the Model Rules and by-laws of the Association.
- To provide to the committee, the objectives and plans for the year, with the Association's Vision Statement being the basis for such plans and proposals.
- To perform all ceremonial duties and to represent the Association as necessary.

President - Duties

The President's duties are as follows:

- To perform all duties associated with the responsibilities listed above.
- As the designated Chairperson of the Committee of Management of the Association, to act as Chairperson at all Committee and General Meetings.
- In the event of a tied vote for a motion put at a Committee or General Meeting, to exercise a casting vote.
- To be responsible for the signing of all accounts of the Association in conjunction with other appointed signatories.
- The President shall maintain and refine all areas of the Association, including Events Management, Marketing, Public Relations, Administration and Finance.
- The President shall continually strive for improvement in the organisation of the Association and create opportunities in the best interests of the association.
- The President of the Association shall, (in conjunction with the appropriate sub-committees)

- Endeavour to promote the continual growth of membership of Affiliated Clubs and the Association overall and the overall development and improvement of individuals' aesthetic photographic skills
- Promote the improvement of the visual, speaking, presentation and motivational abilities of photographic judges and lecturers.
- The President should endeavour to establish and strengthen connections with other relevant bodies, groups, clubs or societies.

Vice President's - Responsibilities

The Vice President's responsibilities are as follows:

- To report to the Association's Committee of Management and Councillors.
- In accordance with the Model Rules of the Association, to act as Chairperson at each General Meeting or Committee Meeting and to uphold the Model Rules and by-laws of the Association, in the absence of the President.
- To provide advice and assistance to the President and Committee as required.
- To assist members of the Association by encouraging the public display of photographic images and their involvement in all levels of photography.

Vice President - Duties

The Vice President's duties are as follows:

- To perform all duties associated with the responsibilities listed above.
- In the absence of the President, to act as Chairperson at all Committee and General Meetings.

Secretary - Responsibilities

The Secretary's responsibilities are as follows:

- To report to the Association's Committee of Management and Councillors.
- In accordance with the Model Rules of the Association, the secretary's prime responsibility is to keep the minutes of all resolutions and proceedings for each Committee or General meeting.
- To act as the custodian of all books, documents, records and securities of the Association.
- To keep and maintain a register of member clubs in which all relevant information of such members is recorded, and to have them available for inspection at the address of the Public Officer (subject to the provisions of the Privacy Act). Note; By law the Secretary is also the Public Officer.

Secretary - Duties

The Secretary's duties are as follows:

- To perform all the duties associated with the responsibilities listed above.
- To provide notices as set forth in the relevant clauses and sub clauses of the Constitution of the Association. These include the following:

- Renewal of Annual Affiliation including fees set at the previous Annual General Meeting to all member clubs
- Affiliation documents to new member clubs
- Notices of Association General meetings including the AGM
- Notification of amendments to by-laws
- Notice of Committee Meetings. These must be sent to each Committee member either by e-mail or by post to that member's usual or last-known address at least five working days prior to the meeting
- To keep minutes of Committee Meetings and to provide copies of the minutes to all members of the Committee.
- To keep minutes of General Meetings and to provide copies of the minutes to all member clubs of the Association.
- Keep a register of members as required by the Model Rules of the Association.
- In conjunction with the President and Treasurer, to act as a signatory to the Association's accounts.
- To maintain job descriptions for each position on the Committee, and refer intending nominees for a position on the Committee to the relevant job description on the VAPS website
- To provide the annual return to Consumer Affairs as required by law.

- **Treasurer - Responsibilities**

The Treasurer's responsibilities are as follows:

- To report to the Association's Committee of Management and Councillors.
- In accordance with the Constitution of the Association, the Treasurer's prime responsibility is for the overall financial affairs of the Association, for arranging for the audit of financial records, and in conjunction with the president and secretary, to be a signatory to all Association accounts.

Treasurer - Duties

The Treasurer's duties are as follows:

- To perform all the duties associated with the responsibilities listed above.
- To maintain a ledger of members' affiliation payments, reporting to the secretary and to the Committee the status of member clubs.
- To receive all monies due to the Association, bank such monies, and to make all such payments authorised by the Committee.
- To keep full and accurate records of all income and expenditure of the Association and to present regular reports to the Committee.
- To have the complete financial records available for inspection by the Committee or by members of the Association, upon receipt of three weeks' written notice. Such notice is to be sent to the treasurer's last known address as recorded by the Secretary.

- To report upon income and expenditure for the previous financial year against the budgets set at the first committee meeting before the Annual General Meeting.

VAPS Committee Meetings

VAPS Committee meetings are generally held monthly. All meetings are convened in accordance with the Constitution of the Association.

VAPS Services

This section provides information on the various services VAPS provides its affiliated clubs and members. It includes the following:

- Convention
- VAPS Interclub competition
- Publications
 - Newsbrief
 - 'film to Digital'
 - addendum to film to Digital published 2011
- Education
- Judges
- Guidelines for judges
- VAPS Service Awards
- National Photographic Exhibitions
- Seminar checklist
- VAPS grants VAPS Convention

VAPS holds an annual convention at which members of different clubs may meet together to learn more about photography by attending presentations by guest speakers, to participate in workshops, and to interact with members of other clubs and exchange ideas about the activities of other clubs.

Features of conventions are:

- Presentations by guest speakers who may be professional photographers or who may work in allied professions
- Workshops presented by experienced photographers
- The annual VAPS Interclub Competition
- Annual dinner
- Presentation of awards for both years of service to one or more clubs, and for exceptional service to the photography movement in Victoria
- Convention booklet.

Convention organisation

The convention is organised by a VAPS Committee member, the Convention Director, who may co-opt other committee members as required.

In addition, VAPS affiliated clubs and their members generally help in organising some aspect of the convention.

Venue

Venues are chosen with the following points in mind:

- Suitability of venue – lecture theatre, well lit hall for exhibition of interclub prints, dining and refreshment facilities
- Ease of access
- Sufficient accommodation in the area for convention participants.

Since participants at conventions may come from all parts of the state, venues should be rotated from one year to the next.

Convention booklet

The Convention Booklet includes the following information:

- Details of the Convention program
- Profiles of the lecturers and judges
- Recipients of VAPS year bars
- Winners of the Interclub Competition
- Details of the Interclub Competition entries

VAPS Interclub Competition

In conjunction with the Convention VAPS runs an Interclub Competition each year in which clubs compete for perpetual trophies, and individuals also gain awards.

The aim of the competition is to encourage and improve photography throughout Victoria, and to facilitate the comparison of standards between both clubs and members.

The competition is conducted under guidelines laid out in the 'Interclub Rules' first prepared in 1953 and reviewed and approved from time to time at VAPS General Meetings in order to take into account changes in photographic techniques and technology. The rules are circulated to all VAPS clubs each year together with the VAPS Interclub Competition entry form. The Rules for the Interclub and including Audio Visual are also posted to the VAPS web site

All prints entered are exhibited at the Convention, logistics permitting, and presentation of the Interclub digital images and audio-visuals forms part of the Convention program.

The Interclub competition is an "Open" subject competition with 15 prints and 15 Digital images being submitted by each competing club. Clubs are encouraged to select images from across their range of New and Advanced workers.

It is a condition of entry to the VAPS Interclub competition that clubs and makers agree to images being selected and retained for the AIPC awards. These images are returned to clubs following the APSCON Convention, usually by October each year.

Categories of competition

Categories of competition include:

- Open prints
- Digital images.
- Audio-visual

Trophies

Currently club Perpetual trophies include:

- VAPS Interclub Competition Perpetual Trophy for Open Prints
- VAPS Interclub Competition Perpetual Trophy for Digital Images
- VAPS Interclub Competition Perpetual Trophies for Audio Visual Open and 3.21

The top five scores for each club's entries are totalled to determine the winning club in each category.

Individual trophies include:

- First Place open print
- First Place open digital image
- First Place Audio Visual Open category
- First Place Audio Visual 3.21 category
- The Viv Ball Perpetual Trophy for best Australian landscape print is chosen from all submitted landscape prints and is determined at the time of judging.
- Where there is no suitable landscape image that adheres to the Viv Ball definition, VAPS reserves the right not to award the Viv Ball award.

Awards are also made to second and third places in each category and to a number of 'Merit' entries.

Judges

Six judges are appointed each year by the Convention Director or his or her nominee to judge all categories. Judges are generally professional or experienced photographers who are not necessarily members of a VAPS affiliated club.

Audio-visual entries are judged separately by a team of three judges known for their work in this field.

Entry fees

The competition is run by VAPS as a service to its members and there are no competition entry fees.

Display of entries

All entries will be displayed or projected at the Annual Convention, logistics permitting.

Competition rules

General entry requirements

- Entries in the competition must be taken / made by the entrant (or entrants in the case of audio-visual entries) and must show evidence of photographic content.
- Prints, audio-visuals and digital images entered in previous VAPS Interclub competitions cannot be re-entered.
- A member belonging to more than one club may enter prints, digital images and Audio Visual entries in those clubs' competitions. Provided that the entries are not duplicated.
- A club cannot enter large prints and small prints from the same worker.

Open prints

- Clubs may enter a maximum of 15 prints.
- A maximum of two (2) prints can be submitted per entrant.
- All print types including colour, black and white, photogram series, photograph-essay, toned, hand-coloured and digital images are acceptable, provided that the presented image shows evidence of an underlying photographic image.
- Prints may be any size, up to a maximum of 40cm x 50cm (16in x 20in) when mounted.
- ALL prints MUST be mounted.
- Panoramic print formats are acceptable, but must fit on a 40cm x 50cm (16in x 20in) board.
- Prints mounted to a total thickness greater than 5mm will not be accepted.

Audio visuals

- See separate document Rules for Audio Visuals:

Digital images

- Clubs may enter a maximum of 15 images.
- A maximum of two (2) images can be submitted per entrant per section.
- Images may be enhanced or manipulated using computer software, but the original image must have been made by the entrant.
- The maximum horizontal dimension is 1400 pixels and the maximum vertical dimension is 1050 pixels.
- Each image file must be in RGB JPEG format and a maximum of 1000 kilobytes in size.
- Images must be untagged (no ICC profile) or tagged with the sRGB profile.
- Clubs are responsible for creating a CD-ROM or DVD containing their members' entries. This should contain two folders containing the image files:

- One folder should contain just the images, labelled with simple titles but **MUST NOT** include the maker's name or club. You may use the original image numbering title as allocated by the camera. These images will be used for judging purposes.
- The second folder should contain the **SAME** images **BUT** each image file should be labelled showing the club name, maker name and image title chosen by the maker, in that order and with each item separated by a dash, as per example below. A maximum of 120 characters is allowed in the label.

Example: Caulfield Camera Club–Jim Jones–My best Effort.jpg

(These are the images that will be displayed at the VAPS Convention)

Alteration to these rules

These rules may be amended by the Executive Committee of VAPS and all clubs must be advised in writing of all alterations and amendments as soon as possible.

These amendments may be discussed at the AGM. However, no alterations to these rules shall be made after the AGM (other than those changes agreed at the AGM) for the next Interclub Competition. In the event of a dispute as to the meaning of these rules, a ruling by the VAPS Executive Committee shall prevail.

Other guidelines for presenting prints and Digital images

These are not entry rules as such, but please follow these guidelines when submitting work for the competition. This will make it easier for all those involved in managing the entries from the time they are received until they are returned to the club or individual, and should help to ensure entries are not damaged somewhere along the way.

Prints

- Mount your print using a 'window' type mount
- Secure the image to the mount along one edge only, to allow for expansion and contraction
- Cover the image on the back with card, and tape along all edges
- Ensure your image is clearly labelled with your name, club, section and title
- Remove unwanted labels
- Ensure there are no sticky spots, sharp edges, loose tape or foreign materials
- Avoid using Velcro, particle board, craft wood or abrasive materials
- Remember the prints will be stored in boxes and tubs and will rub together, and that they will be handled by lots of people
- Clubs should avoid using plastic bags when submitting the club entry.

Publications

Newsbrief

VAPS publishes a newsletter, 'Newsbrief', monthly except in January. A copy of 'Newsbrief' is provided to all affiliated VAPS clubs, either by e-mail or by post, the cost for this being included in the clubs' Affiliation fees.

Additional copies are available to all photographers either through the post (the current fee is \$20.00), or by e-mail (Free)

'Newsbrief' generally contains a President's letter, promotion of forthcoming events such as exhibitions of interest to VAPS members, reports on VAPS meetings, news relating to individual clubs and so on.

VAPS members are encouraged to submit articles to the Editor, with a deadline of the twentieth of each month, or the second last Sunday, whichever is later.

Articles should be in Microsoft Word format, and may be sent by CD, diskette or as an e-mail attachment. Pictures may also be included – these may be saved in jpg, tif, gif or psd format.

Advertisements of a commercial nature, which are deemed of interest to readers, may be included (the current fee for "commercial" advertising is \$100 per full page, \$50 per half page). Club members can advertise at half these rates, being \$50 and \$25. Social and community type announcements submitted by members will be free.

'film to Digital'

'film to Digital', a history of the Victorian Association of Photographic Societies was completed by Paul F Robinson, AFIAP, AAPS, SSAPS, SSVAPS, and published by the Association in May, 2003.

This book contains comprehensive information about the history of VAPS itself, its presidents, prominent photographers, the exhibitions run under the auspices of VAPS, and detailed histories of the clubs affiliated with VAPS.

The book is the first (and so far only) book of its kind to be published in Australia.

Updates

The 2008 VAPS committee decided that the book should be updated on a regular basis.

It is hoped to publish the first such update in 2011. This volume will cover the years from 2003 to 2009 and the intention is that further updates will be made covering future five year periods.

Affiliated clubs were contacted in mid 2008 asking them to submit a contribution of about two A4 pages (350 words per page) covering the club's history over the period 2003-2008. Information to be provided includes important events (inter-club competitions, outings, anniversaries etc), membership numbers, presidents and committee executives, noteworthy personalities and/or special photographic interests pursued by members.

Clubs were also asked to supply information from previous years not included in the original book.

The resulting work, Digital Revolution – A photographic third age, 2003-2009, edited by Alan Wilson was published in 2012 and distributed to clubs.

Judges

VAPS maintains a list of suitably qualified judges available for judging club competitions. This includes both individuals and club judging panels.

The list includes contact details of the judges and also other information such as the length of notice they require and special interests.

The list is updated and distributed to clubs when changes are made.

Judges guidelines

VAPS judges are expected to do the following:

- Rank images entered in club competitions against each other in a manner determined or set out by the club.
- Arrive on time at the host club's meeting. Determine when the club expects to finish the judging and any presentation, and finish on time.
- Speak clearly and constructively.
- Provide comments on each entry in a manner that will instruct the maker and the audience. Comments that are insulting or demeaning to the maker of an image must be avoided.
- If unable to meet a judging commitment, provide the club with as much warning as possible.

VAPS Service Awards

VAPS offers two awards to recognise members' services to photography. These are:

- VAPS Service Award
- VAPS Meritorious Service Award

VAPS Service Award (SSVAPS)

A VAPS Service Award is given for exceptional services to photography; the growth of and advancement of the art of photography in or through VAPS affiliated clubs in the State of Victoria for a period of not less than eight years in one or more clubs.

The award is VAPS' highest honour awarded for services to photography, and consists of a Gold Medallion, Bar and Certificate. It is presented at the annual VAPS Convention.

Criteria for the award are set out in the By-Laws.

VAPS Meritorious Service Award

A VAPS Meritorious Service Award is given for significant service within a club or to the advancement of the Camera Club movement in Victoria and where a member has achieved continuous service of six years in one or more clubs.

It consists of a Red and Gold Bar and Certificate and is presented at the annual VAPS Convention.

Criteria for the award are set out in the By-Laws.

Year Bar Awards

In addition to the service awards, VAPS recognises significant active membership of a VAPS affiliated club.

The award consists of a Bar and is presented at the annual VAPS Convention.

Nominees may be presented with years bars at the following intervals:

- 10 years
- 15 years
- 20 years
- 25 years
- 30 years
- 35 years
- 40 years
- 45 years
- 50 years.
- 55 years
- 60 years
- 65 years

Membership does not have to be with the same club, and breaks through ill health and overseas trips are acceptable.

Concurrent membership of several clubs does not count.

National Photographic Exhibitions

The following National Exhibitions are currently held in Victoria:

- Ballarat National Photographic Exhibition
- Vigex National Exhibition
- Warragul National Photographic Exhibition
- Pakenham National Photographic Exhibition

Ballarat National Photographic Exhibition

The first exhibition was held in 1968 in association with the Ballarat Agricultural and Pastoral Society. Exhibitions have been held annually since.

The exhibition is for prints only, it is held in March each year and accepted prints are displayed in the Ballarat Fine Art Gallery.

Vigex National Exhibition

This biennial exhibition is the only international exhibition run in Victoria.

Warragul National Exhibition

The Warragul National Photographic Exhibition has been run annually since 1972.

There are sections for both prints and digital images and the exhibition is generally held over the first weekend in July. The current venue is St Pauls Anglican Grammar School, Warragul.

About VAPS seminars

The current policy of VAPS is to promote three image evaluation seminars each year. One is usually hosted by a City based club and two other VAPS sanctioned seminars are held in country Victoria, in locations selected in order that all country club members, wherever they live, will have an opportunity to attend a seminar at a not too distant location, at least every three years.

Whilst the VAPS Committee of Management will give every possible support to the host club, the responsibility for planning, organising, running, and the eventual success of the seminar is the club's responsibility. The host club carries full responsibility for the financial outcome of the event, whether that is a surplus or a loss.

The VAPS Committee of Management will assist with advice in setting an appropriate date, admission fees, advertising in *Newsbrief* and by circulation of information to all affiliated clubs. The Committee will also assist in finding appropriate presenters/speakers.

Seminar Checklist

Below is a list of items clubs should consider when organising a seminar:

1. Find a venue

- Take into account the following:
 - Seating capacity
 - Suitability (comfort) of seats for long periods
 - Adequacy of heating and cooling
 - Lighting and acoustics:
 - Consider type of lighting available / spotlights / lighting of images
 - Ease with which room can be darkened for showing EDPIs and / or slides.
 - Power outlets: number of outlets and position. Need for extension cords / Power boards or double adaptors / safety.
 - Space required for furniture and equipment including computer equipment / projectors / sound system / screen / lectern / easel to hold prints / black or whiteboard / display boards / tables for use by presenters / storing props / prints etc.
 - Kitchen facilities for provision of tea, coffee & refreshments.
 - Cleanliness and adequacy of toilet facilities
 - Car Parking / accessibility via public transport

- Availability of overnight accommodation.

2. Prepare a budget

- Take into account the following:
 - Expected income
 - Attendance fees (based on estimated attendance numbers)
 - Grants / donations / commercial support.
 - Expected expenses
 - Advertising
 - Catering / refreshments including providing lunch for the speakers
 - Equipment hire
 - Speakers: petrol &/or accommodation expenses
 - Venue hire
 - Printing and postage
 - Telephone and miscellaneous expenses.

3. Plan the seminar

- Select a date (with assistance from VAPS)
- Book the speakers
 - VAPS will provide names of possible speakers
 - Contact the speaker and if they agree to come, confirm by phone or email. Find out speaker's requirements (equipment, lighting, overnight accommodation) and agree on length of presentation (generally about an hour)
- Draw up a program for the seminar with session start and end times, refreshment and lunch breaks.
- Arrange people to help provide and serve refreshments. Consider selling purchased prepacked lunches or alternatively provide a list of recommended local cafes for lunch.
- Determine who will host/MC the proceedings
- Arrange a dinner venue if appropriate and include cost on the registration form (see below)
- Create a registration form, including provision for attendance at dinner if appropriate.
- Advertise your event
 - Create a flyer advertising the seminar, including a contact phone and email address. Send the flyer and the registration form to the *Newsbrief* editor and to the VAPS secretary for circulation and for entry of the event in the VAPS Calendar of Events.

- (Note: *Newsbrief* advertising can commence 3 months prior to the event date, providing sufficient speakers have agreed and the seminar is certain to be held. If possible please send a .jpg file format if at all possible.)
- Arrange local advertising as required.

4. Acknowledge registrations

- As bookings are received, send receipts to the registrant together with a copy of the program, details of the venue and contact details in case there are questions. Optionally include a list of local accommodation and attractions.

VAPS grants

VAPS may from time to time at the committee's discretion make a grant to clubs to assist in running a VAPS approved event.

In order to qualify for a grant, the event should fulfil the following criteria:

- The event should be open to all members of VAPS affiliated clubs.
- The event should aim to develop photographic skills that could be used to aid the VAPS objectives. For example – image evaluation, judging etc.
- The event should be in a part of the state where this type of event has not been held recently or is not scheduled in the near future.
- The committee may determine the use of the grant if it wishes, for example to cover travel expenses for presenters, or it may simply leave it up to the discretion of the event's organisers.
- Generally the grant is intended for events run in country areas where there are excessive expenses, especially travel for presenters.
- The VAPS committee may limit the number of grants in any one year at its discretion.

Guidelines for running an Interclub

This chapter sets out some guidelines for running the annual VAPS Interclub Competition. It includes the following topics:

- About running an Interclub
- Checklist of tasks

About running an Interclub

As stated previously, the Interclub competition allows all Victorian clubs affiliated with VAPS to enter their members' entries into Print, Digital Image and Audio Visual sections following the published rules and conditions. (See 'VAPS Interclub Competition' on page 21.)

This may involve up to 60 or more clubs submitting a full range of entries.

Generally running the Interclub is handled by a specific club with support from the VAPS Committee, (specifically, the VAPS committee member responsible for the interclub.)

The committee recommends that a second club acts as an understudy with a view to running the Interclub the next year.

The facilitating club must ensure that one or more responsible people are appointed to manage the process from start to finish (the **Interclub Director**).

A suitable location where all materials, prints, and digital material can be stored and processed needs to be secured for the duration of the competition, including collection, collation, labelling process, and return of entries not collected at the convention.

Checklist of tasks

1. Revamp Entry forms

Minor changes to the Interclub Rules may be agreed on at the AGM after discussion within the committee.

For the coming Interclub, the rules file must be updated, and republished on the web site. Changes include:

- Any amendments to the rules
- Update to current date.

The Interclub Entry Form includes entries for open prints, novice prints, novice digital and regular digital images, and audio visuals. Changes required each year include:

- The closing date for entries (generally coincides with the VAPS Half Yearly meeting)
- Details of contact to whom entries may be delivered and collected after the Convention. (see 3)

Updating the forms is generally done by a member of the VAPS committee; however the club running the competition needs to nominate a regular postal address or PO Box that can be accessed several times per week to collect the large packages from the clubs.

2. Return perpetual trophies

Perpetual trophies need to be returned from the current holder in order to be engraved and presented at the coming year's Convention.

The VAPS secretary will contact the clubs concerned and ask them to bring the trophies to the VAPS Half Yearly meeting.

The trophies are as follows:

- Viv Ball Trophy for Best Landscape (when awarded)
- Best Open Print
- Best Digital Image
- Best Open Audio Visual.
- Open and 3.21

3. Organising judging

Selecting the time and venue

Before judges can be invited, a judging day and a venue for the judging must be selected. This is usually a Saturday and sufficient time must be allowed prior to judging day for the entries to be processed.

Equally important is to allow sufficient leadtime for results to be forwarded to the VAPS committee member responsible for the Convention Booklet. This must be printed in time to be available at the Convention.

The venue must have sufficient space and good lighting for viewing prints, and another room which can be darkened sufficiently for viewing slides and digital images.

Selecting judges

Judges are appointed by the VAPS Committee. At least three judges are required for each session, being a total of 6 for the Interclub and an additional 3 for the AV judging.

Judges are generally professional or experienced photographers who are not necessarily members of a VAPS affiliated club.

Judges can be selected from the VAPS list together with external judges to make up a balanced panel.

Audio-visual entries are judged by a separate team of judges (people who are experienced in making AVs), and are generally done at a different time and venue from prints and slides.

Judges must be invited in writing, with the letter giving details of the date and venue; (this is also usually done by the VAPS Interclub Director or club appointed to manage the judging process).

4. Collection of entries

Entries may be delivered as follows:

- By hand, at the VAPS Half Yearly meeting
- By hand, to the contact address shown on the Competition Entry form
- By post or courier, to the address shown on the Competition Entry form (Country clubs in particular may choose this option)

The club running the Interclub is responsible for storing the entries and packaging, containers and so on until the end of the Convention.

Handling entries

As each club entry is received, set the case or package aside, open it and extract the entry form.

Manually check the entry form to ensure all details have been entered correctly, including the club contact and return instructions.

Check the contents of the package for Open, digital images disk and any audio visual disks.

Check these against the entry form to ensure entry titles and makers' names match.

Once you have determined that all information is correct return all entry material to the package except for the entry form.

5. Completing the VAPS database

As entries are received they can be unpacked and details entered into the VAPS Interclub database. This is an Access Database; the facilitating club will need a single Windows based PC/Mac with Microsoft Access and Excel installed.

A blank version (master copy) is kept by the VAPS committee member.

All data must be entered in the Access database so that it complies with the uniform recording of data from past Interclub's.

The Database is designed to manage all of the data entry and to produce the following:

- Club listing included clubs entered and received
- Listing of entries in each category
- 'Judging' Labels for Open prints. These provide spaces for each judge's mark and the total mark to be inserted, and are run from individual report functions
- Display labels used on the blue display cards that are placed on the display boards for each print at the Convention display
- Judging sheets to be exported to Excel and printed
- Re-entry of results from judging
- Club ranking in each category.

Using the database

The database is easy to use however it is important to remember that entries must be made in Upper and Lower case, that is, Jim Jones, Sunset Evening, as this data is later exported for publishing in the catalogue.

The database must first be updated with details of the year, Convention venue, and any new clubs entering the Interclub Competition for the first time.

Recording entries

Details of entries must then be recorded as follows:

- Entries are completed for one club at a time, with existing clubs being completed before new clubs.
- Each participant is allocated an ID that links them to the club. This should be recorded on the entry form.
- Entries are recorded in the following order:
 - Prints
 - Digital images
 - Audio Visual entries.
- The maker name, maker ID and image title are entered for each image.

6. Labelling prints

Once all entries have been recorded in the database, judging labels may be printed and placed on the reverse of the image.

The Print labels are produced after all print data has been entered and checked.

The club print boxes should be assembled in order of the label print out.

Labelling process

It is best if a small team of workers manages the labelling process as follows:

- One or two people open the package or box and extract the prints.
- The Open prints are handed to a checker who checks the details of the label against the actual print.
- Another person applies the label to the bottom left rear of the print.
- Where a print has a number of old labels on the back, the new label should be applied as close as possible to the bottom hand left corner and a mark or line applied to the right hand side of the label to indicate that it is the new VAPS label.

7. Storing prints

VAPS owns several plastic tubs, in which the Interclub prints may be stored and transported.

Once the prints have been labelled, pack them into the tubs. Pack them in club alphabetical order to make it easier for putting up the display at the Convention. If all the tubs are full use the large print boxes belonging to some clubs.

Store any remaining packaging as this will be needed to return prints to clubs at the end of the Convention.

8. Preparing for Judging Day

Do the following prior to Judging Day – this will help the day run smoothly.

- Print lists of Open prints and Digital entries ready for entry of scores upon completion of the judging of each section.
- Organise digital images on one disc in judging order as entered on the data base, using the copy with titles only (see 'Competition rules').
- Load all Audio Visual entries to the PC & MAC desktop. Note AV entries must not be run from the maker's disk.
- Prepare an Excel list for the digital images judging machine.
- Print display labels (as outlined below).

9. Running the Judging Day

You need a number of helpers to carry out the tasks, but do not overdo it. People standing round without a specific job just get in the way.

The Interclub Director should 'run' the day – that is, make sure someone is allocated to each task, and answer questions. The appropriate VAPS committee member will probably be there to brief the judges on their responsibilities and to generally provide help.

- Lunch (sandwiches or similar) is provided for the judges and helpers present.

Prints

- The prints are displayed on an easel set in front of the judges, a steward places the print on the easel and the judges have approximately 20 seconds to view the image.
- The recording steward will then call Judge One and that judge will enter their score into the keypad, the steward calls Judge Two and then Three, the scores are transmitted from the keypads to the recording PC.

See the Interclub Guidelines document for a full description of the judging process.

- Commence by laying out as many entries in one go as possible. Upon completion of each section write the results on the sheets printed in step 8, and place the prints back into tubs.

Digital image entries

VAPS will provide three electronic keypads that are used in conjunction with a PC/Laptop. As the images are projected and judged the judges enter the scores on the keypads which are linked to the computer.

- Get someone with technical knowledge to help set up the projector and keypads and ensure they are linked correctly to the computer (probably someone from the VAPS committee)
- Results are entered in the database via the keypads as each digital image is judged.

Audio visuals

The Audio Visual judging process is usually conducted at a different time and place. It should be supervised by a member of the VAPS AV committee in order to ensure the specific AV rules are followed.

Awards

- Keep out the highest scoring prints and digital images for consideration for awards.
- First, second and third places are selected, and a number of Merit places should be awarded at the judges' discretion
- The winning club is required in each section – this is based on the top five scores for each club. In addition to the winning club, all clubs are ranked in each section according to the five highest scoring entries.

The Interclub Director should then arrange the engraving of the appropriate trophies and production of the certificates.

Note that there should be no discussion between judges whilst individual images are being scored. However discussion will generally be required when selecting placings, particularly when several images have the same score.

10. Preparing for the Convention

These tasks need to be done prior to the Convention:

- Prepare the blue plastic display labels for the prints, also held by the Interclub Director.
- Clubs are asked to provide a second folder on their CD-ROM or DVD containing their digital images in which each image is labelled with the club name, maker name and image title (see 'Competition rules'). Use this to create a DVD containing all digital image entries for projection at the Convention. (A musical background may also be appropriate.)
- Provide copies of the data base reports for all sections of the Interclub to the VAPS person responsible for publishing the Convention Booklet. Entries should be sorted by section and then club, and the following details are required:
 - Title
 - Maker
 - Score
 - Note that details of Audio Visuals must be included in addition to the sections listed above. The winning entries in each section must also be listed.
- Write a report on the competition (see previous Muster and Convention booklets for help).

Printing display labels

As mentioned in item 5, display labels for the prints exhibition are produced from the VAPS database.

This should be done **after** the scores have been entered but one or two days before the exhibition is to be mounted.

When the labels are printed they should be fixed to the blue display cards in club order. (Putting each club set into a separate plastic bag and labelling it by club name will make it easier to find on display day.)

Note once the Interclub is finished and the display dismantled the labels need to be peeled off the blue cards and the blue cards returned to their box ready for the next Interclub.

Label types

- Open prints: 991.1 x 38.1 mm - 2 across by 7 down, Avery or similar
- Display labels: 63.5 x 38.1 mm labels 3 across by 7 down, Avery or similar

11. Mounting the Convention exhibition

Selection and organisation of the venue for the Convention is the responsibility of the Convention committee. It is the responsibility of the facilitating club to ensure the Interclub entries are delivered to the venue ready for the exhibition to be mounted. (This is usually done on the Friday afternoon preceding the Convention.)

The Convention committee and the facilitating club also need to determine transport for the display boards and organise a team responsible for putting up the display boards inside the venue.

Mounting the prints

Once the boards are up the prints can be mounted - they should be placed around the room in alphabetical order of clubs.

In conjunction with the Convention committee, the facilitating club must appoint one person to direct and manage the process of putting up the prints (generally the Interclub Director).

Prints should be displayed as follows:

- The person directing operations should determine the starting point on the display boards and commence to apply the Club Header cards in club alphabetical order along the boards.
- The team of helpers can then commence putting up the prints Ensure that the club's entire entry is displayed together.
- The prints are mounted using Velcro clips provided by VAPS and mounted on the display boards, 3 prints per panel should be displayed except for small matts that should maximise the available panel space.
- Care must be taken not to damage any of the prints or mounts.
- Another team member should attach the blue display cards under each print.
- The Interclub Director should attach appropriate labels to the winning prints.

Setting up the projected images display

The Convention committee is also responsible for selecting a room at the venue suitable for showing the digital images and Audio Visual entries.

The VAPS Mac screen can be used for this purpose but will require someone in attendance to run each AV and Digital sequence.

They will also ensure suitable equipment is provided for projecting the images.

Again, it is the facilitating club's responsibility to ensure the DVDs with the digital images and Audio Visual entries are delivered to the venue.

12. Post Convention tasks

Entries for AIPC

Before any Interclub entries can be collected by/returned to their owners, entries for the annual Australian Interstate Photographic Competition must be set aside.

Do the following:

- During the course of the Convention weekend, select the required entries.
- Since the Interclub does not have a separate section for Monochrome prints, these must be selected from the Open prints section. In other words you need 20 images selected from the Open Prints section – 10 colour, 10 monochrome.
- Keep the prints to one side; either create or get the club organising the Interclub to create a disc containing the top 20 digital images.
- Leave a note in the appropriate club's box of comp entries telling them Joe Smith's print or digital entry called 'My best photo' has been selected for the AIPC and will be returned following APSCON.

Returning entries to clubs

The exhibition of prints is usually dismantled on the Sunday afternoon of the Convention.

It is the responsibility of the facilitating club to take down the prints and collect the display labels.

Representatives of clubs are encouraged to collect their club's prints, digital image CD, a Convention Booklet (one per club), any awards and the club print box or packaging and take them with them, for distribution to the club members at a later date.

The facilitating club must secure any unclaimed prints etc - this material must be repackaged in the original package and returned to clubs either via return post or delivery as nominated by the clubs on their entry form.

Some clubs will send return postage with their material and delivery instructions or pre paid post bags. Where a club does not provide paid return postage the facilitating club should pay the initial postage cost and then claim those funds back from VAPS.

Any final remaining materials should be followed up directly with the club concerned.

