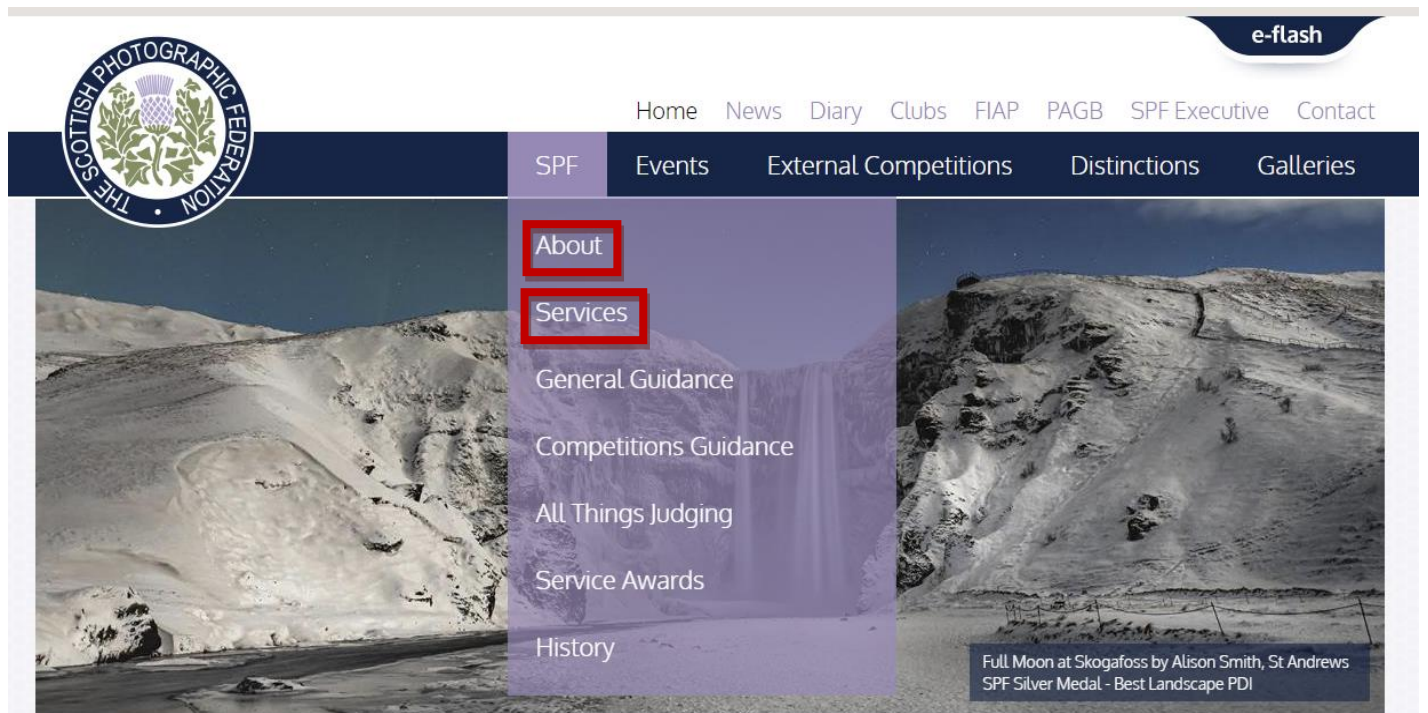


This Document is designed to help you find your way around our SPF Website and also answer some questions about the Scottish Photographic Federation and membership.

The most up to date information on the SPF can be found on our SPF Website from the following pages.



About (the SPF)

We are a non-profitmaking network of almost 90 clubs and societies from Thurso in the north to Dumfries in the south and all areas in between. The sizes and involvement of each club within the SPF varies widely. Founded in 1903, our remit is to promote the art and science of photography through interaction.

To this end, the SPF Executive Committee organises, or participates in, a diary of events annually, mainly in the form of competitions and workshops for both Clubs and Individual Club Members.

We also maintain a mailing list and supply various services, including our e-newsletter to keep you up to date with events, together with that of the PAGB. We maintain and supply our SPF Directory-Handbook which contains details of all SPF Clubs as well as our list of SPF Judges and Lecturers, for booking for in person or virtual presentations and Judgings at your Club. We have extensive guidance notes on a variety of topics to help in running your Club, together with contact details for the SPF Executive Committee who can help.

Through our joint SPF/PAGB membership this gives access to the Club UK network of 15 Federations and Clubs, and with it access to the online listing of Judges and Lecturers from throughout the UK, as virtual or face to face speakers; Access to the PAGB Recorded Lecture service, and also their competitions, events and PAGB Awards scheme. Through this affiliation also comes other exclusive benefits including sponsor's offers and competitive Insurance arrangements for Camera Clubs, to the PAGB network, which you can take advantage of as an affiliated SPF club.

In addition to this UK membership; as a member Club of the SPF, you, and your members, also automatically become members of FIAP which is a worldwide organisation, currently based in Luxembourg. You then have access to their worldwide Distinctions, events, competitions and services.

<https://www.scottish-photographic-federation.org/about>

Visit this ABOUT area for info on our Aims and Objectives – SPF Constitution – SPF Data Protection Policy – Basic Details about our Structure; Membership - SPF Executive - SPF Areas and SPF Area Representatives – SPF Events

Services

<https://www.scottish-photographic-federation.org/services>

Visit this SERVICES area for info on aall of the following services and events* are exclusive to those Clubs, and their members, who are members of the Scottish Photographic Federation, and in turn their membership of PAGB and FIAP – No other Scottish organisation can offer you these services. *except Scottish Salon which is open to anyone.

Who can Join?

For Clubs to be able to join the SPF they must be a camera club, photographic society, photographic club or photographic group with a published constitution and published program of events, united by a common interest in photography, meeting in person for mutual co-operation, education, entertainment, or competition solely from a physical location within Scotland. To help preserve Club memberships we do not accept individual membership, however there are opportunities that individuals within our clubs can benefit from.

Membership

As a condition of joining, as well as paying an annual subscription, you will be asked to supply a copy of your program and sign a declaration to say that you have a published constitution. At all times we require details of at least one club contact to receive all mailings from the SPF. This is usually the club secretary. A second contact is advised, normally the competition secretary. Full details for one club contact must be published in our SPF Directory. We do not give personal details to anyone out with the SPF.

Please see Update Form supplied at end of this document for full details required.

Annual Subscriptions

The cost! – There is a combined membership fee for SPF & PAGB membership. As we are also members of FIAP, this also includes affiliation to them. Our club subscription is a 'per member' rate meaning smaller clubs pay less than bigger clubs. This is set annually at our AGM and payable by the clubs, to the SPF Treasurer, by 31st Dec. Renewal details are emailed out to member clubs every November. The SPF require you to lodge a copy of your syllabus with us when submitting your Membership Declaration Form, but this is no longer an Insurance requirement.

Annual documentation for Membership for the coming year, will be available from the services webpage in two different formats, as soon as details are known. However, all member Clubs are automatically sent all renewal details by November annually. This is sent to all Club Main Contacts and 2nd Contacts listed with us. NB – For the majority of Clubs we don't hold Treasurer's details on our e-mailing list.

Membership & Subscriptions Changes due to Covid.

This area will explain any temporary arrangements in place due to the aftermath of Covid.

Insurances

Through membership of the SPF, you have access to competitive insurance arrangements for camera clubs and photographers, as part of the PAGB network of Clubs via the Insurance Broker HIVE. The Insurance Brokers HIVE have agreed preferential rates of Insurance exclusively for PAGB/SPF Clubs. Application and Payment are direct to Insurance Brokers HIVE. ***Please see full details on our SPF website including a link to the Insurance Broker's online application form.***

- **Management Liability Insurance** – (Also known as Trustee's Liability Insurance) cover for all Club committee members, to protect their personal assets. This is also available from Insurance Brokers, as arranged by the PAGB, at a preferential rate. The policy continues to run from 1st Feb to 31st Jan. Application and Payment are direct to HIVE.
- **Public Liability Insurance** is available from Insurance Brokers, as arranged by the PAGB, at a preferential rate. The policy continues to run from 1st Feb to 31st Jan. PLI is optional but highly recommended. The policy continues to run from 1st Feb to 31st Jan. Application and Payment are direct to HIVE.
- **All Risks Insurance** to cover equipment owned or loaned to the club. Cover is available from the Insurance Brokers HIVE. The policy continues to run from 1st Feb to 31st Jan.

Links to HIVE Insurance Broker's website and to their Online Application Form are given on the following webpage, and scroll down to the 'Insurances' sub-heading –

<https://www.scottish-photographic-federation.org/services>

e-Mailing Lists & e-Newsletters

Our member clubs receive regular emails containing information and details of events relevant to a camera club or society. This includes subscription renewals, rule changes, event notifications and results. In addition, clubs receive both the **SPF e-FLASH**, our own e-newsletter and the PAGB's newsletter **PAGB e-news** via email. From time to time, they also include offers from photographic supply companies, exclusive to our member clubs. These e-communications combine to keep you updated with any information we think may be useful to your club members, as well as essential information.

Also see details on - [Archive Donations](#) - [SPF Recorded Lecture Service](#) - [SPF Medals](#) - [Portfolio Shows](#)

SPF Directory & PAGB Handbook Replacement

This is not available on our website as we comply with strict Data Protection protocols, so is only supplied to Club Committees for their Club's use.

All member Clubs are provided with a copy of the SPF Directory-Handbook several times per year. The SPF Directory-Handbook lists all of our SPF Member Clubs, SPF Judges and Lecturers, along with our SPF Executive. This is supplied as a link to an electronic PDF format booklet for either online use or as a printed booklet.

All of the SPF Clubs' details are supplied to aid Clubs in organising or advertising events, between one another. We are also happy to promote events between Clubs from time to time via email, this website or our e-FLASH. We retain this information securely and confidentially and we never divulge these details to anyone else. Re data handling, we are registered with the Information Commission and comply with all Data Protection requirements. The Data Protection Officer is Libby Smith.

Almost all of the SPF Judges and Lecturers contained within our SPF Directory-Handbook are willing to visit clubs for out-of-pocket expenses only, also included is information useful to running a club, correct procedures for booking Judges & lecturers, help and advice on organising digital competitions together with entering SPF competitions and details of what is allowed, as well as current definitions.

The PAGB used to supply a PAGB Handbook which contained Judges and Lecturers from all 15 Federations, together with additional information. The PAGB Handbook is no longer published and has been replaced by a PAGB Online Judges and Speaker's list as part of its CMS (formerly CES website)*. SPF Club Committee members can register for access to this area to see and book Judges and Lecturers from any Federation. You can now also search the lists to see who will be happy to present 'virtually'.

*PAGB CES Online Services inc replacement for PAGB Handbook

The CMS holds information such as contact details and Club and Federation memberships. Since anyone in the world can create an account, account holders must be specifically authorised to access only the information they require for whatever status they have as a Club member, a Club officer or a Federation officer. We call these 'approvals', which must be requested, independently verified, and then managed over time.

The PAGB has produced a printed Handbook, once every two years, which has been delivered as one copy per Club. The Handbook contained a mix of content, such as contact details and procedures, but the majority of the content was the lists of approved judges and lecturers from throughout the PAGB. This made the Handbook vital to programme secretaries. This information is now held within the PAGB CES and is administered by the various Federations. So far the CES has over 600 judges and about 1000 lectures. More will follow.

With this on-line speaker's register it is now possible for an approved CES account holder to access details of speakers without searching for the handbook, or wondering whether the information is still accurate.

So, what does 'approved' mean in this context? Just as the Handbook was available for use by any member of a Club committee or a Federation committee, the accounts in CES which can access the speakers' contact information are those approved as a Club or Federation officer (committee member).

Now that the CES has evolved into a service delivery system, there is a real need for Club committee members to have a CES account with Club officer approval so that they can access services for their Club. There are still many PAGB affiliated Clubs which have no officers recorded in the CES. Those Clubs

have effectively excluded themselves excluded from PAGB provided services until they have at least one account approved as an officer.

Please see the document supplied in the downloads area of the Services page or in General Guidance for more info and how to gain access to this service as an SPF Club Member or SPF Club Committee Member. Contact Libby if you require assistance as she also helps administer the PAGB CMS site.

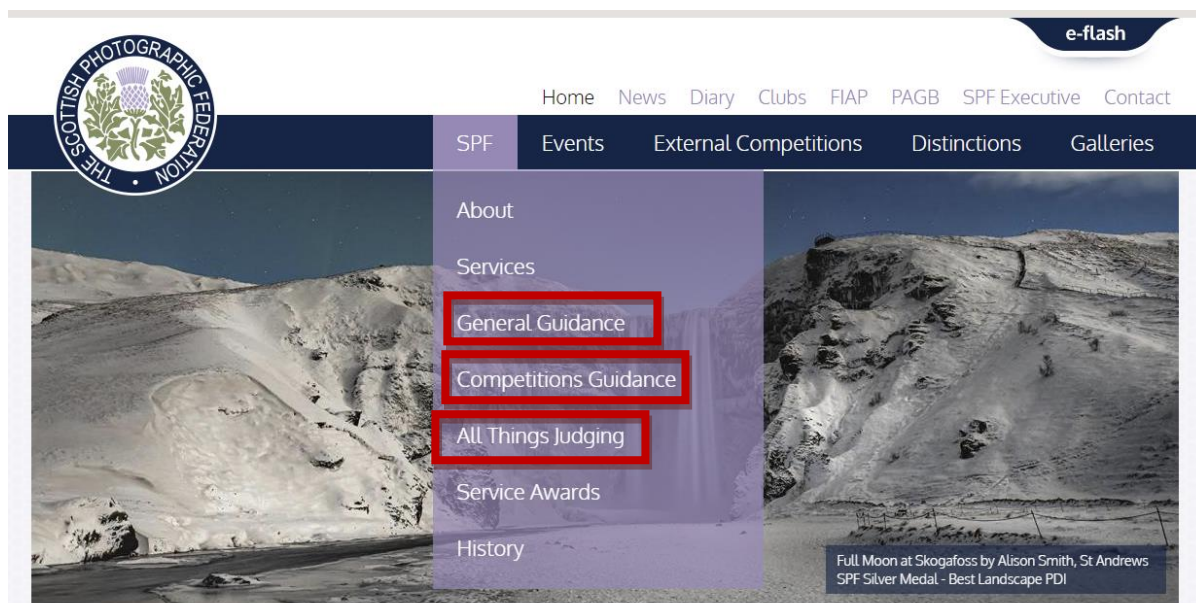
If you have access to Facebook visit the following two videos to see how the PAGB CMS (formerly CES) works and where to find things ([click here](#)) the second video shows you how the Judges and Speakers area works ([click here](#))

SPF Judges and Lecturers

The SPF maintains a list of individuals from our member clubs who are willing to give their time to visit our SPF clubs as SPF Judges and/or SPF Lecturers. The Judges and Lecturers listed in both the SPF Directory-Handbook and the PAGB CMS website, unless otherwise indicated, charge no fee and agree to the standard arrangement for bookings and out of pocket expenses, as outlined on our SPF 'All Things Judging and Lecturing' page of our website or on the PAGB website. The maximum expenses rate for car travel is set by the PAGB and SPF.

Everything related to SPF Judges and Lecturers for use by both Clubs and Judges and Lecturers alike is available from the dedicated webpage ALL THINGS JUDGING AND LECTURING see details on following page.

Now Three Guidance Areas Available



General Guidance

<https://www.scottish-photographic-federation.org/general-guidance>

SPF Website Guide - Risk Assessments – Covid Guidance – Guidance on Recording Meetings/Lectures - Writing a Constitution – Data Protection – Child Protection – Health and Safety – Accessing PAGB CMS Website for Judges and Lecturers & Recorded Lectures - Model Release Form – Abbreviations

Competitions Guidance

<https://www.scottish-photographic-federation.org/competitions-guidance>

What Is and Isn't Allowed in SPF/PAGB Competitions (including AI software Guidance) - Nature and Mono Definitions - Online Entry Guidance Notes – Digital Guidance Notes - Guidance Club Competition Formats - Resolutions and Image Sizing - Converting from Adobe RGB to sRGB - Print Capture - Supplying Images

to a Judge – File Naming – Running a Digital Competition – Equipment Guidance (Projectors, Laptops, Graphics Cards)

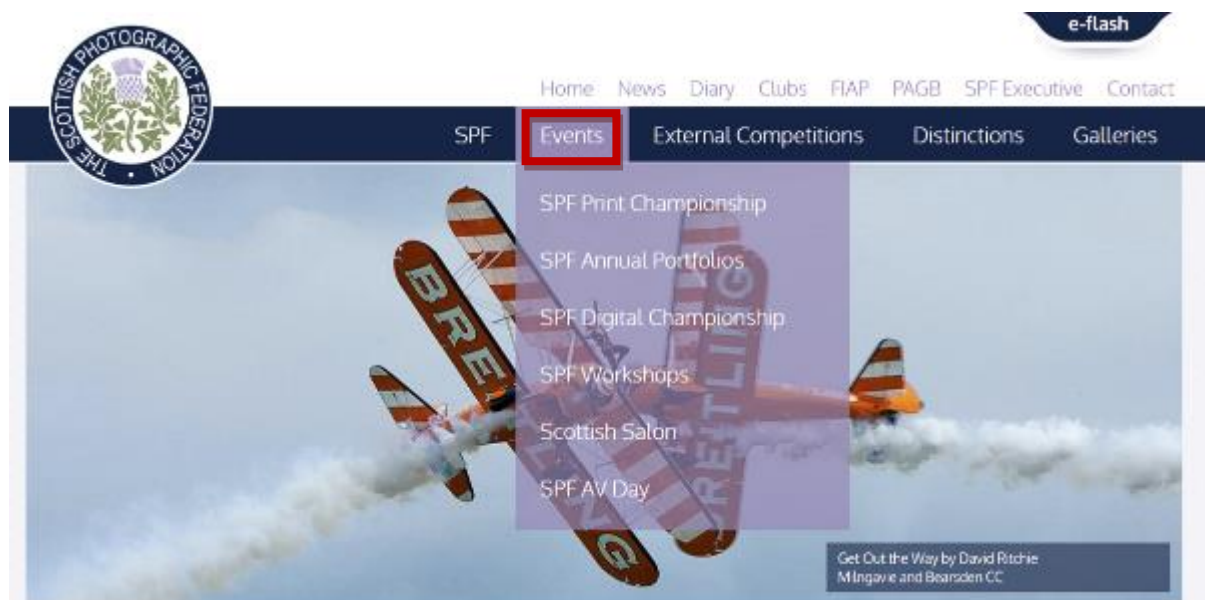
All Things Judging and Lecturing

<https://www.scottish-photographic-federation.org/all-things-judging-and-lecturing>

SPF Judges and Lecturers General Info - A List, B List and C List Judges - Booking Forms and Guidance Notes for Clubs and J&L – Mileage Rates and Expenses – SPF Directory and PAGB CMS Website Listing replacing the PAGB Handbook details – Judges/Clubs Feedback Forms – Becoming a Judge – SPF Judges Assessment Day – Additional Resources

Events

Everything under the **EVENTS** dropdown is about SPF run Events. Please see the 'Events' section of our website home page for full details of all of the events currently run by the SPF as each of the above events have their own SPF Website areas. These also contain the results of the last competitions as well. **See SPF Diary Area for all upcoming events.**



Historically the SPF has organised competitions, these have grown over the years. Two of these events are audience based where club members can attend whether or not their Club has entered; another competition results in a CD being available for showing on a Club night, and one is a worldwide competition with an exhibition, and CD 'to hire' after the event for a Club night.

SPF Digital Championship is a club competition open to projected digital images (PDI), held in November each year. It is judged in front of an audience by three judges. Entries are submitted in advance.

<https://www.scottish-photographic-federation.org/spf-digital-championship>

SPF Print Championship is a club and individual competition open to Monochrome and Colour prints, held in Feb each year. It is judged in front of an audience by three judges. Entries are submitted in advance.

<https://www.scottish-photographic-federation.org/spf-print-championship>

SPF Annual Portfolios is a club and individual competition open to Mono and Colour Prints, and Digital (PDI) entries. Entries submitted by 1st May. Judged in camera, by three judges; Portfolio shows of the accepted entries are sent to Clubs on disc in the Nov following the event.

<https://www.scottish-photographic-federation.org/spf-annual-portfolios>

SPF Scottish International Salon was run annually but is currently in abeyance. It is open to all photographers whether SPF members or not. Entries are submitted in advance from throughout the world in Mar/Apr. It is judged in camera by nine judges. All entrants receive a colour catalogue. An exhibition is held in May/June. When running, a show is available to hire on DVD from the Custodian.

<https://www.scottish-photographic-federation.org/scottish-salon>

The Scottish Salon has its own website to visit -

<https://www.scottish-photographic-salon.org/>

SPF Audio Visual Day was run annually by the SPF but has not run for a couple of years due to dwindling numbers attending. It has varied due to the transition period between traditional and digital. We hope to resurrect this event in a slightly different format. It was previously an audience event for audio visual enthusiasts, with visiting speakers and member's sequences.

SPF Workshops - The SPF also runs PAGB Awards Workshops

<http://www.scottish-photographic-federation.org/spf-workshops>

We used to run Judging Workshops for prospective SPF Judges, but our system has now changed and we now run a process to encourage individuals interested in Judging to gain practical 'on the job' experience first as C List Judges. Once they have had a level of experience, we invite them along to a Judges Assessment Day to ascertain if they are ready to be added to our accredited list of B List Judges. This was done in an aim to encourage more individuals to give Judging a go.

Galleries

The Galleries Area contains all of the top SPF Event winning images as well as successful Distinctions and more.

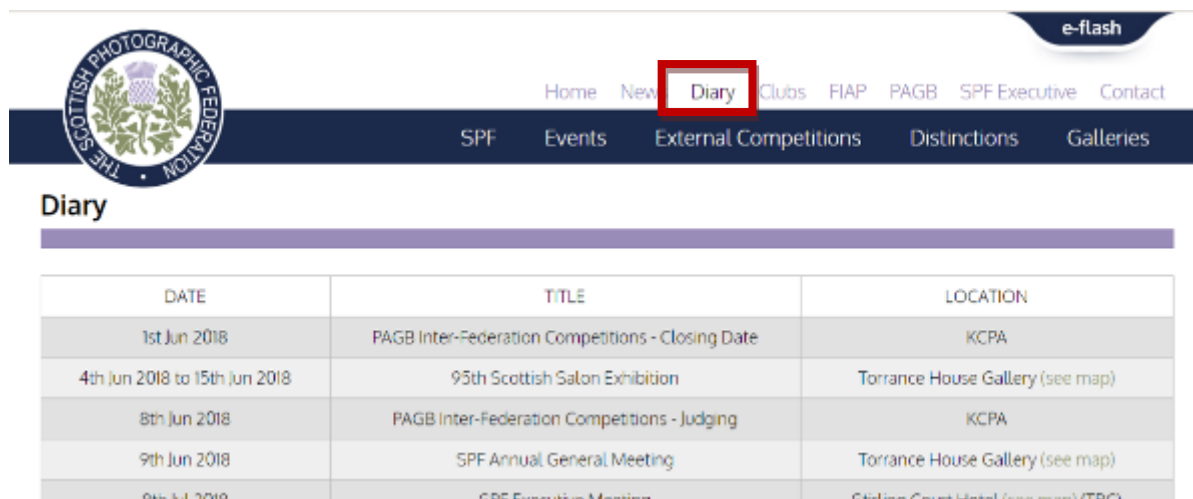
<https://www.scottish-photographic-federation.org/galleries>

The screenshot shows the website's navigation bar with the following items: Home, News, Diary, Clubs, FIAP, PAGB, SPF Executive, Contact, SPF, Events, External Competitions, Distinctions, and Galleries (highlighted). The main content area is titled 'Galleries' and displays a grid of 12 image thumbnails. Each thumbnail has a small number in the bottom right corner. The captions below the thumbnails are: 'SPF Print Championship Awards 2018', 'SPF Digital Championship Awards 2017', 'SPF Digital Championship 2017 - Joint Plate Winning Clubs', 'SPF Digital Championship Winning Club 2017', 'Dingwall National BPE Winning Images 2017', 'Scottish Salon 2017 Scottish Awards Gallery 2', 'Scottish Salon 2017 - Scottish Awards Gallery', 'SPF Portfolios 2017 Awards', 'Scottish Salon 2017 - Scottish Awards Gallery', 'SPF Print Championship Awards 2017', 'DPAGB Lesley Simpson', and 'DPAGB Terry Ralley'.

Diary

The dates for all SPF Events will appear first in our 'SPF Diary' section of our website. You will also find deadlines for the other external events mentioned below there too.

<https://www.scottish-photographic-federation.org/diary>

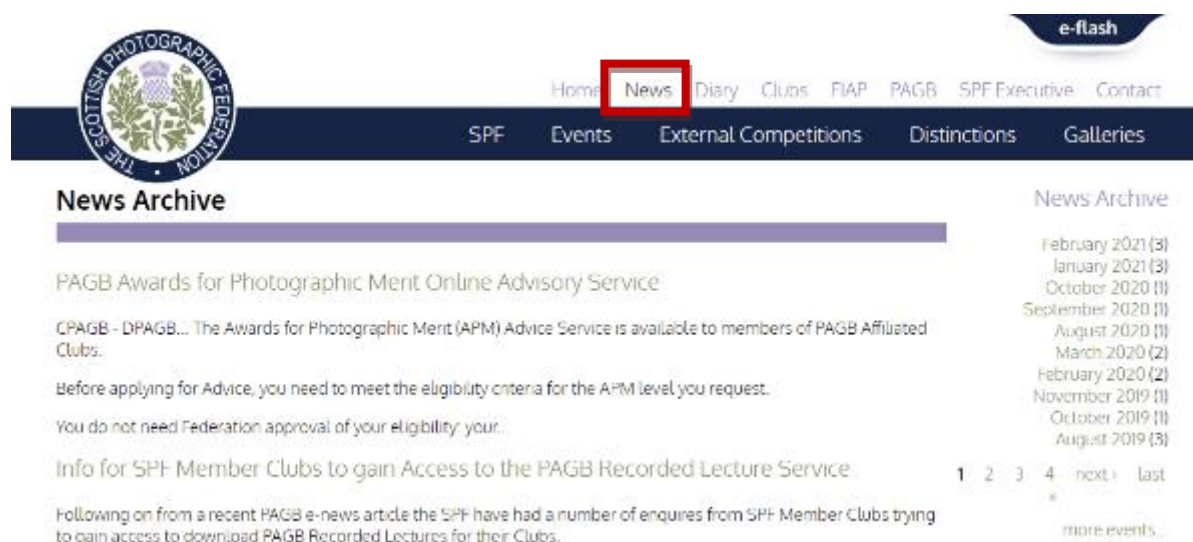


DATE	TITLE	LOCATION
1st Jun 2018	PAGB Inter-Federation Competitions - Closing Date	KCPA
4th Jun 2018 to 15th Jun 2018	95th Scottish Salon Exhibition	Torrance House Gallery (see map)
8th Jun 2018	PAGB Inter-Federation Competitions - Judging	KCPA
9th Jun 2018	SPF Annual General Meeting	Torrance House Gallery (see map)
8th Jul 2018	SPF Executive Meeting	Stirling Court Hotel (see map) (TRC)

News Archive

The news archive holds details on a variety of newsworthy items. Some events run by our Clubs, others detail about rule changes or notices. Click on the green text of the heading to open up the full article.

<https://www.scottish-photographic-federation.org/news>



News Archive

PAGB Awards for Photographic Merit Online Advisory Service

CPAGB - DPAGB... The Awards for Photographic Merit (APM) Advice Service is available to members of PAGB Affiliated Clubs.

Before applying for Advice, you need to meet the eligibility criteria for the APM level you request.

You do not need Federation approval of your eligibility your.

Info for SPF Member Clubs to gain Access to the PAGB Recorded Lecture Service

Following on from a recent PAGB e-news article the SPF have had a number of enquires from SPF Member Clubs trying to gain access to download PAGB Recorded Lectures for their Clubs.

News Archive

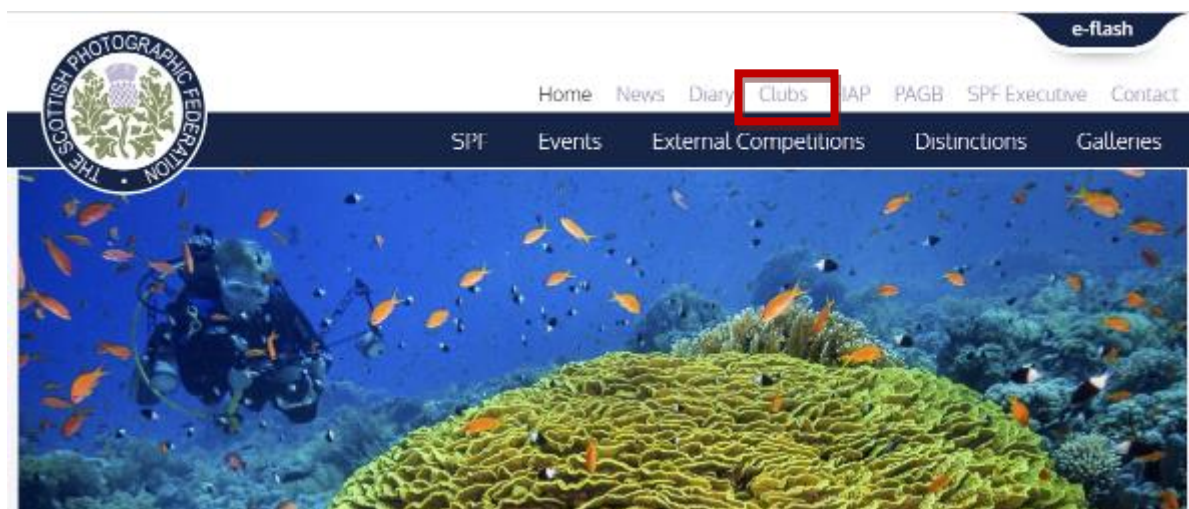
- February 2021 (3)
- January 2021 (3)
- October 2020 (1)
- September 2020 (1)
- August 2020 (1)
- March 2020 (2)
- February 2020 (2)
- November 2019 (1)
- October 2019 (1)
- August 2019 (3)

1 2 3 4 next last

more events...

SPF Clubs

For a current list of SPF Clubs and their main contacts and website please visit the CLUBS area



<https://www.scottish-photographic-federation.org/spf-clubs>

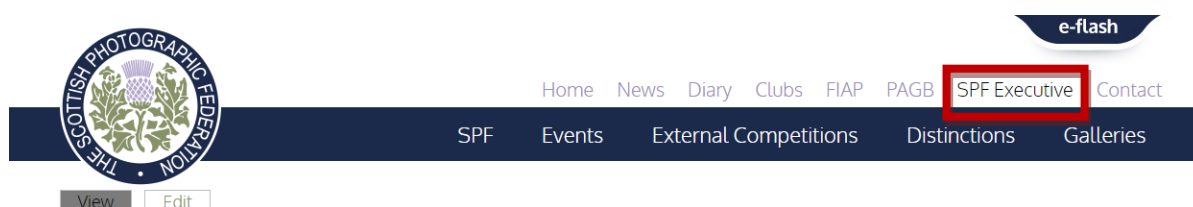
SPF Executive

The SPF Executive Committee is made up of volunteers from our member clubs and is responsible for the general administration of the Federation.

The committee is made up of President, Senior Vice President, Junior Vice President, General Secretary, Treasurer, Hon Vice President, Immediate Past President, Ordinary Members and Area Representatives. All are elected at our AGM, except the Area Rep's who are elected by the clubs in their area.

Office bearers, Ordinary members, and Area Rep's take on the various positions, which include FIAP Liaison Officer, PAGB Executive Member, Judges & Lecturers Secretaries, Custodian and event organisers.

For full details of our current Executive Committee visit -



SPF Executive

Below are details of the SPF Executive Committee which is made up of volunteers from our member clubs.

Office bearers, Ordinary members and Area Representatives take on the various positions and are responsible for the general administration of the Federation.

<https://www.scottish-photographic-federation.org/spf-executive>

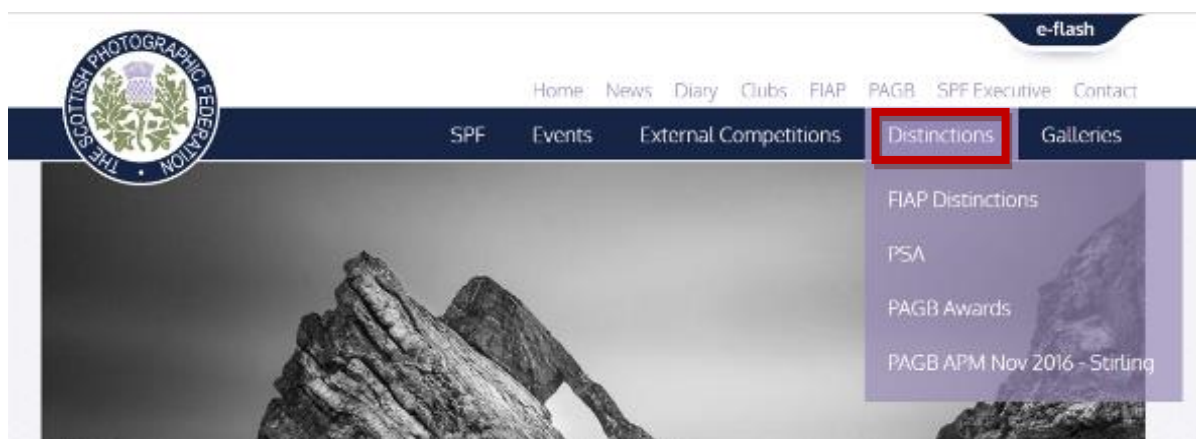
SPF Area Representatives

Our clubs are split into areas. Each Area has a post for an Area Representative who is elected by the Clubs in that area. Area Rep's are full voting members of the SPF Executive and help to aid communication between the SPF and its member clubs. Many of these areas run their own events. They get together to hold friendly inter-club competitions, photo hunts or share a high-profile speaker. To find out more about each of the Areas and what clubs belong to each, please visit the **ABOUT** area.

<https://www.scottish-photographic-federation.org/about> You can contact any of the Area Reps from the SPF Executive area. See above for details.

Other Areas of Interest

The **DISTINCTIONS** dropdown contains details about the **PAGB Awards – FIAP Distinctions – and PSA**. Visit those dedicated areas on the website by visiting that dropdown.



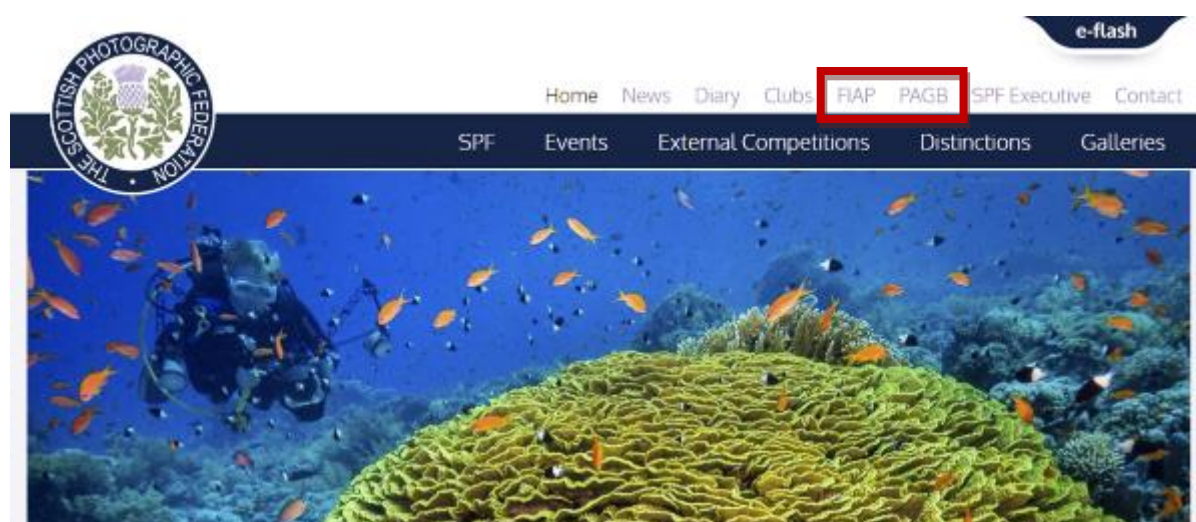
The most popular Distinction is the PAGB Awards scheme for which we run regular workshops (we will run three workshops in 2023).

PAGB Awards Workshops

The SPF runs PAGB Awards Workshops for those interested in gaining PAGB distinctions – CPAGB, DPAGB, MPAGB. We normally run up to 2 workshops a year. These workshops are free and are open to all SPF club members. These events are also open to observers but must be pre-booked. See PAGB Distinctions area of our website for more details.

<https://www.scottish-photographic-federation.org/pagb-awards>

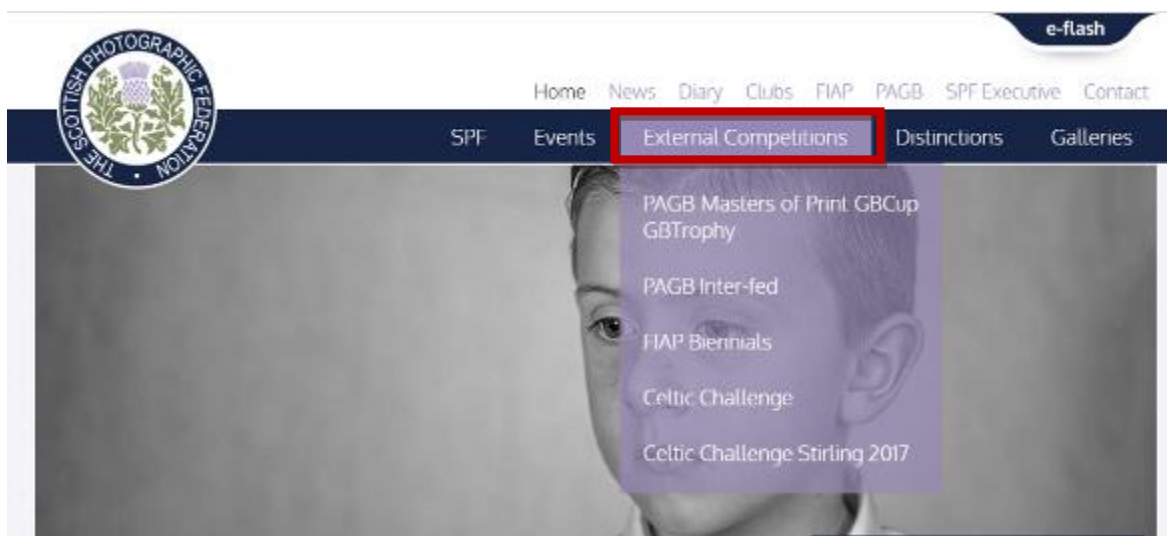
For more details about PAGB and FIAP visit those areas on the website, which includes Scottish Individual and Club Results and successes in these organisations events and details of their services.



PAGB - <https://www.scottish-photographic-federation.org/pagb>

FIAP - <https://www.scottish-photographic-federation.org/fiap>

Other Events that the SPF and its members participate in can be found under the EXTERNAL COMPETITIONS dropdown which include PAGB and FIAP Competitions



This area covers all external events open to SPF Clubs or their Members, some without any Pre-Qualification. For some events the entries are submitted via the SPF, for others they are submitted direct to the hosting organisation. Basic rules and all details required to enter any of the events listed are supplied in this area.

The e-newsletter of the SPF is the e-flash.

To visit the SPF e-flash area containing a number of back copies of the e-flash visit –

<https://www.scottish-photographic-federation.org/e-flash>

The e-newsletter of the PAGB is the e-news.

Abbreviations used by Us

Below are the main acronyms connected with us and our events -

SPF - Scottish Photographic Federation

PAGB - Photographic Alliance of Great Britain - visit the PAGB's website for the acronyms of all PAGB member Federations.

FIAP - Federation Internationale de l'Art Photographique

GPU - Global Photographic Union (Formerly UPI) (Scottish Salon only)

PSA - Photographic Society of America (Scottish Salon only)

From the above, this should help you with additional abbreviations used by these organisations or us e.g., EFIAP belonging to FIAP, and MPAGB belonging to PAGB.

This should also help you decide which area of this SPF Website you will find details about these.

Abbreviations used by Us Cont'd

Others you may come across, although not connected to us –

RPS - Royal Photographic Society

BPE - British Photographic Exhibitions

UPP - United Photographic Postfolios of Great Britain

GDPU - Glasgow District Photographic Union

Please remember that the SPF require to be told of all changes to Club Secretary/Main Club Contact (Office bearer) and External Competition Secretary/ 2nd Club Contact post holders as soon as possible. This is a condition of your Club's membership.

The following page shows all of the details we require to hold from you and your Club.

MEMBER CLUBS UPDATE FORM

All of the following details are compulsory for all SPF Clubs* *except where stated.

Please note that we subscribe to the data protection act. We do not pass on your details to anyone out with the SPF amateur network, but we require all of the following information in order for your Club to be listed in this SPF Directory which is used by the SPF Exec. SPF Clubs and SPF Judges & Lecturers, and all communications from the SPF inc. **e-flash, e-salon and e-news, subs/insurance renewals and competition details**. We also require a personal email address for you to gain access to the Admin/Competitions Log-In Area of our website – This personal email address is for security reasons. We also list your Club in our Club area of the SPF Website – This contains no personal details. **A full copy of our SPF Data Protection Policy is available from our website.**

Please send completed form to – libby.neilsmith@btinternet.com or to SPF General Secretary, 34 Braemar Crescent, Carlisle ML8 4BH

FULL CLUB DETAILS

Club Name -
Your main Meeting night etc. -
e.g., Thursdays 7.30 pm (Fortnightly)
Venue Name -
Venue Address -
Postcode -
Venue Phone Number (if applicable*) -
Club Website Address (if applicable*) -

CLUB SECRETARY DETAILS

(or alternative Office bearer, if your Secretary does not wish their details published)

Position -
Name (inc. Hons if applicable*) –
Postal Address -
Postcode –
Home Phone Number –
Personal Email Address -
Re Personal email addresses - We <u>cannot</u> send mass emails out via <u>secretary@club email</u> addresses for emailing of all Club paperwork etc by the SPF, or for use in the SPF Website Log-In Area - <u>we must have</u> a personal email address. <i>This does not appear on an open website.</i>
Website Email Address (if applicable*) – e.g. <u>secretary@club website</u> <i>This can be used in our SPF Directory. It does not appear on an open website.</i>

CLUB EXTERNAL COMPETITION SECRETARY DETAILS - OR SECOND COMMITTEE CLUB CONTACT

Please ensure you update these details too as soon as a change occurs. You can list more than one Competition Secretary if your Club separates the job into Prints and PDIs for example. OR you can add your Treasurer or President as a second contact. NB – Competition Secretary refers to Club contact for External Competitions only i.e., SPF and PAGB

Name (inc. Hons if applicable*) –
Phone Number –
Personal Email Address -