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This revision was approved by the CICCA Board of Directors on **06-23-2021 via email** and replaces all prior Versions of this document.

CENTRAL ILLINOIS CAMERA CLUB ASSOCIATION
SALON PRACTICES GUIDELINES

The following Salon Practices Guidelines shall govern the competitions held in the Spring and Fall. The Salon Practices Committee has the responsibility for supervising and enforcing these regulations. A member of the Salon Practices Committee will be an observer in each division throughout the competition.

GENERAL INSTRUCTIONS

- A. The primary purpose of Salon competition is to furnish an opportunity for members in the Central Illinois Camera Clubs Association (CICCA) to compete with each other with digital images and prints. A secondary goal is to generate income to be used in operating CICCA.
- B. The Fall Salon is to be held each year, normally between November 1 and November 15 on a date and at a place selected by the host club. The Spring Salon is to be held each year in May on a date and at a place selected by the Host Club.
- C. Entry fees shall be determined by the Board of Directors. Fees shall be set so that together with other Salon-related income, all costs of the Salon (including expenses of the judges, judges' meals, room fees) shall be covered. A Host Club is permitted to offer a stipend to the judges, if needed, not to exceed \$100 per judge.
- D. Deadlines for submission of entries, as determined by the Host Club, must be followed. Entries received after the deadline will not be judged.
- E. Print entries should be packed to ensure their safe arrival. If a Club's CICCA Representative or Designee cannot pick up their entries after the salon, that Club's entries must be accompanied by instructions, mailers and adequate postage for the Host Club to return them.
- F. Each CICCA Club Representative or Designee is responsible for determining that all rules and regulations with regard to the submission of entries for a Salon are followed. If there are questions regarding the rules, individuals should contact their CICCA Representative or Designee and if necessary, they in turn, should contact the Salon Practices Committee Chair.
- G. Entrants should consider the potential sensitivity of viewers to the subject matter of the images they are submitting. CICCA is not in the business of censorship, but expects images entered in their Salons to be in good taste. In case of a dispute, the Salon Chair and the Salon Practices Committee Chair shall make every effort to resolve it in a responsible manner.
- H. In any Salon, no person may submit the same basic image in more than one division or category. For example, a person may have made a print from a digital image that is the same basic likeness as the digital image. This image may be submitted either as a print or as a digital image, but not both. This rule applies to all divisions and all categories of a Salon.
- I. Any Club member with slide images to be entered into a Salon must first convert the slides into digital images or prints and then enter them in the appropriate category.

ENTRY ELIGIBILITY

- A. Only members of CICCA in good standing may submit entries to a Salon.
- B. Each entry must have a photographic base and all of the photographic elements must have been taken by the maker.
- C. No entry in any CICCA Salon that has earned an Accepted, Honors, or Medallion may be entered, irrespective of categories.

DIGITAL IMAGE DIVISION

COMPETITION RULES

1. No individual member, regardless of the number of clubs of which he or she is a member, may submit more than three (3) images in any category.
2. Digital images must be in jpeg format. The dimensions of the image should be no larger than 1400 pixels horizontally and no larger than 1050 pixels vertically. One of these dimensions shall be met, but neither exceeded. There is no restriction on file size of the jpeg.
3. Additionally, it is highly recommended digital images be entered using the sRGB color space because the digital image projectors have been calibrated using this color space. Entries submitted using a different color space (e.g. AdobeRGB) may contain odd color casts or other color distortions.
4. There should be no identifying information (e.g. member's name, image title, watermark, etc.) on the digital image.
5. Entrants should provide their digital images and individually prepared entry forms to their club's CICCA Representative or Designee, who should then complete the Excel entry form.

Digital Image Categories

CATEGORIES

Monochrome images may be entered in any category provided, however, that the image meet all other requirements of the category.

Entries that do not meet the requirements stipulated in this section will be disqualified.

CATEGORY A: NATURE

Nature photography embraces the entire physical and natural world and thus encompasses nature in all its forms. There should be no evidence of the influence of man in a nature photograph. Photographs depicting cultivated plants, domestic animals, and mounted museum specimens are not eligible and should not be submitted as nature photographs. Exception: scientific banding visible on wild animals will not be considered a disqualification. In addition, images of zoo and game park animals may be entered, as long as the "hand of man" is not visible in the image.

In the Nature category, only global adjustments are allowed for digital images.

Global adjustments are those modifications that affect the whole image. Permissible global adjustments include, but are not necessarily limited to: levels, curves, brightness, contrast, saturation, white balance, sharpening and cropping.

Selective adjustments are adjustments that affect only portions of the image, typically applied with selections or brushes, and are not permitted in the Nature category with the sole exception of eliminating spots on the image due to dust on the camera's sensor.

For the purposes of clarity, the use of presets and adjustments in software (e.g. Adobe Lightroom, Adobe Photoshop) and related plug-in filters (e.g. Topaz Labs, Nik Software) is allowed provided, however, that the adjustments are global.

Blending of images from different scenes or blending of two versions of the same image is not permitted in the Nature category.

Borders, vignettes, and infrared images are not allowed.

CATEGORY B: PHOTO-REALISTIC

The emphasis for this category is on aesthetics and creating an image with great impact while maintaining a realistic quality.

The subject matter of this category is unrestricted.

There are no restrictions for image enhancement provided that the resulting image (a) maintains a realistic-looking appearance, (b) appears to have been made in a single exposure, and (c) has a photographic base and all of the photographic elements must have been taken by the maker.

For the purposes of clarity, images submitted for this category can be from a single exposure or from multiple exposures that are blended together (e.g. HDR, image stacking for depth of field, panoramas, composites) to create a single image.

Borders and vignettes are allowed. Infrared images are not allowed.

CATEGORY C: ALTERED REALITY

The emphasis for this category is on creativity with no restrictions for enhancement of the image(s) used to create the final product.

An Altered Reality image should depart from reality and be noticeably different from a scene viewed through a camera lens. While the underlying image(s) may seem familiar, its overall look should reflect one or more elements of an altered existence.

The image must have a photographic base and all of the photographic elements must have been taken by the maker.

Borders, vignettes, and infrared images are allowed.

CATEGORY D: HOST CLUB'S CHOICE

The Host Club has the option of selecting this category. Examples include but are not limited to: Portraits, People, Sport, Motion, Monochrome, Doors & Windows, Architecture, Wedding, Macro, Red doors, Cell phone photography, and Street Photography.

The Host Club shall specify post processing restrictions, if any.

The Host Club should announce its selection for this category as soon as possible to give other clubs ample time to prepare.

PRINT DIVISION

Entries that do not meet the requirements stipulated in this section will be disqualified.

COMPETITION RULES

1. Each individual member, regardless of the number of clubs of which he or she is a member, may submit a maximum of three (3) entries in each category.
2. Indicate on the back of the print your “top of print” for viewing.
3. There should be no identifying information (e.g. member's name, print title, etc.) on the front of the print or mounting surface.
4. Entries shall be printed on paper.
5. Entries may be printed by an individual or a commercial entity.
6. Entries shall be mounted to the designated finished sizes using such materials and in such a manner that they are likely to withstand the rigors of being handled before, during, and after the Salon.
7. Entrants should provide their Prints and individually prepared entry forms to their club's CICCA Representative or Designee.

CATEGORIES AND DEFINITIONS

1. Categories
 - a. **A: Small Monochrome**
 - b. **B: Large Monochrome**
 - c. **C: Small Color**
 - d. **D: Large Color**

2. Definitions

- a. **Monochrome Prints.**

A monochrome print is defined as a print in one color or different shades of one color; a single-tone print. This category includes black and white prints

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b Color Prints.

A color print is one made either by a regular color photography process, including printing on an ink-jet printer, or by hand coloring or tinting.

c. Small Prints

A Small Print may be any size up to, but not larger than 8 x 12 inches and must be mounted on matting or 3/16 inch thick foam core board measuring 11 x 14 inches.

d. Large Prints

A Large Print may be any size larger than 8 x12 inches, but not larger than 16 x 20 inches, and must be mounted on matting or 3/16 inch thick foam core board measuring 16 x 20 inches.

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CICCA

ENTRANT FORMS

Line	Category	Name	Title
	A,B,C, or D		
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D= Digital P= Print Circle one

Return this form with digital images or prints to Club Designee

ENTRY FORM INSTRUCTIONS FOR DESIGNEE USE

(The Digital Entry Form and Print Entry Form are basically the same and can be filled out the same way.)

1. The electronic entry form (see Digital Entry Form-sample or Print Entry Form-sample) will be provided prior to each Salon with the Host Club name and Date of the Salon pre-completed. Each club's Designee should first enter its club number and name in the appropriate boxes. (e.g. club number "02" and club name "Champaign County Camera Club" as shown on Entry Form-sample for Digital or Prints.
2. All Category "A" entries are listed first, followed by Category "B" entries, then Category "C", and Category "D".
3. The image identification information should be entered as follows. Please refer to Line 1 of examples.
 - a. The category letter is entered first
 - b. Numbering the digital images: The Club Designee should first "randomize" the digital images or prints within each category.

For example, if four members are entering digital images or Prints in Category "C" then the Club Designee should select and place in a digital file or a pile one image or print from members 1, 2, 3, and 4. The process is repeated for the remaining digital images or prints until all digital images or prints in a category have been selected and "randomized". The ordering process is repeated for each Category.

At the conclusion of this process the Club Designee should have all digital images or prints to be entered in digital files or piles by Category in an intermingled/randomized order.

The digital images or prints within each Category should then be numbered with a 3-digit number beginning with "001" and ending with the total number of digital images or prints being entered in that Category.

- c. The Club # follows
- d. The Maker's Member # (from his/her club)

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- e. Title of Digital Image
 - f. Maker's name
4. It is preferable to enter the information electronically in the file provided; however, if a club does not have someone with access to Excel or similar spreadsheet software, then it is permissible as a last resort to print out a hard copy of the entry form and complete it by hand. Care should be taken to ensure all information entered is legible and that these rules are followed.

Print Labels Instructions for Club Designee

The diagram illustrates the layout of a print label. On the left, a large rectangular area is labeled "Top Back of Print". A smaller rectangular box labeled "Label goes here" is positioned at the top right of this area. To the right of this is the "CICCA Print Label" form itself. The form is titled "CICCA Print Label" and contains several input fields: five small boxes at the top for "S(Spring) or F(all)", "Category Letter", "Print#", "Club #", and "Member #"; a larger box for "Print Title"; a box for "Member Name"; a box for "Club Name"; and two boxes at the bottom for "Score" and "Award".

- The label should be completed as follows:
 - a. Salon: "F" for Fall, or "S" for Spring
 - b. Category letter: A, B, C, or D
 - c. Print number
 - d. Club number
 - e. Member or Maker's number
 - f. Print Title
 - g. Member or Maker's Name
 - h. Club Name

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CICCA SALON - DIGITAL IMAGE ENTRY FORM								
NOTE: By submitting images for this competition, all entrants are granting CICCA the right to use a low-resolution copy (no greater than 1400x1050 pixels) of such images on a CD to be shared with other CICCA member clubs for show and tell and similar educational purposes and only with other members of those same CICCA Clubs.								
Hosted by: _____						Date: ____/____/20____		
Club No.:			Club Name:					
Line	CAT	IMG#	CLB#	MBR#	Score	Place	Title	Maker

Digital Image Entry Form (sample)

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EXAMPLE		CICCA SALON - DIGITAL IMAGE ENTRY FORM						EXAMPLE	
Hosted by: _____ Date: ____/____/20____									
club No.:		02			Club Name:		Champaign County Camera Club		
Line	CAT	IMG#	CLB#	MBR#	Score	Place	Title	Maker	
1	A	001	02	017			Pretty Maids	John Doe	
2	A	002	02	023			Not So Pretty Maids	Jane Doe	
3	A	003	02	040			Wildflower Paradise	Hansel Adams	
4	A	004	02	042			Silver Cascade	Bill Smith	
5	A	005	02	066			Rock Mtn. Summit	Ralph Howard	
6	A	006	02	075			Forest View	Claire Voyant	
7	A	007	02	077			Bryce Canyon	Carol West	
8	A	008	02	017			Silver Cascade	John Doe	
9	A	009	02	023			Rock Mtn. Summit	Jane Doe	
10	A	010	02	040			Forest View	Hansel Adams	
11	A	011	02	042			Yosemite Valley	Bill Smith	
12	A	012	02	066			Rural Gothic	Ralph Howard	
13	A	013	02	075			Appaloosa	Claire Voyant	
14	B	001	02	017			Park Bench	John Doe	
15	B	002	02	023			Michigan Avenue	Jane Doe	
16	B	003	02	035			Chicago Skyline	Hisoner D.Mayer	
17	B	004	02	040			Night Lights	Hansel Adams	
18	B	005	02	042			American Bea	Bill Smith	
19	B	006	02	075			Willow Pond	Claire a	
20	B	007	02	017			Sunset Lake	John Doe	
21	B	008	02	023			Rainbow Farm	Jane Doe	
22	B	009	02	040			Rural Rime	Hansel Adams	

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Print Entry Form (sample)

CICCA SALON - PRINT ENTRY FORM								
NOTE: By submitting prints for this competition, all entrants are granting CICCA the right to use a low-resolution copy (no greater than 1400x1050 pixels) of such prints on a CD to be shared with other CICCA member clubs for show and tell and similar educational purposes and only with other members of those same CICCA Clubs.								
Hosted by: _____				Date: ____/____/20____				
Club No.:				Club Name:				
Line	CAT	PRT#	CLB#	MBR#	Score	Place	Title	Maker
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EXAMPLE		CICCA SALON - PRINT ENTRY FORM					EXAMPLE	
Date: _____ / _____ / 20_____								
Hosted by:								
Club No.:		2			Club Name:		Champaign County Camera Club	
Line	CAT	PRT#	CLB#	MBR#	Score	Place	Title	Maker
1	C	001	02	019			Indian Corn	James Doe
2	C	002	02	021			Wine After Dinner	Paula Doe
3	C	003	02	039			Autumn Morning Mist	Carol Ling
4	C	004	02	090			Observance	John Smith
5	C	005	02	019			Daily Run	James Doe
6	C	006	02	021			Breakfast Beans	Paula Doe
7	C	007	02	039			Lady bird Spring Dance	Carol Ling
8	C	008	02	021			Squash in a Row	Paula Doe
9	C	009	02	039			Ice Crystal Cabbage	Carol Ling
10	C	010	02	021			Lunch Lady Cart	Paula Doe
11	C	011	02	039			Sparkling glory Bee	Carol Ling
12	C	012	02	021			Bubbles & Straws	Paula Doe
13	C	013	02	039			Poinsettia Magic	Carol Ling
14	C	014	02	039			Sun Worshippers	Carol Ling

JUDGING PROCEDURE

1. The Host Club will obtain three qualified judges. The Salon Chair has responsibility for the final selection of judges. The Salon Chair will contact each judge, outlining their responsibilities and their remuneration by CICCA. The "Brief to Judges" should be sent to each judge approximately two weeks prior to the competition.

Ordinarily, judges may not be members of CICCA clubs. In case of an emergency, a judge from a CICCA club may be appointed, provided he or she has no entries in the Salon. If possible, such judges should be selected from a Club with no entries in the Salon. This appointment will be made by the Salon Chair, but only after consultation with the Salon Practices Committee Chair.

2. Judging shall not start unless a Representative of the Salon Practices Committee is present. A surrogate may be appointed by the Salon Practices Committee Chair or by others in the following order: CICCA President, CICCA Vice-President, Salon general chairperson.

3. Each category within the Print and Digital Image divisions will be judged separately, but judging of the categories will be done consecutively, allowing only for breaks for the convenience of the judges and others as deemed necessary by the Salon Chair.

4. In the event of a dispute, the respective Division Chair's rulings will be final. However, it is recommended that the Division Chair consult with the Salon Practices Committee before making a final ruling.

5. A scoring machine in good working order will be used for judging. The Host Club is advised to obtain a second scoring machine to be used as a back-up. If the scoring equipment is the older RMF equipment, each judge should judge on a three-through-nine scale, with three being the lowest possible score and nine being the highest possible score. If the CICCA scoring equipment is used, each judge will score on a two-to-five scale, with two being the lowest possible score and five being the highest possible score.

6. "Honor" entries: Honor designations shall be made prior to Accepted in each category, approximately one-ninth of the entries will be designated as Honor entries. These entries will be those that received scores placing them in the top one-ninth of all entries based on the original scoring. If necessary, to arrive at the one-ninth goal, some re-judging of entries may be necessary. A slight variance in the one-ninth target may be made if approved by the Salon Chair or Salon Practices Committee representative.

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Re-judged entries that are upgraded to Honors shall be given a score equivalent to the lowest score of those entries which initially earned Honors.

7. "Accepted" entries: After the Honors designations have been made in a category, the remaining entries that received scores placing them in the top one-third of total entries for that category will be deemed to be "Accepted".

In order to reach the goal of one-third, some entries may need to be re-judged. A slight variance in the one-third target may be made if approved by the Salon Chair or Salon Practices Committee representative.

Re-judged entries that are upgraded to Accepted shall be given a score equivalent to the lowest score of those entries initially Accepted.

8. Best of Category

Immediately after Honors and Accepted entries have been determined for a category, the judges shall select the Best of Category entry in open judging of the Honor entries. Medallions will be awarded to all Best of Category entries.

One medallion will be awarded for every two hundred (200) entries or increment thereof. Examples:

- (1) medallion will be awarded for up to 200 entries
- (2) medallions for 201-400 entries
- (3) medallions for 401-600 entries

Brief to Judges

A copy of the information below, along with a copy of the digital image's category definitions should be given to judges at least a week before the salon judging.

A. **Judging categories**

1. Digital Images Division
 - a. Nature category
 - b. Photo-Realistic category
 - c. Altered Reality category
 - d. Host Club's Photo Choice
2. Print Division
 - a. Monochrome category - A monochrome print is defined as a print in one color or different shades of one color. This category includes black and white prints.
 - i. Small
 - ii. Large
 - b. Color category – A color print is one made either by a regular color photography process, including inkjet prints, or by hand coloring or tinting
 - i. Small
 - ii. Large

B. **Scoring**

Judging will take place with an electronic scoring machine. Instructions will be given prior to the start of judging.

If judges have any questions, please contact the Salon Chair, the Salon Practices Committee ("SPC") Chair, the Digital Chair or the Print Chair. (Contact info is noted below)

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Salon Chair: _____

Address: _____

Phone: _____ E-mail: _____

SPC Committee Chair: _____

Phone: _____ E-mail: _____

Digital Chair: _____

Phone: _____ E-mail: _____

Print Chair: _____

Phone: _____ E-mail: _____