

*The Policy and Procedures document is a living and changing document that records decisions made previously by an organisation, keeps them in one place and available for viewing.*

*Some policy and procedures will continue for a long time, others will be changed as circumstances change and will reflect the current thinking of the WAPF Committee.*

# WAPF Policy & Procedures

as adopted by the WAPF Committee  
May 25<sup>th</sup> 2014, amended April 2016

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## **WAPF and Club WAPF events**

1. Events managed by the WAPF may be circulated to clubs by the secretary and electronically through the WAPF website and or by the Event Adviser email newsletter.
2. Events Managed by an affiliated club may be circulated to clubs by the secretary and electronically through the WAPF website or by the Event Adviser email newsletter.
3. Events managed by a third party may only be promoted to clubs and club members by letter/email/event adviser or by word if that event complies with the following.
  - a. There must be a direct financial benefit to members of clubs affiliated with the WAPF. In other words a reasonable discount offered to WAPF members 10 to 15%.
  - b. And or there must be a reasonable direct financial benefit to the WAPF by way of an advertising fee.(Currently \$25 for Event Advisor adverts where there is a good discount and \$75 where no discount is offered)
4. Non WAPF members may attend all WAPF events usually with a fee premium of 10% this premium to be decided on an event by event basis by the Club running the event. WAPF members to be given preferential treatment when events have limited numbers.
5. Club events promoted by the WAPF and managed through our payment gateway.
  - a. Budget to be approved by the WAPF Treasurer
  - b. Clubs to acknowledge that the WAPF charges a fee of 5% of funds collected to cover bank/paypal fees and other costs
  - c. Any account required to be paid by the WAPF must be presented to the treasurer with an invoice and should match with the budget if it falls outside the budget an explanation is required and possibly a review of the budget.
  - d. At the conclusion of the event the WAPF treasurer will calculate any profit from the event, forward to the club a copy of the Profit and Loss statement to be approved by the club before any surplus funds can be distributed preferably by direct deposit to the club account.

### **Refund Policy**

1. Refunds of entry fees to competitions will not be given.
  2. Refunds for events managed by the WAPF may be given provided the cancelation is made no less than 7 days prior to the event start time or.
  3. Refund Policy may be varied by the organisers of an event.
  4. Refund policy must be included in the booking form for each event.
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## **interclub competition**

1. First round to be by digital upload from the WAPF website.
  2. Sections
    - a. Mono Choice of subject can be modified.
    - b. Colour Choice of subject can be modified.
  3. Maximum of 3 entries per individual member.
  4. Members cannot enter the same images in either the Jean Clayton or Click West Competitions as the Inter-Club Competition.
  5. Images must have been taken in the previous 12 months to the closing date for the competition entries, Images more than 12 months old cannot be entered.
    - a. EXIF Data is used to confirm this and must be included with the entry; if an entry is received without exif data showing date taken it will be disqualified.
  6. Files are also to be renamed PRIOR to sending
    - a. - for Colour - C-Club-Title-First Name-Surname-jpg
    - b. - for Mono - M-Club-Title-First Name-Surname-jpg
    - c. Please use an abbreviated club name to keep the file name short.
  7. 1920 pixels on the long side
  8. 72 ppi
  9. Maximum file size 1.5mb
  10. 15 entries per club per each of the two sections ( Mono) ( Colour)
  11. Once Judging is completed for Acceptances, Clubs will be informed of the selections and requested to arrange for the printing and matting of those to be forwarded in time for the final judging and hanging to a location to be advised.
  12. Entries may be held for further display for approximately two months and will be available for pickup or postage after this time, club secretaries will be advised when pick up is available.
  13. Clubs will be levied \$1.00 per entry - to assist in costs of judging venue hire fee's etc...
  14. When displayed the WAPF will apply an id strip approx. 30mm wide diagonally across the bottom left or right corner of the matt and adhered to the rear of the matt by tape with full information of the entry.
  15. Winning entries will be identified with a label or rosette.
  16. Clubs are responsible for return postage or collection, images not collected within 2 months of being available for collection may be forfeit.
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**. Matt Sizes for interclub competition.**

1. Matt colour to be only Black
2. Matt outer size to be 500mm x 400mm
3. Matt thickness of both matt and backing board 5mm
4. Inner Matt size ( cut out) maximum 430 x 330mm 5% tolerance
5. Minimum cut out 140mm in either direction
6. Cut out to be centred in the matt
7. Matts to be labelled in the top left corner of the rear of the matt.
  - a. Label to include entry section and number
  - b. Photographer
  - c. Image title
  - d. Camera Club Name

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**Interclub event**

1. To be run by the host club, but must include a WAPF committee member as liaison
  2. Budget to be approved by the WAPF Treasurer and committee
  3. Interclub competition to be managed by the WAPF and hung with the support of the host club.
  4. The finances of the Interclub event should be managed as per WAPF events.
  5. Guidelines for running the event will be posted on the WAPF website.
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**WAPF Clothing**

1. Committee members to be offered a jacket and Polo Shirt with logo to be used at all WAPF events at a 50% discount , current total cost just over \$100

# Guidelines for Clubs wanting to affiliate with the WAPF.

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1. Application to be made via our on line form on the affiliated clubs page.
  - a. Club structure recommended by the WAPF for member clubs to adhere to, an individual may hold 2 positions..
    - i. President
    - ii. Secretary
    - iii. Treasurer
    - iv. Competition / event director
  - b. Hold regular meetings. with exhibitions and or workshops.
  - c. Maintain membership records.
  - d. Have a club bank account, with records kept by the treasurer this should have 2 to sign.
  - e. Share a common goal of Fellowship in photography.
2. Membership, Perth metropolitan or outer metropolitan clubs should have a minimum of 10 members and Regional clubs 5 members.
3. Once the application is approved by the WAPF Committee the club will be asked to pay any fees due namely \$25 per club and \$12 per member.
4. On receipt of this payment the club will officially become affiliated with the WAPF and added to the Insurance certificate of currency.
5. While incorporation of your club is not a requirement, it is highly recommended as it provides some level of protection to club office bearers.

# Speakers Fund Policy

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1. \$3000 to be allocated annually from the WAPF budget.
2. \$1000 of this to be applied to the WAPF interclub event .
3. \$2000 to be available to clubs
4. The primary goal of this fund is to enable clubs to run workshops with quality speakers at lower costs to attendees.
5. Helping clubs obtain speakers for events
6. To be a \$400 cap per club may be extended under special circumstances.
7. Preference will be given to those Clubs who have not received the funding previously.
8. Clubs wanting to avail themselves of this support to apply in writing to the WAPF via an on line form with full details of the event planned, a budget for the event expenses and income. The budget should aim for a breakeven point at around 60% of expected attendees.
9. The applications will be reviewed by the WAPF committee, conditions may apply.

*This Policy is to ensure that all clubs running events where the WAPF is assisting with funding support, collection of entry fees, and promotion via our website and or the Event Advisor are aware of these policies.*

## Policy on managing events by the WAPF for Clubs for the benefit of the whole WAPF

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1. The WAPF offers support to clubs wishing to run events that allow for attendance by any WAPF affiliated club member.
2. Clubs to make application by email with documentation to [president@wapf.org.au](mailto:president@wapf.org.au) .
3. If the WAPF are collecting entries and fees then the WAPF will retain 5% of the revenue for that event to cover the fees costs of credit card payment, the use of forms web costs and other costs associated with the running of the event.
4. Any request from Clubs to the WAPF to managing the finance for an event, clubs will submit a budget for the event to the Treasurer as part of this process. The budget should show break even at approximately 60% or realistic numbers expected.
5. Attendance of non WAPF affiliated club members to not only be allowed but to be encouraged all be it at a premium fee at the discretion of the Club running the event, this is an important part of the membership funnel for all our clubs, non WAPF attendees should be encouraged by follow up to attend and join an affiliated club.
6. The WAPF policy on refunds is to allow refunds if a cancelation is no less than 7 days prior to the event, Clubs are free to amend this policy however the refund policy should always be on the entry form for the event.
7. Clubs are to acknowledge this policy as part of the agreement with the WAPF to help manage, and collect entries or fees.
8. Club treasurer or other office bearer will sign off on the final Profit and Loss statement for the event before being paid out any surplus.
9. All funds, less the 5% WAPF fee will be paid to the respective clubs on receipt of an invoice for the full amount collected and the club will be responsible for reconciling all income and expenses relating to the event the funds were collected for.
10. At the completion of the club event, a profit and loss statement is to be provided to the WAPF treasurer for presentation to the WAPF committee.

## WAPF Policy on the provision of training.

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- a) Support clubs by assisting with the provision of or sourcing workshop presenters.
- b) Support by managing the event through our existing payment gateways and order forms with the usual 5% fee retained by the WAPF as per other events.
- c) Where the WAPF sees a need for the provision of training the WAPF should encourage a club to take on such a project with WAPF support rather than run the training.
- d) The WAPF has carry over funds from previous years that needs to be Invested in projects that have longer than one year lifespans and deliver strong member benefits, the development of the original photography 101 course was one of these projects where the benefit to clubs is long term and ongoing.
  - a. The WAPF will regularly review this course to maintain its relevance.
  - b. The WAPF will regularly look to identify new course opportunities.
- e) The WAPF will look to clubs currently providing excellent training to their members and encourage these clubs to extend this training beyond their own club members to members of other WAPF affiliated clubs.
  - a. This way we the WAPF would be able to help those smaller clubs with less resources and available skills to provide training to their members.
- f) WAPF Committee to appoint a committee person as training Education coordinator who will be charged with identifying ways to deliver the above and assisting in its delivery.
- g) A web page calendar to display available training opportunities.