

Notes for S&G Club News contributors

All BGA-affiliated clubs are welcome to submit club news entries for publication in S&G each issue. If you are a new contributor, please check with your club secretary and chairman that there isn't already a contributor for your club before you submit an entry. It's up to each club to choose to whether to submit entries and how far, if at all, it wishes to vet them before they are sent. Once you've had the go-ahead from your club, please let me know and give me your contact details (address, email, telephone). I can then let you have the deadlines. If you'd like to know more, please feel free to skim through the following notes, which I've compiled in reply to common questions I'm asked.

How and when should Club News be sent in?

Most contributors send it as an email (with or without a Microsoft Word attachment). It really helps me keep track of tens of different files if your subject line is: Your club's name (Club News). The deadline for the next issue features on the opening page of club news each time and is on the contributor pages of the website: <https://sailplaneandgliding.co.uk/contributing>

How many words?

You are welcome to send in any amount of text you wish and, if in doubt, it's always better to include something rather than leave it out. To try to be fair to all clubs, I work out an average length per entry, which varies each issue with the number of entries and amount of space available. Typically, it varies from about 95 to 150 words per club. Of course, the ultimate decision about each club's entry is based on my judgement of the interest and relevance of its content.

Unfortunately, limited space means that I am very rarely able to include all the text submitted, which means that I have to edit your hard work. This is no reflection on its quality! I'm very sorry that, because of the number of entries and the timing of the work, I am unable to check the edited version back with you.

What should I include?

Whatever you like – first solos (including 14-year-olds), badge achievements, club expeditions, noteworthy developments of the site/buildings/club fleet, happenings to club personalities, exceptional flights of any kind, new initiatives in member recruitment/retention, club management systems that other clubs might learn from, and so on ad infinitum. A good rule of thumb is that if the news would provoke discussion, widespread approval, amusement or horror at a gliding club bar, it's probably worth including!

What shouldn't I include?

Because of the constraints on space in S&G, there are certain things likely to be cut: routine lists of new members (although I include new members of cadet schemes); births and marriages (unless they happen in a glider!); and, of course, anything that I consider to be libellous or potentially actionable. Unless your club has nothing else to say in a particular entry, I tend to remove references to private ownership of gliders, and to type conversions. Advertising that is too blatant may also be subject to the editorial knife!

Obituaries

If the club wishes to note in a sentence the passing on of a valued member, then by all means do so in club news. But if you have more to say about them than that, it is probably better to contact me with a view to submitting a separate obituary. (It's courteous to check with the next of kin as well.) S&G includes photos, if requested, when space allows. An obituary needs to include the person's name, any other clubs they've belonged to, their year of birth, and when they died. It can be written by one or more individuals, whose first name(s) and surname(s) S&G will also need for publication.

What about pictures?

Pictures are very welcome and regular S&G readers will note that certain clubs often feature in photos in club news. This is because they're the clubs that regularly send in good, crisp, clear photographs of interesting subjects. Photos should, wherever possible, be taken at the camera's highest quality megapixel setting. We can't emphasise enough that your photos will always stand a much greater chance of being used by S&G if they haven't been seen elsewhere, on the internet or in print, beforehand. Normally, an eight megapixel camera on the highest setting will allow for a full one-page image, including a front cover. Lower megapixel cameras can successfully generate smaller images, and three megapixels is a good guide to the minimum standard for photo inclusion. Please send files as JPEG (.jpg) or TIFF (.tif) by email or by uploading to <http://www.sailplaneandgliding.co.uk/dropbox>. Degradation of images occurs on re-saving a JPEG (compressed) image, so we ask you to make sure that no post-processing is done. Please remember to say who took the photo (checking they are happy for their work to be reproduced without payment in S&G) and let me know what it shows. Photographs copied across from Facebook are rarely of print quality, so please track down the original.

Club Focus

If your club hasn't featured in Club Focus and would like to do so, please contact me to secure your place in the queue!

And finally

Club News contributors do an important job for their clubs and for S&G: thank you very much for your interest. If you've any more questions, do get in touch.

Susan Newby**Editor, S&G**