

# NG3C Team Shootout Hosting Guide

## *The North Georgia Camera Club Council Shootout Event*

The North Georgia Camera Club Council (hereinafter called the Council) is a 501C3 non-profit organization composed of camera clubs in the North Georgia area. Each year, the Council will hold a Shootout event that pits each club against each other in a photography event. On the same day, clubs gather, topics are determined and the clubs go out to shoot the topics. The clubs return to the venue where their members sort and edit their selections. Each club chooses its 10 best entries per topic and submits them for judging. The judges select the 10 best per topic from all the clubs. Awards are given out for individual winners and club winners.

## *Host Clubs*

Members clubs of the Council can apply to be a Shootout Host. If more than one Member Club wants to host the Shootout for a particular year, each club will present a proposal to the Council laying out their venue plans and budget. The Shootout Committee of the Council will review the proposals and make a recommendation to the Council. The Council will vote on the recommendation.

## *Purpose & Scope*

These guidelines have been developed by the North Georgia Camera Club Council (hereinafter called the Council) and shall apply to all Shootout Events. Their intent is to outline the hosting requirements and to provide a degree of consistency for all Shootout events. These guidelines are not rules, but simply recommendations and advice based on experience gained during previous Shootouts. These Guidelines should be updated annually to reflect issues faced and lessons learned from each shootout.

The Council recognizes that each event will have its unique challenges and issues. Those shall be resolved by the Host Club with the support and guidance of the Council.

The Council recognizes that the individuality of each club and venue is what makes the event special.

## *Shootout Name*

The event shall be called the North Georgia Camera Club Council Team Shootout hosted by X (where X is the name of the Host Club for that year).

## *Participating Clubs*

Only member clubs of the Council will be eligible for participation in the Shootout. Exceptions can be made for High School or College Photo Clubs at the discretion of the Host Club and approval by the Council.

## ***Shootout Fees***

Previously, Shootout fees have been \$300 per club. Fees shall be determined by the Council based on participation and budget.

## ***Shootout Format***

The Shootout shall have the same basic format each year. That format shall be:

- 1) Five topics shall be chosen the morning of the Shootout via a blind drawing from a selection of possible topics predetermined by the Host Club. The Host Club shall determine the topics based on subjects that should be reasonably available to the participants during the day of the Shootouts. Topics should be varied and should not overlap.
- 2) Participants from all clubs shall have a set time (to be determined by the Host Club) to shoot, select, and process their images for selection to their club's selection committee. Each club will determine their own method of choosing the team selection. A deadline for submission to the judging committee will be determined.
- 3) The judges shall select the 10 top images in each topic.
- 4) Individual placement awards for the top three images shall be determined for each topic.
- 5) Club awards shall be determined based on total accumulated points.
- 6) Awards shall be presented to the clubs and individuals at the closing award ceremony.

## ***Responsibilities of the Host Club***

The Host Club shall present a proposal outlining their plan for hosting the Shootout which includes the Venue, Date and times. The Proposal should address a contingency plan for bad weather. The Shootout goes on rain or shine.

The Host Club shall choose a date and time taking into consideration the availability of facilities, weather, and competing events.

The Host Club will choose a venue that can reasonably accommodate 300 photographers, taking into consideration parking, photo opportunities, food, traffic and other logistics. The venue space should be able to accommodate a large group in the morning session and then provide breakout rooms for each club's editing/selection process. Large clubs might have as many as 60 photographers who will need desk or table space and electrical connections for laptop computers.

The venue will also need a large space, such as a gymnasium or auditorium, in which to gather all participants for the awards presentation.

The Host Club shall determine the day's events, and provide the schedule and locations to each club and its participants.

The Host Club shall determine the shooting boundaries for the day's shooting.

The Host Club shall coordinate with location professionals such as police, fire, merchant association, Recreation Departments, city/county managers, etc. to alert them to the event and

the possible impact it could have on a location. It should be imperative that sensitive locations should be deemed off limits. Locations having private events such as funerals or weddings should also be noted.

The Host Club shall provide a map of the acceptable shooting areas to all participants noting any off limits areas.

The Host Club shall arrange for facilities for on-site registration with access to an outlet for a laptop computer.

The Host Club should take into consideration the food needs of participants. They may contract with caterers or partner with non-profits such as Boy Scouts to provide food and drink services for the participants-especially during lunch and judging times. The Host Club may opt to rely on area restaurants if they are available or sell box lunches at pre-registration. The food issues should be clearly dealt with early on. If the host club prefers to manage the food itself, all profit made may be kept by the host club. Water should be made available to participants.

The Host Club should identify emergency services in the area and provide that information to all participants.

The Host club shall be responsible for screening and selecting qualified judges. Based on past experience, one judge per category is advisable for the timely judging of the event.

The Host Club shall provide a laptop loaded with similar software for each judge to review the entries.

The Host Club should provide a judge's briefing and/or training to minimize potential problems.

A member of the Council or Host Club should monitor the judging and be able to help with any special need the judge might having during the judging time.

The Host Club shall arrange for vendors and/or presenters to be accessible by the photographers during down time and judging. Typical vendors include camera cleaning, photo sales representatives, photo processing services, etc. Some coordination may have to occur to satisfy "sole sponsors".

The Host Club may arrange for any advertising, programs, promotional items, or other fundraising activities for itself. The Host Club will retain all revenue generated by the fundraising efforts. A typical effort might be the sale of official Shootout t-shirts.

### ***Responsibilities of the Council***

The Council shall assist the Host Club in any way that it can to produce a positive Shootout Event.

The Council shall manage the onsite and pre-registration of clubs.

The Council shall accept registration fees.

The Council shall reimburse all approved expenses as needed.

The Council shall prepare and maintain a Shootout Event Hosting Guide to assist Host Clubs.

The Council shall assist the Host Club in obtaining sponsorship for the Shootout.

The Council shall preside over Opening & Closing Ceremonies.

The Council shall provide plaques and ribbons for the winners.

### ***Responsibilities of Participating Clubs***

Each participating club shall be a Member of the Council.

Each participating club shall complete a registration form and pay the registration fee to be eligible.

Each Participating club shall appoint a TEAM LEADER to be that club's point of contact. The Team Leader must be present on the day of the Shootout. The cell phone number and email address for each Team Leader shall be given in advance to the Host Club.

***The Shootout Committee retains the right to make all decisions pertaining to all aspects of the planning and execution of the Shootout Event.***