

North Georgia Camera Club Council

Team Shootout

Event Guide

3/1/2012

Section 1. 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 intends to hold a Shootout event that pits each club against the others in a photography event. On the same day, clubs gather, categories are determined and the clubs go out to shoot the categories. The clubs return to the venue where their members sort and edit their selections. Each club chooses its 10 best entries per category and submits them for judging. The judges select the 10 best per category from all the club entries. Awards are given out for individual winners and club winners.

Section 2. Host Clubs

Member clubs of the Council can apply to be a Shootout Host by submitting a proposal outlining their plans for the Event. If more than one Member Club wants to host the Shootout for a particular year, each club shall 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.

Section 3. Purpose & Scope

These guidelines have been developed by 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. Hopefully, these guidelines will allow the potential host clubs to have a preview of expectations before bidding. 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.

Section 4. 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.)

Section 5. 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.

Section 6. Shootout Fees

Fees shall be determined by the Council based on the number of clubs participating and the budget proposed by the Host Club.

Section 7. Shootout Format.

- 1) The Shootout shall have the same basic format each year. That format shall be:
- 2) Five categories shall be chosen the morning of the Shootout via a blind drawing from a selection of possible categories predetermined by the Host Club. The Host Club shall determine the categories based on subjects that should be reasonably available to the participants during the day of the Shootouts. Categories should be varied and should not overlap.
- 3) A plan shall be developed for the day including a set time for shooting, editing and selection, judging and presenting awards.
- 4) The judges shall select the 10 top images in each category. The top four places in each category shall receive awards. The top four clubs, determined by total individual points, shall receive awards.
- 5) Awards shall be presented to the clubs and individuals at the closing award ceremony.

Section 8. Responsibilities of the Host Club

- 1) The Host Club shall present a proposal outlining their plan for hosting the Shootout which includes the Venue, Date and Times and a proposed budget. If selected, the host club will meet with the Council's Shootout Committee to refine the budget. The Proposal should address a contingency plan for bad weather. The Shootout goes on rain or shine.
- 2) The Host Club shall choose a date and time taking into consideration the availability of facilities, weather, and competing events.
- 3) The Host Club shall choose a venue that can reasonably accommodate approximately 300 photographers, taking into consideration parking, photo opportunities, food, traffic

and other logistics. The venue space should be able to accommodate the full 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.

Section 9. Space Needed

- 1) Large gathering space –if all participants attend, it might need to seat approximately 300. If representatives attend, a smaller space can be used. It's also possible that if a remote feed is available to the breakout rooms, a smaller space can be utilized.
- 2) Very large gathering space: for awards presentation—approximately 300 need to be seated, but the number might vary by year. The Registration Committee should know that number prior to the day.
- 3) Large gathering space: for vendors, mini-clinics, etc. This is the space where door prizes will be posted throughout the day.
- 4) Table area for Event Registration. Usually a table in the main entry way is sufficient. Power must be available.
- 5) Breakout rooms for clubs. Depending on how many clubs register—possibly 11 rooms. Some clubs are small, and several are 60 to 70 members large. Rooms should preferably lock for computer/camera security. Electrical outlets are a must.
- 6) Judging room. Room with outlets and space to set up the judging computers (usually 5) and a computer for the tabulator.
- 7) Adequate, accessible parking and adequate toilet facilities are needed.
- 8) The venue will also need a large space, such as a gymnasium or auditorium, in which to gather all participants for the awards presentation as well as toilet facilities that will be available throughout the day.
- 9) The Host Club shall determine the day's events, and provide the schedule and locations to each club and its participants.
- 10) The Host Club shall determine the shooting boundaries for the day's shooting.
- 11) The Host Club shall coordinate with location professionals such as police, fire, merchant associations, 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.
- 12) The Host Club shall provide a map of the acceptable shooting areas to all participants noting any off limits areas.

- 13) 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.
- 14) The Host Club should identify emergency services in the area and provide that information to all participants.
- 15) The Host club shall be responsible for helping the Council in screening and selecting qualified judges. Based on experience, one judge per category is advisable for the timely judging of the event.
- 16) The Host Club shall provide one computer per category for each judge to use. (5 total computers as well as one for admin duties) It should be loaded with identical software for each judge to review the entries.
- 17) The Council should provide a judge's briefing and/or training prior to the start of judging to minimize potential problems.
- 18) A designated member of the Host Club should monitor the judging and be able to help with any special needs the judges might having during the judging time.
- 19) 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"**. A flea market option is also a good use of this time.
- 20) The Host Club should arrange for a Delegates Meeting prior to the event so that team leaders can familiarize themselves with the venue and plans for the day.

Section 10. Responsibilities of the Council

- 1) The Council shall advise the Host Club in any way that it can to produce a positive Shootout Event.
- 2) The Council shall manage the onsite and pre-registration of clubs.
- 3) The Council shall accept registration fees.
- 4) The Council shall reimburse all approved expenses as needed.
- 5) The Council shall prepare and maintain a Shootout Event Hosting Guide to assist Host Clubs.
- 6) The Council shall assist the Host Club in obtaining sponsorships for the Shootout.
- 7) The Council shall preside over Opening & Closing Ceremonies.

- 8) The Council shall manage the judging of the entries.
- 9) The Council shall provide plaques and ribbons for the winners. Plaques will be furnished for Club Placements 1-4. Individuals placing 1-4 in the various categories will receive a placement ribbon. Other awards maybe made as part of the sponsorship agreement.
- 10) The Council shall provide maximum exposure of the event through the Council website and through member clubs.

Section 11. Responsibilities of Participating Clubs

- 1) Each participating club shall be a member in good standing of the Council.
- 2) Each participating club shall complete a registration form and pay the registration fee to be eligible.
- 3) Each Participating club shall appoint a TEAM LEADER to be that club's point of contact.
- 4) The Team Leader is responsible for registering all participants and insuring that they have their participant number.
- 5) The Team Leader should insure that all participants are aware of the shootout rules and boundary limits before the event.
- 6) The Team Leader must be present on the day of the Shootout.
- 7) The cell phone number and email address for each Team Leader shall be given in advance to the Host Club.
- 8) The list of registered photographers will be sent to the Registration Committee by the Team Leader. The Team Leader will receive the list of photographer numbers back from the Registration Committee to distribute to the club. The Team Leader is responsible for giving out the photographer numbers and creating a name tag with those numbers assigned to the photographers for use on the day of the Event. Each club's team leader should be added to the council's mailing list for the term of the shootout.
- 9) Clubs may elect to create a "team image" by wearing coordinated shirts or hats.

Section 12. Shootout Shooting Rules

- 1) All images must be of images within the boundaries defined by the Host Club.
- 2) Photographers must set their time and date stamp accurately so that it is clear that the images were captured during the event. Random checking of metadata from winning images can be expected for verification. It might be helpful to have monitor check each participant's camera for correct metadata settings prior to the event.

3) It is the intent of this competition that photographers will shoot subjects that are found in the area selected by the Host Club. Bringing in props or subject items is discouraged, and such images are subject to being disqualified.

4) All images must be edited, named appropriately, and turned in on schedule to their club's Team Leader.

Section 13. Naming Conventions:

- 1) After photographers edit their photos, they should name them according to this convention.
- 2) 01-01-001-a.jpg.
- 3) Category_Number - Club_Number - Photographer_Number - Image_Title.jpg
- 4) Club numbers and photographer numbers will be given to the TEAM LEADER. It is the team leader's responsibility to make sure that all team members have these numbers.) Category numbers will be given out the morning of the Shootout.
- 5) The file must be a .jpg. Size does not matter.
- 6) The number of images able to be presented by each club may be determined after the registration process to make sure that each club can enter the maximum number possible. That selection number will be conveyed to the TEAM LEADER after all clubs are registered. This amount is determined by the number of teams and shooters registered.
- 7) Once club member images are selected, the 10 selected images should be copied onto flash drives, one category per flash drive, and given to the Team Leader. All images should be checked for correct date and naming convention before submission for judging. Judges will be advised to disregard any image named or dated incorrectly. The Team Leader will submit all 5 flash drives to the Judging Committee prior to the deadline for entry submission.
- 8) Each flash drive should be clearly labeled with the club name and category number.
- 9) Flash drives will be returned to the Team Leader after they are copied on to the judging computer or at the end of the judging event.

Section 14. Judging Guidelines

Judge Selection:

The objective of the judge selection process is to select the best available photo contest judges and have them select the best images from the North Georgia Team Shootout that meet the requirements of the contest.

The Council will select the judges with the assistance of the Host Club as needed.

Judging Qualifications for the Shootout:

- 1) Formal photography education is not required.
- 2) Judges shall have experience as a professional or fine-art photographer, workshop leader or photo instructor.
- 3) Potential judges may come from within or outside the Council geographic location of clubs.
- 4) No judge may participate in the Shootout nor be an active (ie. Paid) member with any club of the Council.
- 5) Judges should not be selected to judge a Shootout event two years in a row unless no other choices are available.
- 6) Selected judges shall be given all contest rules and guidelines prior to the beginning of the judging process.
- 7) It is preferred that judges donate their time to the Council Event. However, if Judges must be paid, that amount shall be determined by the Council and added to the Shootout Budget.
- 8) Judges will be expected to remain in the judging room until all images and photographers are verified. If any discrepancy is found, they will be asked to select another image.

Judging Procedures:

- 1) The Judging Committee of the Council shall manage and oversee the entire judging event with the assistance of the Host Club.
- 2) The Host Club shall provide one computer per category in a private room with ample outlets. Computer space should also be allowed for the Judging Chairperson and a slide show creator.
- 3) All computers should be equipped with similar processing programs (Photoshop, Lightroom, Elements, Picasa, etc.) for reviewing images. Ideally, the same program would be available on all laptop computers.
- 4) The Host Club shall provide 2-3 members to coordinate the intake and return of flash drives with final image submissions from each category from the Team Leaders.
- 5) The Council/Host Club shall have 2-3 members available, including Registration/Judging Chairperson, to answer judges' questions during the judging process.
- 6) A meeting with the judges shall take place prior to the judging to review the process and expectations.
- 7) Each judge shall be assigned a category, review all submitted images in that category and select the top 10 images.
- 8) Top 10 images in each category shall be listed in order from 1 to 10 on the sheet provided each judge and turned in to the Registration/Judging Chairperson for tallying points.
- 9) The Judging Chairperson shall arrange for the showing of the top ten winning images in each category identifying the shooter and the club. Images should be put in some format such a Power Point to show at the Awards Ceremony. Judging Chairperson shall also provide images for NG3C website.

Section 15. Sponsorship Recommendations

- 1) The spirit of the Annual Team Shootout is to promote fairness and to allow for sponsorship from all individuals, organizations, and businesses who wish to participate in the event.
- 2) The Council Executive Board shall handle all negotiations for “Sole Sponsorship” of the Shootout Event and assist the Host Club in managing other vendors as needed. It is important to note that the “Sole Sponsor” may have preferences for co-sponsors or other vendors.
- 3) Sponsorship of the NG3C Team Shootout is defined as all money, gifts, donations, time or other tangible commitments by individuals, businesses, or organizations which may be used as awards or prizes during the annual event. These items may also be awarded as door prizes or placed in “goody bags” for registered participants.
- 4) All sponsorship for the Annual NG3C Team Shootout is subject to the approval of the NG3C Executive Board.

Section 16. Roles of the NGC3 Shootout Committee

- 1) The NGC3 Shootout Committee is charged with oversight of all aspects of financing of the Annual Photo Shootout.
- 2) The Host Club shall submit their proposed Shootout budget to the Shootout Committee of the Council for recommendations and/or approval. The Host Club should strive to stay within its proposed budget and take any variances to the Shootout Committee as soon as identified.
- 3) The NGC3 Shootout Committee shall present to the Council a budget for the Annual Team Shootout, along with a plan for desired sponsorship, in a timely manner once a host club is chosen. A reasonable expectation of this time period is one month from the date of selection of the host club.
- 4) The NGC3 Shootout Committee shall serve as liaison between the NGC3 Executive Board and the Host Club. The Host Club is to work directly with the committee or its chairperson regarding matters pertaining to the Annual Team Shootout sponsorship.
- 5) The NGC3 Shootout Committee shall present an update of the progress for the Annual Photo Shootout on a monthly basis reflecting the updates from the Host Club.

Section 17. Levels of Awards

The Shootout Committee recommends the following prize award levels.

Club: 1st, 2nd 3rd & Honorable Mention based on accumulated points

Individual – In each category: 1st, 2nd, 3rd & Honorable Mention.

Prizes shall be:

Club 1st - \$500 & Plaque

Club 2nd - \$400 & Plaque

Club 3rd – \$300 & Plaque

Club HM - \$100 & Plaque

Individual 1st - \$100 & Ribbon

Individual 2nd - \$75 & Ribbon

Individual 3rd - \$60 & Ribbon

Individual HM - \$50 & Ribbon

Section 19. General Information & Random Thoughts

- 1) Door prizes should be somewhat significant. Items such as camera straps, camera brushes, lens cleaning cloths should be goody bag items. Gift certificates for sensor cleanings, books, cameras, lenses, etc. could be door prizes. Door prizes should be given out throughout the day and not left for the end gathering so as not to conflict with the awards presentation. Winning numbers can be posted and participants can pick up prizes from a specific area.
- 2) Goody bags can contain merchandise from photography vendors or local vendors. Some previous items that were useful included: lip balm and sunscreen from a local dermatologist, water bottles from a local vendor, hats from a local vendor, CF card wallets, gift certificates from Chick fil-A or other local lunch place. Goody bags should be consistent and include the same approximate items for all participating photographers. The actual bags can be handled in a variety of ways. In 2010, the sponsor gave plastic bags to be used, but there are many options. The Sponsorship Committee should help coordinate that.
- 3) The Cherokee Photo Club sold ads and made a Shootout program guide that was given to all attendees. It was a fundraiser for the club.
- 4) Food for attendees has been a continuing issue. The Rome club had the best alternative with a cafeteria on the site. Going to restaurants in the area is a possibility but is time consuming and most participants need every second of their editing times. The first year the Boy Scouts handled the food concession but they ran out of food too early. The Host Club must deal with the food issue in some easy, simple, but effective way.

- 5) T-shirts. Each club has handled its own t-shirts as they want to make them individual and have their team stand out. The Host Club can create souvenir shirts for sale if they so choose.
- 6) Team Photos. The Host Club should endeavor to take photos of the event for the website and for future publicity. It's really nice if each team can make a team photo. The Host Club should arrange for someone to take photos at the Awards Ceremony.

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