

**VICTORIAN ASSOCIATION OF PHOTOGRAPHIC SOCIETIES**  
**MANUAL OF RULES AND PROCEDURES**  
**AUDIO VISUAL INTERCLUB COMPETITIONS**  
**Commencing 2018**



**CONTENTS**

Section		Page
1	General	2
2	Aims and Objectives	2
3	AV Sub Committee	2
4	Competitions & Compliance	3
5	Eligibility	4
6	Copyright	4
7	Sections and Duration	4
8	Entry Requirements	4
9	Entry Procedure	5
10	Membership of Multiple Clubs	6
11	Closing Date & Return of Entries	6
12	Technical Requirements	6
13	Judging	7

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- Updated by VAPS 04 January 2020 (Optional upload of the single image and synopsis to the VAPS upload system)

## **VAPS AUDIO VISUAL RULES ~ commencing 2018**

It is not intended that these rules or procedures be so inflexible that they prevent the use of initiative or improvement in methods, but all changes must be approved by VAPS.

### **GENERAL**

- 1.1. An Audio-visual sequence combines various visual and audible elements to illustrate a particular theme or story. A sequence may include either still images, video footage, computer generated transitions, various audio components or combinations of all or some of these elements. All such content is subject to the restrictions contained in these rules.
- 1.2. An effective sequence will have unity of its three parts: the conception, the visuals and the sound. Generally, these three elements would reinforce each other such that anyone without the other two would be unsatisfactory.
- 1.3. Narrative or text may be employed but is not mandatory. The medium is very flexible and artistic expression within it can take many forms. There is no restriction on content (subject to paragraph 4.2).
- 1.4. The author or producer of an A/V sequence (hereinafter referred to as the Producer) may wish to label their piece as documentary, historic, humorous, reportage, interpreting music or poetry, etc, if they wish in order to impart theme to the viewer.

### **2. AIMS AND OBJECTIVES**

- 2.1. The aims and objectives of the competition are to advance photography generally, by extending the range of photographic activities available to club members. In particular, Audio Visual productions provide photographers with an additional outlet to showcase their creativity and artistic expression.
- 2.2. Audio Visual competitions are designed to allow producers of all skill levels to express their abilities in the audio-visual genre.

### **3. AV SUB-COMMITTEE**

- 3.1. The AV Sub-Committee shall be drawn from active members of affiliated Victorian Camera clubs who have demonstrated skills in this area of photography. The Committee's purpose is to provide the Management Committee with informed advice on all aspects of audio-visual production including the conduct of competitions. That advice shall include, but not be limited to :-

- Categories and their definitions;
- Judging criteria;
- Recommended judges;
- Competition Rules, their administration & interpretation;
- Equipment required for presentation and judging;
- Other relevant issues.
- The Sub-Committee shall also assist the Management Committee in the display of Audio-visual Competition entries at the VAPS annual Convention.

#### **4. COMPETITIONS and COMPLIANCE**

- 4.1. A member of the AV Sub Committee shall be co-opted to review each AV entry for compliance with these rules prior to the A/Vs being presented to the judges.
- 4.2. Although there are no restrictions on subject matter, where content or subject material is considered to be inappropriate or unsuitable for general exhibition, the entry may be rejected. The producer(s) must be notified of any rejection(s) at the earliest opportunity.
- 4.3. If any AV sequence is rejected, the producer may be given the opportunity to rectify any issues and to re-submit the entry. Such an opportunity will only be provided if there is sufficient time to do so.
- 4.4. If a producer does not accept a determination that his/her entry is non-compliant he/she may request a review of that decision. A panel of no less than three A/V committee members will then review the decision, and the outcome of that review shall be final.
- 4.5. Audio Visual productions are entered by individual clubs on behalf of the producer(s) in a similar fashion to print and other competitions.
- 4.6. In all sequences, VAPS expects that the producer will have done the major part of the work and will disclose any work done or contributed by others.
- 4.7. As this is a competition for photographers, content must be based on photographic images or video sequences created by the producer, unless otherwise specified in these rules.
- 4.8. Where images cannot reasonably be expected to have been taken by the entrant, appropriated images and/or video may also be used. However, the combined total of such content must not exceed 25% of the production's total running time.

4.9. Video footage, whether taken by the producer or not, must not exceed 20% of the total running time.

4.10. For the purposes of these rules, "Video footage" refers to the depiction of motion achieved using the video setting of a still or video camera. It does not include simulated motion, time lapse photography, computer generated transitions or other similar mechanisms designed to simulate movement. All of these are acceptable components of an Audio Visual.

## **5. ELIGIBILITY**

5.1. Entry is open to all members of affiliated Victorian clubs. All entries must have been pre-selected by appropriate club officials prior to being entered in the competition.

5.2. Entries which have not been signed off on the entry form by both the appropriate club representative(s) and the producer(s) will be rejected.

## **6. COPYRIGHT**

6.1. It is the responsibility of each producer to ensure that they are legally entitled to use whatever content is contained within their production, and that there are no legal impediments to the inclusion of such material. The producer, by entering the competition, indemnifies VAPS and the competition organisers against any claims whatsoever arising from their entry.

6.2. Neither VAPS nor anyone involved in administering the competition accept any responsibility in the event of disputes or litigation relating from the submission of an A/V entry.

6.3. Copyright of all original works will remain with the producer

## **7. SECTIONS and DURATION**

7.1. There shall be two sections, the "Open" and "3.21" Sections. These will be treated as two separate sections and awards will be made accordingly.

7.2. . The OPEN section allows a maximum length of 12 minutes. AVs of a shorter duration are encouraged.

7.3. The 3.21 section requires that the entries have a total running time of no more than 3 minutes and 21 seconds. There is no minimum running time. Any entry which exceeds 3 minutes and 21 seconds will be transferred to the "Open" section provided that the submitting club has not already entered the maximum allowable number of entries in that section. Alternatively, the producer may be given the opportunity to modify the entry so that it falls within the allowable timeframe provided that this can

be achieved in a timely manner without any untoward impact upon the administration of the competition.

- 7.4. An Audio Visual's total length is determined by measuring the interval between the first sound or image and the last sound or image in the sequence.

## 8. ENTRY REQUIREMENTS

- 8.1. Photography and sequence production, including the arrangements of the soundtrack, must be the original work of the producer, co-producer(s) and collaborators unless otherwise specified in these rules. Acknowledgement of any work of other artists, (e.g. music, poetry, images) must be included at the end of the sequence.
- 8.2. The producer's name, acknowledgements or Club details must not appear in the opening slides of the sequence, all such information may be included in the closing slides only. No contact details for the producer are to be displayed anywhere in the sequence.
- 8.3. There is no limit on the creation date of the sequence. There is no limit on the number of co-producers for the production, but they must all be acknowledged in the credits at the end.

## 9. ENTRY PROCEDURE

### 9.1 Update to VAPS upload system for Audio Visuals

- 9.2 Details of each AV entry, including AV Title and Makers names must be entered to the VAPS upload system which is available on the [vaps.org.au](http://vaps.org.au) website under the "COMPETITIONS" tab or directly at [vapscomp.org.au](http://vapscomp.org.au)
- 9.3 A single image for possible use in the catalogue plus the **AV Information and ID Form** document **can also be uploaded using the OPTIONAL button** located in the AV section of the VAPS Upload system.
- 9.4 AV entries can now be forwarded electronically via WeTransfer or Dropbox to [interclub@vaps.org.au](mailto:interclub@vaps.org.au), or alternatively forwarded on memory stick with your clubs print entries
- 9.5 Any or all club entries may be saved to the same media if appropriate. Copies must be supplied by the entry closing date, and must contain the following for each sequence submitted (a maximum of 4 entries per club):-
- 9.5.1.1. The AV sequence(s) saved as a Self-executable .exe file, .mov file or Mpeg file. Note MP4 is the preferred medium as it allows queuing of

files for projection.

- 9.5.1.2. The single JPEG image for each sequence for possible use in the catalogue.
- 9.5.1.3. This file should be no more than 1920 x 1080 pixels, 300 DPI and with a maximum file size of 5000kb. The image should be representative of each sequence and appropriately labelled to ensure image and sequence coincide. There is now an OPTION to upload the image at time of submitting the AV details into the VAPS Upload system.
- 9.5.1.4. A separate Word Document must contain Sequence Title and file name (if different), Club Name, Producer's name and a clear and concise synopsis (Max 30 words) of each AV sequence.
- 9.5.1.5. This WORD document will be transferred to the Judges Sheets so that judges also have a copy of the synopsis for each AV entry. It is at the Competition Steward's discretion whether or not this synopsis is read to the judging panel prior to judging an AV.
- 9.6 A maximum of two entries are permitted in each section ("Open" and "3.21") per club. (i.e. a maximum of four entries per club.)
- 9.7 A/Vs may be produced by individuals or groups, but each entry will represent a club and must be selected and signed off by appropriate club officials/representatives.
- 9.8 Submission of an entry implies permission for the entry to be shown in public during the Interclub exhibition and acceptance of the competition rules and judges' decisions.
- 9.9 Each sequence submitted to the VAPS upload system signifies that the A/V file(s) comply with these rules and that the Producer and Club acknowledge approval for the display, judging and projection of the AV at the VAPS annual convention.
- 9.10 An A/V sequence previously entered in a VAPS Interclub AV Competition cannot be re-entered.

## **10. MEMBERSHIP OF MULTIPLE CLUBS**

10.1. Where an entrant has membership in more than one club, they are permitted to enter through each club, provided that each AV is unique (no duplication in the competition) and each AV has not previously been entered in a VAPS Interclub.

10.2. Each club selecting entries from members having membership of another VAPS Club should consult with that member to avoid duplication of entries into the VAPS Interclub Competition.

10.3. If any duplication of entry occurs the VAPS Interclub Director or representative may attempt to resolve the duplication before the Judging,

liaising with the clubs and producers concerned, failing which all the duplicated entries will be removed from the competition.

## **11. CLOSING DATE and RETURN of ENTRIES**

- 11.1. The closing date is the date of the VAPS Mid-year meeting (or otherwise as determined by VAPS management). Late entries will not be accepted.
- 11.2. Entry media shall be available for collection at the end of the VAPS Convention unless VAPS holds the producer's permission to retain the sequence(s) for future exhibition. Such screenings will be at the absolute discretion of the VAPS Executive.

## **12. TECHNICAL REQUIREMENTS**

- 12.1. Audio Visual sequences are designed for digital projection and must be submitted via a portable media source (CD, DVD or USB media) which will be copied to the Hard Drive of the computer being used to reproduce the sequences for judging and display. All sequences are to be removed from the computer hard drives within one week of the annual convention.
- 12.2. All entries must be stand-alone digital productions and able to be run without the need of the application software that produced it. Irrespective of file type (e.g. exe mov or mp4 files), the sequence should run immediately via a mouse click with no "run box", opening menu, chapters or stationary opening title. On completion the sequence should exit the program without further intervention.
- 12.3. Some presentation files (e.g. mov/MP4 files) will show the Player for a few seconds prior to the main sequence. It is suggested that 3 seconds of black screen be inserted to precede the opening of the sequence. This will not be counted as part of a timed sequence.
- 12.4. All AV's will be displayed as presented by the entrant.
- 12.5. The computer and sound system(s) provided for both judging and exhibition purposes must be capable of providing good quality sound and vision with adequate amplification for the venue concerned. Individual clubs may not supply their own equipment for the purposes of judging.

## **13. JUDGING**

- 13.1. The number of judges shall not be less than three.
- 13.2. Assessment sheets for recording judge's evaluations should be pre-prepared and given to each judge just prior to the judging period. Completed sheets will be returned to the competition organisers for compilation of scores.
- 13.3. The assessment of the sequence shall be against three criteria:-  
(1) Concept and Production (2) Images and (3) Sound, with marks

awarded as per the following table.

<b>Criterion</b>	<b>Maximum Score</b>	<b>Characteristics</b>
<b>Production</b> 50% of the available marks	Score out of 20	Ability to entertain, concept, story or theme, presentation, impact, timing, titles, fades or transitions, professionalism, overall interest.
<b>Images/Video</b> 25% of the available marks	Score out of 10	Quality, relevance, effectiveness, sequencing, colour and continuity
<b>Sound</b> 25% of the available marks	Score out of 10	Music, appropriateness to subject, sound effects, narration (voice over), recording levels, overall degree of creativity evident in the audio track.

13.4. The collective decision of all the judges shall determine the final ranking of entries, and the judge's decisions are final. Neither organisers nor anyone else shall alter the decisions in any way.