



# FLORIDA CAMERA CLUB COUNCIL MANUAL FOR COMPETITIONS

Amended and Revised: June 7, 2008

**PURPOSE:** The primary objective of this manual is to provide uniform procedures for conducting FCCC competitions. It is the sole guide for entrants to our competitions, to FCCC host clubs conducting competitions and to all FCCC officers.

**GENERAL:** The principal purposes of FCCC competitions are:

1. To provide a vehicle for sharing work among our membership.
2. The encouragement of friendly comparison of the current photographic efforts of the members.
3. To serve as a proving ground for new techniques and current work.

## SECTION I. Entry specification and Information

**A. Number of competitions.** There shall be three (3) TriAnnual competitions per FCCC Year as well as an end of year competition.

**B. Entry Categories.** There shall be three (3) Categories of entries:

1. Monochrome Prints           Classes A and B
2. Color Print                    Classes A and B
3. Color Slides                 Classes A and B

**C. Competition Classes.** There shall be two (2) Competition Classes:

1. Class "A" Advanced, Includes all competitors who voluntarily rate themselves as A and enter this class as well as those assigned this class by the Awards Director.
2. Class "B" Beginners, Includes all competitors who voluntarily rate themselves as B and enter this class.

### **D. Reclassification. Of Class, applies to prints, slides and digital**

The primary purpose of competing in a class is to have your work compared to those with similar skill levels As a first time competitor you may rate yourself as an A (Advanced photographer) or B (Beginner photographer).

You may voluntarily move upward from Class B to Class A at any time simply by entering that class. You must move yourself to class A after meeting the following criteria. No one may move downward from class A to B. without approval of the Competition Director.

#### **Criteria for a move from B to A is as follows:**

The criteria for moving from class B to class A is winning any award ribbon in the end of year Competition and/or 3 or more Award ribbons in the 3 TriAnnual competitions. Note: this is based on an entrant having the opportunity to enter 2 color prints 2 monochrome prints in three TriAnnuals for a total of 12 entries. Three (3) Award ribbons represent winning 25% of the time (more than just luck).

### **E. Eligible entries.**

1. Monochrome and color prints shall originate from a negative, slide or digital image taken by the entrant. The prints may be made commercially, processed by the entrant using traditional chemical processes or computer manipulation.
2. Color slides shall have been exposed by the entrant but processing and mounting may be performed by others. No distinction will be made for digitally produced slides.

### **F. Guidelines for Interclub Competition**

- A. An Interclub Competition for Monochrome Prints will be held in conjunction with the First Triannual Competition.
- B. An Interclub Competition for Color Prints will be held in conjunction with the Second Triannual Competition.
- C. An Interclub Competition for Color Slides will be held in conjunction with the Third Triannual Competition.
- D. Rules.

1. Each club may select from among its individual entries four slides/prints to be entered in the appropriate Interclub Competition. These selections must be made before the entries are forwarded to the host club and they must be listed on the FCCC Interclub Competition Entry Form.
2. No two slides or prints may be by the same maker.
3. The slides/prints entered in the Interclub Competition will be judged as normal individual entries and the maker will receive individual credit. At the end of each Triannual Competition, the scores for these slides/prints will be posted on each club's Interclub Competition Entry Form and totaled. The club receiving the highest score will be the Interclub Competition winner.
4. For slides and prints, entries may be selected from both Class A and Class B.

**G. Physical submission of entries**

1. Entries must be submitted as a single package to the host club.
2. Entries must be received by the host club by the published due date for the competition.
3. Ideally submissions would be packaged in professional fiberboard print case. In any event they must be packaged in manner that prevents damage in shipping and in a container that is reusable for returning the entries.

**H. Presentation of Entries.**

1. Monochrome and color prints may vary in size and shape but must be mounted on 16 X 20 matte board or foamcore. Mattes may be any color and overmats are acceptable.
2. Framed prints, prints wrapped in cellophane, prints taped to the back of an open window, prints with projections or hangers on the back and prints with tape or other foreign material that may damage prints laid beneath them are not acceptable and shall be disqualified.
3. Only 2” by 2” mounted slides shall be acceptable. Mounts may be glass, metal, plastic or cardboard. Glass over cardboard, however, WILL BE REJECTED.

**I. Marking and/or Identifying Entries.**

ALL PRINTS AND SLIDES ENTERED IN A COMPETITION MUST BE MARKED LEGIBLY WITH THE MAKER'S NAME, CLUB AFFILIATION, ENTRY TITLE AND COMPETITION CLASS. Entrants are encouraged to limit the title to no more than four words.

1. Prints shall have the above information on the upper left-hand corner on the back side of the mount. Print title and/or maker's name shall NOT appear on the face of the print or mount!!
2. All slides shall have a “thumb spot” (approximately the size of an eraser on the end of a pencil) placed in the lower left-hand corner of the mount when it is viewed right-side up and right-way around.

**J. Eligibility.**

1. Any member in good standing of any member club of the FCCC shall be eligible to enter any FCCC Competition.
  - a. Any member who belongs to more than one member club may only enter from one club.
2. No print or slide that has previously received an “Award” or “Honor” in any FCCC Competition shall be acceptable for any future Triannual Competition.
3. Any print or slide which has been entered three times in FCCC Competitions without winning an “Award” or “Honor” should be voluntarily withdrawn from further FCCC Competitions.
4. Annual Print and Slide of the Year Competition. Entries shall be limited to only prints or slides that have received an “Award” or “Honor” ribbon during the season represented by the end of year competition
5. Eligibility will be confirmed by the Awards Director or the Competition Director. Any entry not conforming to SECTION I shall not be judged.

**K. Entry Fees and Limits.**

1. Triannual Competitions. Entry fees shall be one dollar (\$1.00) for each entry. No more than two entries may be entered in any Category in a single competition.
2. Annual Print and Slide of the Year Competitions. Entry fees shall be one dollar (\$1.00) for each entry.

**L. Entry Forms.**

1. A standard FCCC Competition Entry Form (available on our web site www.f3c.org) shall accompany each entry
2. The FCCC club representative will prepare the Summary of Club Entries form and forward all entry fees, entry forms along with the entries to the host club as a single package.
3. All entries should be received by the Host Club no later than the published due date.

**SECTION II. Administrative Detail**

**A. Shipping and packaging of prints**

1. To save costs we highly recommend the use of the U.S. Post Office Ground Shipment service
2. To reduce the handling difficulties of receiving & repackaging by the host club we discourage the use of plastic peanuts as packaging material.
3. The inside of your shipping container should be clearly labeled with the club name & return address
4. Please include a return address label in your package to reduce the workload of the host club.
5. The host club may decide to accept or not accept entries received after the due date. If for some extreme reason you anticipate a late arrival an advance call to the host club will often resolve the issue.

**B. Club Representative's Functions and Responsibilities**

**A. Prior to a competition, each Club Representative shall:**

1. Convey to his or her club information pertaining to the upcoming competition.
2. Collect all entries and fees from the club entrants.
3. Check that all entrants and their entries conform with the Competition Rules.
4. Check that all entrants are in their proper Classes.
5. Select, or have a designate select entries for the Interclub competition in accordance with rules given in SECTION VIII and list them on the FCCC Interclub Competition Entry Form. NOTE: THIS APPLIES ONLY TO THE TRIANNUAL COMPETITIONS.

**B. After the competition, the Club Representative shall:**

1. Return entries and FCCC Competition Entry forms to the entrant.
2. Present ribbons and/or trophies received from the Awards Director to the winning entrants.

**C. Prior to the Annual Print and Slide of the Year Competition, the Club Representative shall:**

1. Review the lists of eligible entries received from the Awards Director after each TriAnnual Competition.
2. Inform the entrants of their eligible entries.
3. The FCCC club representative will prepare the Summary of Club Entries form and forward all entry fees, entry forms along with the entries to the host club as a single package.

**SECTION III. Host Club Representative's Duties and Responsibilities**

**A. Prior to the judging, the Host Club Representative shall:**

1. Notify the Awards Director and Competition Director the address to which the entries should be sent.
2. Obtain the services of at least three qualified judges, only one of which may be a member of the host club. These judges are to judge all eligible entries and conform with the instructions in SECTIONS I AND IV.
3. Receive all entries from member clubs.
4. Check all entries against the Competition Entry forms and the Summary of Club Entries forms.
5. Verify the entry fees received. If insufficient, notify the sender, club Representative, or club President. Each submitting club is responsible for providing adequate fees.
6. If necessary, reject from competition any entry which does not conform to SECTION I.

7. Tabulate club entries and monies received on the FCCC Competition Report, FCCC Form Comp. "C".
8. For each Category, intermix entries from clubs with one another. Avoid placing entries of any one competitor in succession.
9. Assign a "Salon Number" to each and every entry. Enter these numbers in the left-hand column of the Competition Entry Form and its duplicate.
10. Place all entries in numerical sequence in their proper Category.
11. Provide a thoroughly darkened room for judging.
12. Provide a projector and incidental equipment for slide exhibition.
13. Provide a means for properly displaying and lighting prints.
14. Provide an appropriate scoring tabulation system for use by the judges, An electronic scoring machine for use by the host club is available from the FCCC Competition Director.

**B. During the judging, the host club shall:**

1. Provide suitable lighting, ventilation and comfortable chairs for all participants in the judging. ("Coffee Breaks" are appreciated during long judging sessions.)
2. Record points scored on the Competition Entry Forms and Excel Tally Sheet after the scores have been announced.

**C. After the judging, the Host Club Representative shall:**

1. Within five days after the judging, repackage the entries in their original shipping box/case for return to the submitting club.
2. Within five days after the judging, forward a copy of all Competition Entry Forms to the Awards Director.
3. Prepare the Competition Report, FCCC Form Comp. "C". This report shall include all pertinent facts concerning entries, fees, clubs and monies collected and expended. A list of incidental expenses, such as postage, copy services, etc., shall be included on the form. Also include the names of the judges and the date and place of the competition judging. This report shall be submitted within five days after the judging to:
  - a. **FCCC Treasurer**, including all monies collected less return shipping charges and incidental expenses. Attach receipts for expenditures.
  - b. **FCCC President**
  - c. **FCCC Competition Director**
  - d. **FCCC Awards Director**
4. For Triannual Competitions, place the scores for the Interclub Competition entries (as read from the individual Competition Entry Forms) on the Interclub Competition Entry Forms that were supplied by each participating club. Submit one copy of the respective form to each participating club and submit copies to the FCCC Competition Director.

**SECTION IV. Judges and Awards**

- A. Judges for all FCCC competitions shall be qualified persons, selected by the host club, to serve without remuneration from FCCC.
- B. Judges of an FCCC Competition shall not be permitted to have entries in the competition being judged.
- C. Not more than one judge shall be a member of the host club.
- D. Judging shall be by a single score by each judge, scoring one (1) to nine (9) points.
- E. Thirty percent (30%) of the entries in each Triannual competition will receive ribbons. Based on the scores, the top Ten percent (10%) will receive an Award; the following Twenty percent (20%) will receive an Honor.
- F. For each Annual Print and Slide of the Year Competition:
  1. A minimum of twelve (12) qualified entries constitutes a valid full competition for each Category and each class.
  2. Where only one entrant submits entries in a Category and class, those entries will be moved up to the next higher class and judged within that class.
  3. Where only two to six (2 to 6) entries in a particular Category and class are submitted from at least two entrants, a First Place award will be given.
  4. Where seven to eleven (7 to 11) entries in a particular Category and class are submitted from at least two entrants, First and Second Place awards will be given.
  5. In the Print and Slide of the Year Competition in each Category, First, Second and Third place winners will be

recognized.

**SECTION V. Awards Director's Functions and Responsibilities**

- A. Following each competition, forward "Award" and "Honor" ribbons to the appropriate Club Representatives for their distribution.
- B. Following each competition, forward a list of eligible entries ("Awards" and "Honors" recipients) for the Annual Print and Slide of the Year Competition to:
  1. Each respective club Representative
  2. FCCC Competition Director
  3. FCCC President
  4. FCCC Secretary

**SECTION VI. Competition Director's Functions and Responsibilities**

- A. Schedule and arrange all FCCC competitions and inform Club Representatives of up-coming competitions.
- B. Transmit by e-mail and posting on the FCCC web site all competition results.
- C. Ensure that each Host Club Representative has available a complete up-to-date Manual of Competition and provide the Representative with all necessary forms required for the competition.
- D. Attend all FCCC competitions, when possible, to check all arrangements with the Host Club Representative.
- E. Assure that all rules previously described shall be in force.
- F. Consult with Club Representatives and others in an effort to improve and clarify rules and procedures of FCCC competitions and prepare, when necessary, appropriate modifications to such rules and procedures.