

NORTHERN NSW ZONE  
OF  
PHOTOGRAPHIC SOCIETIES

GORDON BOWMAN MEMORIAL  
INTERCLUB COMPETITION

DRAFT  
HANDBOOK

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## THE GORDON BOWMAN FUND

The Fund was developed from the donation of a substantial quantity of photographic equipment to the Grafton Camera Club by the late Gordon Bowman shortly before his death in 1976. The donor requested that the items be used as Convention prizes or in any other way the Club may decide to promote photography.

The proceeds of the realisation of the equipment, completed in April 1977, was invested and it was decided (4/5/77) that only the interest earned by the investment be used to further photography in the Northern Zone of NSW Photographic Societies area.

On 22/11/78 a set of guidelines for use of the Gordon Bowman Fund (interest accrued annually) was adopted and was published in 'In Focus' early in 1979.

The guidelines then adopted were as follows:

1. Interest accrued from the Gordon Bowman Fund to be used to conduct the annual Northern Zone Convention and its associated Competitions for colour slides and black and white prints.
2. Money not required for 1 above may be used to promote photography in the Zone by means of other activities, such as tutorials, photography courses, Competitions additional to normal Club Competitions etc.
3. Interested affiliated Clubs in the Northern Zone may apply in writing to Grafton Camera Club by 31st October each year, giving details of sum required and the purpose for which it will be used. All applications received will be examined by a special meeting of the Executive Committee of the Grafton Camera Club called for that purpose no later than 20th November.
4. Such applications will be judged on their merit and the Executive Committee's decision in regard to each application will be final. All applicants should be informed of the Committee's decision by 30th November.
5. Money available in any one year for Zone Club applications will be allocated to those Clubs whose project(s) are found acceptable by the Executive Committee thus it may be possible for one or more Clubs to have projects funded in any one year.
6. In the event of interest accrued in any year being insufficient to fund the Zone Convention and its associated Competitions, a statement to that effect shall be notified to the next nominated Zone Convention Host Club no later than September prior to the Convention.
  - NB Colour prints were added to InterClub at a later date, subsequently the following was added:
7. Any unused portion of sums allocated to be returned to the Fund and capitalised.
8. Any unallotted interest remaining at the end of a year is to be transferred to capital.
9. Donations to the Fund are to be capitalised.

In the event of the impending disbandment of the Grafton Camera Club the fund is to be handed to another affiliated Club of the Northern NSW Zone of Photographic Societies which is willing to manage the Fund. This should be done before the winding up as referred to in Article 8 of Grafton Camera Club's Constitution.

## DUTIES OF HOST CLUB

1. To keep all records of the Zone and attend to any matters which may arise during the year. To keep a Minute Book and make sure that the original Minutes and Financial Statement for the last Convention are inserted. The Minute Book is to be passed on from the current host to the next host.
2. To open a Building Society/Bank account for the Zone; which can be operated by the Host Club. To keep a record of expenditure and submit a financial statement to the Gordon Bowman Fund within one month of the completion of the Convention. A copy of the financial statement is to be forwarded to the next host Club for inclusion in the Minute book.
3. To send out on 15th January the necessary letters to Organising Clubs responsible for InterClub Competitions together with instruction to Organising Clubs. To send at the same time to all Clubs letters, Entry Forms, Questionnaire, Agenda and Notice of any Special Motions received before 30th November, copy of Minutes and Financial Statement from the last Convention.
4. Prior to the 15th January to send cheques to Organising Club(s) to help defray costs of postage and include with letters etc as above in 3.
5. To organise with FCC Judges on a date for entries to be received from Organising Clubs for judging and a date for return by FCC to the Host Club. This will enable trophies to be engraved and certificates prepared before Convention date. It has been found that a period of 8 weeks before the Wednesday prior to the Convention is most suitable for entries to be judged and returned to Host Club prior to the Convention date. To send out instructions and a copy of the Zone Constitution to the FCC Judges upon request.
6. To decide on a date that entries are to arrive at Organising Clubs for collating of entries and a date the entries are to be despatch to the Judges. It has been found that a period of 10 weeks before the Wednesday prior to the Convention is most suitable for entries to be at Organising Clubs and allows time for them to be collated and forwarded to be judged and returned to Host Club prior to the Convention date.
7. Prepare results of all Zone Competition entries, suitably engrave the Trophies and prepare Certificates.

\*\*\*\*\*

## NOTES FOR HOST CLUB

### DOCUMENTATION

- Host Club to forward one copy of all correspondence to each Club in the Zone and retain one copy on file for Zone records and forwarding to next Zone Host Club.
- The Entry Forms, Zone Membership Application Form, Instructions to Judges and Organising Clubs only need to be photocopied and filled in appropriately.
- There are pro-forma letters to Organising Clubs, letters regarding entries to all Clubs, Agenda and Special Motion Forms which only need to be filled in appropriately. These documents should be updated at the conclusion of each Convention and be passed on to the next Host Club on a disk and/or hard copy in the Zone Manual.

Documentation to be forwarded by Host Club to:

### Zone Member Clubs:

- Letter(s) outlining date, venue, programme including:

*Attachments:*

- A. Zone Membership Application
- B. Nominated Organising Clubs
- C. Official Entry Form
- D. Agenda - AGM - including any Special Motions received
- E. Registration Form
- Updated Zone Constitution
- Minutes and any Financial Statement from last Convention
- Accommodation / maps (at the discretion of Host Club)

*Organising Club(s) Only:*

- Notes for Nominated Organising Clubs
- Postage Cheques

### Judges:

- Notes for FCC Judges (including Set Subject definition)

## NOTES FOR JUDGES

### ZONE INTERCLUB COMPETITION SUBJECTS:

- 'OPEN' Competition (any subject):

Monochrome Prints  
Large Colour Prints  
Small Colour Prints  
Digital Images

- CREATIVE Competition

- <sup>1</sup> SET SUBJECT Competition is: **(See Set Subject Attached)**  
Definition: **(See Set Subject Attached)**  
Medium: **(See Set Subject Attached)**

### JUDGES:

To be a Panel of three (3) Judges

### ALL COMPETITION SUBJECTS:

Points to be awarded for each entry as follows:

Each Judge awards points from 1 to 5 (5 being the highest) for each entry, the aggregate shall be the points scored by the entry. Please nominate one entry as 'TOP' print in the 'OPEN' Competition. Set Subject Competition entries require 1st, 2nd & 3rd place.

Total points for entries from any one Club will give that Club's total score. This will show the Club gaining first, second, etc. place in the Competition. In the event of total points resulting in a tie for first place, please award an extra point to one Club so that there is only one first place.

**IMPORTANT:** After judging when points are allocated on the Forms provided kindly forward results by **[Date]** to **(Name and Postal Address of Host Club)** so that Certificates can be prepared and Trophies suitably engraved before the Zone Convention.

Kind Regards

**[Name]**  
**[Contact Details]**

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<sup>1</sup> Set subject entries are individual Member entries for which Certificates and prizes are awarded for first, second and third, they are not a Club entries - no Trophies will be awarded for this category. Point scoring is to be conducted in the same way as for the OPEN Club entries.

## NOTES FOR NOMINATED ORGANISING CLUBS

1. Organising Club to catalogue the entries when received from Clubs and ensure entries comply with the Zone Constitution SPECIFIC RULES FOR INTER-CLUB COMPETITIONS. The Organising Club is responsible for disqualifying any entry which does not comply with Zone Entry Rules and make a note on the entry form before forwarding to the Judges.
2. Catalogued entries must be posted no later than **[Date]** to arrive at the Judges by **[Date]**. Should you have any difficulties meeting the deadline, please contact the Host Club **[Host Club Name]**
3. At the close of the Convention, the Organising Club(s) are to refund the unused postage made payable to: **[Account Name]**

### INSTRUCTIONS:

1. Check that each entry is titled and number them with distinct consecutive numbers viz **1 to 10, the next Club 11 to 20, then 21 to 30** etc. Numbers to be placed prominently on the back of the print.
2. Record the Catalogue Numbers on both sections of the Entry Forms.
3. Post the Duplicate Entry Form to **[Club]** to give an early indication of how much display space to allow for.

**[Person's Name]**  
**[Club Name]**  
**[Address]**  
**[Address]**

4. Post the Original Entry Forms, together with the entries to the Judges:

**[Name]**  
**[Address]**  
**[Address]**

Please phone the Judge when you post the entries, so that he/she is aware they are on their way. **[Name and Phone Number]**



## Organising Club Letter

### NORTHERN NSW ZONE OF PHOTOGRAPHIC SOCIETIES

[Enter Club name and address]

Date

The Secretary  
Name and address of Organising Club

Dear Name

According to the Minutes of the Northern NSW Zone Convention, [Year] your Club was elected as an Organising Club in [Year]. This entails the collection of all ENTER SECTION ie LARGE COLOUR PRINTS. (Total Freestyle Entry fees collected by Organising Club to be forwarded to Host Club and to be used for prize money).

I bring to your attention that [SECTION eg MONOCHROME PRINT] entries for the [Year] Northern NSW Zone InterClub Competition must be received at your Club on Wednesday [DATE] and [YEAR]. This would allow you Thursday, Friday, Saturday and Sunday to catalogue the entries and then forward to the FCC (judges) on Monday [DATE]. I feel that this would allow sufficient time for the judge to appraise and give judgement on the entries prior to the Convention in [Town] on Saturday [Date] May, [Year].

I enclose a copy of the **Notes for Nominated Organising Club** (Appendix D) for your information. Please forward the completed entry form together with the entries directly to the Judges by [Date] and ring the secretary to advise them that entries have been sent. The duplicate Entry form should be returned to the [Host Club] as outlined on the bottom of the Official Entry form.

Finally I have pleasure enclosing a cheque for \$xx.xx from the Gordon Bowman Fund Trust Account to assist with the cost in postage by your Club in conducting this section of the InterClub Competition of the [Year] Northern NSW Zone Convention. Please return any unused portion of funds to the [Host Club and address].

Kindest regards to all Members,

Yours faithfully,

YOUR NAME  
Host Club Co-ordinator

Encl: Notes for Nominated Organising Clubs  
Cheque

## Letter of Invitation

### NORTHERN NSW ZONE OF PHOTOGRAPHIC SOCIETIES

[Enter Club Name and Address]

Date

The Secretary  
Name and Address of Organising Club

Dear **[Name]**

We invite your Club Members to participate in the [Year] Northern NSW Zone InterClub Competition in Monochrome Prints, Colour Prints, Creative Prints and Digitally Projected Images, as well as the Individual Set Subject Competition. Official Entry Forms are enclosed.

The subject for each Competition will be:

❖ OPEN (any subject), Clubs are requested to submit ten (10) Monochrome Prints, ten (10) Large Colour Prints, ten (10) Small Colour Prints, ten (10) Digitally Projected Images.

❖ A maximum of three entries in each section from any one Member.

➤ **Note:** *Individual entrants in the Large Colour Print category are not entitled to enter prints in the Small Print category, and vice versa. However individuals from Clubs with a Membership of less than 10 Members are exempt from this rule and may enter in both categories.*

❖ Ten (10) CREATIVE (Attachment B)

❖ SET SUBJECT - **[Attachment]** - Maximum four (4) entries per individual, Entry Fee \$1 each entry is to be forwarded to Organising Club (Attachment D).

Prints to be mounted with a maximum size set down in the Zone Constitution. All entries to be in the hands of the Organising Club by DATE (SET DATE APPROX 2 AND A HALF MONTHS PRIOR TO CONVENTION), and MUST include return postage if the entries are not be collected at the Convention venue.

Each Competition will be judged by three Judges selected by the Host Club, with each entry allocated points from one (1) to five (5) by each Judge, with the total being score out of 15.

Clubs winning the Monochrome, Large Colour, Small Colour and Digital Competitions will receive the Gordon Bowman Memorial Trophy, suitably engraved to hold for 12 months and each Member who contributed to that winning entry (who received a score 12 or above) as well as the Creative and Set Subject Section will receive Merit Certificates. First; Second and Third Place getters of the Set Subject Section will receive a prize purchased from the \$1 entry fee.

The results of the Competitions will be a feature at the [Year] Northern NSW Zone Convention to be held in [Town] at VENUE, on [Date] May, [Year].

Wishing you all good photography.

YOUR NAME  
Co-ordinator

**ZONE MEMBERSHIP APPLICATION**  
**[YEAR]**

**NAME OF CLUB:** \_\_\_\_\_  
**POSTAL ADDRESS:** \_\_\_\_\_  
**CLUB EMAIL:** \_\_\_\_\_

**PRESIDENT:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_

**SECRETARY:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_

**MEETING DETAILS**

**TIME:** \_\_\_\_\_  
**DAYS:** \_\_\_\_\_  
**PLACE:** \_\_\_\_\_  
**MONTH OF AGM:** \_\_\_\_\_

**MEMBERSHIP:**       **LARGE** (*Above 10 Members*)     **SMALL** (*10 or less Members*)

**ZONE DELEGATES:** \_\_\_\_\_  
\_\_\_\_\_

Please return completed details to the Zone Convention Host Club:

**The Secretary**  
**[Club Name]**  
**[Club Address]**

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**IMPORTANT NOTE:** Compulsory

- *Zone Member Clubs must complete this form and return to host Club.*

## NOMINATED ORGANISING CLUBS

Competition Entries to be forwarded to relevant Organising Clubs as listed below:

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MONOCHROME PRINTS:  
COLOUR PRINTS (LARGE):  
COLOUR PRINTS (SMALL):  
CREATIVE PRINTS:  
ELECTRONIC IMAGES (DIGITALLY PROJECTED)

**[Name]**  
**[Club Name]**  
**[Club Address]**

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INDIVIDUAL SET SUBJECT (in the format of Digital Copy @ \$1.00 per entry)

**[Name]**  
**[Club Name]**  
**[Club Address]**

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A fee of \$1 will be charged for each set subject entry. Each Club is to write a cheque, made payable to the **[Account Name]**, on behalf of all its entrants. This is to be sent with the entries to the Organising Club. The cheques are then to be forwarded by the Organising Club to the **Host Club**.

Cheques/Money Orders are to be made payable to **[Account Name]**

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**Special Note:**

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**NOTE:** All entries must be in the hands of the Organising Club by **[Date]**  
**Entries not received by the this date will not be entered in the Competition**

## OFFICIAL ENTRY FORM

**SECTION:** (eg Monochrome Prints) \_\_\_\_\_

**NAME OF CLUB:** \_\_\_\_\_

Cat No.	Entry No.	Title	Author	Judge Use Only	TOTAL
	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				

### DUPLICATE OFFICIAL ENTRY FORM

**SECTION:** (eg Monochrome Prints) \_\_\_\_\_

**NAME OF CLUB:** \_\_\_\_\_

Cat No.	Entry No.	Title	Author	Judge Use Only	TOTAL
	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				

**TO ALL CLUBS:** Please completed **BOTH** entry forms and forwarded completed form to Organising Club:

**TO ALL ORGANISING CLUBS:** Please forward completed Entry Forms to:

1. Copy 1 - To FCC with Entries.
2. Copy 2 - To Host Club: [Enter Host Club details]

## AGENDA

Northern Zone AGM to be held @ West's Diggers, Kable Av, Tamworth  
20th May 2012.

1. **Apologies:** .....
2. **Minutes:** Confirmation of **2011** Minutes as distributed to Club Secretaries by **[Club Name]**.
3. **Future Conventions:**
  - 3.1 Confirmation that **Lismore** will host the **2013** Convention.
  - 3.2 Club to host the **2014** Convention: .....
  - 3.3 The Club to organise ALL the Competition entries for the **2013** InterClub Competition:
    - Monochrome Prints, Large Colour Prints, Small Colour Prints, Creative Prints and Digitally Projected Images.
  - 3.4 Details of Set Subject, individual Member, Competition for **2013**:
    - Club to Organise .....
    - Set Subject: .....
    - Confirm Medium (Digitally Projected Images) .....
4. **Finance:**
  - 4.1 Gordon Bowman Fund Report (**provided by Grafton Camera Club**)
  - 4.2 Zone Financial Report
5. **Correspondence:** .....
6. **Special Motions:** .....

**NOTE:** Club Delegates should bring to the AGM their Club's copy of this Agenda, the Resolutions and a copy of the Zone Constitution.

## RESOLUTION

Notice of Special Motion/s for consideration at the Annual General Meeting to be Held on **[insert date]** at **[insert Club Name and Address]** Convention.

Notice of Motion to amend the Constitution of the Northern NSW Zone of Photographic Societies submitted by the:

**THAT:**

**[Enter details of Motion]**

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**[President Name]**  
President  
**[Club Name]**

- A Club wishing to present a Special Motion shall advise the Host in writing of the wording of the Motion - **November 30th prior to the Convention.**

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### **IMPORTANT NOTE:**

*Club Delegates should bring their Club's copy of the Constitution to the Meeting*

## REGISTRATION FORM

[Enter Date of Convention]

[Host Club]

<p><b>FULL REGISTRATION Includes:</b></p> <ul style="list-style-type: none"> <li>• Attendance at all lectures</li> <li>• Dinner Saturday evening [Date]</li> <li>• Morning &amp; Afternoon tea on Saturday</li> <li>• Morning Tea on Sunday</li> </ul>	<p><b>\$??.</b>00 Per person</p>
<p><b>PARTIAL REGISTRATION Includes:</b></p> <ul style="list-style-type: none"> <li>• Attendance at all lectures</li> <li>• Morning &amp; Afternoon tea on Saturday</li> <li>• Morning Tea on Sunday</li> </ul>	<p><b>\$??.</b>00 Per person</p>
<p><b>SATURDAY DINNER ONLY</b></p> <p>For Guests not attending lectures but accompanying partner</p>	<p><b>\$??.</b>00 Per person</p>

**Note:**

Please complete the Registration Details below;

Club Name: \_\_\_\_\_

Please tick  the appropriate box

Full Name	Full. Registration	Partial Registration	Dinner Only	Amount
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

**TOTAL**

\$

Please make all Cheques/Money Orders payable to: [account Name]

Send completed **Registration Form** and **Cheque/Money Order** to:

The Secretary  
[Name of Club]  
[Club Address]

REGISTRATION MUST BE RECEIVED **NO LATER THAN** [Date]

For further information, or **special dietary needs** contact: [Name and Phone Number]



## QUICK GUIDE A-Z

### A

#### *APPLICATION FORM*

- A standard Membership Application Form (Attachment A) should be forwarded by the Host Club to Zone Member Clubs by **31st January** prior to the Convention.
- Host Club to update Membership details from the information provided on the Membership Application Form and information provided by Clubs throughout the year.

#### *AGM AGENDA / RESOLUTIONS*

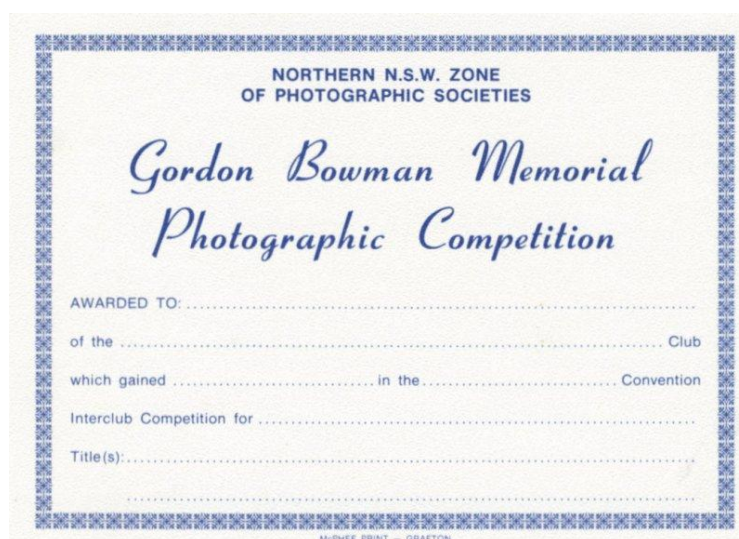
- The Minutes of the AGM are to be forwarded to all Clubs **within one month of the close of the Convention.**
- A Club wishing to present a Special Motion shall advise the Host in writing of the wording of the motion by **November 30th prior to the Convention.**
- The Host Club shall advise all Clubs of any motion(s) received by **31st January** prior to the Convention.

### C

#### *CERTIFICATES*

- Merit Certificates are provided to Inter-Club Competition entries who gain a total of 12 or more points in all Sections of the Competition.
- Certificates are also allocated to each Member who contributed to the winning Club Trophy. Individual Set Subject Certificates are awarded to 1st, 2nd & 3rd Place winners.

#### *Sample Certificate*



- Merit Certificates are to be forwarded by the Grafton Camera Club, at least **six weeks** prior to the Convention. (Please request number required)

## ***CATALOGUING***

- It is the responsibility of the Host Club to provide direction to Zone Organising Clubs regarding the cataloguing InterClub entries. (See appendix B)
- It is the Organising Club's responsibility to ensure entries comply with guidelines set out in the Constitution ie catalogue entries with distinct consecutive numbers viz 1 to 10, the next Club 11 to 20 etc and to record these entries on the Entry Form (Attachment C) before forwarding a copy each to the Host Club and the Judges.
- Entries must show the Name of the Photographer, Club and Title (prints on back of mounts, labelled in the way the author intends them to be hung).

## **D**

### ***DATE (Setting a Date of the Convention)***

- The Convention is to be held annually during the months of April/May and may include any other activity which can be decided upon from time to time to assist in the advancement of photography in the Zone.
- Host Club for the following year advises all Clubs of the date and venue when the Convention is to be held.

### ***DIGITALLY PROJECTED IMAGE (ELECTRONIC (DIGITAL) FILES)***

- Entries in this section will follow the rules of the Zone Constitution \*OPEN section
  - \*OPEN (any subject), Clubs are requested to submit (10) Digital Images – a maximum of three digital file entries from any one Member.
- Entries must be in JPEG format, ready for viewing on screen by projection. (pending verification APS Standards)
  - Maximum width is 768 pixels
  - Maximum height is 1024 pixels
  - Resolution of 72 DPI
  - Maximum file Size 500 kb
- Colour Profiles – it is suggested that entrants send images in sRGB Colour space as images will be viewed on sRGB displays.
- Images must be submitted on CD. Write Club details with permanent marker on the CD. Do not use adhesive labels or pen which may damage the disc.
- File Names – should be prefixed with the Camera Club initials (first 4 letters, as listed below); followed by the Number (images numbered sequentially from 1-10); followed by Title of the image; then the Authors initials and first 3 letters of Surname.

#### **Camera Clubs and required Prefixes:**

Coffs Harbour	COFF
Forster	FORS

## NORTHERN NSW ZONE OF PHOTOGRAPHIC SOCIETIES

Grafton	GRAF
Gunnedah	GUNN
Hastings	HAST
Kempsey	KEMP
Lismore	LISM
Nambucca	NAMB
Port Macquarie	PORT
Tamworth	TAMW
Taree	TARE

- **For Example:** *Grafton Camera Club, Image No.:1, Title: Polar Bear, Author: Kevin Dixon*
- **Digital File Name:** GRAF1-PolarBear-KDIX
- Details of pictures must be recorded on the entry sheet identical to the image details recorded on the digital file.
- Images will be projected by digital projector for judging and exhibition.
- Entries submitted in accordance with the Zone time frame and be posted to Nominated Organising Club for the Convention.

### ***DISQUALIFICATION OF INTERCLUB ENTRIES***

- Organising Clubs for the different categories (ie those Clubs receiving and cataloguing the entries) will be responsible for disqualifying any entries which do not comply with Zone Entry Rules.

### ***DOCUMENTATION***

- The Host Club Secretary shall be responsible for the recording of the Minutes of the business section of the Convention and a Resume of activities of the Convention and details of the financial costs.
- Host Club to forward one copy of all correspondence to each Club in the Zone and retain one copy on file for Zone records and forwarding to next Zone Host Club.

## **E**

### ***ELECTRONIC (DIGITAL FILES)***

***See Digital Images***

### ***ENTRY REQUIREMENTS FOR INTERCLUB COMPETITION***

- It is the Host Clubs responsibility to remind Member Clubs of the Inter-Club Competition entry requirements and attach a copy of the Zone Constitution for full details of the Competition subject's Rules by **31st January** prior to the Convention. (*See also Official Entry Form*)
- All entries to be submitted along with the **Official Entry Form** and should be in the hands of the **Organising Club** by (set date approx **2 and a half months** prior to Convention).
- All entries to be catalogued by Nominated **Organising Club** and forwarded to **FCC Judges**.

## NORTHERN NSW ZONE OF PHOTOGRAPHIC SOCIETIES

- The Host Club will be responsible for returning entries promptly to each Club after the Convention.
- Each individual entry must have been exposed by the person making the entry, who shall be a Member of an Affiliated Club. All digital images must be the work of the author.
- An individual may not enter the same image in different categories, in the same year. Each Club to police its own entries.

### ***ENTRIES***

- Clubs are requested to submit:
  - OPEN (any subject)
    - ten (10) Monochrome Prints
    - ten (10) \*Large Colour Prints
    - ten (10) \*Small Colour Prints
    - ten (10) Digitally Projected Images
    - **\*Note: Individual entrants in the Large Colour Print category are not entitled to enter prints in the Small Print category, and vice versa. However, individuals from Clubs with a Membership of less than 10 Members are exempt from this Rule and may enter in both categories.**
  - Ten 10 Creative (*See Creative below*)  
A maximum of three entries each section from any one Member.
  - SET SUBJECT \$1 entry fee required - (*See Set Subject below*)

### ***EQUIPMENT***

- It is the Host Club responsibility to ensure all equipment is available for speakers ie projectors, laptop, microphone, screen etc. It is advisable to have a spare projector bulb on hand and if possible, a back up projector.

## F

### ***CREATIVE***

- A CREATIVE section is run in conjunction with the Inter-Club 'OPEN' Competition.
- Its purpose is to stimulate creative thought, engender the confidence to try new ideas beyond the simple photograph.
- The main image should be photographically produced and can include a mixed media of any kind. It can be 2 or 3 dimensional, collages and/or montages. Maximum thickness 25mm and size to be the same as the Large Colour Prints.
- The Image **MUST** be mounted on cardboard - no wood etc, Packaging should protect each print eg cardboard box.

### ***FUNDING***

- Host Club to open a Bank account/Building Society account/Credit Union account to transact financial matters.
- Responsibility for the operation of said account shall rest with the Host Club who will be required to submit a full financial statement approximately one month after the Convention to the Gordon Bowman Fund.

## G

### ***GORDON BOWMAN FUND (GBF) TRUST - FUNDING***

- A donation towards the Convention costs each year will be made by the Gordon Bowman Trust Fund which is administered by the Grafton Camera Club. The amount of each donation shall be notified to the host Club by **30th of November** prior to the Convention.
- Funding from the Gordon Bowman to be utilised for engraving of Trophies and printing of Certificates and to assist in postage for the InterClub Competition sections.
- Host Club to provide a full financial statement, including any surplus funds to be returned to the Gordon Bowman Fund, c/- Grafton Camera Club, PO Box 74, Grafton NSW 2460, within one month of the Convention.

## H

### ***HOST CLUB***

- Each year the Convention will be hosted by a Member Club, which shall provide a Chairman, Secretary and Treasurer for the Convention.
- The Host Club will be the co-ordinating Club of the Zone and is responsible for providing all relevant documentation to Organising Clubs, Member Clubs and Judges, ensuring they adhere to all requirements set out in the Constitution. (See Appendix A). It is the Host Club's responsibility to provide a date, venue, speakers and Judges. This includes accurate record keeping for general and financial purposes and relaying of information to the next nominated Host Club.

## I

### ***INTERCLUB COMPETITION***

- InterClub Competition to be run in accordance with the Zone Constitution.
- All Competitions shall be of an 'Open' subject unless otherwise specified. (*See Entry Requirements*)
- A Set Subject Competition is run in conjunction with the Open Competition. *See Set Subject for Rules.*
- The Host Club to supply Official Entry Forms (Attachment C) for InterClub Competition entries to each Club Secretary in the Zone, by **15th January** prior to the Convention.
- Invited guests and none Members attending may not enter into InterClub Competition.

## J

### ***JUDGES***

- Judges to be supplied with copy of the Zone Constitution and NOTES FOR FCC JUDGES (Notes B), which must include the Set Subject definition.
- Host Club to organise with the FCC a suitable date, set approximately **two and a half months prior to the Convention** by which all entries are to be in the hands of the Judges.

## NORTHERN NSW ZONE OF PHOTOGRAPHIC SOCIETIES

- Host Club arrange with the FCC to return the prints together with original result slips to the Host Club [**approx 6 weeks prior to the Convention**]. This will enable preparation of Certificates and engraving of Trophies to be carried out.

### ***JUDGING***

- Each Competition will be judged by three Judges selected by the FCC, with each print allocated points from one (1) to five (5) by each Judge, with the total being score out of 15.

## L

### ***LIGHTING***

- A check of lighting - for slide shows, available switches and power points and a speaker system at the venue should be checked by the Host Club.

### ***LETTERS***

- Standard letters form part of the Zone Manual; these are a guide only and may be altered at the discretion of the Host Club.

## M

### ***MEMBERSHIP LIST***

- ZONE CLUB CONTACT DETAILS - **SEE SEPARATE CLUB CONTACT DOCUMENT**
- It is the responsibility of Zone Member Clubs to advise the Host Club of any changes to Club contact details during the year, prior to the Convention, to ensure the Host Club has accurate details for correspondence and communication.
- A list to be provided by Host Club to all Zone Member Clubs by **31 January** prior to the Convention.

## N

### ***NAME TAGS***

- Name tags to be organised for all participants and speakers. It is suggested coloured dots are used to identify full and partial Registration by guests.

## O

### ***OFFICIAL ENTRY FORM - INTERCLUB COMPETITION ENTRIES***

- Six (6) duplicate copies (one for each section) to be forwarded to each Organising Club for completion and in turn enclosed with prints forwarded to FCC for judging.
- The duplicate copy to be returned by Organising Club by date set by the Host Club.

### ***ORGANISING CLUBS***

- Zone Member Clubs are nominated as *Organising Clubs* at the AGM prior to the Convention and will be responsible for collecting, cataloguing and forwarding Zone entries to the FCC.

## NORTHERN NSW ZONE OF PHOTOGRAPHIC SOCIETIES

- Host Club to advise Clubs of Nominated Organising Clubs in writing early in the year and include each Clubs details and SECTION for which they are responsible.
- Host Club to provide instruction to Organising Clubs and outline their responsibility in ensuring all entries are catalogues and forwarded to FCC Judges by due date.
- Instruction for Clubs, entitled NOTES FOR ORGANISING CLUBS (Appendix D), to be forwarded to each Organising Club.

### P

#### ***POSTAGE***

- Host Club to enclose cheque to each Organising Clubs.
- Entries not being collected at the Zone Convention venue MUST include return postage by the individual Club.
- At the close of the Convention, the Organising Clubs are to refund the unused return postage to the Host Club who will include the details in the financial statement.

#### ***PROGRAMME***

- The Zone Convention is conducted over one and a half days during one weekend in April/May each year. The programme usually commences early in the morning on the first day and concludes on or before noon on the second day.
- The programme usually includes four slots on the Saturday and two on the Sunday for speakers and may include any other activity which may be decided upon from time to time to assist in the advancement of photography in the Zone.
- In conjunction with each Convention, an Inter-Club Competition(s) is held in accordance with the Set of Rules appended of the Zone Constitution. The Rules may be revised as necessary or desirable by Special Resolution.
- Competition slides and Awards Presentation is conducted during the evening of the first day of the Convention.
- A draft programme to be forwarded by Host Club prior to **31 January**.

### Q

#### ***QUERIES***

- It is expected that the previous Host Club be available to answer any queries and provide advice to incoming Host Club regarding the organisation and running of the Zone Convention.
- The incoming Host Club to provide contact details to all Clubs for any queries Clubs may have regarding attendance, accommodation, InterClub Competition, any problem with return of entries. etc

### R

#### ***RAFFLE***

- Each year the Gordon Bowman fund raffle is run in conjunction with the Convention. Host Club to organise small prizes for the raffle.

### ***REGISTRATION***

- Registration may be sought by Members and non Members alike.
- Full Registration includes attendance of all function, morning tea on both days; afternoon tea and dinner Saturday only.
- Partial Registration may be sought for attendance at lectures or dinner only.
- A standard Registration Form should be forwarded to all Clubs by **31 January** prior to the Convention and due date for return set approximately **one month prior** to the Convention.

### ***RESULTS***

- The Judge's decisions are final and upon receipt of Judge's scores, Competition results to be documented and handed out to all Clubs at the Zone Convention by Host Club.
- Results to be prepared and distributed by Host Club on the weekend of the Zone Convention. Results to include Winners for the 'OPEN', Creative and Set Subject sections. Trophy winners and Award Certificates and Total Point Scores of all individual Club Inter-Club Competition entries.

## **S**

### ***SELECTION OF PRINTS BY CLUBS***

- A maximum of three entries each section from any one Member. (See Constitution for exemption by Small Clubs)

### ***SET SUBJECT***

- Set Subject Competition is run in conjunction with the InterClub 'OPEN' Competition with the format alternating between prints and digital.
- The subject and format alternates annually, from prints to digital and the subject is set by the Club which is scheduled to host the Zone Convention in the year following the finalisation of the Competition. The subject and format should be clearly defined in writing by the said Club and details forwarded to all Clubs within **one month** of the AGM one year prior to the Convention in which the Competition is to be finalised.
- The Club defining the set subject will also be the Organising Club for the set subject.
- The entries will be submitted on behalf of the Member, not their Club and may enter a maximum of four **(4)** photographs per Member.
- A fee of \$1 will be charged for each Set Subject entry. Each Club is to write a cheque, made payable to the Host Club, on behalf of all its entrants. This is to be sent with the entries to the Organising Club. Those cheques are then to be forwarded by the Organising Club to the Host Club.
- The money collected from entry fees will be used as prize money, to be allocated at the discretion of the Club which is hosting the Convention.
- Judging of Set Subject is conducted in the same way as for the OPEN Club entries, however no Trophy will be awarded as they are individual entries and prizes will be awarded to 1st, 2nd and 3rd place entries.
- ***See also ENTRIES***



### ***SPEAKERS***

- It is the Host Clubs responsibility to organise speakers in time for the next Convention. It is customary for the Host to pay for all costs associated with the accommodation and meals for speakers.
- A list of potential speakers may be obtained from the FCC and prior Host Clubs.

### ***SPONSORSHIP***

- It is the Host Clubs responsibility to obtain sponsorship for donation of Inter-Club Competition prizes for the Convention. Host Clubs are advised to undertake this task as early as possible prior to the Convention as most organisations require a year's notice.
- It is at the discretion of prior Host Clubs to forward any prior sponsorship details to the next Host Club.

## **T**

### ***TROPHIES***

- It is the responsibility of winning Clubs to return trophies to the Host Club prior to the Convention to allow enough time for engraving before the next Convention.
- Clubs winning the Monochrome, Large Colour, Small Colour and Digital Competitions will receive the Gordon Bowman Memorial Trophy, suitably engraved to hold for 12 months and each Member who contributed to that winning entry (who received a score 12 or above) and the Creative Sections will receive a Certificate. The winning Colour Print will receive the Brother Colman Trophy. (Details of other Trophies to be provided).



### ***ENGRAVING of TROPIES***

- It is the Host Club responsibility to ensure all trophies are collected and engraved prior to the Convention. Details of trophy recipients can be found on previous year's result sheet.
- *See Also RESULTS*

V

***VENUE***

- Venue of the next Zone Convention to be decided by the Host Club and all Clubs advised **within one month** of the Convention. (Accommodation details and maps are forwarded to Members at the discretion of the Host Club)

Z

***ZONE CONSTITUTION***

- It is the Host Club's responsibility to update the Zone Constitution in line with any motions passed during the AGM held at each Zone Convention and forward a copy to the next host Club within one month of the close of Convention.
- It is the responsibility of the each Member Club and in particular Zone delegates to be familiar with the contents of the Northern NSW Zone Constitution and advise their Members accordingly.
- A Club wishing to present a Special Motion shall advise the Host in writing of a resolution **by November 30th prior to the Convention.** (Host Club to provide Form to all Clubs).
- An updated Zone Constitution is to be forwarded by the Host Club to all Zone Member Clubs by 31st January Prior to the Zone Convention.
- Club delegates should bring their Clubs copy of the Constitution to the Meeting.