



RULES AND PROCEDURES FOR COMPETITIONS AND GENERAL SCREENINGS OF SYDNEY VIDEO MAKERS CLUB INCORPORATED

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1. OVERVIEW

These rules refer to the Sydney Video Makers Club (SVM) Constitution version 6 issued January 2010. Specific clause references are;

1.1 Scope

This document defines the rules for competitions run by the SVM in accordance with clause 5.9.

1.2 Eligibility

Only financial members are entitled to the privileges of entry and award in accordance with clause 3.5.

1.3 Member defined

Member referred to in these rules is as defined in clause 3.2.

1.4 Assessment

Appendix A the video assessment sheet.

1.5 Copyright Protocol

Appendix B details copyright protocol to comply with clause 20

1.6 Media Content

Appendix C contains media content guidelines to comply with clause 19.

2. DEFINITIONS

2.1 Annual Competition Programme

A detailed programme published by January of each year to give members sufficient time to prepare entries.

2.2 Video of the Year (VOTY) Competition

Annual competition open to all members.

2.3 Annual Presentation Night

The Annual Presentation Night held in November each year at which the results of VOTY and Special Awards are announced and presented.

2.4 Entrant

An Entrant is a member or team of financial members that submits an entry into any SVM Competition.

2.4.1 Individual Entrant

A financial member who enters a competition.

2.4.2 Team Entrant

A combination of three or more financial members from any membership category defined in the Club Constitution.

2.4.3 Joint Entrant

Financial members who have joint membership as defined in the Club Constitution.

2.5 Entry Length

The actual video must be no longer than the maximum stated for the competition entered. Required leaders and credits are excluded from the length calculation. Credits shall not exceed 30 seconds in length.

2.6 Copyright Protected Media

Any image, moving, still, sound or written material which the SVM member does not own or have the owner's permission to use..

2.7 Annual Club Calendar

A diary of all scheduled meetings for the club. The diary is issued in the year preceding the year in which it applies.

2.8 Annual Club Program

A program of club and focus night content, issued and updated during the year. Additional special activities and training initiatives are included when appropriate.

3. COMPETITIONS

3.1 SVM competitions

Competitions are open to all financial members and each year the Club conducts Meeting Night Competitions and a Video of the Year Competition.

3.2 Meeting Night Competitions

3.2.1 Topics

These competitions are based on a theme, subject or technique to complement the annual Club. The Competitions Manager will obtain club Management Committee agreement for the annual competition program.

3.2.2 Entry Length

Each competition closing date and entry length will be nominated in the Annual Competition Programme. Entries are accepted in any length up to the nominated maximum.

3.3 Video of the Year Competition (VOTY)

3.3.1 Categories

Each VOTY competition entry is to be submitted in one of the following categories :

- Drama
- Documentary
- Travel
- Music Clip
- Special Techniques.

Definition of the categories content scope and major assessment criteria are in Appendix E. The VOTY category definitions apply to all Club Competitions.

3.3.2 Entry Length

10 minutes maximum. Entries may be submitted at any length up to the ten minute maximum.

3.3.3 Number of Entries

Each team or member may submit a maximum of two entries and these must be entered in different VOTY categories. A single entry is not eligible for submission in two categories.

This ruling allows Individual members to submit two entries independently of their involvement in a team entering the competition. The member is not restricted by the category choices of the team entries.

3.3.4 Eligibility Club Night Competition Videos

Videos screened in club night competitions during the current year may be entered in VOTY provided the judging assessment was 75% or greater. Entry into VOTY is at the discretion of the team or member who produced the video. Any video entered under this eligibility is excluded from the number of entry restrictions.

4. GENERAL RULES

4.1 Applicability

These General Rules apply to all Club competitions.

4.2 Participation

4.2.1 Professional Participation

SVM competitions are open to entries of amateur status and as such professionally produced entries are not eligible. Some members contribute their skills to worthy causes, often charitable organizations and receive some reimbursement for their necessary expenditures. This is not classed as professional employment. Videos produced with professional studio support, financial support and resources are ineligible as entries to club competitions. It is however recognised that members will from time to time wish to include some third party material in their productions.

Entries complying with the following requirements are eligible:

- 4.2.1.1 Music and sound effects may be used without restriction.
- 4.2.1.2 Third party or professionally produced video may be included up to a maximum of 10% of the total video length
- 4.2.1.3 No restriction on the use of still images.
- 4.2.1.4 The entrant owns or has permission to use the third party material

4.2.2 Member participation

A Club member may be involved at any level in the production of a video entered in a competition and may also utilise non-members as actors or technicians. All participants are to be named in the credits. Only those members nominated as the producers or team members for the production of a video in the entry submission form are taken into account in calculating the permissible number of entries defined in clause 3.3.3

4.2.2 Entry Length

Entries which exceed the specified entry length for the competition will not be accepted.

4.2.3 Copyright

In accordance with SVM Copyright Rules, credits must be included for any Copyright Protected Media incorporated in the video. Entries which use Copyright Protected Media without satisfactory acknowledgement which will meet

legal requirements therefore are not eligible as entries to SVM competitions, club screening.

4.2.4 Entry Submission

General concept places all responsibility for entry procedure and content correctness on the submitter in order to avoid any problems associated with errors being introduced by the judging process.

4.2.5 Entry documentation

All Entrants must complete a current version Entry Form which includes a Copyright declaration and submit it in with the video media by the closing date.

4.2.6 Submit by Post

Entries together with completed entry forms may be posted to the Competition Manager at the published mailing address to arrive by the closing date.

4.2.7 Late entries

Late entries will not be accepted.

4.2.8 Media preparation

Only one entry is to be submitted on the media chosen for entry submission. For tape media a queuing leader of at least 5 seconds black followed by a 10 second counter is to precede the entry. Following the entry the media should be clear of content for at least 60 seconds.

In the case of a DVD submission a simple "Start Button" menu is to be provided for control during judging and screening.

4.2.9 Media Identification

Both the media (and the media protective container of the entry are to be identified with the Entrant's name, video title ,aspect ratio, CODEC and any copyright information.

4.3 Responsibility for Entries

4.3.1 Copyright

It is the responsibility of the Entrant to ensure that :

- There are no copyright infringements,
- The Copyright Declaration is completed correctly, and
- All appropriate releases from individuals, organisations etc. are obtained prior to submitting the entry.

4.3.2 Closing Date

It is the responsibility of the Entrant to ensure that the entry is submitted by the closing date in accordance with these Rules and the SVM Copyright Rules.

4.3.3 Loss or Damage of Entry

All competition entries are submitted at the risk of the Entrant who is responsible for ensuring backup copies are made in case their entry is lost or damaged.

4.3.4 Entry Return

It is the responsibility of Entrants to collect their entries at the first club meeting as published in the club annual diary, after awards have been presented. If return by post is required then financial arrangements are to be made and all relevant details for the return of the media indicated to the Competitions Manager when submitting the entry.

4.4 Unacceptable Entries

4.4.1 Content

Entries must comply with the guidelines in Appendix C. A video with content considered by the judges to be outside guidelines, or offensive or inappropriate will be declined.

4.4.2 Copyright

Entries must comply with the protocol defined in Appendix B. Any entry which incorporates Copyright Protected Media without permission and legal acknowledgement will be declined.

4.4.3 Notification of Non-acceptance

In the case of an entry being declined, it is the responsibility of the Competition Manager to notify the Entrant immediately after that decision has been made.

5. RECOGNITION OF ACHIEVEMENT

Recognition of achievement is usually in the form of an award or certificate. Awards are made on the basis of one per entry and take the form of an appropriate trophy. No awards are made for individual club night competitions, certificates will be presented in lieu. Certificates for all competitions will be presented to each participant nominated on the competition entry form.

5.1 Judging

5.1.1 Competition manager

The Competition Manager does not undertake any judging but is responsible to co-ordinate the judging of all competitions and is responsible for determining Award Winners based on the judges combined assessments. Further keeping and making public the record of entry numbers, judges used and judging results.

5.1.2 Judging Panel

The Competition Manager shall make all possible effort to identify and appoint a panel of reasonably qualified and impartial judges external to the club.

If by default judges must be selected from members of the club then they must be made known to and approved by the President. Under no circumstances will any entrant to a competition be acceptable as a judge for that competition.

5.1.2.1 Club Meeting Night Competitions

A minimum panel of three.

5.1.2.1 Video of the Year Competition

A panel of five is required which includes a minimum of three suitably qualified judges from outside the Club. Any club member who has participated in any entry is ineligible as a judge.

5.1.3 Entry Assessment

Each judge shall review each entry and allocate points for each aspect of that entry in accordance with the appropriate current version SVM Video Assessment Sheet. The sheet content is defined in Appendix A to these Rules.

Individual Judge assessments will be merged by the competition manager into one assessment for each entry. The final determinations will be submitted to the President for approval and sign off before publishing or determining the recognition status of entries.

5.1.4 Distribution of judging results and comments

As soon as possible after the conclusion of a competition the competition manager will give each entrant a copy of the judges comments for their entry and will provide each judge with a copy of all the judging results and comments.

5.2 Awards and Certificates

5.2.1 Eligibility

Only financial members who were nominated on the entry form as having a major role in the planning, decision-making and production of the video shall be eligible for an award or certificate.

5.2.2 Awards

One award granted to the team, or member identified on the Entry Form. The award will be marked in exact agreement with the title and other detail provided on the entry form.

5.2.3 Certificates

For a winning video where an award is granted to team or joint entrant a certificated will be granted to each participating member identified on the entry form.

Certificates will be presented to all second and third place participants.

5.3 Meeting Night Competitions

5.3.1 Certificates

Certificates are presented to first and second place winners. Certificates shall be awarded at a Club meeting following the closing date for the applicable competition.

5.3.2 Meeting Night Video Eligibility for VOTY

Videos submitted to club night competitions are eligible for submission into VOTY if they comply with the conditions in clause 3.3.3

5.3.3 Special Awards

Special Awards applicable to Meeting Night Competition entries are decided by a Sub-Committee of three or more Committee Members convened by the President. Winners shall be announced and awards presented at the Annual Presentation Night. These Awards are :

5.3.3.1 Best Meeting Night Videographer

This award is presented to the Individual Entrant who scored the highest number of points in total for Meeting Night Competitions during the year

5.3.3.2 Best Meeting Night Videography Team

This award is presented to the Team Entrant scoring the highest number of points in total for Meeting Night Competitions during the year.

5.3.3.3 Gwen Stoney Award

This award is presented to the most improved Videographer of the Year, whose video productions entered into Meeting Night Competitions have shown the most improvement during the year.

5.4 “Video of the Year” Competition

5.4.1 Recognition

5.4.1.1 Category Awards

First, Second and Third places shall normally be recognised for each category. The judges are not, however, obliged to issue any award or certificate. Awards are presented for first and second, certificates for third place.

5.4.1.3 President’s Award

A suitable trophy shall be awarded to the Entrant submitting the highest scoring video, irrespective of category. This Video shall be deemed the Overall Winner and shall be designated as *“PRESIDENTS AWARD FOR THE VIDEO OF THE YEAR”*.

5.4.1.4 Excellence in Photography.

This Special Award shall be presented to the team or member achieving the highest score in photography.

5.4.1.5 Ted Northover

This is a perpetual trophy donated by the Northover family. The behest required that the trophy be “Awarded if appropriate for excellence in the craft of video making as it applies to the production of a work of fiction”. This is interpreted by the club guidelines to be the highest scoring drama in any appropriate category.

5.4.2 Entry Requirements

5.4.2.1 Quota

A member may submit entries in accordance with the conditions in clause 3.3..

5.4.2.2 Permitted Formats

All acceptable formats are indicated on the current version entry form appendix F.

5.4.2.3 Closing Date

The October meeting night is the closing date for submission of VOTY entries.

5.4.2.3 Eligibility

Only videos produced during the current year are eligible. Content may be from current or any previous year.

5.4.3 Judging

5.4.4.1 Judging takes place between the October Meeting Night and the Annual Presentation Night.

5.4.4.2 All entries are vetted for compliance with the Entry Requirements defined in these Rules before judging.

5.4.4.3 If no category is nominated on the Entry Form by the Entrant, or if the entry does not comply with the nominated category, then a category shall be nominated by the Competition Manager in consultation with the Entrant.

5.4.4.4 The judge's decision is final and no correspondence will be entered into.

5.4.4 Screening of Entries

5.4.5.1 Where possible, all entries will be screened at the Annual Presentation Night., however an entry which does not accumulate an average score of 60 or more is not eligible for screening. When the total screening time of all entries exceeds the time available then the following screening priority will be adopted :

- All category winners
- All category runner up entries
- Remaining entries are selected for screening in the order determined by the final scoring, until the remaining screening time is exhausted.

The screening order used on the Annual Presentation Night will not be indicative of any score. The screening order is chosen to disguise the award status of entries and maximise audience enjoyment.

5.4.5.2 In the instance where an Entrant's video will not be screened the President shall advise the Entrant as soon as possible before the Annual Presentation Night..

6. APPENDICES

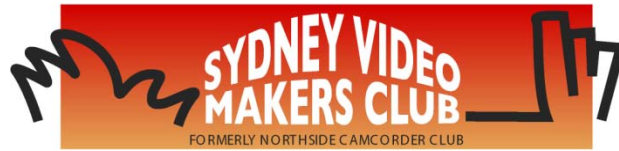
- A: SVM Video Assessment Sheet Issued January 2009
- B: Copyright protocol
- C: Video content guidelines and protocol
- D: Content Declaration
- E Competition Entry Form.

Amendment History

ISSUE DATE : **Version 1** Full review and upgrade of previous document 5 Sept 2008
 Version 2 Name change to SVM update 10 January 2009
 Version 3 Rules review Jan 2010. Category definitions added and
 clarification of number of entries for individuals, teams and combinations
 thereof.

SECRETARY : I Scott.

APPENDIX A VIDEO ASSESSMENT SHEET



VIDEO ASSESSMENT SHEET for use in all club competitions

Judges please allocate points and provide constructive feedback for each of the assessment criteria on this sheet

Competition		Date of Judging	
Video title		Entry Number	

Assessment Criteria

Audience appeal / entertainment value How well did this video entertain/ interest you/ touch you emotionally?	30 points maximum	
Feedback comment		
Creativity/Originality/Approach to subject Was there something special which really contributed to the quality of this work?	20 points maximum	
Please identify the aspect which stood out		
Cinematography/Camera techniques Appropriate composition & framing/ variety of angles/ Exposure/ lighting/ steady and focus	15 points maximum	
Feedback Comment		
Editing and Titles Continuity/duration of shots/appropriate transitions/clear and suitable titles	20 points maximum	
Feedback Comment		
Audio and sounds Level and clarity/of any narrative dialogue, ambient noise, special effects and music.	15 points maximum	
Feedback Comment		
General Remarks	Total points	

APPENDIX B COPYRIGHT PROTOCOL

SVM respects the rights of owners of copyright material and requires that any use of such material be with the permission of the owner or their authorised representative. A member may include copyright material in a presentation by following the protocol detailed in this document.

CLUB PROTOCOL

1. Members are responsible for ensuring that the Copyright content of their own productions is screened in accordance with the laws applicable to copyright and to provide a written declaration of compliance.
2. Members are responsible for obtaining all copyright licences for any presentation to be made by them whether they own the media being presented or not.
3. If members intend to present media, either sound or pictures, the copyright of which does not belong to the member and which is not copyright free then copyright licences or specific permission from the copyright owners is necessary for any SVM sponsored screening.
4. The declaration form Appendix D to this document must be submitted to SVM duly completed before any presentation is shown. Note that the form must be completed for *all* screenings as it is also a member declaration to assure SVM that media is copyright free media when this applies.

APPENDIX C VIDEO CONTENT GUIDELINES & PROTOCOL

SVM wishes to cause no offence to members and visitors in the viewing audience at club video screenings. The club adopts a self-regulating approach to monitor screened content and does not wish to introduce any “censorship” protocol. Each member introducing a video for screening is responsible to ensure that the content is in accordance with the guidelines in this Appendix. To enable members to evaluate their own video the following guidelines are provided. If there is any doubt about the suitability of the content in an intended screening it should be referred to a committee member for consideration before screening.

GUIDELINES

1. THEMES

The treatment of themes should in general be low sense of threat or menace and justified by context. Supernatural or horror themes may be included.

2. VIOLENCE

Violence should be infrequent and justified by context, not shown in detail. Sexual violence is not permitted.

3. SEX

Sexual activity must be, discreet and justified by context. When used it should be t, infrequent and not gratuitous.

4. LANGUAGE

Coarse language should be infrequently used and only as required by context.

5. DRUG USE

Drug use must be justified by context. Reference should be indirect although incidental visuals may be included. Drug use must not be promoted or encouraged.

6. NUDITY

Nudity should be justified by context.

7. VILIFICATION

No individual, group or religious order should be defamed.

Note

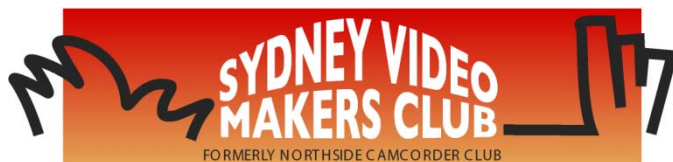
1 That in all of the elements of content mentioned the impact is suggested as reasonable. It is not the preference of the club members to view or promote violent or sexually explicit material.

2 The club screen is not intended for individuals to promote political or extremist opinions.

CLUB PROTOCOL

1. Members are responsible for appraisal of their own video
2. All videos screened are assumed to be suitable for an adult audience and no formal classification remark is required at the commencement of screening.
3. If any member is uncertain about the application of the guidelines to particular content then advice should be obtained from the Club President, Vice President or Secretary.
4. If a member believes a video to be screened contains content which may offend then;
 5. permission must be obtained from the Club President sufficiently in advance of screening for any appraisal and discussion.
 6. ensure the presentation has a “classification remark” at the commencement of screening.
 7. If permission is given to screen the video in question, the intended screening must be made known to members at the commencement of the club event in sufficient time to allow anyone to avoid the screening should they so wish.

APPENDIX D COPYRIGHT AND CONTENT DECLARATION



Copyright and Content Declaration

All commercially released recorded music is usually protected by copyright for both composer and performer, unless purchased as royalty free music. Copy right protection also applies to all other forms of media such as printed media and images moving or still.

I, (video producers name) _____ declare that:-

- I have not infringed any copyright by using material being an image,(moving or still), sound, (musical or voice), or written material which is the property of anyone other than myself
- I guarantee that in respect of any music contained in my video I have either obtained the appropriate licence or that it is copyright free material
- I have complied with the SVM Video Content Guidelines & Protocol in that the content is in my opinion suitable for club viewing.

- This declaration includes all composers and performers rights.

I hereby indemnify SVM for all loss or damage suffered by it resulting from the screening of this video at any club meeting by reason of the infringement of any copyright or viewing of material which is unsuitable for club viewing.

Date _____

Signed _____ member or teamleader

APPENDIX E CATEGORY DEFINITIONS

The categories defined below are to be used by club members to determine the correct category designation which applies to their production when entering in club competitions. The definitions will also be used by judges as a basis on which to evaluate the entry and provide feedback.

Drama

A suitable definition would be a work of fiction with a plot. Executed by actors usually with interchange dialogue. The actors may perhaps be supported by some music and sound effects. Special effects can be used but should not in themselves be the significant content of the production but merely an aid to execution of the particular plot.

Evaluation criteria would focus on plot, script, acting and the creativity of treatment and how well the sub genre of action, crime, comedy, horror or thriller. was portrayed.

Special Techniques

This definition covers a production where special techniques constitute the main theme or technique for the production content. It allows both traditional hand drawn animation and computer generated animation. Productions with a major content of specialist techniques such as elapsed time also reside in this category. It must not be forgotten that an Special Techniques production can itself be a sub genre of Drama, Documentary or Music video, however, the sub genre is secondary in evaluation importance compared to the special technique evaluation.

The category is also used to include any video not able to be classified as covered by the other categories. This permits "Experimental Techniques" to be included in competitions.

Evaluation criteria would focus on the quality of the special effects or animation and the creativity used to present any storyline or theme.

Music Video.

In this category the major content is the music itself which will usually be a rendition by a performer or performers visible to the viewers. The vision may be a creative treatment of the actual performance or an abstract set of vision sequences to support the rendering of the music.

Evaluation criteria would focus on audio quality, originality of the music renditioning and synchronisation of visuals with the music tempo.(Commonly know as editing to music)

Travel

This genre is in fact a special form of documentary. Special interest visuals documenting travel to any location. A typical feature of a travel video is a voice over dialogue providing additional information about the locations shown. Music may or may not be included.

Evaluation criteria will focus on how well the ad hoc nature of travel activity was dealt with. How effectively the voice over coordinates with the visuals and the interest of the voice over content.

Documentary

Presentation of a factual, or contrived factual subject in the form of a video. Actors may be the actual persons involved in the processes of the subject or may be actors scripted to portray a subject. Graphics may be included to illustrate concepts or points of detail. A particular type of documentary may present the history of a family or individual and incorporate some "Old Images" of historical significance.

The category includes "Instructional" or "How to do it" videos as these are by their very nature documentaries.

Evaluation will focus on how well the subject was presented and if the underlying message was communicated effectively, Special emphasis should be given to the creative treatment of still images when a significant number of these are included, as might be the case in the treatment of an historical subject.

Draft