

SCPF Audio-visual Championships

Guidelines for running a successful audio-visual competition

1 Introduction

The SCPF Audio-visual Championship is an annual competition for member clubs.

This document is maintained by the Audio-visual Secretary.

The sequences will be pre-judged and at the event the best sequences will be shown and the awards and Oak Leaf Salver trophy presented.

The SCPF Audio-visual Championship Rules detail the entry requirements and scoring of the competition so are not repeated here.

2 Pre-requisites

2.1 Judging

Images must be received by the last Sunday in September. They are typically transferred to the organiser by WeTransfer or similar and an entry form on the website must be completed.

2.2 Nominated Host Club

The championships are hosted on behalf of the federation by a nominated photographic club that are fully paid up and have PLI. That club should be engaged at least 9 months before the event.

The winners of the Oak Leaf Salver should be offered the opportunity to host the event in the first instance, however, that might not always be practical.

It is not expected that all kit and people are provided by the host club and that assistance will be made by other clubs and individuals by mutual agreement.

2.3 Event

The event will be held on the last Sunday in October.

The sequences are pre-judged and minimal preparation is required on the day.

Appropriate consideration must be given to the necessity of having a valid Public Performance Licence (PPL) by the host club, venue or organiser. Entrants do not need this licence.

2.4 Attendees

Admission to the event is free for SCPF affiliated clubs' members. There is no public admission.

2.5 Venue

The host club must book the venue for the event day. Payment must be made by the host club and reclaimed promptly from the SCPF treasurer.

The venue need not be the home venue of the host club.

Contact details of the caretaker must be available on the day of the event.

No dress rehearsal is required. The peculiarities of the venue must be understood, including the position of any power sockets, need for cable covers, location of fire exits and any other health and safety risks.

2.5.1 Room

The main room must be rated for an audience of around 50 attendees. It must be possible to blackout this room.

A kitchen must be available for the provision of light refreshments.

Other rooms in the venue should not be being used by other parties especially if those activities generate any noise.

2.5.2 Parking

Preferably there should be ample free parking.

If on-site parking is not available, there should be public car parks available nearby and any fees must be clearly advised to attendees in promotional material.

If needed, a space for the judge must be reserved.

2.6 Judge

One PAGB judge from outside our region that has significant experience in creating and judging AV sequences must be arranged by the Championship secretary at least nine months before the event.

The selected judge may not be a member of, or have any attachment to, any SCPF club.

The judge must be briefed when they are sent the sequences at the beginning of October. Typically, this will be something like:

“Please use whatever scoring system you are comfortable with provided that each sequence has a score out of at least 10. Please identify the first, second and third places with any highly commended that you feel worthy. Please sending the results back with enough time for us to total the scores and print the certificates. The event on the Sunday afternoon shows the best twenty or so sequences with short comments on each from the judge. We’d also like a brief talk with the showing of at least one of your own sequences. We conclude with the presentations to the winning clubs and individuals.

Please could you arrive at the venue by 1pm on the day. Your SCPF and club contacts are: ..."

In the unlikely event that any overnight accommodation or meals are needed they must be arranged in advance.

For the payment of their expenses, the judge must apply direct to the SCPF treasurer.

2.7 PAGB Patronage and Medals

This event does not have PAGB Patronage.

2.8 Rules

Any major changes to the rules must be put to Council before they are notified to clubs. Changes to the rules must be made sparingly.

Minor rule changes and clarifications can be approved by the AV Secretary.

The [AV Championship Rules](#) must be published on the website one month prior to the earliest date that sequences can be sent. These rules are in addition to the SCPF's General Competition Rules.

The webmaster will make the entry form available on the website from the 1st of September. Entries are sent directly to the organiser.

The closing date is the last Sunday in September.

If an sequence is found to be unacceptable, the relevant club must be approached to provide a replacement within a reasonable amount of time or the sequence is withdrawn.

2.8.1 Sensitivity Panel

Upon receipt of the sequences the AV Championship Secretary shall identify any that should be checked for sensitivity in line with current Council policy.

If any are found to be unacceptable, the relevant club must be approached to provide a replacement or the sequence is withdrawn as per the guidelines in force at the time.

2.8.2 Distribution to judge

Once approved in terms of sensitivity the sequences will be distributed to the judge at the earliest opportunity.

3 Venue

3.1 Booking

The booking is for 12pm – 17:30 on the day of the event.

3.2 Floorplan

If setting-up is to be done by the venue's staff, a member of the organisation team should attend the setting up.

The floorplan is not usually necessary but, if created, it will typically include the placement of:

- Computer table
- Projector
- Screen
- Speakers
- Judge
- Audience
- Cable management
- Fire exits

3.3 Blackout

The venue must be able to be blacked-out sufficiently. All windows and doors should be blacked-out with the exception of any fire doors or otherwise restricted by the venue. Additional covers may be needed. Unlike the Championships, the entries are not being judged so a perfect black-out is not required.

3.4 Audio

A sound system with at least one hand-held microphone is required.

It should be possible to send the audio output from the computer to a good pair of stereo speakers that are large enough for the venue and can be heard clearly by the audience.

4 Projection

4.1 Projector calibration

This is usually unnecessary as the sequences are not judged at the event.

4.2 Awards

The trophy must have been returned by the previous winning club.

The certificates must be pre-printed and brought to the event.

5 Catering

5.1 Refreshments

Teas, coffees, soft drinks, cakes and/or biscuits. Food intolerances/allergies such as gluten or lactose intolerance must be considered.

Appropriate signage for intolerances/allergies must be provided for the light refreshments available for general attendees.

6 Health & Safety

6.1 Risk assessment

A full Health and Safety Risk Assessment must be completed as part of the requirements of the PLI. See the SCPF Championships guidelines for further information.

A first aider should be in attendance.

6.2 Disabled access

Reasonable arrangements for disabled access must be in place. Seats at the front or close to an exit must be removable so that anyone needing assistance can be accommodated.

7 On the Day

7.1 Schedule

A spreadsheet containing the fine detail of the day's schedule must be prepared.

The Master of Ceremonies will usually be the chair of the host club. They will give out essential health and safety information regarding the fire exits etc.

Additional introductions will be given by the SCPF President.

The AV Championship Secretary will explain the judging, scoring and award procedure.

7.2 Programme

A basic rotating slideshow of the programme, health and safety, judge etc. is to be shown prior to the opening address.

The day's programme for the attendees is as follows:

- 13:30 Doors open - refreshments
- 14:00 Opening address
- 14:10 Sequences Part 1
- 15:00 Break
- 15:10 Sequences Part 2
- 16:00 Break - refreshments
- 16:15 Judge's talk
- 16:45 Presentation of Awards
- 16:55 Best sequence reshow
- 17:00 Close

The Championships Secretary will ensure that the sequences are projected adequately and shown in the correct order.

7.3 Recording the event

There will be a nominated photographer. It is not necessary that this is a member of the host club.

Photographing the handover of awards is the main requirement. Additional recording of the day and its attendees is expected.

Images are to be emailed to webmaster, Championship Secretary and SCPF newsletter editor by the following day.

7.4 Streaming

The event must be streamed over Zoom or YouTube for the benefit of clubs in the Isle of Wight, Channel Islands, Gibraltar and the Disabled Photographers' Society. Depending on Internet access at the venue it might be necessary to use a 5G dongle for this purpose.

7.5 Results

Results are sent to the webmaster and Newsletter editor for emailing to clubs and/or distribution in the SCPF Newsletter. [Example Result Document](#)

Award winners that were not present can have their certificates sent to them electronically. If the trophy winners do not attend it will not be posted and retained by the SCPF for the following competition or until such time that it can be collected at a suitable SCPF event.

7.6 Raffle

The host club can organise a raffle to raise money for club funds with ticket sales at breaks and lunch.

This is entirely optional and does not form part of the competition.

8 Publicity

SCPF website to promote the event on the website and in every edition of the newsletter from Finals Day until the event.

Invites will also be emailed to competition secretaries, reps and secretaries in each club. A reminder email should be sent two weeks before the upload closing date.

After the closing date an invite email for the event itself should be sent to all clubs.

8.1 Reshowing sequences

The event can be streamed live.

9 Contact details

9.1 Venue

The venue details must be recorded and contact details for the caretaker on the day.

9.2 Organisation

Email addresses and mobile numbers are required for every member of the organisation and the judge.

These must be recorded in the master planning spreadsheet.

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