

# British Academy Scotland Awards

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Rules and Guidelines 2014

# BRITISH ACADEMY OF FILM AND TELEVISION ARTS IN SCOTLAND

## British Academy Scotland Awards

### Rules and Guidelines 2014

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## TIMETABLE

Eligibility Period: **1 August 2013 – 17 July 2014**

2014

<b>Thursday 5 June, 10am</b>	Call for Entries opens / Entry Website opens
<b>Thursday 17 July, 5pm</b>	Entry Deadline / Video Upload Deadline
<b>Thursday 31 July</b>	Voting Members receive Entry List
<b>Monday 4 August, 10am</b>	Voting opens to BAFTA members
<b>Monday 18 August, 5pm</b>	Voting closes
<b>Thursday 21 August</b>	Broadcasters invited to submit Broadcaster Entries
<b>Thursday 28 August</b>	Deadline for Broadcaster Entries
<b>Monday 1 September</b>	Juries start
<b>Monday 6 October</b>	Juries finish
<b>W/B 13 October</b>	Nominations announced
<b>Sunday 16 November</b>	British Academy Scotland Awards 2014

## CONTACT LIST

**Jude MacLavery**

**Director, BAFTA Scotland**

Tel: +44 (0)141 553 5402

[judem@bafta.org](mailto:judem@bafta.org)

**Isla McTear**

**Assistant, BAFTA Scotland**

Tel: +44 (0) 141 553 5402

[islam@bafta.org](mailto:islam@bafta.org)

British Academy of Film and Television Arts in Scotland  
103 Trongate, Glasgow, G1 5HD

T +44 (0)141 553 5402 E [infoscotland@bafta.org](mailto:infoscotland@bafta.org) W [www.bafta.org/scotland](http://www.bafta.org/scotland)

## INTRODUCTION

The British Academy Scotland Awards are presented annually to recognise, honour and reward outstanding work and individuals within the screen industries in Scotland. The award categories reflect the wealth and diversity of Scottish television, film and games.

The Academy also honours individuals with awards in recognition of their contribution to the industry. These awards are in the gift of the Academy: they are approved by the BAFTA Scotland Committee and ratified by the Board of BAFTA.

<b>Awards Presented</b>	<b>Rules on page</b>
Outstanding Contribution to Film/Television/Broadcasting	9
Outstanding Contribution for Craft (In Memory of Robert McCann)	9

### Production Categories:

1. Animation	9
2. Children's Programme	9
3. Comedy / Entertainment Programme	9
4. Current Affairs	9
5. Factual Series	9
6. Features / Factual Entertainment	9
7. Feature Film	9
8. Game	9
9. Single Documentary	10
10. Short Film	10
11. Television Drama	10

### Individual Categories:

12. Actor/Actress - Television	10
13. Actor/Actress - Film	10
14. Director	10
15. Writer	10

The Academy may, at its discretion, choose not to present any of the above awards at the British Academy Scotland Awards ceremony.

## **LONGLIST, NOMINATIONS AND WINNERS**

- The longlist and nominations for each category will always be listed in alphabetical order;
- Nominations will be announced approximately four weeks before the ceremony;
- The winners press release is the definitive source of award winners information;
- Only one British Academy Scotland Award will be given for each award category;
- The British Academy Scotland Award or logo may not be reproduced or used in any commercial manner unless prior permission has been obtained from BAFTA Scotland;
- The British Academy Scotland Award remains the property of the British Academy of Film and Television Arts in Scotland to remain in the care of the recipient or his/her descendants. Should the Award leave the care of the recipient or his/her descendants, the Academy reserves the right to purchase the British Academy Scotland Award back for a fee of £1. The Award must not be sold on to any third party;
- Award winners unable to collect their Award(s) on the night of the ceremony must arrange collection from BAFTA Scotland within 12 months of the ceremony;
- BAFTA Scotland do not issue replicas of the Award;
- Named individual winners in certain categories could be eligible to purchase an additional duplicate Award so that they can have a record of their involvement.

## **CLIP USAGE – NOMINATED PROGRAMMES/FILMS/PRODUCTIONS**

An important part of BAFTA's charitable remit is to promote excellence to as large an audience as possible. BAFTA Scotland will show clips of nominated productions at the awards ceremony and these clips may form part of its television and/or online broadcast in the UK. In the event of your production being nominated for a British Academy Scotland Award, we may intend to make clips of the nominated productions available to the public on the BAFTA Scotland website, [www.bafta.org/scotland](http://www.bafta.org/scotland)

**By entering your programme for consideration, you are consenting to any clips (including any accompanying soundtrack synched with the clips) to be made available on the BAFTA Scotland website for non-commercial purposes in the context of the Awards for one year from 16 November 2014.**

## **ENTRY PROCESS**

- Entry is online via a secure website – the BAFTA Awards Entry site: <http://entry.bafta.org>
- The entry website will be open for entries from 5 June 2014 and the deadline for entry is **Thursday 17 July 2014** at 5pm.
- Full instructions about how to register and enter programmes/films/productions will be available on the [bafta.org](http://bafta.org) website from 5 June 2014. More information on the online entry process and a link to the entry website can be found at <http://awards.bafta.org/entry>

**CORRECT ENTRY INFORMATION IS THE RESPONSIBILITY OF THE ENTRANT**

**BAFTA IS NOT LIABLE FOR ERRORS IN LISTINGS THAT ARE THE RESULT OF INCORRECT INFORMATION BEING SUBMITTED ON THE ENTRY FORM**

**BAFTA CANNOT BE HELD RESPONSIBLE FOR PROGRAMMES BEING ENTERED IN THE WRONG CATEGORIES**

**THE BAFTA SCOTLAND COMMITTEE IS THE ARBITER OF ALL CATEGORY ELIGIBILITY.**

## ENTRY RULES AND REGULATIONS

English and Gaelic language programmes/films are eligible in every category. Each entry must be a complete programme/film/production. Inserts are not eligible. Recut, re-versioned, renamed or repeated productions are not eligible.

1. Television, Performance and Game categories: all entries must have been broadcast on either a terrestrial or digital television channel (or published) between 1 August 2013 and 17 July 2014.
2. Film: all entries must have either had a theatrical release (for at least seven days) or been screened at an approved festival between 1 August 2013 and 17 July 2014. A list of approved festivals is available from BAFTA Scotland at [www.bafta.org/scotland](http://www.bafta.org/scotland)
3. Entries can be submitted directly by broadcasters, producers and individuals. Individuals may enter different episodes/programmes in a series that have already been entered by a broadcaster or production company. Programmes may be regional or networked.
4. Entry deadline: **Thursday 17 July 2014 at 5pm.**
5. All entries must be made using the official online entry website <http://entry.bafta.org>
6. Individuals may nominate a single episode/programme or individual in the Performance categories, including self-nomination.
7. The selection and submission of representative episodes, programmes and films is the responsibility of the producer or his/her nominee who will take responsibility for the entry.
8. Names submitted on the entry form will go on to become the official nominations and cannot be subsequently altered. There must be careful consideration of who these people are to be, as changes cannot be made once the nominations are announced.

### Special notes

Production categories: if there are fewer than six entries in a particular category then those entries will not be considered for this year's awards but carried over for consideration next year. However, all Individual entries relating to a particular programme/film which is carried over are still eligible to be considered this year.

For the avoidance of doubt, broadcasters/production companies may enter different episodes of the same series in different 'Individual' categories, but only one episode in each programme category from each production is permitted. In the event of being shortlisted for jury consideration, only the episode/programme submitted via the Online Entry Website will be considered.

### Eligibility Criteria for all Productions (Categories 1-11)

All television, film and games entries should satisfy two of the three following criteria:

1. The production company has a substantive business and production base in Scotland. A base will be taken to be substantive if it is the usual place of employment of senior executives and personnel involved in the production in question.
2. At least 50% of the production budget (excluding the cost of on-screen talent, archive material and copyright costs) was spent in Scotland and/or on Scottish production talent.
3. At least 50% of the production talent (i.e. not on-screen talent) must have their home or usual place of employment in Scotland. This must cover a minimum of four out of the following nine areas: Director, Producer, Developer, Animator, Writer, Line producer/Production manager, HOD – Art, Sound, Camera, Post Production, Music. (For factual entries, up to two of these roles may be replaced by Editor and/or Assistant Producer.)

### Eligibility Criteria for Individuals (Categories 12-15)

Any **non-Scottish** individual (actor, actress, director or writer) is eligible to enter in relation to any work that satisfies the above criteria for a **Scottish** production.

Any **Scottish** individual (actor, actress, director or writer) is eligible to enter in relation to work that satisfies the above criteria for a **Scottish** production or a **UK** production.

Individuals are considered Scottish under one of the following criteria

- **Scottish place of birth**
- **Parentage** (one/both parents to be Scottish)

A **UK** production should satisfy two of the three following criteria:

1. The production company has a substantive business and production base in the UK. A base will be taken to be substantive if it is the usual place of employment of senior executives and personnel involved in the production in question.
2. At least 50% of the production budget (excluding the cost of on-screen talent, archive material and copyright costs) was spent in the UK and/or on British production talent.
3. At least 50% of the production talent (i.e. not on-screen talent) must have their home or usual place of employment in the UK. This must cover a minimum of four out of the following nine areas: Director, Producer, Developer, Animator, Writer, Line producer/Production manager, HOD – Art, Sound, Camera, Post Production, Music. (For factual entries, up to two of these roles may be replaced by Editor and/or Assistant Producer.)

### ENTRY FEES (per entry)

- **Broadcaster Entries** £150.00 + VAT
- **Independent Entries** £100.00 + VAT

### PAYMENT

- Entry Fees are payable online via the entry site.
- **Entry fees MUST be received no later than Thursday 17 July 2014.**

## MAKING PROGRAMMES/FILMS/PRODUCTIONS AVAILABLE TO VOTERS AND JURORS

### Membership Vote

- Entrants may make their programmes available to voters for review via the BAFTA viewing website. The content uploaded must be as originally broadcast, minus commercial breaks. DVD screeners may not be sent to voters. Entrants should upload the full episode/film including end credits (unless otherwise specified) wherever possible, but it may be allowable to upload a clip/highlights in exceptional circumstances – please contact BAFTA Scotland.
- The BAFTA voting website is username - and password-protected and is only accessible by Voting Members of BAFTA Scotland, who will be able to either stream or download content from the site until Monday 18 August 2014. After this date content will only be available to jurors.

### Jury Shortlist

- If shortlisted for jury consideration, the full productions in their full duration (unless otherwise specified) **must** be made available to jurors via the BAFTA voting website by Monday 1 September 2014.
- BAFTA Scotland will contact the producer/person responsible for the entry to request this material. The content uploaded must be as originally broadcast, minus commercial breaks.
- All Gaelic-language programmes/films should have English subtitles.
- Videos can be uploaded via the BAFTA entry website <http://entry.bafta.org/>
- Technical Specification on page 8 (to follow)

## TECHNICAL SPECIFICATION

The BAFTA Awards voting and viewing website aims to provide the best possible viewing experience for your content. To achieve this a set of viewing versions optimised to a range of platforms is created. In particular, we aim to support the following:

- Online viewing within a modern web browser
- Viewing on a local device, such as a tablet

In order to achieve this, we request that you provide a high quality version of your file. Our preferred video specification, along with alternative specifications we are able to accept, is shown below:

Please prepare your video to the following technical specification. If you need help to get your programme/s encoded to the above specification, please email: [entrysupport@bafta.org](mailto:entrysupport@bafta.org)

	Preferred specification
<b>File format</b>	.mp4 / .mov Supported alternatives: .wmv, .avi, .dv, .vob, .m2ts, .m4v, .mkv
<b>Video codec</b>	H.264 (AVC)
<b>Audio codec</b>	Stereo, 48Khz audio is preferred, in formats: AAC (256k or higher), Linear PCM, or Apple Lossless
<b>Bit rate</b>	8 – 10 mbps
<b>File size</b>	File sizes up to 40 Gigabytes are supported
<b>Frame rate</b>	Frames per second: 24, 25 or 30
<b>Note</b>	Please DO NOT add letter-box or pillar-box to your video. All videos will display correctly.

Please use our preferred specification where possible, however if your original best quality video is in another format, we would prefer to receive it with a minimum of transcoding to preserve quality.

**BAFTA Scotland accepts no liability for any file created to the wrong specification and is therefore not available to be viewed in the viewing or voting site. It is the entrant's responsibility to make sure the file is created to the correct format and to check their video once it has transcoded**

## **AWARD CATEGORIES**

### **AWARDS IN THE GIFT OF THE ACADEMY**

These awards are presented at the discretion of the BAFTA Scotland Committee; therefore they may not all be presented in any given year.

#### **British Academy Scotland Award for Outstanding Achievement**

- For outstanding achievement in film, television, broadcasting or games.

#### **British Academy Scotland Award for Outstanding Contribution for Craft (In Memory of Robert McCann)**

- For outstanding contribution to craft.

## **PRODUCTION CATEGORIES**

### **Animation**

- For animations of up to 30 minutes in length.

### **Children's Programme**

- For a one-off programme or a specified programme in a series for children.

### **Comedy/Entertainment Programme**

- For a one-off programme **or** a specified programme in a series shot in studio or on location.
- This can include music programmes, general entertainment shows, variety shows, game shows, quizzes, panel games, chat shows stand up comedy, sitcoms and sketch comedy.

### **Current Affairs**

- For an individual current affairs programme in its entirety; for a one-off programme **or** a specified individual programme in a series demonstrating original journalism of the highest order, aiming to provide revelation, fresh insight and analysis.

### **Factual Series**

- For a series of factual programmes linked through a unified approach, narrative or the thematic development of a subject matter.
- Includes documentaries, specialist factual, specialist arts, science and history programmes.
- Only one episode of the series may be entered.

### **Features / Factual Entertainment**

- For entertainment and formatted programmes including cookery, gardening, property, fashion, lifestyle programming and studio discussions. Only one episode of the series may be entered

### **Feature Film**

- For feature films or feature length documentaries with a theatrical release (for at least seven days) or a screening at an approved festival between 1 August 2013 and 17th July 2014. The approved Festival list is available on [www.bafta.org/scotland](http://www.bafta.org/scotland)

### **Game**

- Open to both large and boutique games developers. Includes games across any platforms, including handheld devices.

### **Single Documentary (min. 30 mins)**

- For one-off documentaries only.
- Includes theatrically released feature documentaries and individual stand alone episodes of factual or documentary strands. (Feature documentaries can also be entered into the Feature Film category.)

### **Short Film (max. 20 mins)**

- This category is open to Scottish productions only (which meets the outlined criteria on page 6 for a Scottish production);
- The maximum running time, including end credits, is 20 minutes;
- Films may be fiction or non-fiction. Entries that are part of a television programme/series, feature film or music promotional video are not eligible;
- Nominations for the Short Film category are decided by a specialist jury (not by the membership vote).

### **Television Drama (min. 30 mins)**

- For a single drama **or** an episode of a series, serial or continuing drama.

## **INDIVIDUAL CATEGORIES**

### **Actor / Actress - Television**

- For a Scottish Actor or Actress in a Scottish or UK television production (which meets the outlined criteria on page 6 for Scottish or UK production).
- For a non-Scottish Actor or Actress in a Scottish television production (which meets the outlined criteria on page 6 for Scottish production).
- Separate awards may be presented for both male and female acting performances if entry levels allow.
- Please indicate on the online entry form the name of the character played by the performer.

### **Actor / Actress - Film**

- For a Scottish Actor or Actress in a Scottish or UK film (which meets the outlined criteria on page 6 for Scottish or UK production).
- For a non-Scottish Actor or Actress in a Scottish film (which meets the outlined criteria on page 6 for Scottish production).
- Separate awards may be presented for both male and female acting performances if entry levels allow.
- Please indicate on the online entry form the name of the character played by the performer.

### **Director**

- For a Scottish Director in relation to an individual Scottish or UK television drama, feature film or narrative comedy, min 30' (which meets the outlined criteria on page 6 for Scottish or UK production).
- For a non-Scottish Director in relation to a Scottish television drama, feature film or narrative comedy, min 30' (which meets the outlined criteria on page 6 for Scottish production).

### **Writer**

- For a Scottish Writer in relation to an individual Scottish or UK television drama, feature film or narrative comedy, min 30' (which meets the outlined criteria on page 6 for Scottish or UK production).
- For a non-Scottish Writer for an individual Scottish television drama, feature film or narrative comedy, min 30' (which meets the outlined criteria on page 6 for Scottish production).

## VOTING AND JURIES

Awards in the gift of the Academy and are not open to voting by members at any stage. Nominations and winners in all other categories are decided by Voting Members of BAFTA Scotland and by juries.

In the majority of categories, there will be a membership vote. The results of the vote, combined with any broadcaster entries will form the longlist which will go forward for jury consideration. These specialist juries will decide the nominations and winners in each category.

Game, Short Film and Animation categories will not be subject to the membership vote.

Prior to the first round of voting, all Voting Members are informed of voting rules and must vote or register their abstention. They may vote for up to four programmes/films/individuals per category but may register their abstention from any category where they feel unqualified to vote. The top four go forward for jury consideration.

Voting is conducted online.

### Broadcaster Entries

After the first round of voting each broadcaster has the opportunity to enter an additional programme per category, per terrestrial channel. In the case of terrestrial channels that have digital channels, the broadcaster can only choose one of their digital channels in which to put a programme forward; this does not affect their right to enter their terrestrial channels. The deadline for this entry is **Thursday 28 August 2014**. For further information on entering please contact Jude MacLavery (see Contact List).

### Juries

The top four, as voted for by the membership, is compiled with the broadcaster entries to form the jury shortlist. The juries then decide the three nominations and overall winner in each category.

Each jury comprises of five industry practitioners across a range of broadcasters and independent companies. Members of the BAFTA Scotland Committee will chair each of the Juries.

**ALL DECISIONS MADE BY BAFTA SCOTLAND, ITS COMMITTEE AND JURIES ARE FINAL AND NO CORRESPONDENCE WILL BE ENTERED INTO AS TO WHY PARTICULAR ENTRIES WERE OR WERE NOT NOMINATED.**

### BAFTA SCOTLAND LOGOS

- You may use the BAFTA Scotland logo online, in print and in broadcast once you have received a nomination and signed a BAFTA Scotland permission agreement.
- The official event logo must be used; use of the mask alone is not permitted.
- Please contact Jude MacLavery (see Contact List) for permission to use the BAFTA Scotland event logo.

### PIRACY

- The Academy takes a very serious view of piracy and will work with broadcasters and production companies to help prevent it.
- All BAFTA voters sign up to a code of conduct setting out their responsibilities regarding piracy.
- This code is available upon request from Isla McTear (see Contact List).