



BRITISH ACADEMY
OF FILM AND TELEVISION ARTS
Scotland

British Academy Scotland Awards

Rules and Guidelines 2011/2012

British Academy of Film and Television Arts in Scotland

British Academy Scotland Awards

Rules and Guidelines 2011-2012

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TIMETABLE

Eligibility: 31 August 2011 – 31 July 2012

2012

Wednesday 13 June	Entry Portal opens (http://entryportal.bafta.org)
Tuesday 19 June	Call for Entries opens / Viewing Portal opens
Tuesday 31 July, 5pm	Entry Deadline / Video Upload Deadline
Friday 17 August	Voting Members receive Entry List
Monday 20 August, 12pm	Voting opens to BAFTA members
Monday 3 September, 12pm	Voting closes
Wednesday 5 September	Broadcasters invited to submit Broadcaster Entries (see p10)
Monday 10 September	Deadline for Broadcaster Entries
Thursday 13 September	Juries start
Thursday 4 October	Juries finish
Tuesday 16 October	Nominations announced
Sunday 18 November	British Academy Scotland Awards 2012

CONTACT LIST

Jude MacLaverty

Director, BAFTA in Scotland

Tel: +44 (0)141 302 1770

judem@bafta.org

Sam Ferguson

Awards Co-ordinator

Tel: +44 (0) 141 302 1770

samf@bafta.org

British Academy of Film and Television Arts in Scotland
249 West George Street, Glasgow, G2 4QE

T +44 (0)141 302 1770 E infoscotland@bafta.org W www.bafta.org/scotland

INTRODUCTION

The British Academy Scotland Awards are presented annually to recognise, honour and reward individuals for outstanding achievement 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 in Scotland Committee and ratified by the Board of BAFTA.

Awards Presented	Rules on page
Outstanding Contribution 2012	8
Outstanding Contribution for Craft (In Memory of Robert McCann)	8
British Academy Scotland Special Award(s) 2012	8

Categories:

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

Performance Categories:

11. Actor/Actress - Television	9
12. Actor/Actress - Film	9
13. Director	9
14. Writer	9

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 in 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 in Scotland within 12 months of the ceremony;
- BAFTA in 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 in 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 in Scotland website, 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 in Scotland website for non-commercial purposes in the context of the Awards for one year from 31 July 2012.

ENTRY PROCESS

- Entry is online via a secure website – the BAFTA Entry Portal: <http://entryportal.bafta.org>
- The Entry Portal will be open for entries from 13 June 2012 and the deadline for entry is **Tuesday 31 July 2012** at 5pm.
- Full instructions about how to register and enter programmes/films/productions will be available on the Entry Portal from June 2012. More information on the online entry process and a link to the Entry Portal can be found at www.bafta.org/scotland

**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**

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 31 August 2011 and 31 July 2012.
2. Film: all entries must have either had a theatrical release (for at least seven days) or been screened at an approved festival between 31 August 2011 – 31 July 2012. A list of approved festivals is available from BAFTA in Scotland at 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: **Tuesday 31 July 2012 at 5pm.**
5. All entries must be made using the official Online Entry Portal.
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

Programme/Film 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 Performance 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 Performance 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 Portal will be considered.

Eligibility Criteria for all Productions

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: Performance categories

In addition to the 'Eligibility Criteria for all Productions' individual entrants for performance categories must be considered Scottish and will be eligible for performances or contributions to productions which satisfy one or more of the following criteria;

- **Scottish place of birth;**
- **Parentage** (one/both parents to be Scottish);
- **Residency** (resident for a minimum of three years).

ENTRY FEES

- **Broadcaster Entries** £100.00 + VAT
- **Independent Entries** £60.00 + VAT

PAYMENT

- All entrants will be contacted directly by BAFTA in Scotland via email to process payment fee.
- Fees can be paid by card or cheque.
- **Entry fees MUST be received no later than Tuesday 31 July 2012**

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 Portal. 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 (unless otherwise specified) wherever possible, but it may be allowable to upload a clip/highlights in exceptional circumstances – please contact BAFTA in Scotland.
- The BAFTA Viewing Portal is username - and password-protected and is only accessible by Voting Members of BAFTA in Scotland, who will be able to either stream or download content from the site until Monday 3 September 2012. After this date content will only be available to jurors. For further information on the security controls in place to protect streamed and downloaded content, please visit <http://static.bafta.org/files/drm-716.pdf>

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 Viewing Portal by Monday 10 September 2012.
- BAFTA in 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 sub-titles.
- Please note that for jury viewing the digital rights management protection will be removed from the download to allow the jurors the freedom to download the material and watch either on a computer or via a DVD player. Every juror signs a confidentiality form to clarify they must not copy or lend the material and that it is for judging purposes only.
- Videos can be uploaded via the BAFTA Entry Portal <http://entryportal.bafta.org/>

Please prepare your video to the following technical specification. If you need help to get your programme/s encoded to the above specification, please contact online support on **020 7292 5818**.

Format	mp4 is the only acceptable format
Codec – Video	h.264 It is suggested that the data-rate is set higher than 6Mbps but no more than 10Mbps for video Or select quality to 'best output'
Codec – Audio	AAC Most data rates are catered for but above 256Kbps, 44kHz Stereo is recommended
Frame Rate	25 per second
Frame Size	1280 x 720 HD 1024 x 576 SD Strongly recommended: 16:9 We can accept 4:3 pillarboxed to 16:9, frame size as stated above

AWARD CATEGORIES

AWARDS IN THE GIFT OF THE ACADEMY

These awards are presented at the discretion of the BAFTA in 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, digital creativity or games.

British Academy Scotland Award for Outstanding Contribution for Craft

(In Memory of Robert McCann)

- For outstanding contribution to craft.

British Academy Scotland Special Award(s) 2012

- Presented to a Scottish individual who has made a significant contribution in either a major feature film or network television programme during 2011 - 2012

FILM / TELEVISION / GAME 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 31 August 2011 and 31st July 2012. The approved Festival list is available on www.bafta.org/scotland

Game

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

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.)

Television Drama (min. 30 mins)

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

PERFORMANCE CATEGORIES

Actor / Actress - Television

- For an Scottish Actor or Actress in a Scottish television production (which meets the outlined criteria on page 6). 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 entrant.

Actor / Actress - Film

- For an Scottish Actor or Actress in a Scottish film (which meets the outlined criteria on page 6). 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 entrant.

Director

- For a Scottish Director for an individual television drama, feature film or comedy narrative (min 30 mins) which meets the outlined criteria on page 6.

Writer

- For a Scottish Writer for an individual television drama, feature film or comedy narrative (min 30 mins) which meets the outlined criteria on page 6.

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

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 in 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 and Animation 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 membership vote each broadcaster has the opportunity to add an additional programme per category, per channel to the longlist. The deadline for confirming these broadcaster entries is **Monday 10 September 2012**. 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 in Scotland Executive Committee will chair each of the Juries.

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

BAFTA IN SCOTLAND LOGOS

- You may use the BAFTA in Scotland logo online, in print and in broadcast once you have received a nomination and signed a BAFTA in 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 in 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.