

British Academy Cymru Awards

Rules and Guidelines 2013

British Academy of Film and Television Arts Wales

British Academy Cymru Awards

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Timetable 2013

Monday 4th March	Entry Portal Opens
Friday 19th April	Entry deadline and Video upload deadline
Friday 10th May	Entry payment deadline
Monday 13th May	Online Voting Opens
Friday 24th May	Online voting closes (18:00 GMT)
Wednesday 29th May	Broadcaster invitation to submit further entries (see page 12)
Friday 7th June	Deadline for videos to be uploaded for long list entries (for jury consideration)
Monday 17th June	Juries start
Friday 19th July	Juries finish
Thursday 29th August	Nominations announced
Sunday 29th September	British Academy Cymru Awards

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INTRODUCTION

The British Academy Cymru Awards are presented annually to recognise honour and reward individuals for outstanding achievement in Wales. The award categories reflect the wealth and diversity of Welsh television, film, and digital creativity.

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 Wales Committee and ratified by the Board of BAFTA.

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

LONGLIST, NOMINATIONS AND WINNERS

- The long list 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 Cymru Award will be given for each award category.
- The British Academy Cymru Award or logo may not be reproduced or used in any commercial manner unless prior permission has been obtained from BAFTA Wales.
- The British Academy Cymru Award remains the property of the British Academy of Film and Television Arts Wales 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 Cymru 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 Wales within 12 months of the ceremony.
- BAFTA Wales 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 Wales 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 event of your production being nominated for a British Academy Cymru Award, we may intend to make clips of the nominated productions available to the public in accordance with the following terms:

1. By entering your programme for consideration by BAFTA , you hereby grant BAFTA and persons authorised by BAFTA the non-exclusive right to record, copy, reproduce, broadcast, transmit, communicate to the public, cut and edit material from your programme in connection with the production, exploitation, promotion and/or advertising of the British Academy Cymru Awards Programme, on all forms of internet distribution worldwide including but not limited to our sponsors websites and the BAFTA websites:
 - [www.bafta.org /cymru](http://www.bafta.org/cymru)
 - www.youtube.com/BAFTA online
 - <http://guru.bafta.org> (www.bafta.org/guru)

for worldwide streaming for a period of (1) one year from the date of the British Academy Cymru Awards and across all forms of television , including VoD and non-theatric, worldwide for a period of (1) year from the date of the British Academy Cymru Awards .

2. You warrant that you are entitled to grant to us the rights referred to above in paragraph 1 and that the exercise of such rights will not (a) infringe the copyright or any other personal or property rights of any person or be in breach of any statute or regulation or (b) entitle any person to claim any payment from BAFTA or from any BAFTA licensees. You warrant that any persons appearing in your programme have given their consents to enable us to make and exploit the British Academy Cymru Awards Programme in accordance with the above and as set out in paragraph 1.
2. You agree that you will not make any claim against BAFTA or our assigns for any remuneration in respect of the exploitation of the rights set out in paragraph 1.

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 4th March 2013 and the deadline for entry is **Friday 19th April 2013**.
- Full instructions about how to register and enter programmes/films/productions will be available on the Entry Portal from 4th March 2013. More information on the online entry process and a link to the Entry Portal can be found at www.bafta.org/cymru

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

Welsh-language and English 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 (and specialist categories): all entries must have been broadcast on either a terrestrial or digital television channel (or published) between 1st January 2012 and 31st March 2013.
2. Film: all entries must have either had a theatrical release (for at least seven days) or been screened at an approved festival between 1st January 2012 and 31st March 2013. A list of approved festivals is available from BAFTA in Wales at www.bafta.org/cymru
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: **Friday 19th April 2013**.
5. All entries must be made using the official Online Entry Portal.
6. Individual or team entries can be submitted where appropriate for Craft and Performance categories. You may opt for 'Production Team' where appropriate.
7. **For team entries who are subsequently nominated the teams are required to select one representative for formal acceptance of any award.** Individuals may nominate a single episode/programme or individual in the Craft or Performance categories, including self-nomination.
8. 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.
9. Names submitted on the entry form will go on to become the official nominations and cannot be subsequently altered. 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 Craft and Performance entries relating to a particular programme/film which is carried over are still be eligible to be considered this year.

For the avoidance of doubt, broadcasters/production companies may enter different episodes of the same series in different Craft and 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 programme and film entries should satisfy two of the three following criteria:

1. The production company has a substantive business and production base in Wales. 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 70% of the production budget (excluding the cost of on-screen talent, archive material and copyright costs) was spent in Wales and/or on Welsh 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 Wales. 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: Craft & Performance categories

In addition to the 'Eligibility Criteria for all Productions' individual entrants for craft and performance categories must be considered Welsh and will be eligible for performances or contributions to productions by virtue of having Wales as their permanent place of residence during the qualifying period for the twelve months preceding the relevant production.

ENTRY FEES

Package Entries:

- **One Programme/Film entry and Five Craft / Performance entries** **£150 .00 + VAT**
- Package Entries relate to one specific Programme/Film entry and include up to five additional entries in the Craft and Performance categories as they relate to this programme/film/episode.
- Any additional Craft and Performance entries (over and above the five in Package Entries) would be subject to a Single Entry fee.

Single Entry:

- **Programme/Film, Craft or Performance entries** (including self-nomination) **£50.00 + VAT**
- **Short Form & Animation, Digital Creativity & Games, Graphic Design** **£50.00 + VAT**
- **Breakthrough Award** **£50.00 + VAT**
- Single entries from a different programme/film/episode would also be subject to a Single Entry fee (as set out above).

PAYMENT

- Entry fees are not payable online.
- All entrants will be contacted directly by BAFTA Wales (via email) to process payment fee.
- **Entry fees MUST be received no later than Monday 13 May 2013**

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 Wales.
- The BAFTA Viewing Portal is username - and password-protected and is only accessible by Voting Members of BAFTA Wales, who will be able to either stream or download content from the site until **Friday 24th May 2013**. 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>
- Please note, categories receiving between 6-8 entries will not be subject to the Membership Voting stage, and all entries will be considered by the jury (see below).

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 **Friday 7th June 2013**
- BAFTA in Wales 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 Welsh-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 us.

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 pillar boxed 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 Wales Committee; therefore they may not all be presented in any given year.

Sian Phillips Award

- Presented to a Welshman or woman who has made a significant contribution in either a major feature film or network television programme.

Special Award

- For outstanding contribution to film, television, digital creativity or games.

Gwyn Alf Williams Award

- For a programme or series of programmes which have contributed most to the understanding and appreciation of the history of Wales.

Breakthrough Award

- Presented to a genuinely new practitioner in any part of the production process; either a student or emerging professional working in the relevant field for the first time.
- The award is designed to recognise those who have made a significant impact in programmes / films that have been broadcast/released/screened between 1st January 2012 and 31st March 2013 (and meet the full entry criteria and rules applicable to all programme/film entries included in this Rule Book).
- An entry might comprise one piece of work or a number of productions, each of which must have been transmitted during the eligibility period and demonstrate strong production values.
- Entry can be made by producers, directors or the person responsible for a production relative to the nominated practitioner. Entrants can also 'self-nominate'.
- Individuals entering the 'Breakthrough Award' shall be declared ineligible if entered for any other main awards category.
- A **500 word statement** is required, along with a **current CV** of the nominated person(s) and a **viewing copy** of the relevant production.
- It is important to specify why the person(s) should be considered for this award.
- If it is a joint credit then both persons need to qualify and need to have contributed equally.
- The written applications and viewing material will be evaluated by a jury of experts who will deliver the nominations (three) including a winner

PROGRAMME/FILM CATEGORIES

1 Feature/Television Film

- For a theatrically released film or television drama of more than 75 minutes.

2 Television Drama

- For a single drama of up to 75 minutes **or** an episode of a series, serial or continuing drama.

3 News Coverage

- For an individual news programme in its entirety **or** for a one-off programme or a specified individual programme in a series **or** a strand primarily concerned with unfolding events **or** up to an hour of rolling news coverage of a specific event, shot in studio or on location.

4 Current Affairs

- For an individual current affairs programme in its entirety **or** 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.

5 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 arts, science and history programmes, cookery, gardening, lifestyle, studio discussions and factual entertainment programmes.
- Only one episode of the series may be entered.

6 Single Documentary

- For one-off documentaries only.
- Includes theatrically released feature documentaries and individual stand alone episodes of factual or documentary strands.

7 Music & Entertainment Programme

- For a one-off programme **or** a specified programme in a series shot in studio or on location.
- This can include studio based music programmes, general entertainment shows, variety shows, game shows, quizzes, panel games, chat shows stand up comedy and sketch comedy.
- Narrative comedy such as sitcoms and comedy drama is excluded and should be entered for Television Drama.

8 Sport & Live Outside Broadcast Event

- For the television coverage of sporting events and other large scale outside broadcast events including live music and other cultural events.
- If shortlisted, one hour of the entered programme must be uploaded for jury viewing with a 1,000 word supporting statement. This statement should include the techniques used, whether the footage is taken from a feed and any other relevant production information that will assist the jury. You cannot include any quotes or ratings about the programme.
- In the event of being shortlisted no more than one hour of coverage is permitted.

Please note Youth programmes aimed at children of 12 years and over can be entered for any relevant programme category.

SPECIALIST CATEGORIES

9 Children's Programme (including Animation)

- For a one-off programme or a specified programme in a series aimed at children up to 11 years old.
- Animation aimed at children up to the age of 11 should be entered into this category.

10 Short Form

- For short films (live action/mixed media) of up to 30 minutes in length.
- Student entries are permitted in this category.

10. Animation

- The maximum running time, including end credits, is 40 minutes.
- Previously entered films are not eligible.
- Entries that are part of a television programme/series, feature film or music promotional video are not eligible.
- Animation aimed at children up to the age of 11 should be entered in the Children's Programme category.

12 Visual & Graphics Effects

- Eligibility is limited to those individuals with primary creative responsibility for the visual effects achieved within the production;
- Consideration is given to post-production visual effects only and includes CGI.
- Title sequences that use post-production visual effects, including CGI, can be considered in this category.
- Colourists may be considered in this category.
 - The individuals put forward should be those responsible for the most significant and outstanding effects within the programme, generally the Visual Effects Supervisors. BAFTA recommends that senior Visual Effects Supervisors are fully consulted in the process of selecting nominees.
 - VFX producers, coordinators and executives are not normally eligible unless it can be shown that they are also directly and creatively responsible for the effects achieved.
 - Category excludes interstitials and idents but can include a promo where the total concept is created from 2D or 3D design or animation as opposed to original programme content.

CRAFT CATEGORIES

13 Costume Design

- For period or contemporary design in any film or programme which contains a significant amount of original design.

14 Editing

- For a factual or fiction film, one-off programme or a specified programme in a series on film or tape.

15 Director: Fiction

- For film or television drama.

16 Director: Factual

- For any film or programme eligible for the single documentary or factual series category.

17 Photography & Lighting

- For original lighting on location or in studio in any genre (excluding camera operation).

18 Photography Factual

- Any single camera work in the factual, entertainment and other non-drama genres in a documentary feature, one off programme or a specified programme in a series.
- The programme should consist mainly of material shot specifically for the programme.
- Where more than one person has been involved in the photography, the producer or person responsible must stipulate which cameraperson is entered and indicate those specific parts of the programme that illustrate the entrant's work.

19 Production Design

- For any film or programme which contains a significant amount of eligible design within its transmission period.
- In the event of a programme in a continuing series being shortlisted, a supporting statement highlighting the original work.

20 Make Up & Hair

- For period or contemporary design in any film or programme which contains a significant amount of original design.

21 Original Music

- For original composition written specifically for a film or programme in any genre.
- Music accompanying opening and closing credits will be considered, in addition to complete scores.
- If a programme is shortlisted, cue sheets may be requested.

22 Sound

- For a film, one-off programme or a specified programme in a series.
- Where more than one person has been involved in the sound (e.g. in post production) it should be indicated whether an individual or a team (up to a maximum of three people) is being entered.
- If the entry is for an individual then the producer or person responsible must stipulate which sound person is entered and indicate those specific parts of the programme that illustrate the entrant's work.

23 Writer

- For fiction writing in a one-off film, programme or a specified programme in a series in any genre.

PERFORMANCE CATEGORIES

24 Actor

- For film or television drama.
- Please indicate on the online entry form the name of the character played by the entrant.

25 Actress

- For film or television drama.
- Please indicate on the online entry form the name of the character played by the entrant.

26 Presenter

- For an individual presenter's work for a specific programme of any genre (not a body of work).

THE BAFTA WALES 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 Wales 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 long list which will go forward for jury consideration. These specialist juries will decide the nominations and winners in each category. Please note, categories receiving between 6-8 entries will not be subject to the Membership Voting stage, and all entries will be considered by the jury.

Children's Programme and three specialist 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 membership vote each broadcaster has the opportunity to enter an additional programme per category, per channel. The deadline for this entry is **Wednesday 29th May**. For further information on entering please contact Director BAFTA Wales (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 Wales Management Committee will chair each of the Juries.

Children's Programme

- Children's Programme entries will be screened to a representative range of primary schools across Wales.
- The **Entry List** and **DVD compilations** of the programmes will be presented to the children.
- The children will be asked to vote for the best four programmes.
- These votes will be returned to the BAFTA Wales's office and will provide part of the shortlist for the Children's Programme Jury panel.

BAFTA Wales will require a DVD copy of highlights **up to five minutes** in duration (with English subtitles as appropriate). Therefore all entries to Children's Programme should be accompanied by a DVD copy of highlights.

Specialist Categories

Entries in the **Short Form** and **Graphic Design & Digital Special Effects categories** will be considered by specialist juries.

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

BAFTA WALES LOGOS

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

PIRACY

The Academy takes a very serious view of piracy and will work with broadcasters and production companies to help prevent it.