

British Academy Cymru Awards

Rules and Guidelines 2014

British Academy of Film and Television Arts Wales

British Academy Cymru Awards

Rules and Guidelines 2014

| Contents | Page |
|---|-------------|
| Timetable and Contact List | 2 |
| Introduction | 3 |
| Long list, Nominations and Winners | 4 |
| Entry Process | 5 |
| Entry Rules and Regulations | 5-6 |
| Entry Fees and Payment | 6 |
| Making your programme available to members and Jurors | 7 |
| Award Categories | 8 |
| Voting and Juries | 11 |
| BAFTA Logos | 12 |

Timetable 2014

| | |
|----------------------------|---|
| Monday 3 March | British Academy Cymru Awards Entry Site Opens |
| Thursday 17 April | Entry deadline and Video upload deadline |
| Friday 9 May | Entry payment deadline |
| Monday 12 May | Online Voting Opens |
| Friday 23 May | Online voting closes (18:00 GMT) |
| Wednesday 28 May | Broadcaster invitation to submit further entries (see page 11) |
| Friday 6 June | Deadline for videos to be uploaded for long list entries (for jury consideration) |
| Monday 16 June | Juries start |
| Friday 18 July | Juries finish |
| Friday 12 September | Nominations announced |
| Thursday 9 October | Nominees Party (TBC) |
| Sunday 26 October | British Academy Cymru Awards |

CONTACT LIST

Allison Dowzell
Director, BAFTA Cymru
AllisonD@bafta.org

Fiona Lynch / Claire Heat
Awards & Events, BAFTA Cymru
FionaL@bafta.org / ClaireHe@bafta.org

Holly Jones
Office Coordinator, BAFTA Cymru
HollyJ@bafta.org

British Academy of Film and Television Arts Wales
Chapter, Market Road, Canton, Cardiff CF5 1QE
T +44 (0)20 29 223898 W www.bafta.org/wales

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 Cymru Management Committee and ratified by the Board of BAFTA.

Awards Presented **Rules on page**

| | |
|-------------------------|---|
| Sian Phillips Award | 8 |
| Special Award | 8 |
| Gwyn Alf Williams Award | 8 |
| Breakthrough Award | 8 |

Programme/Film Categories:

| | |
|---|---|
| 1. Feature / Television Film | 8 |
| 2. Television Drama | 8 |
| 3. News Coverage | 8 |
| 4. Current Affairs | 8 |
| 5. Factual Series | 9 |
| 6. Single Documentary | 9 |
| 7. Music & Entertainment Programme | 9 |
| 8. Sport Programme & Live Outside Broadcast Event | 9 |
| 9. Children's Programme (including Animation) | 9 |
| 10. Short Form | 9 |
| 11. Animation | 9 |

Craft Categories:

| | |
|--|----|
| 12. Special, Visual & Graphics Effects | 9 |
| 13. Costume Design | 10 |
| 14. Editing | 10 |
| 15. Director: Fiction | 10 |
| 16. Director: Factual | 10 |
| 17. Photography & Lighting | 10 |
| 18. Photography: Factual | 10 |
| 19. Production Design | 10 |
| 20. Make Up & Hair | 10 |
| 21. Original Music | 10 |
| 22. Sound | 11 |
| 23. Writer | 11 |

Performance Categories:

| | |
|---------------|----|
| 24. Actor | 11 |
| 25. Actress | 11 |
| 26. Presenter | 11 |

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 six 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 Cymru.
- The British Academy Cymru Award remains the property of the British Academy of Film and Television Arts Wales and is 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 reserve 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 Cymru within 12 months of the ceremony.
- BAFTA Cymru does 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 Cymru 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/wales
- www.youtube.com/BAFTAonline
- 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-theatrical, 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.
3. 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 British Academy Cymru Awards Entry site: <http://entry.bafta.org>
- The British Academy Cymru Awards Entry Site will be open for entries from **3 March 2014** and the deadline for entry is **Thursday 17 April 2014**.
- Full instructions about how to register and enter programmes/films/productions will be available on the Entry site from 3 March 2014. More information on the online entry process and a link to the Entry site 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

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. Programmes must have had their first transmission in the UK between 1 April 2013 and 31 March 2014 on terrestrial, cable, satellite or digital channels, including web based broadcasters who commission content (e.g. Netflix).
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 April 2013 and 31 March 2014. A list of approved festivals is available from BAFTA Wales at www.bafta.org/wales
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 April 2014**.
5. All entries must be made using the official British Academy Cymru Awards Entry site.
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

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, Craft and Performance entries relating to a particular programme/film which is carried over will still be eligible to be considered this year if there are sufficient entries in those categories.

BAFTA Cymru reserves the right in certain circumstances to recognise special achievement in a category that fails to meet the required quota. 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 British Academy Cymru Awards Entry Site 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, and 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

The entry fee is £50 + VAT per category entered.

PAYMENT

- Entry fees are payable online via the entry site.
- **Entry fees MUST be received no later than Friday 9 May 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 Entry Site. 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 clips/highlights in exceptional circumstances – please contact BAFTA Cymru.
- The British Academy Cymru Awards Entry site is username and password protected and is only accessible by Voting Members of BAFTA Cymru, who will be able to either stream or download content from the site until **1800hrs Friday 23 May 2014**. 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://www.bafta.org/privacy.html>
- 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) including subtitles where relevant, **must** be made available to jurors via the British Academy Cymru Awards Entry Site by **Friday 6 June 2014**
- BAFTA Cymru 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 must have English subtitles. This is the responsibility of the entrant and BAFTA Cymru is not liable for any costs associated to the subtitling of programmes/films.
- 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 British Academy Cymru Awards Entry Site: <http://entry.bafta.org>

BAFTA Awards Entry aims to provide the best possible viewing experience for your content. 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 video. Our preferred video specification, along with alternative specifications we are able to accept, is shown below:

| | Preferred specification | |
|--------------------|---|--|
| File format | .mp4 / .mov Supported alternatives - .wmv, .avi, .dv, .vob, .m2ts, .m4v, .mkv | |
| Video codec | H.264 (AVC) | |
| Audio codec | Stereo, 48Khz audio is preferred, in formats: AAC (256k or higher), Linear PCM, or Apple Lossless | |
| Bit rate | 8 – 10 mbps | |
| File size | File sizes up to 40 Gigabytes are supported. See the table below to estimate upload time for a variety of file sizes and networks | |
| Frame rate | Frames per second: 24, 25 or 30 | |
| Note | Please do not add letter-box or pillar-box to your video. All videos will display correctly. | |

Please note that as the entrant it is your responsibility, as the entrant to ensure video quality. BAFTA recommends that you check the video quality before the file is uploaded and watch once again when the upload is complete. If you are not happy with the video quality please recreate the file and if the file has been uploaded notify BAFTA entrysupport@bafta.org. BAFTA will not be held responsible for any video quality issues - these rely solely on the entrant.

Please prepare your video to the above technical specification. If you need help to get your programme/s encoded to the above specification, please contact us.

AWARD CATEGORIES

AWARDS IN THE GIFT OF THE ACADEMY

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

Sian Phillips Award

- Presented to a Welsh man 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 1 April 2013 and 31 March 2014 (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 **4000 character statement** (approx. 500 words) is required, along with a **current CV** of the nominated person and a **viewing copy** of the relevant production.
- It is important to specify why the person should be considered for this award.
- 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.

9 Children's Programme (including Animation)

- For a one-off programme or a specified programme in a series specifically designed for audiences under the age of 16.
- Animation aimed at children up to the age of 16 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.

11 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 16 should be entered in the Children's Programme category.

CRAFT CATEGORIES

12 Special, 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.

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 CYMRU MANAGEMENT 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 Cymru 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, Short Form, Animation and Special, Visual & Graphics Effects 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 and all voting is authenticated by BAFTA's appointed scrutineers.

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 28 May**. For further information on entering please contact Director BAFTA Cymru (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 Cymru Management Committee will chair each of the Juries. The jury process is authenticated by BAFTA's appointed scrutineers.

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

BAFTA CYMRU LOGOS

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

PIRACY

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