

British Academy Scotland Awards

Rules and Guidelines 2016

British Academy of Film and Television Arts in Scotland

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CONTENTS

A.	INTRODUCTION & TIMETABLE	3
B.	ELIGIBILITY	4
C.	ENTRY	5
D.	MAKING PROGRAMMES AVAILABLE TO VOTERS AND JURORS	6
E.	TECHNICAL SPECIFICATION	7
F.	AWARD CATEGORIES	8
1.	BRITISH ACADEMY SCOTLAND AWARD FOR OUTSTANDING ACHIEVEMENT	8
2.	BRITISH ACADEMY SCOTLAND AWARD FOR OUTSTANDING CONTRIBUTION FOR CRAFT (IN MEMORY OF ROBERT MCCANN)	8
3.	ANIMATION	8
4.	CHILDREN'S PROGRAMME	8
5.	COMEDY/ENTERTAINMENT PROGRAMME	8
6.	CURRENT AFFAIRS	8
7.	FACTUAL SERIES	8
8.	FEATURES/FACTUAL ENTERTAINMENT	8
9.	FEATURE FILM	8
10.	GAME	8
11.	SINGLE DOCUMENTARY (MIN. 30 MINS)	8
12.	SHORT FILM (MAX. 20 MINS)	9
13.	SPECIALIST FACTUAL	9
14.	TELEVISION DRAMA (MIN 30 MINS)	9
15.	ACTOR/ACTRESS - TELEVISION	9
16.	ACTOR/ACTRESS - FILM	9
17.	DIRECTOR	9
18.	WRITER	10
G.	VOTING PROCESS	10
H.	LOGLIST, NOMINATIONS AND WINNERS	11
I.	CLIP USAGE – NOMINATED PROGRAMMES/FILMS/GAMES	11
J.	BAFTA SCOTLAND LOGOS	12
K.	PIRACY	12
L.	CONTACT LIST	12

A. INTRODUCTION & TIMETABLE

The British Academy Scotland Awards are presented annually to recognise, honour and reward outstanding work produced in Scotland, and Scottish individuals working within the UK. 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.

2016

Thursday 12 May, 10:00	Entry Website opens (https://entry.bafta.org)
Thursday 23 June, 17:00	Entry deadline
Wednesday 6 July	Voting Members receive entry list
Thursday 7 July 10:00	Viewing/Voting opens to BAFTA members
Tuesday 2 August 17:00	Viewing/Voting closes
Thursday 4 August	Broadcasters invited to submit Broadcaster Entries
Thursday 11 August	Deadline for Broadcaster Entries
Tuesday 22 August	Juries begin
Thursday 22 September	Juries finish
Wednesday 5 October	Nominations announced
Saturday 5 November	Nominees Party
Sunday 6 November	British Academy Scotland Awards 2016

B. ELIGIBILITY

- English and Gaelic language programmes/films are eligible in every category. All Gaelic-language programmes/films should have English subtitles. Each entry must be a complete programme/film/production. Inserts are not eligible. Recut, re-versioned, renamed or repeated productions are not eligible
- Television, Performance and Game categories: Programmes must have had their first transmission in the UK between **3 July 2015** and **27 June 2016** on terrestrial, cable, satellite or digital channels, including web based broadcasters who commission content (e.g. Netflix)
- Any entry that has previously been submitted to the British Academy Scotland Awards will not be considered eligible
- Film: all entries must have either had a theatrical release (for at least seven days) or been screened at an approved festival between **3 July 2015** and **27 June 2016**. A list of approved festivals is available from BAFTA Scotland at <http://awards.bafta.org/information>

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, all Individual category entries (actor, actress, director, writer) relating to a particular programme/film which is carried over are still eligible to be considered this year if entry number requirements are met
- 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 production category from each programme is permitted. In the event of being shortlisted for jury consideration, only the episode/programme submitted via the Entry Website will be considered. Feature length documentaries are eligible to enter either Feature Film or Single Documentary categories, but not both. If an entry has been released into cinemas and broadcast on television or online within the eligibility period entrants must choose which category to enter

Eligibility Criteria for all Productions (Categories 1-13)

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 14-17)

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)
- **Residency** (currently residing and resident for a minimum of three years when entry was made)

A UK production should satisfy two of the following three 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.)

C. ENTRY

- All entries should be made via the BAFTA Awards entry website (<http://entry.bafta.org/>)
- Full instructions about the entry process can be found at <http://awards.bafta.org/entry> and more information about the video specifications can be found on page 7 of this document
- The entry website will be open from **Thursday 12 May** until **17:00 Thursday 23 June**
- On the entry website, a synopsis of no more than 1,000 characters will be requested. This should be a factual synopsis of the episode or the series. It should not include any details of other awards won, ratings or media quotes. BAFTA reserves the right to edit text that does not meet the criteria above
- Fees per entry are:
 - **Broadcaster Entries** **£150.00 + VAT**
 - **Independent Entries** **£100.00 + VAT**
- Please note that the ANIMATION and SHORT FILM categories are £50.00 + VAT per entry
- There is no charge to enter the ACTOR/ACTRESS-FILM and ACTOR/ACTRESS-TELEVISION categories
- There is no charge to enter the GAME category
- Entry is open to producers, directors, broadcasters, independent production companies, BAFTA members and all those included on the credits of a programme/film/game
- Individuals may nominate a single episode/programme or individual in the Performance categories, including self-nomination
- 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
- Upon entry, you will be asked to give the names of those individuals who should be listed as nominees, should the entry receive a nomination. These are the 'candidates for nomination', and a maximum of four names must be provided. The names submitted must pertain to the episode/film/game submitted
- 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. Failure to provide names may render your entry invalid. Names should pertain to the film, programme or episode submitted and should be those who have had the greatest creative contribution. For scripted pieces BAFTA Scotland would expect the writer, director and producer to be credited. BAFTA Scotland will only accept names if they are part of the creative production team, commissioning editors and executives who work within the broadcaster commissioning teams will not be accepted

- If candidates for nomination cannot be decided upon, you may opt to list 'Production Team' as the nomination credit. In this case, you will be asked to supply a maximum of four representatives from this team. These representatives must be part of the programme's creative team. These representatives will be the person/s who receive the nomination certificate and, should the programme go on to win, they will also be presented with the winner certificate and award, but will not be credited in official nomination listings. Please note that these individuals will not be able to refer to themselves as BAFTA Scotland winners: the programme will be BAFTA Scotland winning, but not the individuals
- All entrants will be asked to provide the contact details for the producer of the programme who may then be contacted to confirm credits and roles
- All entry fees must be paid online via the entry website not later than **Thursday 23 June**
- Supporting videos should also be uploaded by **Thursday 23 June**

BAFTA is not liable for errors in listings that are the result of incorrect information submitted on the entry form

BAFTA cannot be held responsible for programmes being entered into incorrect categories

D. MAKING PROGRAMMES AVAILABLE TO VOTERS AND JURORS

Round One Voting

- Entrants are encouraged to make their programmes available to BAFTA members for review via the BAFTA voting and viewing website. DVD screeners may not be sent to voters
- Viewing opens to BAFTA members from **Thursday 7 July**. We strongly encourage all entrants to upload videos supporting their entries as early as possible, as this will give BAFTA members a greater opportunity to view all material under consideration
- The Awards Voting and Viewing website is username and password protected and is only accessible by BAFTA members eligible to vote in the Scotland Awards. Video may be available to either stream or download until **Tuesday 2 August**. After this date, video will only be available to BAFTA jurors. For further information on the security controls in place to protect streamed and downloaded content, please email entrysupport@bafta.org

Jury Shortlist

- If shortlisted for jury consideration, programmes must be made available to jurors via the viewing website by **Thursday 11 August**. These programmes must be as originally broadcast, minus commercial breaks
- Please note in certain categories, additional material will be required in preparation for the jury stage. The requirements are outlined in the category descriptions
- All Gaelic-language programmes/films should have English subtitles
- Videos can be uploaded via the BAFTA entry website <https://entry.bafta.org/>

E. 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:

	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
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 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 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, to check their video once it has transcoded, and to confirm that the video associations are correct.

F. 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.

1. BRITISH ACADEMY SCOTLAND AWARD FOR OUTSTANDING ACHIEVEMENT

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

2. BRITISH ACADEMY SCOTLAND AWARD FOR OUTSTANDING CONTRIBUTION FOR CRAFT (IN MEMORY OF ROBERT MCCANN)

- For outstanding contribution to craft

PRODUCTION CATEGORIES

3. ANIMATION

- For animations of up to 30 minutes in length

4. CHILDREN'S PROGRAMME

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

5. 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

6. 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

7. FACTUAL SERIES

- More than one factual programme linked through a unified approach, narrative or the thematic development of a subject matter
- Includes 'reality' programmes where the formatting consists only of setting up an initial situation, which is then observed unfolding without intervention
- Excludes arts, history, natural history and science series which are eligible in the Specialist Factual category
- Only one episode of a series may be entered and uploaded for viewing

8. 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

9. FEATURE FILM

- For feature films or feature length documentaries of over 60 minutes duration with a screening at an approved festival between **3 July 2015** and **27 June 2016** or a theatrical release for at least seven days. These need not be consecutive days, nor the same venue. The approved Festival list is available on www.bafta.org/scotland

10. GAME

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

11. 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

12. SHORT FILM (MAX. 20 MINS)

- This category is open to Scottish productions only (which meet the outlined criteria on page 4 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)

13. SPECIALIST FACTUAL

- Specifically for arts, religion, history, natural history and science programmes or series and includes both factual and performance programmes
- Excludes entire strands such as Imagine or Horizon but includes individual programmes from those strands
- 'Factual drama' is only admissible when the drama content closely and accurately recreates specific historical events and identified individuals
- Only one episode of a series may be entered and uploaded for viewing

14. TELEVISION DRAMA (MIN 30 MINS)

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

INDIVIDUAL CATEGORIES

15. ACTOR/ACTRESS - TELEVISION

- For a Scottish Actor or Actress in a Scottish or UK television production (which meets the outlined criteria on page 4-5 for Scottish or UK production)
- For a non-Scottish Actor or Actress in a Scottish television production (which meets the outlined criteria on page 4-5 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

16. ACTOR/ACTRESS - FILM

- For a Scottish Actor or Actress in a Scottish or UK film (which meets the outlined criteria on page 4-5 for Scottish or UK production)
- For a non-Scottish Actor or Actress in a Scottish film (which meets the outlined criteria on page 4 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

17. DIRECTOR

- For a Scottish Director in relation to an individual Scottish or UK television drama, feature film, narrative comedy, sketch show or children's programme, min 30' (which meets the outlined criteria on page 4-5 for Scottish or UK production)
- For a non-Scottish Director in relation to a Scottish television drama, feature film, narrative comedy, sketch show or children's programme, min 30' (which meets the outlined criteria on page 4 for Scottish production)

18. WRITER

- For a Scottish Writer in relation to an individual Scottish or UK television drama, feature film, narrative comedy, sketch show or children's programme, min 30' (which meets the outlined criteria on page 4-5 for Scottish or UK production)
- For a non-Scottish Writer for an individual Scottish television drama, feature film, narrative comedy, sketch show or children's programme min 30' (which meets the outlined criteria on page 4 for Scottish production)

**Where the minimum number of entries in any category is not reached, BAFTA, at its discretion, may choose not to present any of the above awards at the Scotland Awards ceremony, or announce fewer nominations in any category.
The BAFTA Scotland Committee is the arbiter of all category eligibility.**

G. VOTING PROCESS

The British Academy Scotland Award for Outstanding Achievement and British Academy Scotland Award for Outstanding Contribution for Craft are in the gift of the Academy and are not open to voting by members at any stage.

Nominations and winners of all other awards are decided by BAFTA Scotland voting members and juries. In the majority of categories there will be a membership vote.

Prior to Round One voting, all voting members are informed of voting rules and must vote or register their abstention. They may vote for up to five programmes/films/individuals per category but may register their abstention from any category where they feel unqualified to vote. The top five in each category go forward for jury consideration.

Entries in Game, Animation and Short Film will not be included in the membership vote, and will go straight to jury consideration.

If there are ten entries or fewer in any category then entries will not go to a membership vote. Instead the category will go straight to jury consideration.

Voting in Round One is restricted to registered voting members. Voting is conducted online.

All voting is authenticated by BAFTA's appointed scrutineers.

Broadcaster Entries

After the first round of voting each broadcaster has the opportunity to enter an additional programme per category, per channel (film distributors may enter one feature film). 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 11 August 2016**. Broadcaster entries will not be accepted in categories that go direct to jury for consideration.

Juries

The top five, as voted for by the membership, are compiled with the broadcaster entries to form the jury shortlist. Juries then decide the three nominations and overall winner in each category by rounds of discussion and private ballots.

Each jury comprises of seven jurors, plus a Chair, however can proceed with a minimum of five jurors plus a Chair. Juries are comprised of industry practitioners across a range of broadcasters and independent production companies. Members of the BAFTA Scotland Committee will chair each of the juries.

All decisions made by BAFTA Scotland and its juries are final and no correspondence will be entered into as to why particular entries were or were not nominated

H. 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
- 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. Logo permission can be requested on the BAFTA website
- 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 on the night of the ceremony must arrange collection from BAFTA Scotland within 12 months of the ceremony
- Named winners in certain categories could be eligible to purchase an additional trophy or certificate so that they can have a record of their involvement. Please contact Jenna Cunningham (see [Contact List](#)) for more information on who is eligible to order a replica trophy or duplicate certificate

I. CLIP USAGE – NOMINATED PROGRAMMES/FILMS/GAMES

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 you undertake to deliver any clips, stills or other production materials as requested by BAFTA Scotland in the designated format and by any specified deadline. BAFTA Scotland may intend to make clips of the nominated productions available to the public on the BAFTA Scotland website, www.bafta.org/scotland.

- 1. By entering the British Academy Scotland Awards, you hereby grant to us and the persons authorised by us the non-exclusive right to record, copy, reproduce, broadcast, transmit, communicate to the public, cut and edit the material and perform all or part of the material for and/or in connection with the production, exploitation, promotion and/or advertising of the Programme, on all forms of internet distribution worldwide, including but not limited to the sponsors websites and the BAFTA websites www.bafta.org, www.youtube.com/BAFTAonline and <http://guru.bafta.org> for non-commercial purposes in the context of the Awards across all forms of TV, including VoD and non-theatric worldwide, for one year from 6 November 2016**
- 2. You warrant that you are entitled to grant to us the rights referred to above details 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 fee from us or from any of our licensees. You warrant that any persons appearing in the Material have given their consents to enable us to make and exploit the programme in accordance with the above details paragraph 1**
- 3. You agree that you will not make any claim against us or our assigns for any further remuneration in respect of the exploitation of the rights set out in paragraph 1**

J. 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 permission agreement
- Logos and permission agreements will be provided by BAFTA Scotland before the nominations are announced for the purpose of advance artwork preparation, but may only be used if the programme receives a nomination.
- The official event logo must be used; use of the mask alone is not permitted
- Logo requests can be made on the BAFTA website www.bafta.org/press/logos

K. PIRACY

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

L. CONTACT LIST

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General enquiries

Entry and rules

Voting procedures

Nominees

General enquiries

Entry and rules

Online entry and video support

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