



CANADIAN SCREEN AWARDS 2018

FILM RULES & REGULATIONS

For films screened during 2017

Academy of Canadian Cinema & Television

49 Ontario Street, Suite 501

Toronto, Ontario M5A 2V1

416.366.2227 or Toll-Free 1.800.644.5194

awards@academy.ca

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CANADIAN SCREEN AWARDS
2018 RULES & REGULATIONS – FILM
FOR FILMS SCREENED DURING 2017

ENTRY SITE OPEN - AUGUST 1, 2017 TO OCTOBER 16, 2017

Early bird entry deadline: **October 1, 2017**
Final entry deadline: **October 16, 2017**

Nomination announcements: **January 17, 2018**

(See the next page of this booklet for detailed deadline dates and the Canadian Screen Awards Film calendar)

Contact your local Academy office for more information:

National Office

49 Ontario Street, Suite 501
Toronto, Ontario M5A 2V1
Contact: Louis Calabro, VP, Programming
Tel: (416) 366-2227 ext. 234 / Fax: (416) 366-8454 / E-mail: louis@academy.ca

Québec Division

225, rue Roy Est, bureau 106
Montréal, Québec H2W 1M5
Contact: Samuel Bélisle, Awards Coordinator
Tel: (514) 849-7448 ext. 28 / Fax: (514) 849-5069 / E-mail: sbelisle@academie.ca

DEADLINE FOR ENTRIES

For Dramatic Feature Films and Theatrical Shorts & Documentaries screened between **January 1, 2017 and December 31, 2017** the entry deadline is:

Early Bird: October 1, 2017
Final: October 16, 2017

Calendar / Deadlines

Qualifying Period:
January 1, 2017 - December 31, 2017

Entries Open:
August 1, 2017

Early Bird Deadline for Entry:
October 1, 2017

Final Deadline for Entry:
October 16, 2017

Deadline for Withdrawal from Official Competition:
October 27, 2017

Nominating Committees Convene:
January 6 - 7, 2018

Theatrical Shorts & Documentaries Nominating Committees Convene:
January 6 - 7, 2018

Announcement of the Nominees:
January 17, 2018

Online Voting Begins:
January 23, 2018

Online Voting Ends:
February 12, 2018

Canadian Screen Week
March 6, 2018 to March 11, 2018

Broadcast Gala
March 11, 2018

Deadline for submission of petitions for changes to the following year's Rules & Regulations:

ENTRY FEE SCHEDULE

The Entrant understands and agrees that all fees and costs associated with this Entry must accompany the Online Entry Form. Any Entry submitted without such payment will be deemed ineligible and will not be processed.

There will be no refunds for Entries withdrawn from competition after: **October 27, 2017**

DRAMATIC THEATRICAL FEATURE-LENGTH FILM ENTRY FEES (including Animated Feature Film)

DISCOVERY AWARD - Films with production costs of less than \$250,000*

- Early Bird Entry fee: \$300
- Final Deadline Entry Fee: \$360

FEATURE FILM TIER 1 - Films with production costs between \$250,000 and \$1,250,000

- Early Bird Entry Fee: \$600
- Final Deadline Entry Fee: \$720

FEATURE FILM TIER 2 - Films with production costs between \$1,250,000 and \$5,000,000

- Early Bird Entry Fee: \$2400
- Final Deadline Entry Fee: \$2880

FEATURE FILM TIER 3 - Films with production costs over \$5,000,000

- Early Bird Entry Fee \$4000
- Final Deadline Entry Fee \$4800

*Films must enter into single DISCOVERY AWARD category

THEATRICAL SHORTS AND DOCUMENTARIES ENTRY FEES

Ted Rogers Best Feature

| | | |
|--------------------|-----------------|--------------|
| Length Documentary | Early Bird: | \$600 |
| | Final Deadline: | \$720 |

| | | |
|------------------------|-----------------|--------------|
| Best Short Documentary | Early Bird: | \$100 |
| | Final Deadline: | \$720 |

| | | |
|-------------------------------|-----------------|--------------|
| Best Live Action Short Drama: | Early Bird: | \$100 |
| | Final Deadline: | \$120 |

| | | |
|---------------------|-----------------|--------------|
| Best Animated Short | Early Bird | \$100 |
| | Final Deadline: | \$120 |

NOTE: If paying by cheque, make payable to:
Academy of Canadian Cinema & Television

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Preamble

Following are all of the Rules and Regulations and Entry procedures for film entries into the Canadian Screen Awards. Read the following carefully and completely before entering.

Overview

The Canadian Screen Awards honour outstanding achievement in the Canadian television, digital media and film industries and are administered by the Academy of Canadian Cinema & Television.

Each year Canadian Screen Week brings together more than 6000 key film professionals, craftspeople and decision-makers from across Canada to honour, celebrate and promote the talent and accomplishments of the Canadian television, digital media and film industries.

Each fall, the Canadian Academy issues a Call-for-Entries to Academy members and related industry members across Canada. Any Canadian film that meets the current eligibility criteria may be entered for consideration. Entries are submitted by the owner of the film or the owner's Authorized Representative (see *Definitions*).

Nominations

Nominating Committees are assembled from across the country, and nominations are tabulated by the Academy's official ballot accountants, PwC.

Voting

Online voting information is emailed to the Academy's Cinema Division membership following the announcement of nominations. Each voting member of the Cinema Division Branch receives a personalized log-in and may view and vote on the nominated films through the website. All members may vote in all film award categories. To verify or change your membership status, please contact the Academy's Membership Department by **5:00 p.m. ET on January 12, 2018**. No changes can be made once the nominations are announced.

Winners

Academy Ballot Accountants will tabulate the winners in each Category, once the voting period is complete. The winners will be announced during Canadian Screen Week, **March 5 to March 11, 2018**.

Special Awards

Special Award Recipients are proposed by members, and subsequently approved by the Board of Directors.

How to Recommend Changes to the Rules & Regulations

The Rules and Regulations for film are reviewed annually by the Academy's Rules & Regulations Committee.

Procedure for Appeals to the Rules and Regulations

- All Appeals must be submitted before the final entry deadline of **October 6, 2017**.
- All Appeals must be accompanied by The Academy of Canadian Cinema & Television Awards Appeal Form, and contain all appropriate documents. Official Appeals Forms can be found at www.academy.ca/awards.
- Appeals will not be taken into consideration for any Producer Credits under the Best Motion Picture category.
- All submissions of Appeals are to be received by the Awards Director before being considered by the Rules & Regulations Committee.
- No Appeals will be accepted after the deadline.

Procedure for Recommendations to the Rules and Regulations

- All Recommendations must be submitted before the deadline of **March 24, 2018**
- Only members in Active Good Standing may submit Recommendations to the Rules & Regulations Committee.
- All Recommendations must be accompanied by The Academy of Canadian Cinema & Television Awards Recommendations Form, rationale, and three (3) letters of support. Official Recommendation Forms can be found here.
- All submissions of Recommendations are to be received by the Awards Director before being considered by the Rules & Regulations Committee.
- No Recommendations will be accepted after the deadline.

Who Can Enter?

Films may be entered only by the owner of the film or the owner's Authorized Representative.
(See **Definitions**).

It is not required that the Entrant be a member of the Academy, but it should be noted that only current Academy voting members in good standing may vote in the Awards.

In order to enter, a film is required to:

1. Qualify as a Canadian film production or co-production (Majority or Minority)
2. Have had its first commercial release in Canada in a theatrical venue according to the parameters outlined in **Qualifying Screenings**;
3. Have completed its Qualifying Screenings within the Eligibility Period according to the parameters outlined in **Qualifying Screenings**;
4. Not have competed for nomination in any previous Canadian Screen Awards, Genie Awards, Gemini Awards or Prix Gémeaux

Conditions of Entry

1. The Entrant warrants that the film is eligible to be entered in accordance with the Canadian Screen Awards Rules and Regulations, as contained herein.
2. The entrant represents and warrants to the Academy that:
 - (a) the entrant has obtained all necessary rights and permissions required to transfer the rights to the Academy as contemplated below, and has paid or will pay all applicable residuals, royalties, reuse fees and other participations with respect to the Academy's usage as contemplated below; and
 - (b) there is no litigation, claim, proceeding or dispute pending or threatened against the entrant or the Entry, the adverse determination of which might adversely affect the Academy or impair the Academy's ability to exploit its rights hereunder.
3. The entrant hereby does transfer to the Academy, the right, in perpetuity, in any and all media now or hereafter devised, throughout the world, to:
 - a) incorporate one or more clips of this Entry into one or more television and/or other programs for exploitation (whether with and/or without soundtrack, including musical score);
 - b) show any portion of this Entry to Academy members as considered necessary by the Academy in its sole discretion;
 - c) show any portion of this Entry during Canadian Screen Awards presentations;
 - d) archive clips of this Entry (whether with and/or without soundtrack, including musical score and including video clips, audio clips and/or still images) to an interactive storage device, to the Academy web site and/or the World Wide Web;
 - e) otherwise use one or more clips of the Entry for promotional purposes for the Canadian Screen Awards and/or enhancement of the image of Canadian content;
 - f) reproduce, reformat, modify and/or edit any such clips for any of the foregoing purposes; and
 - g) transfer any or all of the above-mentioned rights to one or more third parties for the aforesaid purposes.

All of the foregoing rights are transferred by the entrant to the Academy for use in connection with the current and/or future Canadian Screen Awards Shows. The entrant hereby agrees to indemnify the Academy from any loss, liability, cost, expense and/or damage, including reasonable attorney's fees, suffered by the Academy arising from the foregoing transfer of rights including without limitation any breach of the entrant's representations and warranties above.

4. The Authorized Signing Person owns the production represented by the Entry or is authorized in writing by the owner to submit this Entry.
5. The Entrant must have received an on-screen credit in the Category in which they are entered. A copy of the credit list as it appears on screen, is a requirement upon submission of the Entry. In the case of

CANADIAN SCREEN AWARDS 2018 RULES & REGULATIONS - FILM

dispute concerning credit, the Academy reserves the right to determine eligibility. In the case of all disputes, the decision of the Academy Board of Directors will be final.

6. The Entrant grants the Academy the right to televise clips of up to two (2) minutes in length during the Awards presentation, to show the whole or any portion of the film during special Academy screenings. If required, the Producer must make sufficient screening copies of the film available so that each Academy office may properly service its members for voting purposes.
7. The Entrant warrants that all rights, including rights to the musical score, necessary to exhibit the film within the context of Academy events and the Canadian Screen Awards, are assigned to the Academy. The Entrant further grants to the Academy in perpetuity the right to use any Entry for the Canadian Screen Awards and/or enhancement or promotion of Canadian content and/or the awards. The Entrant covenants to indemnify the Academy from any loss or damage suffered by it in the event that all such rights have not been transferred.
8. The Entrant warrants that all individuals submitted for consideration herein have been notified of this Entry.
9. The Entrant warrants that the online entry form is accompanied by all required documentation as outlined in **How to Enter**. In any case in which the Academy determines that the information required to be provided by the Entrant is inaccurate or incomplete, and that the film is therefore incorrectly entered, the Academy reserves the right to declare the film ineligible for Nominations for any Award.
10. The Entrant acknowledges and agrees that the Academy may, at its sole discretion, determine that no Awards be given in any Category in which the film(s) entered does not meet Academy standards or in which there are insufficient Entries as outlined in the Category breakdown.
11. The Entrant agrees that the Academy of Canadian Cinema & Television will rule on any dispute in matters relating to the Entry, Eligibility, Nominations and/or selection of any film for an Award. The Entrant acknowledges that the Academy's decision shall be final.
12. The Entrant agrees that the Academy may request three (3) DVD or Blu-Ray copies of the winning films.
13. The Entrant grants to the Academy, in perpetuity, the right to transfer a copy(ies) of the Award-winning film to a volume-storage device, for purposes of archival storage, as the Academy deems necessary.
14. There will be no refunds for Entries withdrawn from competition after **October 27, 2017**.
15. By submitting a film into the Canadian Screen Awards, the entrant understands and accepts the Rules and Regulations.
16. At the time of entry, the Entrant agrees to make their film available for the duration of the Canadian Screen Awards process; accessed via streaming video on a secure website, maintained by the Academy and its partners.

Note: Films may be submitted in any language, however it is **required** that films be subtitled in English for the purposes of the membership online voting period and for the use of Nominating Committees. A detailed synopsis of the film in both official languages must be included online, at the time of entry.

DRAMATIC THEATRICAL FEATURE-LENGTH FILMS

Qualifying Screenings

Commercial Screenings

1. During the period of **January 1, 2017 through to December 31, 2017** a minimum of one (1) consecutive week (7 days) of screenings in a regular commercial theatre to a paying audience in at least ONE of Calgary, Edmonton, Halifax, Montreal, Ottawa, Quebec City, Saskatoon, St. John's, Toronto, Vancouver, Victoria, Winnipeg.

Note: A letter from the film's distributor and a letter from the film's exhibitor, confirming the dates and venues of said commercial release, is to be uploaded at the time of entry.

OR

2. During the period of **January 1, 2017 through to December 31, 2017**, acceptance into at least two (2) Academy approved Canadian film festivals*.

Note: A letter confirming the screening(s) from a festival delegate is to be uploaded at the time of entry. Click here for a complete list of approved Canadian festivals.

Note 2: Films eligible based on festival acceptances are **required** to confirm intended theatrical release will take place **BEFORE** March 11, 2018, in order to be eligible for entry.

Note 3: A film may only enter if its first public exposure (through festivals and/or theatrical release) was within 1.5 years of current eligibility period.

* Films that have not qualified with a theatrical release, and have achieved **one** Academy approved festival acceptance may appeal for entry if intended theatrical release will take place **BEFORE** March 11, 2018.

Award Recipients

Awards will only be granted to persons receiving an eligible credit in an entered film or who have received credit in positive prints of the film in the appropriate Award Categories.

Note: Minority co-productions are eligible to be nominated for Best Motion Picture as are the craft and performance categories in those films where Canadians received an eligible credit. Where, however, the director and/or screenwriter(s) are Canadian, a minority co-production will be deemed a majority Canadian co-production for the purposes of eligibility in all categories of the film awards.

Subject to all of the above Rules **Dramatic Theatrical Feature-Length Films** are eligible for:

- Best Motion Picture
- All Performance Categories
- All Feature Film Craft Categories

Entry Procedures

The film's Authorized Representative (See **Definitions**) must agree to all Conditions of Entry detailed herein, and complete an online entry form by **October 16, 2017**. **The following will be required as part of the online entry form:**

- 1) The complete film uploaded to the Academy's secure entry site. The digital file must include "burned in" English subtitles if English is not the original language of the film;
- 2) A copy of the complete screen credits as they appear in the film;
- 3) A short synopsis of 60 words or less of the film in both official languages;
- 4) High-res images of all entered performers and directors (300 dpi .jpg);
- 5) High-definition trailer (or HD clips drawn from film, 120 seconds in duration)
- 6) High-res image of the theatrical poster;
- 7) Canadian Certification from either CAVCO or CRTC; or a letter of Certification stating the Canadian percentage and other if the film is an official Canadian Treaty Co-Production. If a certification number has not been delivered to the entrant at the time of entry, a signed affidavit confirming the film is 100% Canadian may stand in its place until certification is received, at which point the confirmation number should be forwarded to the Academy;
- 8) Two (2) letters are required confirming the date(s) and venue(s) of the film's screening: One letter from the Distributor and one letter from the Exhibitor(s); If qualifying based on festival acceptance, a letter from the festival confirming acceptance is required upon entry; or in the case of festival eligibility, the intended theatrical release date;
- 9) Total Entry Fee, as applicable (See **Entry Fee Schedule** at beginning of this booklet);

In the case of multiple individuals entered in one Category, the person listed as "primary recipient" will be considered the designated spokesperson for the award, unless otherwise indicated by the Entrant. **Note:** the entry must include current home addresses, phone numbers and e-mails of **each individual entered for consideration** in order to notify nominees in adequate time to receive their Certificates, Award Ceremony tickets, etc. Production Company addresses are not acceptable;

- 10) In the event of a Best Motion Picture Nomination, the Entrant will permit one public screening of the Entry in each of Vancouver, Montréal and Toronto (and other destinations across Canada), to be organized by the Academy for promotional purposes in 2018.

Note: DVDs and Beta tapes are no longer a submission requirement at the time of entry. However, if necessary, the entrant will make the film available on DVD and/or BetaSP/Digibeta or HDCAM, for the purpose of the Canadian Screen Awards process, as it relates to jury screenings and/or drawing clips for the televised Broadcast Gala.

Award Categories

FILM

Category: **Best Motion Picture**

- Required Credit: Producer
- **Note:** The following credits are not eligible: Executive Producer, Co-Producer, and Associate Producer

ART DEPARTMENT

Category: **Achievement in Art Direction/Production Design**

- Required Credit(s): Art Director or Production Designer
- **Note:** Upon written recommendation from the Art Director the Set Decorator may also be entered.

Category: **Achievement in Costume Design**

- Required Credit(s): Costume Designer or Wardrobe

Category: **Achievement in Make-Up**

- Up to three (3) entrants are permitted.
- **Note:** First entrant listed *must* have a credit of either **Key Make-Up** or **Department Head Make-Up** (i.e. the individual in charge of Make-Up). A single entrant who performs both Make-Up and Hair duties is not eligible for submission. A production may also enter up to two additional entrants with required credit(s) including the following: Make-Up Artist, Personal Make-Up Artist, Make-Up Designer/Supervisor, Special Make-Up Effects Artist, Prosthetics/Creator/Designer/Supervisor.
- **Note 2: Required with Make-Up entry:** Entries **must** submit a digital compilation reel of no more than 10 minutes of the Make-Up work from a particular Program or episode. A written description and/or synopsis of no more than three paragraphs describing the work or process involved (and it may include before and after images). Entrants who do not include these documents run the risk of disqualification.

CINEMATOGRAPHY

Category: **Achievement in Cinematography**

- Required Credit: Director of Photography

DIRECTION

Category: **Achievement in Direction**

- Required Credit: Director
- **Note:** A letter from the Director confirming eligibility for Best First Feature must be noted at the time of entry. Please refer to the **Special Award Categories** section for information on the Best First Feature.

EDITING

Category: **Achievement in Editing**

- Required Credit: Editor

MUSIC

Category: **Achievement in Music – Original Score**

- Required Credit: Composer

Category: **Achievement in Music – Original Song***

- Required Credit(s): Composer and Lyricist
- **Note:** All music entries are required to be accompanied by a music cue sheet with needle drop submissions clearly marked, composer name(s), publisher name(s), title of cue and duration of cue. This music cue sheet must be included for every piece of music in the film including those not written by the composer(s). Failure to provide cue sheets for all pieces of music may result in disqualification of the music score submission.

*** Special Regulations Achievement in Music – Original Song**

This Award will be given to the original language version of the song.

A maximum of two (2) songs may be entered from any eligible film.

The song must have been written specifically for the production.

There must be a minimum of four (4) eligible Entries for a nomination to be made in this Category.

Original song entries must be accompanied by a CD recording of the song(s) entered OR an .mp3 file.

Original song entries must be accompanied by lyric sheets in both official languages.

All song entries are required to include a letter from the songwriter(s) guaranteeing that the film contains the first public usage of the entered song.

PERFORMANCE

Category: **Performance by an Actor in a Leading Role**

Category: **Performance by an Actor in a Supporting Role**

Category: **Performance by an Actress in a Leading Role**

Category: **Performance by an Actress in a Supporting Role**

- Required Credit: Actor/Actress credited in role.
- A Lead is defined as the performer whose character carries the story or upon whom the story is based.
- A Support is defined as the performer whose character supports both the story and the Lead.
- Actor categories include those who identify as male, and actress categories include those who identify as female.
- **Note:** A two-line description of each performer's role must be included when entering online. Captions must be provided on all film stills, action shots of performers and all images uploaded online. If all the dialogue of any role has been dubbed by another performer, the performance is deemed ineligible. Singing that has been dubbed will not affect the performer's eligibility unless it constitutes the entire performance.

VISUAL EFFECTS

Category: **Achievement in Visual Effects**

- Visual Effects refers to the wide range of techniques available to enhance (affect) live-action footage. This involves creating elements through 2D and 3D digital paint work and animation (or by producing traditional matte paintings and building models, etc.), and compositing the resulting elements into the live footage. Alternatively, visual effects work may not involve creating any new elements, and may simply entail the manipulation of the live action footage itself (morphs, split screens, etc.).
- **Note:** Eligibility is limited to up to ten (10) principal designers directly responsible for the realization of the visual effects achieved. Potential candidates include Visual Effects Supervisor, Senior Animation Supervisor, Animation Director, Visual Effects Producer, Visual Effects Designer, Visual Effects Art Director, Visual Effects Coordinator, Visual Effects Editor, Compositing Supervisor, Compositor, Matte Supervisor, Matte Artist, Matte Painter, CGI Artist (Primary, Lead, Key or Secondary), CGI Animator, 3D Artist, Previz Supervisor, Visual Effects Production Supervisor, CG Supervisor, Compositor (Key, Lead, Primary Digital Compositor, Senior Compositor). Please list individuals and their company affiliations. Should only a company name be credited on air, a signed list of individuals, with their titles, responsible for the work, is required to complete the submission.
- **Note: Required with VFX entry:** (1) A written description and/or synopsis of no more than three pages of the VFX work or process involved (including before and after images). (2) A compilation reel including examples of VFX as they appeared in the film, in order of appearance.

SOUND

Category: **Achievement in Overall Sound**

- Required Credit(s): Recording Mixer, Sound Re-recording, Sound Mixer, Production Sound Mixer, Dubbing Mixer, Location Sound, Location Recordist, ADR Recordist, Foley Recording Mixer
- **Note:** Location Sound and Location Recordists are not eligible if the film has been subject to massive dialogue replacement.
- **Note 2:** Post Production Supervisor is not an eligible credit for entry (in Overall Sound or Sound Editing)

Category: **Achievement in Sound Editing**

- Required Credit(s): Supervising Sound Editor, Sound Design, Dialogue Editor, Dubbing Editor, ADR Editor, Sound Editor, Sound Effects Editor, Supervising Dialogue Editor, Effects Designer, Post-Sync Dialogue Editor, Special Sound Effects provided by, Loop Dialogue Editor, Music Editor, Foley Artist.
- **Note:** The eligible positions will be determined or finalized in consultation with the Sound Supervisor(s) on the project, the Producer, and Academy Sound Branch Representatives. In the case of a dispute, the Academy will have final authority. The Producer must designate the key sound personnel who contributed to the production. In special situations in which the Entrant feels that more than the allowable maximum key sound personnel on a production qualify for Entry, a written appeal may be made at the time of Entry.

SCREENPLAY

Category: **Original Screenplay** **

Category: **Adapted Screenplay**** (from another medium – i.e. based on a previously published or produced work)

- Required Credit: Screenwriter

**** Special Regulations for Original Screenplay and Adapted Screenplay**

Two (2) screenplay Awards will be given in years in which there are five (5) or more eligible Entries in each of these two Categories.

If there are fewer than five (5) eligible Entries in either Category, then the Categories will be collapsed into one Best Screenplay Award.

A Screenwriter is defined as the person who writes the entire work for the screen embodying individual scenes, full dialogue and/or monologue, narration (if required) and any other description or details necessary to facilitate production.

Note: Entrants in the Original Screenplay category must confirm screenplay has not been adapted from another medium.

Special Awards

BEST FIRST FEATURE

This award is presented to honour an achievement by a Canadian director in their first dramatic theatrical feature-length film. In addition to applying for Best First Feature, the film must qualify for, and be entered into competition in the film awards subject to the normal Rules and Regulations. This award does not include entries into the Discovery Award category. In the event that there are one or more eligible films for this Award, the Nominating Committee for Direction will select a winner. As with any Entry, the Committee may decide not to present the Award. This Award does not affect the film's or the filmmaker's eligibility for other film awards. If applying for Best First Feature, a letter from the director, confirming his/her eligibility for this Award must be uploaded when entering online.

DISCOVERY AWARD

The Discovery Award is presented for the best micro-budget film of the year (production budget under \$250k). In order to qualify, a film must have had a theatrical release AND/OR achieved acceptances at two (2) approved Canadian festivals within the calendar year.

CINEPLEX GOLDEN SCREEN AWARD FOR FEATURE FILM

The Cineplex Golden Screen Award for Feature Film is presented annually to the Canadian film that earns the highest domestic box office between the time of January 1, 2017 and February 27, 2018. Eligible films must be released within the calendar year.

ADDITIONAL SPECIAL AWARDS

Additional Special Award forms can be found on www.academy.ca/awards. A Special Award may be recommended by Academy members to the Board of Directors. Deadline for Special Award recommendations is **September 1st, 2017**. Please visit the Academy website for more information.

The Nominating Process – How It Works

1. Two Nominating Committees select the Nominees. A Chairperson will be selected by the Academy to head each Committee. Industry Professionals from across Canada will be invited to participate in consultation with the Academy's Rules & Regulations Committee and the Academy's Board of Directors. One Committee, which includes directors, writers, performers, producers, and critics, will be responsible for selecting Nominees for:

- Direction
- Screenwriting (Original and Adapted)
- Performance (Male and Female Lead, Male and Female Support)

The other Nominating Committee, comprised of practitioners of each of the respective crafts, will be responsible for selecting Nominees for:

- Art Direction/Production Design
- Costume Design
- Make-Up
- Cinematography
- Editing
- Music (Original Score and Original Song)
- Sound (Overall and Sound Editing)
- Visual Effects

Both Nominating Committees will together select the Nominees for Best Motion Picture.

Note: The Discovery Award winner will be selected by a jury of film industry professionals, and awarded during Canadian Screen Week.

2. Committee Members will be expected and encouraged to screen the entered films during their regular theatrical release or festival circuit whenever possible. In the event that a film cannot be screened in its ideal environment, the Committee Member will be supplied with a streaming video link of the film. Both Committees will then convene to reach a consensus on the top five nominations in their Categories.
3. Films are evaluated according to specific criteria developed by the Academy's Rules & Regulations Committee and Board of Directors in consultation with branch members. Key members of the Music community, for example, developed the criteria used to assess Original Music Score and Original Song. The same principle was applied to Direction and Screenwriting and so on. It is not simply a matter of a well or poorly made film; it is the critical analysis of all aspects of the film that will determine the nominees.

Note: An entrant may be moved from lead performance to support performance or vice versa, or added to the eligible performers list as the Nominating Committee sees fit, provided the situation in question meets all other qualifying criteria.

THEATRICAL SHORTS AND DOCUMENTARIES

Qualifying Screenings

Note: A film may only enter if its first public exposure (through festivals and/or theatrical release) was within 1.5 years of current eligibility period.

1. Commercial Screenings

Feature Documentaries Only - During the period of January 1, 2017 through to December 31, 2017, a minimum of three (3) theatrical screenings to a paying audience other than a festival;

Short Films Only - During the period of January 1, 2017 through to December 31, 2017, a minimum of one (1) theatrical screening to a paying audience other than a festival;

- **Note:** A letter from the film's distributor AND exhibitor, confirming the dates and venues of said commercial release, MUST be uploaded at the time of entry.

OR

2. Festival Screenings

Documentary (Feature & Short) and Animated Shorts Only - During the period of January 1, 2017 through to December 31, 2017, acceptance into at least two (2) Academy approved Canadian film festivals*.

Live Action Short Dramas Only - During the period of January 1, 2017 through to December 31, 2017, acceptance into at least three (3) Academy approved Canadian film festivals.

- **Note:** A letter confirming the screening(s) from a festival delegate MUST be uploaded at the time of entry. Please visit the Rules & Eligibility page at www.academy.ca for a complete list of approved Canadian festivals.

OR

3. Festival Screenings

During the period of January 1, 2017 through to December 31, 2017, winner of a "Best of" or comparable distinction decided upon by a jury at an Academy approved International Festival.

- **Note:** A letter confirming the screening and that the film has won a "Best of" or comparable distinction from the Executive Director or Director of Programming from said Festival is required to accompany the online entry form. Please visit the Rules & Eligibility page at www.academy.ca for a complete list of approved International festivals.

Who Can Get an Award?

Awards will only be granted to persons receiving an eligible credit in an official Entry or who have received credit in positive prints of the film in the appropriate Award Categories.

Subject to all of the above Rules **Theatrical Shorts and Documentaries** are eligible for:

- Ted Rogers Best Feature Length Documentary**, or
- Best Short Documentary, or
- Best Live Action Short Drama, or
- Best Animated Short

***Feature Length Documentaries are eligible to enter into the following two craft categories*

- Best Editing in a Feature Length Documentary
- Best Cinematography in a Feature Length Documentary

How to Enter TSDs?

The film's Authorized Representative (See **Definitions**) must agree to all Conditions of Entry detailed herein, and submit their film online, to the Academy, by **October 16, 2017**:

- 1) A complete online entry submission, with all additional required materials and documentation;
- 2) A copy of the complete screen credits as they appear in the film;
- 3) A short synopsis of the film (60 words or less) in BOTH official languages;
- 4) Media - High-res images of the film's poster treatment (300 dpi .jpg) AND high-definition trailer (or HD clips drawn from film, 120 seconds in duration)
- 5) The complete film uploaded securely on the Academy's online entry webpage. The digital file must include "burned in" English subtitles if English is not the original language of the film;
- 6) A list of current home addresses, phone numbers and e-mails of all individuals entered for consideration;
- 7) A copy of Canadian Certification from either CAVCO or CRTC;
- 8) A letter from the Distributor AND a letter from the Exhibitor(s) confirming date(s) and venue(s) of the film's screening; or in the case of festival eligibility, the intended theatrical release date

OR

- 9) A letter from the Executive Director or Director of Programming of an eligible Festival confirming the film's screening(s), OR that it has won a "Best Of" or comparable distinction
- 10) Total Entry Fee, as applicable (See **Entry Fee Schedule** at beginning of this booklet);
- 11) In the case of multiple individuals entered in one category, the "primary recipient" listed will be considered to be the person designated to receive the statue and the designated spokesperson.

Note: DVDs and Beta tapes are no longer a submission requirement at the time of entry. However, if necessary, the entrant will make the film available on DVD and/or BetaSP/Digibeta or HDCAM, for the purpose of the Canadian Screen Awards process, as it relates to jury screenings and/or drawing clips for the televised Broadcast Gala.

Award Categories - TSDs

TED ROGERS BEST FEATURE LENGTH DOCUMENTARY*

- Required Credit(s): Executive Producer, Producer and Director

* If three (3) or less films are entered in either Ted Rogers Best Feature Length Documentary or Best Short Documentary, then the two Categories will be combined and only one Award will be presented for Best Documentary.

BEST SHORT DOCUMENTARY, sponsored by Hot Docs*

- Required Credit(s): Executive Producer, Producer and Director

BEST LIVE ACTION SHORT DRAMA**

- Required Credit(s): Producer and Director

** If two (2) or less films are entered in either Best Live Action Short Drama or Best Animated Short, then the two Categories will be combined and only one Award will be presented for Best Short Film.

BEST ANIMATED SHORT**

- Required Credit(s): Producer and Director

Feature Length Documentary Craft Categories

Note: Films entered into the Ted Rogers Best Feature Length Documentary category are eligible for entry into the following two (2) craft categories:

BEST EDITING IN A FEATURE LENGTH DOCUMENTARY

- Required Credit: Editor

BEST CINEMATOGRAPHY IN A FEATURE LENGTH DOCUMENTARY

- Required Credit: Director of Photography

The Nominating Process – How it Works

1. A Chairperson will be selected by the Academy to head the Theatrical Shorts Committee, as well as the Documentary Nominating Committee, and jury members will be invited from across Canada.
2. Films are evaluated according to specific criteria developed by the Academy's Rules & Regulations Committee and Board of Directors in consultation with branch members. Key members of the Theatrical Short and Documentary community developed the criteria used to assess the Feature Length and Short Documentary, Animated Short Film and Live Action Short Drama categories.
3. The Nominating Committees for Theatrical Shorts and Documentaries will select the Nominees in the Categories of Feature Length and Short Documentary, Animated Short Film and Live Action Short Drama, as well as Best Editing and Cinematography in a Feature Length Documentary at a Nomination Screening Weekend. Nominees for final balloting will be selected by consensus.

Number of Nominations

Nominations for Theatrical Shorts and Documentaries will normally be made, and an Award will be given, in any Category in which there are four (4) or more eligible Entries. If there are four (4) eligible Entries, there will normally be two (2) nominations. If there are between five (5) and eight (8) eligible Entries, then there will normally be three (3) Nominations. In the case of “ties” in the aforementioned Categories, the Academy will decide the number of Nominations. If there are nine (9) or more eligible Entries then there will normally be five (5) Nominations.

| NUMBER OF ENTRIES | NUMBER OF NOMINATIONS |
|-----------------------|-----------------------|
| Four (4) | Two (2) |
| Five (5) to Eight (8) | Three (3) |
| Nine + (9 +) | Five (5) |

Note: In the Best Motion Picture Category, no fewer than five (5), and no more than ten (10) nominations shall be made; the final number of nominations will be decided by the Academy, its respective nominating committees, and will depend on the quality of entries received.

NOMINATING COMMITTEE POLICIES FOR ALL CATEGORIES

Conflict of Interest

1. Each Nominating Committee Member is required to sign a Conflict of Interest form prior to the commencement of judging. A Nominating Committee Member is not allowed to judge their own work in a film and must disclose any potential conflicts of interest in the work they are judging. The Academy will not tolerate any committee member who is determined to be advocating for an entry in which they have a vested personal or professional interest and considers such conduct to be unprofessional and contrary to the spirit of the Canadian Screen Awards. If an unexpected conflict of interest should arise, the Nominating Committee Member in question will be disqualified from voting.
2. All Committee deliberations are strictly confidential. Nominating Committee Members may not disclose their discussions or final decisions outside the Committee Sessions.
3. Nominating Ballots are sent directly from the Theatrical Shorts and Documentaries Committee site in sealed envelopes to the Ballot Accountants who will tabulate them.

Nominating Committee Prerogative

4. Nominations will not be put forth in Categories in which, in the opinion of the applicable Nominating Committee, the submissions entered do not meet Academy standards.

MEMBERSHIP VOTING

Final Balloting

1. Once the Nominees have been determined, unique and confidential log-in information will be prepared and emailed to all eligible Cinema Division Voting Members. The Canadian Screen Awards online voting website will be activated in **January 2018**.
2. Along with their log-in information, online voting website information will be supplied to each Voting Member. This information will provide members access to the voting website for the duration of the voting period. Members will be able to return to the site as many times as needed during the voting period to complete the viewing and voting processes.
3. Streaming video of the Nominated Films will be available for eligible Voting Members during the voting period, and can be accessed on the online voting site.
4. All voting members currently registered in the Academy's Cinema Division will be eligible to vote in all categories of the film Awards.
5. Once the voting period is complete, Ballot Accountants will tabulate the results from all online votes cast.

STATUES AND CERTIFICATES

Certificates

Nominees and Winners must order their certificates online at academy.ca. Each winner and nominee may order a certificate at no cost. There is a charge for additional certificates. Only Nominees and Winners names may appear on their respective Certificates.

Statues

The Academy will provide one (1) statue for each Category to the first individual listed when entering online (unless the producer has designated another individual, in writing). Each additional winner may purchase one (1) statue at cost. Statues will not be made available to, and cannot be purchased by, anyone other than the winner(s).

Commemorative Statues

Winning films may purchase up to a total of three (3) commemorative statues for the production company or distributor of the winning program. Commemorative statues may only be ordered for films that have won in the Best Motion Picture, Best Feature Length or Short Documentary, as well as Live Action and Animated Short categories, with signed permission from a credited producer from the winners list. Commemorative statues will not be sold to individuals, and winners may not authorize this type of sale. Any sale in excess of three (3) commemorative statues is not permitted, except by special permission from the Rules & Regulations Committee. Commemorative Statue plaques will include award year, category, and show title.

APPENDICES

Definitions

ALTERNATIVE THEATRE

(Applicable to Theatrical Shorts and Documentaries only)

A public theatre that charges admission and that programs a mix of documentaries and short films in addition to specialty films, and which is occasionally supported with advertising in newspapers and/or via newsletters.

ANIMATED SHORT

Any Canadian animated film with a maximum running time of 59 minutes.

AUTHORIZED REPRESENTATIVE

Individual responsible for entering the film for competition; generally authorized by the Producer, Executive Producer, Distributor, Canadian Licensee or Copyright Owner, who owns and controls the rights to the production.

BALLOT ACCOUNTANTS

PwC

CANADIAN FILM

One that satisfies the CAVCO criteria for qualification as a Canadian Certified production, and/or by the CRTC criteria for qualification of a production as Canadian content, subject to eligibility restrictions outlined under *Who Can Get an Award* section.

CANADIAN SHORT AND DOCUMENTARY FILM

One that qualifies as a Certified Production under the Regulations applied by the Minister of Canadian Heritage.

DRAMATIC THEATRICAL FEATURE-LENGTH FILM

One that is not a Documentary, has a MINIMUM running time of 60 minutes and for which the first commercial release in Canada is theatrical.

FEATURE LENGTH DOCUMENTARY

Any Canadian feature-length non-fiction film with a running time greater than 45 minutes.

LIVE ACTION SHORT DRAMA

Any Canadian dramatic film with a MAXIMUM running time of 59 minutes.

REPERTORY THEATRE

A public theatre that charges admission and that regularly programs a mix of first-run and second-run movies occasionally supported with advertising in daily newspapers.

SHORT DOCUMENTARY

Any Canadian non-fiction film with a running time less than 45 minutes.

ACADEMY OF CANADIAN CINEMA & TELEVISION

Committees and Staff**FILM RULES & REGULATIONS COMMITTEE**

| | |
|-------------------------|-----------------------------------------------------|
| Steve Greystock | Senior Programmer, TIFF |
| Luc Déry | Producer, micro_scope |
| Kevin Tierney | President, Park Ex Pictures |
| Robert Lantos | Owner, Serendipity Point Films |
| TW Peacocke | Representative, Directors Guild of Canada |
| Julia Neville | International Representative, IATSE |
| Laurie Channer | Representative, Writers Guild of Canada |
| Ferne Downey | President, ACTRA National |
| Jonathan Ahee | President, NABET 700 CEP |
| Marc Séguin | Senior Vice-President, Policy, CMPA |
| Mark Slone | EVP, Theatrical Distribution, eOne Films |
| Tom Alexander | Director, Theatrical Releasing, Mongrel Media |
| Robin Smith | President, KinoSmith |
| Robin Mirsky | Executive Director, Rogers Group of Funds |
| Martin Katz | Founder and President, Prospero Pictures |
| Beth Janson | CEO, Academy of Canadian Cinema & Television |
| Patrice Lachance | Directrice, Academy of Canadian Cinema & Television |

DOCUMENTARY RULES & REGULATIONS COMMITTEE

| | |
|--------------------------|----------------------------------------------|
| Caroline Christie | Editor |
| Chris McDonald | President, Hot Docs |
| Ed Barreveld | CEO, Storyline Entertainment |
| Jennifer Baichwal | Filmmaker, Mercury Films |
| Michael McNamara | Owner, Markham Street Films |
| Nick de Pencier | Filmmaker, Mercury Films |
| Robin Smith | CEO, KinoSmith |
| Martin Katz | Founder and President, Prospero Pictures |
| Tim Southam | President, DGC |
| Robin Mirsky | Executive Director, Rogers Group of Funds |
| Beth Janson | CEO, Academy of Canadian Cinema & Television |
| Martin Katz | Founder and President, Prospero Pictures |

ACADEMY NATIONAL OFFICE

Chief Executive Officer: Beth Janson
Vice-President, Programming: Louis Calabro
Director, Finance & Administration: Ellen Benjamin
Director, Marketing & Development: Jennifer Stewart
Director, Membership: Karen Bruce
Senior Coordinator, Programming: Marko Balaban
Coordinator, Programming: Natty Zavitz
Coordinator, Programming: Andrya Duff
Manager, Marketing & Development: Miranda Disney
Marketing & Development Assistant: Lawrence Yee
Coordinator, Content & Social Media: Jess Brown
Financial Manager: May Tran
Bookkeeper: Doris Huang

ACADEMY QUEBEC OFFICE

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Coordonnateur des prix Gémeaux et des prix Écrans canadiens : Samuel Bélisle
Administratrice et chargée de projets : Danièle Gauthier
Responsable des communications : Isabelle Darche
Adjointe à la coordination des prix Gémeaux : Emanuèle Roux
Responsable des adhésions et adjoint à l'administration : Eric Therrien Nadeau