



CANADIAN SCREEN AWARDS 2018

TELEVISION & DIGITAL MEDIA

RULES & REGULATIONS

Academy of Canadian Cinema & Television

49 Ontario Street, Suite 501

Toronto, Ontario M5A 2V1

416.366.2227 | Toll-Free 1.800.644.5194

awards@academy.ca

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**CANADIAN SCREEN AWARDS – TELEVISION & DIGITAL MEDIA
2018 RULES & REGULATIONS**

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To enter online, visit:

<https://tvsubmissions.academy.ca/>

Rules and Regulations at:

<https://www.academy.ca/awards/>

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ACADEMY OFFICES

TORONTO OFFICE

49 Ontario Street, Suite 501
Toronto, ON M5A 2V1
Tel: 416-366-2227
Fax: 416-366-8454
E-mail: awards@academy.ca

MONTRÉAL OFFICE

225, rue Roy Est, Bureau 106
Montréal, QC H2W 1M5
Tel: 514 849-7448 poste 28
Fax: 514 849-5069

Toll Free 1-800-644-5194
Web Site www.academy.ca

Television Rules & Regulations Committee

Robin Neinstein – Original Scripted and Factual Content, Corus Entertainment

Robin Mirsky – Executive Director at Rogers Group of Funds

Scott Henderson – Vice-President, Communications, Bell Media

Jennifer Dettman – Executive Director, Unscripted Content, CBC

Judy Chun – Legal Consultant, Canada Media Fund

Marcia Douglas – Director, Business Affairs & Digital Initiatives, Canadian Media Production Association

David Gale – Councillor, ACTRA National

TW Peacocke – Representative, Directors Guild of Canada

Julia Neville - International Representative, IATSE

Jonathan Ahee – President, NABET 700 CEP

Laurie Channer – Representative, Writers Guild of Canada

Robert Lang - President, Kensington Communications

Gina Vanni – VP, Finance & Production, Take 5 Productions

Maureen Riley – Executive Producer, Frantic Films / That Girl Productions

Marla Boltman – VP, Business & Legal Affairs, Halfire Entertainment

Digital Media Rules & Regulations Committee

Jonas Diamond - Executive Producer, Smiley Guy Studios

Jarrett Sherman – President, Exec. Producer, Digital Media Strategist, Digital Howard

Marcia Douglas – Director, Business Affairs & Digital Initiatives, Canadian Media Production Association

Davin Lengyel – Founder / Producer, Space Mop

James Milward - Founder / Executive Producer, Secret Location

Blair Powers – Partner, Producer and Online Creative Director, Sinking Ship Entertainment

News and Sports Rules & Regulations Committee

Dave Budge – GM, CityNews Toronto

David Tredgett – Sportsnet Executive Producer, Rogers

Scott Henderson – VP, Communications, Bell Media

Anton Koschany – Executive Producer, W5

Mark Mietkiewicz – Senior Manager, CBC News

Trevor Pilling – Head of Sports Production, CBC

Nicole Durrant – **Festival Coordinator, CBC**

Ken Volden – VP, Exec. Producer, News and Studio Production, Bell Media

Ron Waksman – Senior Director, Global News

Robin Mirsky - Executive Director at Rogers Group of Funds

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ENTRY FEES

The Entrant understands and agrees that all fees and costs associated with an Entry must be paid at the time of submission. Entries submitted without such payment will be deemed ineligible, will not be processed and will be returned at the Entrant's cost. There will be no refunds for Entries withdrawn from competition (by the entrant, or the Academy) after **Friday, September 8, 2017**.

Note: To access the member entry fee, at least one producer on the entry must be an active, voting member of the Academy. For individual craft entries, the individual entrant must be an active, voting member.

PROGRAM CATEGORIES

Single Program

Member **Early Bird:** \$470; **Final Deadline:** \$620
Non-Member **Early Bird:** \$620; **Final Deadline:** \$770

The Single Program entry fee includes **one** Program Category and **two (2)** Craft or Performance Categories.

Series Program

Member **Early Bird:** \$620; **Final Deadline:** \$770
Non-Member **Early Bird:** \$770; **Final Deadline:** \$920

The Series Program entry fee includes **one (1)** Program Category and **two (2)** Craft or Performance Categories.

INTERACTIVE DIGITAL MEDIA CATEGORIES

(1030-1039)

Cross Platform Categories (1030-1032)

Member **Early Bird:** \$300; **Final Deadline:** \$390
Non-Member **Early Bird:** \$500; **Final Deadline:** \$650

Original Content Categories (1033-1035 & 1039)*

Member **Early Bird:** \$100; **Final Deadline:** \$130
Non-Member **Early Bird:** \$300; **Final Deadline:** \$390

*Includes **one (1)** entry into either Category 1033, 1034, 1035 or 1039 and **two (2)** Digital Craft/Performance Category entries in Category 1036, 1037, 1038, and 1040.

For more details on the Interactive Digital Media Categories, please see p.13-14.

CRAFT/PERFORMANCE CATEGORIES

Member **Early Bird:** \$155; **Final Deadline:** \$205
Non-Member **Early Bird:** \$305; **Final Deadline:** \$355

Applies to each additional Craft and/or Performance Entry over and above the two (2) included in Program Category Entry Fee.

OR

Applies to performers and/or craft people who wish to enter the Canadian Screen Awards without having the Program/Series they worked on entered.

NOTE: *There is no limit to the number of Craft and Performance Categories that may be entered.*

ELIGIBILITY PERIOD AND DEADLINES

Qualifying Period (News, Sports & Digital Media):
September 1, 2016 – August 31, 2017

Qualifying Period (Television):
September 1, 2016 – November 15, 2017

Deadline for withdrawal from Official Competition:
Friday, September 8, 2017

DEADLINES FOR ENTRY

Early-Bird Deadline:

Wednesday, August 16, 2017

Final Submission Entry Deadline:

Friday, September 1, 2017

Video Content Due:

Monday, October 16, 2017*

Enter now at:

<http://tvsubmissions.academy.ca>

*No late submissions will be accepted. If videos are not received by this date, entry will be disqualified from competition.

THE CANADIAN SCREEN AWARDS PROCESS TELEVISION & DIGITAL MEDIA AWARDS

PREAMBLE

This booklet contains all of the Rules & Regulations and Entry procedures for the TV and Digital Media section of the Canadian Screen Awards. Read this booklet carefully and completely before filling out your application online.

OVERVIEW

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

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

Rules and Regulations booklets are made available online during the entry period. Any Canadian television Program that meets the current Canadian Screen Awards eligibility criteria may be entered for consideration. Entries are submitted by producers (all Categories) or individuals (Craft and Performance Categories) from July 2017 through to September 1, 2017. At this time, recommendations for the Special Award Categories are invited from the membership.

HOW TO RECOMMEND CHANGES TO THE RULES & REGULATIONS

The Rules & Regulations Committee meets each year to review the Rules and Categories. Members may download the appropriate form from the Academy website and send the completed forms and support documentation to the Academy c/o the National Office, Attention: VP, Programming, by **March 23, 2018**.

Academy staff will forward all submissions directly to the Rules & Regulations Committee. Recommendations received after **March 23, 2018** will not be reviewed by the Committee for the current year. Only complete recommendations will be reviewed.

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ELIGIBILITY

Subject to the approval of the Authorized Representative and to the Entry procedures detailed below, producers may submit entries for all Categories or individuals may submit for Craft and Performance Categories.

It is not required that the Entrant is a member of the Academy, but it should be noted that Academy members receive discounts on award show ticket prices, and can vote on the awards.

WHAT CAN ENTER

Any Program which:

- 1) Qualifies as a Canadian television production under CRTC, CAVCO;
- 2) Has had its first Canadian commercial release within the Qualifying Period on a telecaster licensed by the CRTC, or an online video service who commissions content;
- 3) Is not a re-run;
- 4) Has not been previously entered in the Gemini Awards, Genie Awards or Canadian Screen Awards. Programs previously entered for the Prix Gémeaux are eligible, subject to meeting all other Eligibility Criteria;
- 5) Is not a re-edited version of previously entered material.

Note: French language content must enter into the prix Gémeaux competition and are not eligible for the Television program of the Canadian Screen Awards

QUALIFYING PERIOD

The Program must have its first Canadian commercial release between **September 1, 2016 and November 15, 2017***

*Note: If your program air-date falls just outside of these dates, and you wish to appeal for entry, please contact the Academy.

For Series Entries Only

In the case of a Series, as long as 1/3 of the Series has aired between September 1, 2016 and November 15, 2017, the Entrant may enter any/all episodes which are from the same season/production cycle (please refer to the definition of a season/production cycle on p.22), and meet all other eligibility requirements. The Entrant is required to submit a letter from the Broadcaster confirming that one third of the cycle/season will air during the Qualifying Period.

NOTE ON CANADIAN MINORITY CO-PRODUCTIONS

Minority Co-Production Eligibility

If a minority Canadian co-production qualifies and enters into a Program category (for example, Best Drama Series), only credited Canadian citizens are eligible for entry in the associated craft and performance categories.

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HOW TO ENTER

Please note - Only Entries that are complete will be accepted. Entries that are incomplete in any respect will not be considered. All entries are submitted ONLINE, and must be done so by the appropriate deadlines, in accordance with the following specifications:

1. Entries must be submitted online via the Official Entry website.
2. By submitting online, the entrant confirms all information is complete and correct; the Academy assumes no responsibility for information omitted or entered incorrectly by the entrant, at the time of submission.
3. Entries must be accompanied by a digital video file of the Program entered (i.e. if entering three separate episodes in several categories, the Academy will require three complete digital files of the episodes). Please note it is the Entrant's responsibility to ensure the file is technically sound. Defective files will result in the disqualification of the Entry in the specific Category. Refunds will not be issued for defective files resulting in disqualification. All information about how to upload correctly is found on the Academy's online entry site.
4. Series Entries must be accompanied by two (2) episodes.*

Special Notice for Series Entries

Ensure that the episodes submitted to represent the Entrant's Series are accurate reflections of the Series.

*In the case of documentary series, the entrant may upload ONE episode to represent the series as a whole.

5. If an Entry is nominated, ONE DVD or Blu-Ray copy of the entire Program(s) may be requested. When nominations are announced, the Academy, or a representative of its production team, may contact entrants to request DVDs or Blu-Ray Disc, and will make arrangements for DVD/Blu-Ray return after the show. Discs for which no such arrangements have been made will be destroyed 60 days after the award show. In the case of a win, DVD/Blu-Ray Discs will be retained for the Academy's archive.

6. Special notes on what to include with Program Category Entries:

- ***In the case of all entries (not including sports/news), an HD trailer (or clips drawn from the current season, 2 minutes in length) must be uploaded.***
- ***In the case of all entries, high-res, images from the production shoot, used to represent the show in the case of nomination.***

Special notes on what to include with Craft or Performance Category Entries:

- ***In the case of all Performers' Entries, entries must be accompanied by actors' head shots (uploaded on entry site, high-res 300 dpi).***
- ***For Supporting Performance Category Entries, cue sheets must be included with the Entry.***
- ***In the case of Visual Effects, entries must be accompanied by a three-page description of the process.***
- ***In the case of Make-Up, Costume Design and Production Design, entries must be accompanied by a one-page description.***
- ***In the case of Music Score Entries, entries must be accompanied by a detailed cue sheet (SOCAN format or similar).***
- ***In the case of Research Categories 3007 & 3008, entries must be accompanied by a short description of the research conducted.***

NOTE: IN ALL CASES NOTED ABOVE, IF NOT RECEIVED BY ENTRY DEADLINE, OR IF THE MATERIAL UPLOADED DOES NOT MEET TECHNICAL SPECIFICATIONS, THE ACADEMY RESERVES THE RIGHT TO SOURCE MATERIAL (HEADSHOTS, IMAGES FROM SHOWS) AND USE FOR PURPOSES RELATED TO THE CANADIAN SCREEN AWARDS PROCESS

7. Entries must include CURRENT home address, phone numbers and email address info. for EACH individual entered (this is crucial if Nominees are to be properly notified in time to receive their certificates, award ceremony ticket information, etc.) Production company addresses are NOT acceptable unless the Entrant designates the company address.

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8. Entries must be accompanied by a letter from the broadcaster confirming the original date of broadcast.
9. Entries must be accompanied by written confirmation of the Program's Canadian certification. A photocopy of the letter the Entrant has received from the CRTC or CAVCO must be uploaded on the entry site. Co-productions and Independent Productions must provide CRTC/CAVCO Canadian Certification.

Broadcaster-produced Programs (i.e. produced 100% in-house) warrant they meet the criteria of CRTC/CAVCO requirements, and do not require a certification form.

10. Entries must include a general Program synopsis **not to exceed 60 words**. For a Series Entry, a generic synopsis for the entire Series not to exceed 60 words, as well as a synopsis for each episode entered, not to exceed 30 words. Synopses are to be submitted on the Academy's online entry site.

Special Notice Regarding Synopses

The program synopsis will be printed as submitted, in all publications. It is in the Entrant's interest to ensure that it is coherent and correct in both spelling and grammar. Synopses over the specified length are subject to editing, and may not be accepted.

11. Entrants must upload a complete list of on-screen credits. In cases where on-screen credits do not appear, as in news and sports Programs, a list of credits must be drawn-up by the Executive Producer, and uploaded online.
12. In the case of multiple individuals entered in one Category, the person listed as "primary recipient" will be considered the designated person to receive the statue and be the designated spokesperson, unless otherwise indicated by the Entrant.
13. Entries must include the appropriate fees (see Entry Fees p.2).

CONDITIONS OF ENTRY

1. The Entrant warrants that the Program is eligible to be entered in accordance with the Rules & Regulations, as contained herein.
2. The Entrant must have received an on-screen credit in the Category in which he or she is

entered. In the case of a dispute concerning a credit, the Academy reserves the right to determine eligibility. The Academy's decision is final.

3. 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.
4. 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;

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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.

5. The Authorized Signing Person owns the production represented by the Entry or is authorized in writing by the owner to submit this Entry.
6. The Entrant warrants that all Individuals submitted for consideration herein have been notified of their Entry.
7. The Entrant warrants that the completed entry is accompanied (via secure upload on the Academy's online entry site) by all required documentation as outlined in *How to Enter* (p.6-7). In any case in which the Academy determines the information required to be provided by the Entrant is inaccurate or incomplete, and that the Program is therefore incorrectly entered, the Academy reserves the right to declare the Program ineligible to be submitted for nominations for any Award.
8. 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 Programs entered do not meet Academy standards.
9. The Entrant agrees that the Rules & Regulations Committee, subject to the approval of the Academy Board of Directors, will rule on any dispute in matters relating to the entry, eligibility, nominations and/or election of any Program for an Award. The Entrant acknowledges the Academy's decision is final.
10. The Entrant acknowledges that the Academy may request a DVD and/or digital copy AND may retain a Beta copy of each Program entered into the awards, for archival purposes and/or other purposes related to the Canadian Screen Awards.
11. The Entrant must grant to the Academy, in

perpetuity, the right to transfer a digital copy of the Award-winning Program to a volume storage device, for purposes of archival storage, as the Academy deems necessary.

12. The Entrant agrees to permit Library and Archives Canada to purchase or duplicate one copy of the Program for archival purposes.
13. By submitting an entry on the Academy's online entry website, the entrant signifies understanding and acceptance of the Rules & Regulations.
14. The Entrant agrees to make their entry available for eligible Voting Members during the voting periods; accessed via streaming video on a secure online voting website.

SHIPPING AND HANDLING

1. With regards to items sent to the Academy via regular mail, every reasonable care will be exercised to protect all materials from loss or damage. However, the Academy does not assume liability for such loss or damage, however caused.

TECHNICAL REQUIREMENTS

1. For purposes of all screenings, and where possible, the Academy encourages jurors to view entries on television monitors. Jurors will receive links to entered programs, which will be used for screening entered material.
2. Each Program and Craft/Performance Category entered must include a digital file of the complete Program or series episode, uploaded securely on the Academy's online entry site.
3. Entries must be submitted exactly as broadcast. They may not be edited and may not include any preface or ancillary material other than the Entry.
4. For News and sports entries, a standard slate with the Category, title, and running time listed at the beginning of each digital file should be included.
5. **IMPORTANT:** Entrants should pre-screen digital files before uploading to the Academy's online entry site to ensure they are technically sound and will not compromise the Entry.
7. Entries should have no commercials. (See exception for Best Local and National Newscasts p.12)
8. All Entry video files must be named with Program title, and episode title, and if possible, entry Category number.

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PROGRAM CATEGORIES

It is the Entrant's responsibility to accurately select the Categories entered. The Academy will not alter these selections, nor does it assume responsibility for the selection(s) made by the Entrant.

Note: For those categories where entrants are restricted to a set number of allowable recipients (for example, there is a limit of 6 people eligible in Best Sports Program), the entering party will deem those entrants eligible. All entrants are subject to credit checks, as per the eligibility rules outlined for each Category.

A Program may be entered in ONE of the following **26** Program Categories.

Special Notes Regarding Series Entries

- 1) Series and Limited Series Entries must submit **TWO (2)** episodes as representative of the Series (except in the case of documentary series, where entrants may choose to submit **ONE (1)** episode for entry).
- 2) In order to qualify, one third of a Series must air within the qualifying period between **September 1, 2016 and November 15, 2017**. The Entrant may select an episode within the season/broadcast cycle that has not yet been broadcast for submission as long as it is accompanied by a letter from the broadcaster confirming broadcast, and it meets all other eligibility requirements. **Note:** Pilots are not eligible as stand-alone Program entries
- 3) Program Category Awards will be presented to those with the qualification of **producer**. A producer shall be deemed eligible if he or she has an on-screen credit as Producer, Supervising Producer, Executive Producer, Co-Executive Producer or Series Producer. (Senior Producer and Commissioning Editor will be allowed for Informational/Documentary, Talk Shows, Sports and Analytical Programming). (Senior Executive Producer will be allowed for all Broadcaster in-house-produced Programming). **Note:** The credit "Director" is eligible in all Documentary Program categories (not Series). **Note:** A list of eligible credits can be found on the Academy website.

Special Note Regarding News, Sports and Digital Media Entries

- 1) For News, Sports, Digital Media entries: In order to qualify, one third of a Series must air within the qualifying period between **September 1, 2016 and August 31, 2017**. The Entrant may select an episode within the season/broadcast cycle that has not yet been broadcast for submission as long as it is accompanied by a letter from the broadcaster confirming broadcast, and it meets all other eligibility requirements. **Note:** Pilots are not eligible as stand-alone Program entries.
- 2) For News, Sports and Digital Media Programs: the entrant will deem the individuals eligible upon completion of the online submission.

1001. Best Limited Series or Program

Limited Series: A single Program of pre-determined length that represents a complete story in a limited number of sequential episodes which has a single storyline beginning in the first episode and concluding in the last.

Program: A Program that represents a complete story broadcast as a single Program, with a minimum run-time of 60 minutes. This Category is meant for works of fiction. Non-Fiction programming must enter into the Program Category of best fit. (*Associated Crafts: 2001, 2005, 3001, 3003, 3007, 3008, 4001, 4002, 5001, 5006, 6001, 7001, 7003, 7004, 7005, 8001, 9501, 9502, 9507, 9508, 9516*)

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1003. Best Drama Series

A continuing Series of episodes based on one or more recurring characters defined by a “Series bible” in which the primary focus is drama. (*Associated Crafts: 2002, 3002, 3007, 3008, 4001, 5001, 6001, 7001, 7003, 7004, 7005, 8001, 9503, 9504, 9505, 9507, 9508, 9516*)

1004. Best Comedy Series

A continuing Series of episodes based on one or more recurring characters defined by a “Series bible” in which the primary focus is comedy. (*Associated Crafts: 2005, 3003, 3007, 3008, 4002, 5006, 6001, 7001, 7003, 7004, 7005, 8001, 9516, 9531, 9532, 9533, 9534*)

1006. Best News or Information Series

A continuing non-fiction Series dealing with an *in-depth* topic of general interest whose presentation is largely influenced by principles of journalism and newsworthiness. Entrants must submit 2 episodes in regular format, that best represent the series as a whole. Editing and compilations will not be allowed, except for the deletion of commercials. **Note:** This Award is intended to honour a complete news or information series, and is not meant as an award given for best individual program within a series. (*Associated Crafts: 3007, 3008, 4006, 5003, 6004, 7002, 7005, 8003, 9001, 9530*)

1007. Best Reality/Competition Program or Series

A real-life character-based, story-driven, non-fiction Program or Series that includes constructed situations, which may include elements of competition. (*Associated Crafts: 2013, 3004, 3007, 3008, 4004, 5005, 6004, 7002, 7005, 8003, 9520*)

1008. Best Sketch Comedy Program or Series

A single Program or a continuing Series of episodes, presenting sketch comedy performance. (*Associated Crafts: 2003, 3007, 3008, 3009, 4002, 5006, 6001, 7001, 7003, 7004, 7005, 8001, 9513, 9520*)

1009. Best Lifestyle Program or Series

A single non-fiction Program or continuing series of episodes characterized by elements of interviews and discussion, including topics such as culture, politics, arts and entertainment, media, design, food, fashion, relationships, travel, and recreational interests. Program may include elements shot on set and/or in-the-field. (*Associated Crafts: 2007, 3004, 3007, 3008, 4004, 5003, 6004, 7002, 7005, 8003, 9520*)

1010. Best Live Entertainment Special

A television Program presented as a live, or “live-to tape” single Entertainment Special. Any packaged or edited shows (or “live-to-tape” shows edited before airing) are not eligible in this Category. This category is a “team award” and eligible participants include: producers, picture editors, production designers, photographers and sound professionals. Directors, Writers and Performers are not eligible here, and must enter into the appropriate category. (*Associated Crafts: 2003, 2007, 3004, 3007, 3008, 3009, 7002, 7003, 7004, 7005, 8003, 9525*)

1011. Donald Brittain Award for Best Social/Political Documentary Program

A Program dealing with a single (or multiple) Social/Political, non-fiction subjects. Any single Program from an Anthology, Strand and/or Compilation Series devoted to Social/Political non-fiction subject matter is also eligible. (*Associated Crafts: 2008, 3005, 3007, 3008, 4005, 5004, 6004, 7002, 7005, 8003, 9530*)

1012. Best History Documentary Program or Series

A Program or Series dealing with historical non-fiction subject matter. Any single Program from an Anthology, Strand and/or Compilation Series devoted to non-fiction subject matter is also eligible. The Anthologies, Strands and/or Compilation Series themselves, are not eligible to enter this Category. (*Associated Crafts: 2008, 2009, 3005, 3007, 3008, 4005, 5004, 6004, 7002, 7005, 8003, 9530*)

1013. Best Talk Program or Series

A single non-fiction Program or continuing series of episodes characterized by elements of discussion, including topics such as culture, politics, arts and entertainment, media, design, food, fashion, relationships, travel, and recreational interests. (*Associated Crafts: 2007, 3004, 3007, 3008, 4004, 5005, 6004, 7002, 7005, 8003, 9520, 9525*)

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1014. Rob Stewart Award for Best Science or Nature Documentary Program or Series

A Program or Series dealing with scientific or nature-based non-fiction subject matter. Any single Program from an Anthology, Strand and/or Compilation Series devoted to non-fiction subject matter is also eligible. The Anthologies, Strands and/or Compilation Series themselves, are not eligible to enter this Category. *(Associated Crafts: 2008, 2009, 3005, 3007, 3008, 4005, 5004, 6004, 7002, 7005, 8003, 9530)*

1015. Best Biography or Arts Documentary Program or Series

A Program or Series dealing with a single (or multiple) biographical non-fiction subject matter, or a non-fiction Program or series devoted to the arts (painting, dance, music, etc.), or to the artists who practice them. Any single Program from an Anthology, Strand and/or Compilation Series devoted to non-fiction subject matter is also eligible. The Anthologies, Strands and/or Compilation Series themselves, are not eligible to enter this Category. *(Associated Crafts: 2008, 2009, 3005, 3007, 3008, 4005, 5004, 6004, 7002, 7003, 7004, 7005, 8003, 9530)*

1016. Best Documentary Program

Meant for single documentaries dealing with non-fiction subject or subjects. Any single Program from an Anthology, Strand and/or Compilation Series devoted to non-fiction subject matter is also eligible. **Note:** In cases where a documentary program aired as part of a strand is entered, direction Category 2009* must be entered. *(Associated Crafts: 2008, *2009, 3005, 3007, 3008, 4005, 5004, 6004, 7002, 7005, 8003, 9530)*

1017. Best Animated Program or Series

A single Program or Series of episodes relying primarily on animation techniques for visual images. *(Associated Crafts: 2012, 3007, 3008, 3010, 5001, 5006, 6003, 7005, 8004, 9528)*

1018. Best Pre-School Program or Series

A single Program or Series, over 3 minutes in length, either drama or non-fiction, that is clearly intended for the entertainment and/or education of children 6 years of age or under. *Animated Shows are eligible to enter this category* *(Associated Crafts: 2010, 2012, 3006, 3007, 3008, 4002, 5001, 5003, 5005, 5006, 6001, 6003, 7001, 7002, 7003, 7004, 7005, 8001, 8003, 9515, 9516, 9528)*

1019. Best Children's or Youth Fiction Program or Series

A single fiction Program or Series that is clearly intended for the entertainment and/or education of youth 7 years of age or older. Scripted re-enactments, including comedy, are eligible in this Category. Animated shows are ineligible in this category and must enter either 1017, or 1018 depending on subject matter *(Associated Crafts: 2010, 3006, 3007, 3008, 4001, 4002, 5001, 5006, 6001, 7001, 7003, 7004, 7005, 8001, 9515, 9516)*

1020. Best Children's or Youth Non-Fiction Program or Series

A single non-fiction Program or Series that is clearly intended for the entertainment and/or education of youth 7 years of age or older. Variety, performing arts, magazine style and talk Programs/Series are eligible in this Category. Animated shows are ineligible in this category and must enter either 1017, or 1018 depending on subject matter. *(Associated Crafts: 2010, 3006, 3007, 3008, 4004, 4005, 4006, 5003, 5004, 5005, 6004, 7002, 7004, 7005, 8003, 9515, 9520, 9525,*

1022. Best Live Sports Event

A live, non-fiction Program that presents an entire sports event. "Live" shall be construed to mean an unedited Program produced in real time. A montage comprised of two 30-minute clips of unedited, as-aired material will be used for the judging process. *(Associated Crafts: 2011, 3007, 3008, 7005, 9002, 9003, 9522, 9523, 9524)*

1023. Best Sports Program or Series

A complete Program or Series that features analysis of current sporting events or sporting issues by more than one individual. This Award is intended to honour up to 6 members of the production team directly responsible for the Sports Program or Series *(Associated Crafts: 3007, 3008, 5003, 6004, 7002, 7005, 8003, 9002, 9003, 9522, 9523, 9524)*

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1024. Best Variety or Entertainment Special

This category is meant for “non-live” productions, or edited/packaged “Live-to-tape” programs. The award will be presented to a team consisting of producers, picture editors, production designers, photographers and sound professionals. Directors, Writers and Performers are not eligible here, and must enter into the appropriate category. (Associated Crafts: 2003, 2007, 2013, 3004, 3007, 3008, 3009, 4004, 5005, 6004, 7002, 7005, 8003, 9520)

1025. Best Local Newscast

A complete Program in content, production and presentation. This Award is for a regularly scheduled local news broadcast (and must be entered as a Series). Entrants must submit 2 episodes in regular format, with commercials. Editing and compilations will not be allowed. One episode is to be of the **November 17, 2016** broadcast; the second episode is to be the choice of the Entrant, within the Qualifying Period. This Award is intended to honour up to 5 members of the production team directly responsible for the Newscast. (Associated Crafts: 3007, 3008, 4006, 5003, 6004, 7002, 7005, 9001, 9518, 9521, 9530)

1026. Best Factual Series

A continuing non-fiction Series of general interest, which documents real-life events and/or people. (Associated Crafts: 2009, 3007, 3008, 3011, 4005, 5003, 6004, 7002, 7005, 8003, 9525, 9530)

1027. Best National Newscast

A complete Program in content, production and presentation. This Award is for regularly scheduled national news broadcast (and must be entered as a Series). Entrants must submit 2 episodes in regular format, with commercials. Editing and compilations will not be allowed. One episode is to be of the **November 17, 2016** broadcast; the second episode is to be the choice of the Entrant, within the Qualifying Period. This Award is intended to honour up to 5 members of the production team directly responsible for the Newscast. (Associated Crafts: 3007, 3008, 4006, 5003, 6004, 7002, 7005, 9001, 9517, 9519, 9530)

NOTE: If fewer than three (3) eligible Entries are submitted in either **Best National Newscast OR Best Local Newscast**, the Categories will be collapsed into one Best Newscast Award

1028. Best News or Information Program

A non-fiction program dealing with a single *in-depth* topic of general interest whose presentation is largely influenced by principles of journalism and newsworthiness. This Award is intended to honour up to 6 members of the production team directly responsible for the Program, and includes multi-camera direction, live, live-to-tape or taped, in- studio or the field. **Note:** If the credited photographer is entered as part of 6-member team in this Category, they may not be entered in Photography Category 4006 as well. **Note 2:** Single programs entered to represent a series in **Best News or Information Series** category are eligible to enter as one-off programs in **Best News or Information Program**. (Associated Crafts: 3007, 3008, 4006, 5003, 6004, 7002, 7005, 8003, 9001, 9530)

1029. Best News Special

This Award honours coverage of a key news story. Entrants may submit up to two (2) consecutive hours of the news special for jury consideration. No editing will be allowed, except for the deletion of commercials. This Award is intended to honour up to 6 members of the production team directly responsible for the News Special. (Associated Crafts: 3007, 3008, 4006, 5003, 6004, 7002, 7005, 9001, 9517, 9518, 9519, 9521, 9530)

INTERACTIVE DIGITAL MEDIA AWARDS

Eligibility requirements include:

1. The cross-platform project or original Program produced for digital media must be produced by a Canadian company.
2. The cross-platform project must be related to a previously published or produced work. Affiliated source material does not have to be Canadian, as long as the cross-platform project is.
3. The original Program produced for digital media must first or simultaneously be made available to the public on a digital medium other than television. In the case of digital projects or web-series presented in sequential segments or episodes, a minimum of one third of the segments/episodes must have been made available to the public during the Qualifying period.
4. Any entry in the Interactive Digital Media categories must **not** be used primarily to advertise a specific product.
5. The cross-platform project must have gone live and the original Program produced for digital media must have been made available to the public, in Canada, during the Qualifying Period.

Note 1: For Digital Media Categories 1030-1039, the entrant will have to confirm the following information when completing the online submission process: a complete description of the project, including desired intent of the project, confirmation the project was produced by a Canadian company and was made available in Canada within the current Qualifying Period; confirmation of the project's "go-live" date and a 60-word synopsis of the project.

Note 2: For Series entries in the Digital Media categories, entrants are required to submit two (2) episodes to represent the series as a whole. In the case where the sum of two episodes is less than 10 minutes of content, the entrant may provide up to 10 minutes of content (drawn from other episodes in the entered series), for jury review

INTERACTIVE DIGITAL MEDIA - CROSS PLATFORM CATEGORIES

Note: For categories 1030-1032, it is a **requirement** that entrants include: **(1)** a **LIVE LINK** to the corresponding cross platform project, and **(2)** a **DIGITAL WALK-THROUGH VIDEO** of the project entered. The entry must be accompanied by a letter from the broadcaster confirming "go-live" launch date.

Note 2: if the corresponding Program or Series has been attached to a cross-platform entry in the past (i.e. a project previously entered for Season one of a Series, and this year, a new project is entered for Season two of the same Series), the entrant must outline differences between the project entered previously, and the current project entered for consideration.

1030. Best Cross-Platform Project – Fiction

An interactive project that enhances the user's enjoyment of a television Program/Series through such platforms as mobile, the Web and other portable devices. Entries must be associated with a specific Program or Series that meets the eligibility requirements for the Canadian Screen Awards. The TV partner, however, **does not** necessarily have to be entered in the Canadian Screen Awards.

Projects entered in the Category of Best Cross-Platform Project – Children's & Youth are not eligible in this Category.

1031. Best Cross-Platform Project – Non-Fiction

An interactive project that enhances the user's enjoyment of a television Program/Series through such

platforms as mobile, the web and other portable devices. Entries must be associated with a specific Program or Series that meets the eligibility requirements for the Canadian Screen Awards. The TV partner, however, does not necessarily have to be entered in the Canadian Screen Awards.

1032. Best Cross-Platform Project – Children's and Youth

An interactive project that enhances the user's enjoyment of a television Program/Series through such platforms as mobile, the web and other portable devices. Entries must be associated with a specific Program or Series that meets the eligibility requirements for the Canadian Screen Awards. The TV partner, however, does not necessarily have to be

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entered in the Canadian Screen Awards.

INTERACTIVE DIGITAL MEDIA – ORIGINAL PRODUCTIONS

Note: For Categories 1033-1035, entries **must** be accompanied by a digital file of the program OR two episodes selected to represent the series. If available, a high definition trailer and/or still from production (300 dpi .jpg) is encouraged to be submitted.

1033. Best Web Program or Series, Fiction

An original video Program or Series, the first broadcast of which is intended for a digital medium other than television.

1034. Best Web Program or Series, Non-Fiction

An original Program or Series, the first broadcast of which is intended for a digital medium other than television.

1035. Best Original Interactive Production

An original, interactive Program, Series or Project, of which the first public exhibition is intended for a digital platform other than television. For entrants submitting Digital Apps, download codes and instructions are required at time of submission.

1036. Best Actress, Web Program or Series

Entrants must include high-resolution .jpg (300dpi) headshots of each entered performer. For each performer entered, the episode entered to represent performance should be uploaded to the Online Entry Site.

1037. Best Actor, Web Program or Series

Entrants must include high-resolution .jpg (300dpi) headshots of each entered performer. For each performer entered, the episode entered to represent performance should be uploaded to the Online Entry Site.

1038. Best Direction, Web Program or Series

Entrants must include high-resolution .jpg (300dpi) headshots of each entered performer. For each performer entered, the episode entered to represent performance should be uploaded to the Online Entry Site.

1039. Best Immersive Experience

An original, interactive project that enhances user experience through virtual Reality, Augmented Reality, or Locative technologies accessible on mobile devices and tethered Head-Mounted Displays.

NEW CATEGORY

1040. Best Host, Web Program or Series

CRAFT CATEGORIES

***Your Entry fee for one Program Category also includes up to two “free” Craft or Performance Categories. Any Craft or Performance Category Entry after the initial two included in your Entry fee will cost \$155 for Members or \$305 for Non-Members.

NOTE: Ensure the choices of Craft Categories are appropriate to the Program Category in which the Program is eligible (i.e. if entering in Best Dramatic Series, the Craft Categories would be Best Direction in a Dramatic Series, Best Photography in a Dramatic Program or Series, etc.)

For each Craft Category, any episode of a Series that meets the eligibility criteria may be submitted. There is no limit to the number of Craft Categories that can be entered.

In some cases, an entrant in Visual Effects, Make-up and/or Sound may be asked to submit a DVD for the purpose of jury viewing.

Special Note: Original Material

These Categories are intended to reward ORIGINAL WORK. With regard to previously created materials (i.e. film clips, stock music, previously recorded CDs, etc.) eligibility for Craft Categories requires that **at least 70% of the Entrant’s contribution be original to that Program and not previously recorded or published.**

Special Note: News/Sports Categories: A maximum of (3) entries from a single show are eligible in a single Category.

DIRECTION

Note: For all Direction Categories, a maximum of two (2) individuals with the on-screen credit of “Director” are eligible for Entry.

Note 2: A single director may enter themselves ONCE per series with ONE episode representing their work on that series.

2001. Best Direction, Drama Program or Limited Series

Note: Documentaries aired as part of strands, and/or compilation series must enter in 2009.

2002. Best Direction, Drama Series

2010. Best Direction, Children’s or Youth

2003. Best Direction, Variety or Sketch Comedy

2011. Best Direction, Live Sports Event

2005. Best Direction, Comedy

2012. Best Direction, Animation

2007. Best Direction, Lifestyle or Information

Note: The credit Supervising Director is also eligible for Entry for this Category ONLY.

2008. Best Direction, Documentary Program

2013. Best Direction, Reality/Competition

2009. Best Direction, Documentary or Factual Series

WRITING

Note 1: For all Writing Categories, individuals with the on-screen credit of Writer, Written By, Teleplay By, Story By, Screen Story By, Documentary Script By, Adapted By, Narration Written By and Continuity Writer are eligible.

Note 2: The Research Categories (3007/3008) are intended to honour up to six (6) individuals responsible for the editorial / visual research. For news and current affairs programming, eligible credits can include (but are not limited to) producers, journalists, and APs. Entrants must include a short document outlining key points, challenges, time-restraints and any other information in support of the nomination.

Note 3: A single writer, or writing team may enter themselves ONCE per series with ONE episode representing their work on that series.

- 3001. Best Writing, Drama Program or Limited Series**
- 3002. Best Writing, Drama Series**
- 3003. Best Writing, Comedy**
- 3004. Best Writing, Lifestyle or Reality/Competition**
- 3005. Best Writing, Documentary**
- 3006. Best Writing, Children's or Youth**
- 3007. Barbara Sears Award for Best Editorial Research**
- 3008. Barbara Sears Award for Best Visual Research**
- 3009. Best Writing, Variety or Sketch Comedy**
- 3010. Best Writing, Animation**
- 3011. Best Writing, Factual**

PHOTOGRAPHY

Note: For all Photography Categories: The Award will go to a maximum of two (2) individuals with the on-screen credit of Director of Photography, Cinematographer, Videographer, Lighting Director or Lighting Designer. Director of Photography must be included.

Note 2: A single photographer, or photography team may enter themselves ONCE per series with ONE episode representing their work on that series.

4001. Best Photography, Drama

4002. Best Photography, Comedy

4004. Best Photography, Lifestyle or Reality/Competition

4005. Best Photography, Documentary or Factual

4006. Best Photography, News or Information

This Award honours achievement for Photography and camera work on a non-fiction program, series, or segment dealing with a topic whose presentation is largely influenced by principles of journalism and newsworthiness. Editing and compilations will not be allowed, except for the deletion of commercials. The Entrant must have shot more than 90% of the material entered. **Note:** Entrants cannot enter this Category if entered as part of entry in Category

1028.PICTURE EDITING

Note: For all Picture Editing Categories: Individuals with the on-screen credit of Editor or Edited By will be the only individuals eligible. In the absence of a credited editor, or in the case of multiple editors (a.k.a. "editing teams") the person(s) primarily responsible for the production's picture editing are eligible for entry. All Series entries (including Limited Series) must enter single-episode editors (or editing teams) as separate entrants.

Note 2: A single editor, or editing team may enter themselves ONCE per series with ONE episode representing their work on that series.

5001. Best Picture Editing, Drama

5003. Best Picture Editing, Factual

5004. Best Picture Editing, Documentary

5005. Best Picture Editing, Reality/Competition

5006. Best Picture Editing, Comedy

SOUND

Supplementary Sound Note:

The rules for the Canadian Screen Award nominations are created to provide clear guidelines as to which positions are included in the various Sound Categories. Inevitably there will be some cases where the producers and sound supervisors feel their project does not fit within the bounds of the rules. In this case, an explanation may be submitted to the Academy (at the time of entry), and upon approval, the additional entrant(s) will be entered. Entrants are encouraged to outline the challenges faced when editing and mixing each project. Episodes uploaded should be provided with highest quality audio (see online entry for exact specifications).

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Note: A single sound person, or sound team may enter themselves ONCE per series with ONE episode representing their work on that series.

6001. Best Sound, Fiction

Note: A maximum of eleven (11) individuals with the following allowable credits and limits: two re-recording mixers, one location recordist, one dialogue editor, one ADR editor, two FX editors, one sound supervisor, two foley artists, one music editor OR recording engineer.

6003. Best Sound, Animation

Note: A maximum of six (6) individuals may be entered for this “Overall” Sound Award.

6004. Best Sound, Non-Fiction

Note: A maximum of four (4) individuals may be entered for this “Overall” Sound Award.

PRODUCTION DESIGN

Note 1: The Production Designer and Set Decorator are automatically eligible, and are required entrants. In the absence of a Production Designer, the Art Director and Set Decorator are automatically eligible. In a production that has a Production Designer, Art Director, and Set Decorator, a letter from the Production Designer requesting that all three credits be allowed for Entry must be submitted at time of Entry.

Note 2: A written description of no more than one-page of the work or process involved is required for Categories 7001 and 7002. Appeals will not be accepted for consideration for credits in the Production Design Categories.

Note 3: A single production designer, or production design team may enter themselves ONCE per series with ONE episode representing their work on that series.

**7001. Best Production Design or Art Direction,
Fiction**

**7002. Best Production Design or Art Direction,
Non-Fiction**

COSTUME DESIGN, MAKE-UP

Note 1: Appeals will not be accepted when considering credits in the Costume Design and Make-Up Categories.

Note 2: A single costume designer or make-up artist, or, costume designer or make-up team team may enter themselves ONCE per series with ONE episode representing their work on that series.

7003. Best Costume Design

Note: A written description of no more than 200 words of the work or process involved must be included.

7004. Best Achievement in Make-Up

Note: 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 of no more than 200 words of the work or process involved must also be

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included. Entrants who do not include these documents run the risk of disqualification.

VISUAL EFFECTS

Note 1: An edited compilation of the “as aired” effects (15 minutes max), accompanied by a written description of no more than three pages of the work or process involved, is required. Entrants in the Visual Effects Category must submit a digital file of the compilation. For a Series Entry, clips on the compilation must be drawn from one episode. The Program from which these segments are drawn must meet all other Program Entry requirements. Entrants may also submit Before and After shots.

Note 2: 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 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.

7005. Best 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.).

MUSIC

Note: For all Music Categories a detailed music cue sheet (SOCAN format or similar) showing individual music cues must accompany Entries. As all Music Categories acknowledge original work, the composer listed must have written a minimum of 70% of the overall length of the music and the contribution must be original to the Program and not previously broadcast. A maximum of three (3) composers can be submitted as defined by the music cue sheets.

8001. Best Original Music, Fiction

Original music for a single fiction Program or a single episode of a continuing fiction Series.

8003. Best Original Music, Non-Fiction

Original music for a single Program or a single episode of a continuing Series dealing with non-fiction topics.

8004. Best Original Music, Animation

Original music for a single animated Program or a single episode of a continuing animated Series.

PROGRAMMING SEGMENTS

9001. Best News or Information Segment

A self-contained segment of a Program greater than 5 minutes in length and no more than 2/3 the entire length of the Program. An entire Program is not eligible. The Authorized Representative will deem those individuals eligible upon Entry with their signature. Entrants may not be entered in any Directing, Writing, Photography, Editing, Sound, Reporting or Program categories, as a Researcher/Story Editor, Journalist/Reporter, Camera Operator, Editor, Sound Recordist, Videographer or Anchor/Host/Interviewer for the same segment. This Award is intended to honour up to 6 members of the

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production team directly responsible for the segment.

9002. Best Sports Feature Segment

A non-fiction single edited short or feature (historical or contemporary), broadcast in one or more parts. A self-contained piece of a Program greater than 5 minutes in length and no more than 2/3 the entire length of the Program. Documentaries are not eligible within this Category. Entrants may not be entered into any Directing, Writing, Photography, Editing, Sound or Reporting or Anchor/Host/Interviewer Categories for the same segment. This Award is intended to honour up to 6 members of the production team directly responsible for the segment.

9003. Best Sports Opening/Tease

The sports opening/tease is one of the marquee content items for the sports broadcasting industry. Entries should be a single edited opening/tease broadcast in one part, for sports programs. This Award is intended to honour up to 6 members of the production team directly responsible for the piece.

PERFORMANCE CATEGORIES

Ensure that the choices of Performance Categories are appropriate to the Program Category in which the Program is eligible (i.e. if entering Best Dramatic Series, the Performance Categories would be Best Performance by an Actor in a Continuing Leading Dramatic Role, etc.). For each Performance Category, ANY episode of a Series may be submitted. There is no limit to the number of Performance Categories that can be entered. Head shots (in .jpg file format) must be submitted for all entered performers. It is the decision of the entrant to enter into the Lead or Supporting performance categories. Actor categories include those who identify as male, and actress categories include those who identify as female.

Note regarding dubbing:

If all the dialogue of any role has been dubbed by another performer, the performance will not be eligible.

Note 1: For all Supporting and Guest Performance Categories: Cue sheets for the actors' performance must be submitted. i.e. time-codes taken from uploaded show (in/out times) noting when actor appears on screen. DO NOT UPLOAD FULL SCRIPTS. For Best Performance in a Supporting Role (series entries), the entrant has a CHOICE of uploading either ONE or TWO episodes or a COMPILATION of the two episodes being entered for consideration. All Entrants in the Supporting Categories must appear in a significant number of all series episodes to be eligible. The performer must feature prominently in the episode(s) entered for consideration.

Note 2: A single lead performer may enter themselves ONCE per series with ONE episode representing their work on that series.

9501. Best Lead Actor, Drama Program or Limited Series

9502. Best Lead Actress, Drama Program or Limited Series

9503. Best Lead Actor, Drama Series

9504. Best Lead Actress, Drama Series

9505. Best Guest Performance, Drama Series

9507. Best Supporting Actor, Drama

9508. Best Supporting Actress, Drama

Note: For Ensemble Category 9513 – Best Performance in a Sketch Comedy (Individual or Ensemble), each member of the ensemble cast being put forward for consideration must be present in the episode submitted with the Entry. If a show's cast is being entered as an ensemble, individual entries may not be entered as well.

9513. Best Performance, Sketch Comedy (Individual or Ensemble)

9515. Best Performance, Children's or Youth

9516. Best Achievement in Casting

Drama or Comedy Program or Series, Limited Series, and Programs are eligible. Stand-up comedy Programs or Series and voice casting are not eligible. Eligible Entrants: individuals with the credit of Casting Director or Local Casting Director.

9531. Best Lead Actor, Comedy

9532. Best Lead Actress, Comedy

9533. Best Supporting or Guest Actor, Comedy

9534. Best Supporting or Guest Actress, Comedy

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Important Note Regarding ANCHOR and HOST Categories: For Categories 9517 to 9525, as well as 9529 and 9530: Entrants **ARE REQUIRED** to upload a digital compilation reel AS A SINGLE FILE (that may consist of up to three unedited, as-aired clips) not to exceed a total of 30 minutes in length. The Programs from which these segments are drawn must meet all other Program Entry requirements.

9517. Best News Anchor, National

Best Anchor or Anchor Team for a nationally broadcast newscast. This award is intended to honour a single Anchor, or in the case of co-anchors, a single Anchor Team. Entrants may include newscasts aired on network and specialty channels.

9521. Best News Anchor, Local

Best Anchor or Anchor Team for a locally broadcast newscast.

*NOTE: If fewer than three (3) eligible Entries are submitted in either **Best News Anchor, National OR Best News Anchor, Local**, the Categories will be collapsed into one Best Anchor Award*

9518. Best Reportage, Local

Note: This Award honours achievement in the coverage of a Local News story. Ongoing coverage of a story can be represented by ONE DIGITAL FILE including a maximum of three reports no longer than 5 minutes in length apiece. Up to a maximum of three individuals are eligible for Entry with optional inclusion of Cameraperson and/or Sound person in the case of a picture - or sound-driven story.

9519. Best Reportage, National

Note: This Award honours achievement in the coverage of a National News story. Ongoing coverage of a story can be represented by ONE DIGITAL FILE including a maximum of three reports no longer than 5 minutes in length apiece. Up to a maximum of three individuals are eligible for Entry with optional inclusion of Cameraperson and/or Sound person in the case of a picture - or sound-driven story.

9520. Best Host in a Program or Series

9522. Best Sports Host

9523. Best Sports Play-by-Play Announcer

A Play-by-Play Announcer describes action at a live sporting event. **Note:** A compilation video file of clips of calls, scores, goals, etc. is **REQUIRED** for entry. This should be edited as ONE DIGITAL FILE of as-aired content, and can include up to three (3) separate clips not to exceed a total of 30 minutes in length

9524. Best Sports Analyst

9525. Best Host in a Live Program or Series

9528. Best Performance, Animation

Only individual performers may be entered into 9528. An image of the animated character, as well as cue-sheet outlining exact "in" and "out" times on-screen, is required.

9530. Best Host or Interviewer in a News or Information Program or Series

This awards honours achievement for a host or interviewer in a non-fiction program or series dealing with topic whose presentation is largely influenced by principles of journalism and newsworthiness.

SPECIAL AWARDS

A call for recommendations for the Special Awards will be emailed to all Academy members prior to the Canadian Screen Awards. For more information on Special Awards please contact your local Academy office. Entry fees are not required for Special Award Categories. A full list of Special Award winners is

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available at www.academy.ca.

Note: Special Awards are given at the discretion of the Academy’s Board of Directors.

- **Academy Board of Directors’ Tribute**
- **Academy Icon Award**
- **Golden Screen Award for TV Drama / Comedy**
- **Golden Screen Award for TV Reality Show**
- **Earle Grey Award for a Performer’s Exceptional Contribution to Canadian Television**
- **Fans’ Choice Award**
- **Gordon Sinclair Award To Honour an Exceptional Contribution to Canadian Television Journalism**
- **Humanitarian Award**
- **Lifetime Achievement Award**
- **Margaret Collier Award for a Writer’s Exceptional Contribution to Canadian Film & Television**
- **Outstanding Technical Achievement Award**
- **Social Innovator Award**

DEFINITIONS

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 AUDITORS

The accounting firm, which tabulates the votes.

RULE OF SIX

If fewer than six Entries are received in a single Category, the decision to award the Category is left at the discretion of the Academy. In this situation, the Category may be collapsed into another Category.

SEASON/PRODUCTION CYCLE

A number of episodes produced as a distinct group to be presented in a regular pattern.

CANADIAN PRODUCTION

A Program is deemed Canadian if it complies with the rules and requirements of the CRTC, the Canadian Audio/Visual Certification Office. Co-productions and Independent Productions must provide CRTC/CAVCO Canadian Certification but Broadcaster-produced works warrant that they meet the criteria of CRTC/CAVCO requirements by agreeing to the terms and conditions, on the Academy’s online submission page.

Note 1: Eligibility for Minority Co-Productions (Drama) can be found on Page 5 of this booklet.

Note 2: A Program that receives a CRTC ‘C’ number solely because it is “twinned” with a Canadian production will not be eligible unless:

- a) the director and screenwriter(s) are Canadian;
- b) one of the three principal performers is Canadian, and,
- c) one of the cinematographer, production designer, composer or editor is Canadian or, **in the case of an Anthology Series, 70% of the episodes are Canadian.**

THE JUDGING PROCESS

HOW IT WORKS

Nominations for the Program, Performance and Digital Media categories are determined by nominating jury. The Television Craft category nominations will be determined by direct vote by Academy craft membership branches. If a TV Program or Performance category receives fewer than 10 entries (or less than 15 hours of total entered footage), nominations will be determined by Academy membership branch vote, rather than a jury vote.

JURIES / MEMBERSHIP VOTING

1. A call for Jurors is made to the Academy membership. The respondents will sit on the Nominating Juries, and be responsible for selecting the Nominees in each Award Category.
2. Each Jury is chaired by, and includes television industry professionals with expertise in the particular Categories for which the Jury is responsible, as well as members with expertise in different but related areas of television production.
3. Typically, there is one jury group per Category. In some cases, the same jury will judge two categories, if those categories receive a minimal number of entries. A maximum of seven and a minimum of five Jurors will serve on each Jury, except for circumstances when less than five or more than seven is deemed acceptable by the Academy. All Jurors, including the Chair, may vote. All Juries must watch a minimum of 50% of each Program submitted. Juries are drawn from across the country, and are held in major markets across the country.
4. Each juror will pre-screen all entries. When meeting during the jury weekend, jurors will come to consensus on the five nominees*, and personally rank each choice 1 to 5 by secret ballot.

*The number of nominees will vary between 2 – 5 depending on the number of entries received in each Category.

5. All Jury deliberations are confidential. The Academy does not reveal which juror sat on which Jury. The Jurors may not reveal which Jury they have served on nor discuss the Jury screenings outside of the Jury session.

6. Ballots are confidential and will be sent directly from the Jury site in sealed envelopes to the Ballot Auditors who will tabulate them.

News / Sports Categories

All News and Sports Categories are judged by individuals selected through consultations with broadcasters. These jurors are responsible for choosing the nominees and winners in the News and Sports Categories.

Policy on Conflicts of Interest

Each jury member is required to sign a Conflict of Interest form prior to the commencement of judging. While the Academy makes every effort to resolve direct conflicts of interest before the Juries sit, some indirect conflicts cannot be avoided. If a situation exists wherein an indirect conflict presents itself, the Academy will try to minimize conflicts and balance the interests of all parties in order to get the best qualified Jurors. If an unexpected conflict of interest should arise, the jury member in question will be disqualified from voting.

7. **Number of Nominations** - There may be up to five Nominations per Category, depending on the number of Entries. The number of Nominations per Category varies according to the number of Entries.
8. Entrants are responsible for the Category in which a Program has been entered. Juries cannot change the Category in which a Program has been entered, but must judge it against all other Programs in the Category that the Entrant has chosen.
9. The Nominations will be announced at a press conference following Jury and membership voting.
10. Juries and/or Television Division Branch members may recommend Special Awards for Achievement(s) not covered by existing Awards Categories.
11. Entries will be judged exactly as entered. If a submission has been entered incorrectly, the Jury may not change it.

**CANADIAN SCREEN AWARDS – TELEVISION & DIGITAL MEDIA
2018 RULES & REGULATIONS**

12. **Final Balloting** – To verify or change your membership status, please contact the Academy’s Membership Department by **5:00 p.m. ET on January 12, 2018**. Only voting members are allowed to vote. No changes can be made once the nominations are announced.
13. Once the Nominees have been determined, final ballots will be prepared for each Category and presented on a secure online voting website to the membership. Nominees will be presented alphabetically in each Category.
14. All final ballots are secret, and will be received and tabulated by the Ballot Auditors. All results remain confidential until the envelopes are opened at the Awards presentations.
15. All Television division members have the right to vote in all Television categories. Digital Media Members vote in all Digital Media categories. Québec members working in English TV over the last two years may also vote upon notifying the National Office.
16. The final vote will be weighted 50% jury, 50% membership, to reflect the contribution of jury and Academy members across Canada. The Digital Media Categories (1030-39), will be weighted 70% jury, 30% membership.
17. In the event of a single Nomination in a Category, the ballot will reflect both an Award and No Award option.

STATUTE OF LIMITATIONS
After the nominations are announced, except in cases where the omission of an Entrant results from an Academy error, the Academy will accept requests in writing from the Authorized Representative (see Definitions) to include additional eligible Entrants. A fee of \$100 per individual Entrant will be charged for each change. Requests for changes will not be considered after ten business days following the announcement of the nominations. Appeals to the Rules and Regulations will not be accepted past the deadline of **September 1, 2017**. Please see the Rules and Regulations appeal process on the next page (25).

STATUES AND CERTIFICATES

STATUES

The Academy will provide one (1) statue for each Category to the “primary recipient” as indicated on the Online Entry Form (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 programs may purchase up to three (3) commemorative statues for the production company or broadcaster of the winning program. Commemorative statues may only be ordered for programs that have won in the Program 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.

CERTIFICATES

Certificates will no longer be automatically mailed out, instead, each Nominee and Winner will be required to fill out an order form found on www.academy.ca to order their certificate FREE OF CHARGE. Additional certificates may also be ordered by completing the same form; the fees remain the same as past years. Only Nominees and Winners names may appear on their respective Certificates.

APPEALS & RECOMMENDATIONS PROCESS

RULES & REGULATIONS APPEALS

During the Entry process, Entrants may appeal certain Rules & Regulations by using the appropriate forms. Deadline for appeals is **September 1, 2017**. Only appeals on the appropriate forms will be accepted, no appeals will be considered after the deadline. Please visit www.academy.ca for more copies of this form online.

Procedure for Appeals to the Rules and Regulations

- All appeals must be submitted before the final appeal deadline (**September 1, 2017**).
- All appeals must be accompanied by The Academy of Canadian Cinema and Television Awards Appeals Form, and contain all appropriate documents. Official Appeals forms can be found online at www.academy.ca.
- Appeals will not be taken into consideration for credits in Production Design Categories.
- Appeals will not be taken into consideration for credits in the Costume Design and Make-Up Categories.
- All submissions of Appeals are to be received by the Academy 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 (**March 23, 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 at www.academy.ca.
- All submissions of recommendations are to be received by the Academy before being considered by the Rules & Regulations Committee.
- No recommendations will be accepted after the deadline

CANADIAN SCREEN AWARDS – TELEVISION & DIGITAL MEDIA
2016 RULES & REGULATIONS
For Programs aired between September 1, 2014 and August 31, 2015

FREQUENTLY ASKED QUESTIONS

- Q: *Why do I need to upload my show this year? Are DVDs being used at all?***
The Academy is now working with digital files as opposed to hard-copy DVDs. In some cases, an entrant will be asked to provide a DVD, when a digital file does not suffice.
- Q: *Is a Limited Series considered a Program or a Series?***
A Limited Series (formerly known as “Mini-Series”) is a Program, and is judged as such.
- Q: *I would like to enter someone for a PROGRAM Category, but his/her credit is not one of the eligible credits listed in the Rules & Regulations guidebook. Is there anything I can do?***
Maybe. Please contact your Academy representative to discuss your options.
- Q: *I would like to enter someone for a CRAFT Category, but his/her credit is not one of the eligible credits listed in the Rules & Regulations guidebook OR entering them means I exceed the allowable limit of Entrants. Is there anything I can do?***
Possibly. If the person you wish to enter has performed the duties of one of the eligible credits listed, but simply received a different credit (e.g. was given the generic credit “Sound” rather than the more specific “recording engineer”), OR they were integral to the craft work done, then a letter of appeal must be submitted, signed by the producer.
- Q: *Why do I need to include the mailing addresses of all of the Entrants?***
In addition to maintaining an up-to-date database of our Entrants and members, we require current address info. for all Entrants, so they can be sent information in the event of a nomination.
- Q: *My single Program aired on several dates; to which date do I refer when entering the awards?***
You must enter the first air date of your Program. If its first air date precedes the range of eligibility, then your show is not eligible, regardless of whether one of its repeat airings occurred within our eligibility range.
- Q: *Can I enter someone who is not a Canadian citizen?***
Yes, non-Canadian citizens are eligible as long as the Program qualifies for CRTC or CAVCO certification.

NOTE: If a minority Canadian co-production qualifies and enters into a Program category (for example, Best Drama Series), only credited Canadian citizens are eligible for entry in the associated craft and performance categories.

- Q: *Who do I make the cheque payable to?***
Please make cheques payable to The Academy of Canadian Cinema and Television
- Q: *What do I do if I haven't received my CAVCO or CRTC certification yet?***
Please upload an affidavit or copy of the first few pages of your application so we know you are in the process of waiting for certification. The final certification will be required prior to the nomination announcement.
- Q: *What do I do if my Program didn't have on-air credits?***
In the case of some news and sports Programs, on-air credits may not exist. Please have the Executive Producer create a list of credits and upload this list accordingly.

For additional inquiries, please contact:

Louis Calabro, VP, Programming at louis@academy.ca, or 416 366 2227 x 234.