



FILM
RULES & REGULATIONS

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SECTION I – 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 (“the Canadian Academy” or “the Academy”).

Each year Canadian Screen Week brings together more than 6000 key film professionals, craftspeople, and executives from across Canada to honour, celebrate, and promote the talent and accomplishments of our visual storytellers.

Each summer, 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**).

Note: The changes to the particular section in Film Rules & Regulations are marked by a star (★). For more information on 2020 Rules changes, please see our **2020 Canadian Screen Awards - Category and Rules & Regulations Change Highlights** document on academy.ca/awards.

- ★ **A. Nominating Committees and Membership Voting (Nominees)**
 - a. The following Nominating Committees are assembled from across the country, and nominations are tabulated by the Academy’s official ballot accounts, PwC:
 - i. Feature Film (Best Motion Picture, Writing, Direction, and Performance categories);
 - ii. Feature Documentary;
 - iii. Theatrical Shorts (Best Live Action Short Drama, Best Animated Short, Best Short Documentary).

- ★ **B. Feature Film Craft Categories** (Achievement in Cinematography, Achievement in Editing, etc) are determined by the Cinema Membership Branch Vote (i.e. Cinema Cinematographers branch members will view and vote in Achievement in Cinematography category, Cinema Editors in Achievement in Editing, etc).

- C. Final Voting (Winners)**
 - a. Online voting information is emailed to the Academy’s Cinema Division membership following the announcement of nominations.
 - b. 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.
 - c. 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 PM ET on Friday, February 14, 2020**.
 - d. No changes to Membership Status for the purposes of voting can be made once the nominations are announced.

- D. Winners**
 - a. Academy Ballot Accountants will tabulate the winners in each Category, once the voting period is complete.
 - b. The winners will be announced during Canadian Screen Week, **March 23 - March 29, 2020**.

- E. Special Awards**
 - a. The nominees and winner of the John Dunning Best First Feature Film Award will be determined by the Feature Film nominating committee. The winner will be announced during Canadian Screen Week.
 - b. Special Award Recipients are proposed by members, and subsequently approved by the Academy’s Board of Directors. Visit the academy’s website at academy.ca to find out more.

SECTION II – IMPORTANT DATES

Qualifying Period:

January 1, 2019 - March 29, 2020

Entry Site Open:

August 12, 2019

Early Bird entry deadline:

October 1, 2019

Final entry deadline:

October 15, 2019

Deadline for Withdrawal from Official Competition:

October 25, 2019

Nominating Committees Convene:

January 18-19, 2020

Membership Vote on Feature Film Craft Categories (Determining Nominees):

December 20, 2019 - January 17, 2020

Announcement of the Nominees:

February 18, 2020

Final Voting Opens (Determining Winners):

February 18, 2020

Final Voting Closes (Determining Winners):

March 6, 2020 at 5:00 PM ET

Canadian Screen Week:

March 23 to March 29, 2020

Canadian Screen Awards Broadcast Gala:

March 29, 2020

Deadline to appeal certain 2020 Rules & Regulations:

October 15, 2019

Deadline to recommend changes to the 2021 Rules & Regulations:

April 17, 2020

Please visit academy.ca for the latest announcements.

SECTION III – 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 25, 2019**.

A. THEATRICAL FEATURE FILMS

FEATURE FILM TIER 1 (*Films with production costs less than or equal to \$250,000*)

Early Bird: \$300

Final Deadline: \$350

FEATURE FILM TIER 2 (*Films with production costs between \$250,001 and \$1,500,000*)

Early Bird: \$500

Final Deadline: \$600

FEATURE FILM TIER 3 (*Films with production costs between 1,500,001 and \$5,000,000*)

Early Bird: \$1,000

Final Deadline: \$1,500

FEATURE FILM TIER 4 (*Films with production costs over \$5,000,000*)

Early Bird: \$1,500

Final Deadline: \$2,000

B. THEATRICAL SHORTS AND DOCUMENTARIES

Ted Rogers Best Feature Length Documentary Tier 1 (*Films with production costs less than or equal to \$250,000*)

Early Bird: \$300

Final Deadline: \$350

Ted Rogers Best Feature Length Documentary Tier 2 (*Films with production costs over \$250,000*)

Early Bird: \$500

Final Deadline: \$600

Best Short Documentary

Early Bird: \$100

Final Deadline: \$120

Best Live Action Short Drama

Early Bird: \$100

Final Deadline: \$120

Best Animated Short

Early Bird: \$100

Final Deadline: \$120

SECTION IV – WHAT CAN ENTER?

Films may be entered only by the owner of the film or the owner's Authorized Representative (see **Section XIX - 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:

- A. Qualify as a Canadian film production or co-production (Majority or Minority);
- B. **For Theatrical Feature Length Films:** have had its first commercial release in Canada in theatrical venues according to the parameters outlined **Section VI, A - Qualifying Screenings;**
- C. **For Theatrical Shorts and Documentaries:** have completed its Qualifying Screenings within the Eligibility Period according to the parameters outlined in **Section X, A - Qualifying Screenings;**
- D. Not have competed for nomination in any previous Canadian Screen Awards, Genie Awards, Gemini Awards, or Prix Gémeaux.

SECTION V – CONDITIONS OF ENTRY

- A. The Entrant warrants that the film is eligible to be entered in accordance with the Canadian Screen Awards Rules and Regulations, as contained herein.
- B. The Entrant warrants that the Authorized Signing Person owns the production represented by the Entry or is authorized in writing by the owner to submit this Entry.
- C. 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.
- D. 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 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.
- E. The Entrant warrants that all individuals submitted for consideration herein have been notified of this Entry.
- F. 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.
- G. 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 website 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;
 - g. transfer any or all of the above-mentioned rights to one or more third parties for the aforesaid purposes; and
 - h. transfer a copy (or copies) of nominated films to a volume-storage device, for purposes of archival storage, as the Academy deems necessary.
 - i. 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 and/or enhancement or promotion of Canadian content and/or the Awards.
- H. 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.

- I. 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.
 - J. In the event of a Best Motion Picture Nomination, the Entrant will permit one public screening of the Entry in each of Vancouver, Montreal, and Toronto (and other destinations across Canada), to be organized by the Academy for promotional purposes in 2020.
 - K. The Entrant warrants that the online entry form is accompanied by all required documentation as outlined in **Section VI - C. Feature Film Entry Procedure** and **Section X - C. Theatrical Shorts And Documentaries Entry Procedure**. In any case in which the Academy determines that the required documentation 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.
 - L. 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.
 - M. The Entrant agrees that the Academy 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.
 - N. The Entrant agrees that the Academy may request three (3) DVD or Blu-Ray copies of the winning films.
 - O. There will be no refunds for Entries withdrawn from competition after **October 25, 2019.**
 - P. By submitting a film into the Canadian Screen Awards, the entrant understands and accepts the Rules and Regulations.
- 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.

SECTION VI – THEATRICAL FEATURE-LENGTH FILMS

A. QUALIFYING SCREENINGS

Commercial Screenings

During the period of **January 1, 2019 through to March 29, 2020** a minimum of one (1) consecutive week (7 days) of screenings in a regular commercial theatre to a paying audience in at least **TWO** of the following cities: Calgary, Edmonton, Halifax, Montreal, Ottawa, Quebec City, Saskatoon, St. John's, Toronto, Vancouver, Victoria, and Winnipeg. In order to qualify, a film must have a minimum of one evening screening per day during the first week of the film's theatrical release in two of the qualifying cities from the above list.

To note:

- a. 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 required and to be uploaded at the time of entry.
- b. Films that have not achieved required eligible theatrical release during the online entry period are **required** to confirm intended theatrical release will take place **BEFORE** March 29, 2020, from the distributor and exhibitor, in order to be eligible for entry.
- c. 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.

B. FEATURE FILM AWARD RECIPIENTS

- a. 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;
- b. 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;
- c. The entry must include current home addresses, phone numbers and emails 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;
- d. 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 **Theatrical Feature-Length Films** are eligible for:

- a. Best Motion Picture
- b. All Performance Categories
- c. All Feature Film Craft Categories

C. FEATURE FILM ENTRY PROCEDURE

The film's Authorized Representative (see **Definitions**) must agree to all Conditions of Entry detailed herein, and complete an online entry form by **October 15, 2019**. The following is **required** as part of the online entry form:

- a. 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;
- b. A hard copy of the complete screen credits as they appear in the film;
- c. A short synopsis of 60 words or less of the film in both official languages;
- d. High-res images of all entered performers, directors, and writers (300 dpi, jpg), portrait style;
- e. High-definition trailer (or HD clips drawn from film, 120 seconds in duration);
- f. High-res image of the theatrical poster;
- g. Canadian Certification from either CAVCO or CRTC, and/or Telefilm Canada; 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;
- h. Two (2) letters are required confirming the date(s) and venue(s) of the film's screening: a letter from the Distributor and a letter from the Exhibitor(s);
- i. Total Entry Fee paid in full, as applicable (**See Section III - Entry Fee Schedule**).

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 BluRay/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.

SECTION VII – THEATRICAL FEATURE FILM 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:** First entrant listed *must* have a credit of either Art Director or Production Designer, and the Set Decorator may also be entered.

Category: **Achievement in Costume Design**

- Required Credit(s): Costume Designer or Wardrobe
- **Note: Required with Costume Design entry:** Entries **must** submit a digital compilation reel of no more than 10 minutes of the Costume Design work from the film. 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.

Category: **Achievement in Make-Up**

- Up to three (3) eligible 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 may enter into Achievement in Make-Up or Achievement in Hair, but not both categories. 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 the film. 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.

Category: **Achievement in Hair**

- Up to three (3) eligible entrants are permitted.
- **Note:** First entrant *must* have a credit of **Key Hair** or **Department Head Hair** (i.e. the individual in charge of Hair). A single entrant who performs both Make-Up and Hair duties may enter into Achievement in Make-Up or Achievement in Hair, but not both categories.
- **Note 2: Required with Hair entry:** Entries **must** submit a digital compilation reel of no more than 10 minutes of the Hair work from the film. 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 John Dunning Best First Feature Film Award must be noted at the time of entry. Please refer to the **Special Award Categories** section for information on the John Dunning Best First Feature Film Award.

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 (i.e. SOCAN format, start time, and out time 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 Regulation: Achievement in Music – Original Song

1. This Award will be given to the original language version of the song.
2. A maximum of two (2) songs may be entered from any eligible film.
3. The song must have been written specifically for the production.
4. There must be a minimum of four (4) eligible Entries for a nomination to be made in this Category.
5. Original song entries must be accompanied by an mp3 file.
6. Original song entries must be accompanied by lyric sheets in both official languages.
7. 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.
8. If an entered song appears in closing credits of a film, it is not eligible for entry.

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. 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.
- **Note 2:** Animated performances are not eligible to enter Feature Film Performance categories.

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, Matte Supervisor, Matte Artist, Matte Painter, CGI Artist (Primary, Lead, Key, Secondary), CGI Animator, 3D Artist, Previz Supervisor, Visual Effects Production Supervisor, CG Supervisor, and 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) include: 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) include: 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 Representative(s). 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 Regulation: Original Screenplay and Adapted Screenplay**

1. 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.
2. If there are fewer than five (5) eligible Entries in either Category, then the Categories will be collapsed into one Best Screenplay Award.
3. 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.
4. **Note:** Entrants in the Original Screenplay category must confirm screenplay has not been adapted from another medium.



STUNT COORDINATION

Category: **Best Stunt Coordination**

SPECIAL NOTE: This is a platform-agnostic category and is a team award offered through our Television & Digital Media entry system. Eligible films may enter their stunt coordination team by completing a form through tvsubmissions.academy.ca at no extra cost.

Note: A stunt coordination team is required to submit a compilation reel from the film. The compilation reel is not to exceed 5 minutes.

- Required Credit: Stunt Coordinator, Stunt Performer

SECTION VIII – SPECIAL AWARDS

JOHN DUNNING BEST FIRST FEATURE FILM AWARD

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 John Dunning Best First Feature Film Award, the film must qualify for, and be entered into competition in the film awards, subject to the normal Rules and Regulations. 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 John Dunning Best First Feature Film Award, a letter from the director, confirming their eligibility for this Award must be uploaded when entering online. The winner of the John Dunning Best First Feature Film Award receives a \$25,000 cash prize.

GOLDEN SCREEN AWARD FOR FEATURE FILM

The 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, 2019 and February 27, 2020. Eligible films must be released within the calendar year.

ADDITIONAL SPECIAL AWARDS

Additional Special Award forms can be found at academy.ca/canadian-screen-awards/special-awards/. A Special Award recipient may be recommended by Academy members to the Board of Directors. Deadline for Special Award recommendations is **July 31, 2019**. Please visit the Academy website for more information.

SECTION IX – FEATURE FILM NOMINATING PROCESS

- ✦ 1. Canadian Screen Award nominating committee members are chosen based on their high-quality work and collective expertise and experience working in the film industry. One Feature Film Nominating Committee selects the Nominees in below categories. A Chairperson will be selected by the Academy to head this 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, critics, distributors, programmers, and a member of the Academy's Board of Directors, will be responsible for selecting Nominees for:

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

Note 1: The John Dunning Best First Feature Film Award will be presented during Canadian Screen Week and the recipient is selected by the nominating committee responsible for judging the Achievement in Direction category.

Note 2: The Academy Board of Directors reserves the right to select up to two (2) nominees in addition to five (5) Best Motion Pictures selected by the Nominating Committee.

- ✦ 2. Nominees for the following categories are selected by an online Membership Vote by the Academy's Cinema Craft Branch Members (i.e. Cinema Editors branch members determine nominees in Achievement in Editing category, Cinema Sound branch members determine nominees in Achievement in Overall Sound and Achievement in Sound Editing categories, etc):

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

3. 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. The Committee will then convene to reach a consensus on the top five nominations in their Categories.
4. 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.

SECTION X – THEATRICAL SHORTS AND DOCUMENTARIES

A. 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, 2019 through March 29, 2020, a minimum of three (3) theatrical screenings to a paying audience other than a festival;

Short Films Only - During the period of January 1, 2019 through December 31, 2019, 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, 2019 through December 31, 2019, acceptance into at least two (2) Academy approved Canadian film festivals*.

Live Action Short Dramas Only - During the period of January 1, 2019 through December 31, 2019, 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 academy.ca for a complete list of approved Canadian festivals.

OR

3. INTERNATIONAL FESTIVAL SCREENINGS:

During the period of January 1, 2019 through December 31, 2019, winner of a “Best of” or comparable distinction decided upon by a jury at an Academy approved International Festival or comparable award of distinction.

- **Note:** A letter confirming the screening and that the film has won or was selected as “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 academy.ca for a complete list of approved International festivals.

B. Theatrical Shorts and Documentaries Awards Recipients

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

C. Theatrical Shorts and Documentaries Entry Procedure

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 15, 2019**, including the following:

- 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), portrait style 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 emails 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 Section III - Entry Fee Schedule**);
 - 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 are no longer a submission requirement at the time of entry. However, if necessary, the entrant will make the film available on Blu-ray and/or 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.

SECTION XI – THEATRICAL SHORTS AND DOCUMENTARIES AWARD CATEGORIES

TED ROGERS BEST FEATURE LENGTH DOCUMENTARY*

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

BEST SHORT DOCUMENTARY*

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

***Note:** If three (3) or fewer 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 LIVE ACTION SHORT DRAMA**

- Required Credit(s): Producer and Director

BEST ANIMATED SHORT**

- Required Credit(s): Producer and Director

****Note:** If two (2) or fewer 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.

SECTION XII – 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

SECTION XIII – THEATRICAL SHORTS & DOCUMENTARIES

NOMINATING PROCESS

1. A Chairperson will be selected by the Academy to head the Theatrical Shorts Committee, as well as the Feature Documentary Nominating Committee, and jury members will be invited from across Canada. These people are chosen based on filmmaking expertise and a consistent level of excellence in the film and documentary production industry.
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.
- ★ 4. The Feature Documentary Nominating Committee will be regionally representative and diverse, composing of more than six members of the Documentary community. The Committee will select nominations in Feature Length Documentary and Feature Length Documentary Craft categories. Their vote will account for 60% of the winner vote. Final Membership Vote in Feature Length Documentary Categories will account for 40% of the winner vote.

SECTION XIV – 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 or more (9+)	Five (5)

- ★ **Note:** *In the Best Motion Picture Category, the number of nominations will be five (5). The Academy Board of Directors reserves the right to select up to two (2) nominations to the Best Motion Picture category, in addition to five (5) nominations selected by the Nominating Committee. In this case, the final number of nominations in Best Motion Picture will be seven (7).*

SECTION XV – NOMINATING COMMITTEES POLICIES

A. Conflict of Interest

- a. 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;
- b. All Committee deliberations are strictly confidential. Nominating Committee Members may not disclose their discussions or final decisions outside the Committee Sessions;
- c. Nominating Ballots are sent directly from the Theatrical Shorts and Documentaries Committee site in sealed envelopes to the Ballot Accountants who will tabulate them.

B. Nominating Committee Prerogative

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.

SECTION XVI – FINAL MEMBERSHIP VOTE (WINNERS)

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 on **February 18, 2020**.
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.

SECTION XVII – RECOMMENDING CHANGES TO THE RULES

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 15, 2019**.
- 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 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 Vice President of Programming & Awards 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 **April 12, 2020**.
- 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.

SECTION XVIII – STATUES AND CERTIFICATES

A. 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.

B. Statues

- a. 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);
- b. Recipients of the Canadian Screen Award statues are prohibited from selling the Canadian Screen Award statue, or any other statue awarded by the Academy of Canadian Cinema & Television without written consent from an Academy representative.

C. 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.

SECTION XIX – DEFINITIONS

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.

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 **Section VI, B. Feature Film Award Recipients** and **Section X, B. Theatrical Shorts and Documentaries Awards Recipients**.

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.

SHORT DOCUMENTARY

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

SECTION XX – RULES & REGULATIONS COMMITTEES

FILM RULES & REGULATIONS COMMITTEE

Tom Alexander – Director, Theatrical Releasing, Mongrel Media

Hans Engel – Representative, Director Guild of Canada

Natalia Escobar – Representative, Writers Guild of Canada

David Gale – National Council Executive, ACTRA

Steve Gravestock – Senior Programmer, TIFF

Emmanuelle Heroux – Director, Phi Films, Centre Phi

Martin Katz – Founder and President, Prospero Pictures

Peggy Kyriakidou – President, NABET 700

Joanna Miles – SVP, Theatrical Marketing, eOne Films

Julia Neville – International Representative, IATSE

Christina Piovesan – Producer/President, First Generation Films

Jason Ryle – Artistic + Managing Director, ImagineNATIVE

Noah Segal – Co-President, Elevation Pictures

Marc Séguin – Senior Vice-President, Policy CMPA

Mark Slone – President, Pacific Northwest Pictures

Robin Smith – President, KinoSmith

DOCUMENTARY RULES & REGULATIONS COMMITTEE

Jennifer Baichwal – Filmmaker, Mercury Films

Ed Barreveld – Chief Executive Officer, Storyline Entertainment

Caroline Christie – Documentary Editor

Nick de Pencier – DOP/Filmmaker, Mercury Films

Judy Holm – Owner, Markham Street Films

Robert Lang – Producer/President, Kensington Communications

Chris McDonald – President, Hot Docs

Robin Smith – President, KinoSmith

SECTION XXI – ACADEMY STAFF

ACADEMY NATIONAL OFFICE

Chief Executive Officer: Beth Janson

Vice-President, Programming & Awards: Louis Calabro
Director, Programming & Awards: Marko Balaban
Manager, Programming & Membership: Katie Elder
Manager, Programming: Melanie Windle
Manager, MVP Project & Prism Prize: Neil Haverty
Assistant, Programming & Membership: Rhiannon Seath
Assistant, Programming: Maria Pilar Galvez
Assistant, Programming: Sonja Verpoort

Vice-President, Partnerships & Communication: Jennifer Stewart
Senior Manager, Partnerships & Development: Miranda Disney
Manager, Communications: Kathleen Walsh
Coordinator, Communications: Lora Maghanoy

Director, Finance & Administration: Ellen Benjamin
Manager, Finance: Vince Kwong
Coordinator, Finance & Administration: Victoria Amandy

ACADEMY QUEBEC OFFICE

Executive Director: Patrice Lachance
Administration & Special Projects: Danièle Gauthier
Manager, Communications Marketing: Ingrid Foster
Project Manager, Canadian Screen Awards & G meaux Awards: Eric Therrien Nadeau
Coordinator G meaux Awards: Emanu le Roux
Project Manager, Membership: Cynthia Raymond
Accounting: Cargau Technologies Inc.
Administrative Assistant: Elie Kazzi
Assistant, G meaux Awards: Sabrina Larue

Should you have any questions, please contact your local Academy office for more information:

National Office

411 Richmond Street East, Suite 9
Toronto, Ontario M5A 3S5
Contact: Marko Balaban, Director of Programming & Awards
Tel: 416.366.2227 x 246 / Email: marko@academy.ca

Qu bec Division

1200, avenue Papineau, bureau 250
Montr al, Qu bec H2K 4R5
Contact: Eric Therrien Nadeau, Project Manager, Canadian Screen Awards and G meaux Awards
Tel: 514.849.7448 x 28 / Email: erictn@academie.ca
