

## The rules of the Awards

The following rules shall govern the NaSTA Awards:

1. Stations affiliated to NaSTA may enter each category once. Stations may choose not to enter any categories of their choosing.
2. Stations may repeat clips but each entry must contain 90% unique footage; that cannot be repeated in any other category.
  - a. This excludes:
    - i. A Title Sequence entry, which may be taken from a programme that is submitted for another category.
    - ii. Entries for Best On-screen Male or Female, Best Broadcaster, Station Marketing and Special Recognition, which may make use of clips from shows entered in other categories.
3. All entries must be original works produced for your student television station by members of your student television station.
4. Stations may submit entries as a joint nomination with any number of NaSTA affiliated stations. The stations must agree which category to enter and submit identical nominations clearly stating that they wish to enter as a joint submission.
5. No entries may have been written or produced as part of any piece of assessed coursework.
6. Times and Word limits given for each category are absolute maximums (excluding the title slides). If your entry exceeds the given time the entry will be cut (working backwards from the end of the video/document) to fit the allowed limit. You may submit an entry of less than the specified time or length.
7. Each entry must be submitted with a title slide. Title slides will fall outside of the time restraints of a category but content of the slide will be defined by the host station. This may be reformatted by the host station so that all entries carry the same pre-roller.
8. All entries submitted must be accompanied by entry information as defined by the host station.
9. All entries must have been produced (i.e. finalized and completed for viewing) since last year's awards submission deadline.
  - a. (It is expected that stations should not submit the same entry to more than one year's NaSTA awards; this will be assessed on a case by case basis by the host station and the judge may be informed)
10. Submissions must conform to the specifications detailed in the submission procedure document provided by the host. Stations who cannot meet the submission specifications must contact the host station and can forge an alternative agreement on specification.
11. Any entries submitted which do not follow these rules risk not being entered into the awards.
12. Entries must not breach NaSTA's equal opportunity policy.
  - a. (NaSTA is mandated to ensure that no member of NaSTA shall ever harass or discriminate against, or be subject

harassment or discrimination, on the grounds of their age, beliefs, physical status, race, sex, sexual orientation or any other characteristic, physical, mental or otherwise)

The host station retains the right not to display any content on their website that breaches their Student Union or University policy. The host may add a disclaimer before any award entry if it feels it necessary in the interests of professionalism.

### Sanctions

The following sanctions may be implemented against an entry, at the discretion of the host station, if there is a suspected rule break.

- A. The judge of the category will be informed of the rule break.
- B. Clips of the entry that breach the rules will be blanked out and the judge will be informed of the reasons for this.
- C. The video will be disqualified.

### Rule Break Procedure

- A. Stations cannot appeal against a decision to cut words (starting at the back of the document) if they have exceeded the word limit and will not be notified of this as a rule break.
- B. The host station will take responsibility for assessing whether an entry is suspected of breaking the rules.
- C. If a rule break is suspected, the host station will recommend a sanction and contact by email and telephone the station to explain the reasons why the video faces a sanction.
- D. The station will have 5 working days to appeal via email to the NaSTA Exec with an explanation (no longer than 300 words) why the video should not face a sanction.
- E. The NaSTA Exec will have the final decision on whether the video breaks the rule and the sanction it faces.
- F. If the station does not contact the NaSTA Exec to appeal the hosts recommended sanctions stand.