

Revised September 2013

Calgary-ACTS CAT Awards

Rules & Regulations

The CAT Awards rules and regulations are regularly reviewed and updated based on feedback from the theatre community, Calgary-ACTS membership, and from the Awards committee.

*Eligibility Criteria & Rules and Regulations are subject to change without notice.

1. ELIGIBILITY

Productions must be recognized as a community theatre production. Productions must be considered to be "theatre" and not other forms of performing art. Music, dance and choral productions are not eligible.

Theatre companies must be members of Calgary-ACTS. They must also be non-professional. For our purposes, a production will not be performed by a PACT theatre company and at least 80% of the creative and production team (actors, director, designers, technical crew) are not professionals. If a production involves accredited professionals (Equity, IATSE, ACTRA, Musicians) then those individuals must be engaged under a guest contract or the amateur policy.

Productions must run for multiple performances with at least a one-week or one weekend run and be open to the general public in Southern Alberta. In the case of touring shows, the production must have been created and produced by a Southern Alberta based theatre company (Calgary & surrounding area) and have a "sit down performance" open to the public for at least two performances in the region. Festival performances, workshops, excerpts and training productions are not eligible.

Productions must be performed during the eligibility year, which technically runs from July 1st to June 30th. Productions opening during the last week of the eligibility year must have the minimum number of performances in the current year, if not, the production will be eligible for the following year. Summer shows performed in July & August will be eligible for the following seasons nomination.

Remounts: For remounts presented in consecutive years, only new elements of the remount may be deemed eligible for a nomination (specifically a new performer).

2. CAT AWARDS ORGANIZATION

The CAT Awards Committee is responsible for the overall running of the Calgary-ACTS CAT Awards nominations, balloting, procedures and the awards show. The CAT Awards Committee reports to the Calgary-ACTS board of directors. Any policy changes to the CAT Awards must be approved by the Calgary ACTS Executive.

The Nomination Committee is a sub-committee of the CAT Awards Committee and is responsible for overseeing and tabulating all nominations and ballots. The nomination committee is comprised of a Returning Officer and an Assistant Returning Officer, appointed by the CAT Awards Committee. They are responsible for validating that all procedures and rules were followed, and certify the nominee and final award process.

The Adjudication Team is made up of approximately 10-15 theatre representatives, chosen to reflect a balance of different disciplines, ages, experience and gender. They are responsible for seeing productions presented by Calgary-ACTS member companies during the eligibility year and submitting a list of nominees.

Adjudicators must be Individual Members of Calgary Acts if they are not already affiliated with a member company

3. NOMINATING PROCEDURES

The nominees for the Calgary-ACTS CAT Awards are selected from a combination of public nominations (“People’s Choice”) collected on the Calgary-ACTS website, and from the Adjudication Team. Each group is tabulated separately to form two nominee lists, which is then combined to form the Short List of Nominees. The public nominations include patrons, artists, and theatre company representatives. An adjudicator who submits an adjudicator nomination list may not also submit through the public nomination system.

Nomination Procedure – General

1. Vote Splitting: If an artist receives votes in multiple categories for the same performance, they will be eligible in the category where they received the most points. If there is a tie, the producer will decide the most appropriate category. All points are transferable.
2. Seconding: To appear on the final ballot, a nomination must receive a vote from at least 2 individuals.
3. An individual may be nominated twice in the same category for different achievements.
4. Tabulation: nomination ballots will be tabulated by the nomination committee and will remain completely secret. The resulting nominations will also remain secret until the full list of Nominees is announced to the public, except as required for the confirmation process.
5. Determination of Nominations: Nominations in each category are the achievements which receive the highest number of votes.
6. Double Cast: If a true Double Cast arrangement in the number of performances has been done, both actors will be nominated together for the category where one or both have achieved sufficient ballots. This does not apply to Understudy situations.

Nomination Procedure – Public

- 1.All nominations must be submitted through the Calgary-ACTS website.
- 2.Multiple nominations submitted within a short time period from the same IP address for the same production will not be accepted. Only the most complete ballot will be considered.
- 3.Only one ballot per household will be accepted per production.
- 4.Nominations will not be accepted prior to a production opening its performance run.
- 5.The top three nominated individuals in each category will be put forward on the Public Nominee short list, except in the case of a tie.
- 6.The nomination period is open from September 1st through June 30th.

Nomination Procedure – Adjudicators

- 1.Each Calgary-ACTS Adjudicators are required to provide a ranked list of up to 5 nominees for each category by email to awards@calgary-acts.com
- 2.The Adjudicators ballots must be received by 11:59pm July 1st.
- 3.Adjudicators may not also make nominations through the Calgary-ACTS website.
- 4.The top three nominated individuals in each category will be put forward on the Adjudicators Nominee short list, except in the case of a tie.
5. Adjudicators shall meet before the nomination deadline to discuss the season past.

Nominee Short List

The Public Nominees and the Adjudicators Nominee lists will be consolidated into a single Nominee Short List. This effectively gives each group 50% input into the nominee process.

If an individual appears in multiple categories for the same performance, it will be reconciled as above. At least two but no more than six nominees will be placed on the Nominee Short List.

There are to be a maximum of six nominations in each category except in the case of an unbreakable tie, and a minimum of two nominations in order for a category to appear on the ballot.

Confirmation Process

Once the Nominee Short List has been compiled, theatre companies are contacted to validate the nominees for their productions. The confirmation may result in nominees switching categories or being dropped from the Short List entirely if they do not meet the eligibility criteria.

No reason has to be given to not support a nomination –a yes or no is all that is needed from the company. The actions of the nominees outside of performance (eg during rehearsals or backstage during performance) should be considered in

the decision to support the nomination.

During the confirmation process no new nominees will be added to the short list due to category changes or ineligible nominations. Nominations will only be removed at the request of a theatre company or if it does not meet the eligibility criteria.

All confirmations must be received by the date set out by the Nomination Committee. Confirmations not received will result in the nominations being dropped from the list.

Confirmations must include the following:

1. The nomination is in the correct category
2. The producing company supports the artists' nomination within the spirit of the awards (Would you be proud to have the artist receive this award?)
3. Provide any missing information, including the names of the key production team and verify spelling

Nomination Announcement

On or about mid-July, the final approved list of nominees will be released to the public and media by the CAT Awards Committee. The list will contain an alphabetized list of all approved nominees. The list at this point is considered final and will only be changed under extreme circumstances.

4. VOTING PROCEDURES – FINAL BALLOT

It is encouraged that all company voting committees and Individual Member see the greatest number and variety of performances the Recreational Theatre season has to offer. Therefore Eligibility to vote on the final ballot shall be determined by verification that a Company Committee has seen at least 12 shows from 6 different companies, including a performance from one of our out of town members. Individual Members and Adjudicators are required to see 10 shows by 5 different companies, including one out of town performance.

Verification of these viewings will be part of the final Balloting process.

Please note: in the case of a Company Committees it is a collective 12/6 ratio but the viewer's names that are on the ticket MUST be on the final ballot (along with the other viewing members) for the ballot to be accepted. Also Note: The Companies own show does NOT count toward the 12/6.

1. The Nomination Committee shall email to each eligible Calgary-ACTS member, adjudicators and Showcase members a ballot containing an alphabetized list of all confirmed nominees for each category.
2. Each member of Calgary-ACTS shall cast his/her secret ballot for the outstanding 3 candidates of the season in all categories in the following manner; three points for the first choice, two points for the second choice and one point for the third choice. Such ballot shall be returned to the Nomination Committee by confidential email no later than the date set by the Nomination Committee.

3. Calgary-ACTS members are responsible for submitting their ballot based on their knowledge of the productions. Any shows NOT SEEN by the company voting committee or the individual member shall indicate on the ballot with an NS.
4. Theatre Company ballots and Adjudication Team ballots are given a multiplier of two. Individual member's ballots are given a multiplier of one. Only one ballot is accepted per Theatre Company or individual.
5. Adjudicator votes will trump Individual votes or Company votes if the Adjudicator is a member of a Company Board. They can NOT vote on a Company Ballot.
6. The Nomination Committee shall tabulate the votes of each member. The actual number of votes received by any nominee shall not be disclosed by the Nomination Committee to anyone, including the CAT Awards committee, the board of Calgary-ACTS, or to any other person or entity.
7. The Nomination Committee shall retain all ballots until the close of the awards show. The names of the recipients shall not be made public until the presentation of the CAT Awards, except as required preparing for the Awards show. The Nominating Committee ballots and tabulation forms remain sealed until after the awards are presented, at which time they are destroyed.

5. TABULATING THE FINAL BALLOTS

Recipients in each category are determined by the achievements that receive the most points. If two achievements receive the same number of points, the nominee with the most votes is declared the recipient. If two achievements receive an identical number of points from an identical number of members, the tie is broken by the achievement that receives the most first place votes (3's). If the two achievements receive an identical number of 3's, the tie is broken by the one receiving the most 2's, and so on. If everything is identical, the tie will be broken by the number of Public & Adjudicator nominations received. If the public and adjudicator nominations are also identical, the tie is unbreakable and both achievements will be declared the recipient in that category.

6. SPECIAL AWARDS

Special Achievement Awards are presented by the CAT Awards Committee. These are defined as awards honoring achievements outside the prescribed categories or given in place of categories dropped due to lack of eligible achievements in any given season. Special Awards may be added or removed in any given season.

The Sandy Singer Award is a juried award, judged by the CAT Awards Committee. The public and theatre companies are invited to submit written nominations for this category with justification supporting the nomination. The CAT Awards committee will put forth a short list of nominees from which they will select the recipient. Nominees for this award cannot participate on the jury.

Community Builders Award - This award would recognize a significant contribution to the capital infrastructure of Community Theatre, whether it is a

new/renovated rehearsal space or performance venue or a facility which increases the capacity for community theatre to operate. The award would be given to a company or companies (not individuals) that is clearly recognized as having raised and spent considerable funds building capacity for the benefit of community theatre, and not just for themselves. Note, it is assumed that all venues will charge rent to users, so the business operating model is not considered as a factor. Ideally the capital infrastructure would mean that new space is added, and is a long term investment.

7. CAT AWARDS SHOWCASE

The CAT Awards Showcase is designed to give members of the theatre going public a chance to vote in the final ballot of the CAT Awards and help choose the recipients of the awards. Giving credit where credit is due, we have styled this program after the Betty's Passport. So here are the ground rules.

- 1) Changes to the program and the continuation of the program shall be determined by the CAT Awards committee as required.
- 2) Changes to the ground rules may be made by the CAT Awards committee and will be communicated by email to all registered participants.
- 3) Participants may register at anytime up to June 30. Participants are encouraged to register early to ensure communication of program updates and changes.
- 4) Participants must register with their full name, email address, phone number, and specify any theatre companies that they are board or staff members of.
- 5) Participants may not be part of the Calgary-ACTS Adjudication team, or a board or staff member of a Calgary-ACTS member organization.
- 6) Participants are only eligible if they attend at least 10 community theatre productions in the Calgary Area, by at least 5 different community theatre companies who are members of Calgary-ACTS. Productions must be considered to be "theatre" and not other forms of performing art. Music, dance and choral productions are not eligible.
- 7) Participants are encouraged to nominate outstanding individual artists and productions through the public nomination system at www.calgary-acts.com. All nominations made through the public nomination system must be made under the same name as the one they registered with.
- 8) Participants must retain the ticket stub of every production that they attend between July 1 and June 30. If a ticket stub is not available, a signed receipt or signed program will be accepted as proof of attendance. Or if they participated in a show (including FOH), a program with their name printed in it will be accepted.

9) Proof of attendance and a registration form must be submitted to the Calgary-ACTS office by July 9th. Submissions may be by mail to Calgary-ACTS, CAT Awards Showcase PO Box 72113 1600 90th Ave SW T2V 5A8

10) After meeting the registration criteria participants are allowed to cast a ballot in all categories where they have personally seen at least three of the productions in the category.

11) Completed ballots must be submitted electronically. CAT Award Showcase ballots will be treated the same as ballots from Calgary-ACTS individual members. The returning officer may reject any ballot that does not meet the rules.

8. CATEGORIES

Outstanding Production of a Play

All non-musical productions are eligible for this award, including productions of new plays. This award is presented to the producing company, with trophies for the Producer, Director, and Stage Manager.

Outstanding Production of a Musical

All productions which are described and promoted as musical productions are eligible for this award. This category is for both musical theatre and opera in the traditional sense and revue-type musicals or cabaret style musicals. This award is presented to the producing company, with trophies for the Producer, Director, Musical Director, Choreographer, Stage Manager and Conductor of the Orchestra.

Outstanding Original Script or Adaptation &/or Composition

This is an award for the writer of a new play or musical that premieres in Calgary. This means no full production anywhere else prior. If the play was workshopped elsewhere or performed in an incomplete form or without an admission charge (as in a workshop production), then it is still eligible in this category. This award goes to the writer or in the case of a musical to the writing/composing team and is not an award for the production/producing company.

Included in this category is Original Music Composition if the production is a full length musical or new and original musical accompaniment was created for the entire production.

Outstanding Direction of a Play/Outstanding Direction of a Musical

Any persons engaged for the purpose of directing a production are eligible for this award. The director is responsible for conceptualizing and/or staging the production.

Outstanding Musical Direction

Any persons engaged as a musical director for a production that meets all

required criteria are eligible for this award. A musical director is responsible for conceptualizing and/or coaching any live music played or sung on stage in a play or musical.

Outstanding Choreography or Fight Direction

Any persons engaged as a choreographer for a production are eligible for this award. A choreographer is the person engaged for the purpose of creating and/or staging dance numbers and/or specialized movements.

If two or more nominations come forth for Fight Direction that category will be given its' own Award in the process of the final tabulation of nomination votes.

Outstanding Performance by a Leading Actor in a Play

Outstanding Performance by a Leading Actor in a Musical

All principal male performers in a production are eligible. Ensembles cannot be considered in this category. The producer must decide whether the performer belongs in the Principal Role category based on their knowledge of the production.

Outstanding Performance by a Leading Actress in a Play

Outstanding Performance by a Leading Actress in a Musical

All principal female performers in a production are eligible. Ensembles cannot be considered in this category. The producer must decide whether the performer belongs in the Principal Role category based on their knowledge of the production.

Outstanding Performance by a Supporting Actor in a Play

Outstanding Performance by a Supporting Actor in a Musical

All male performers in a production are eligible. Ensembles cannot be considered in this category. The producer must decide whether the performer belongs in the Supporting Role category based on their knowledge of the production.

Outstanding Performance by a Supporting Actress in a Play

Outstanding Performance by a Supporting Actress in a Musical

All female supporting performers in a production are eligible. Ensembles cannot be considered in this category. The producer must decide whether the performer belongs in the Supporting Role category based on their knowledge of the production.

PLEASE NOTE: Double Cast: If a true Double Cast arrangement in the number of performances has been done, both actors will be nominated together for the category where one or both have achieved sufficient ballots. This does not apply to Understudy situations.

Outstanding Performance by a Chorus or Ensemble

All Ensemble / Chorus performers in a production are eligible. Recipients of this award will be given a souvenir pin commemorating the achievement. The official

trophy will go to the production company.

Outstanding Stagecraft

Any persons engaged as a set designer for a production are eligible for this award. A set designer is responsible for conceptualizing and coordinating or directing the realization of the set design. This category includes scenic painting, properties and set decoration.

Outstanding Costume Design

Any persons engaged as a costume designer for a production are eligible for this award. A costume designer is responsible for conceptualizing and coordinating or directing the realization of the costume design. This category includes hair and makeup design.

Outstanding Lighting Design

Any persons engaged as a lighting designer for a production are eligible for this award. A lighting designer is responsible for conceptualizing and coordinating or directing the realization of the lighting design.

Outstanding Soundscape (Play) and Outstanding Engineering/SFX (Musical):

Soundscape (Play) - successful creation/augmentation of the atmosphere and/ or reality of the production through the use of recorded sound effects and music.

Engineering/SFX (Musical) - successful achievement of balance between the live/recorded sound and the vocalists of the production plus the incorporation of any needed sound effects.

Outstanding Contribution to Community Theatre (Sandy Singer Award)

The Sandy Singer Award honours the outstanding achievement of an individual, either for this season or for accumulated dedication or achievement in community theatre. Eligible recipients will have shown a sustained and significant contribution to theatre in Calgary, have demonstrated respect for all individuals involved in the production and demonstrate a commitment to their ongoing development of community theatre.

Volunteer of the Year

This award is presented on behalf of individual theatre companies to recognize individual volunteers that have contributed significantly towards a particular group. Theatre companies are responsible for funding the award. This may include Administration, Front of House, Stage Management, and other categories not represented above.

Individual recipients will receive a CAT Award trophy. Members of teams or ensembles will each receive individual recognition, while the CAT Award will be given to the producing company.

9. ELIGIBILITY TO VOTE

Voters on the final ballot of nominees must be members in good standing of Calgary-ACTS. To remain a member in good standing of Calgary-ACTS, a member must:

- Keep all accounts up-to-date and have paid the membership fee for the current year.
- Have attended at least one Calgary-ACTS meeting during the season.
- Where applicable, fulfill all CAT Awards eligibility criteria and deadlines.
- Keep the Calgary-ACTS Secretary up to date with respect to contact information for key staff.

A theatre company must be a member of Calgary-ACTS to be nominated for an award and to participate in the final voting.

10. QUESTIONS AND COMMENTS

All questions or comments regarding adjudicators, public nominations, ballots, eligibility, procedures or any element of Calgary-ACTS CAT Awards eligibility whatsoever must be directed to the CAT Awards Committee by emailing awards@calgary-acts.com.

Information can be found on the Calgary-ACTS Website:

<http://www.calgary-acts.com/>