

# Calgary-ACTS CAT Awards

## Rules & Regulations

### 2017-2018

Purpose: The CAT Awards event is an opportunity to celebrate community theatre and all of the individual volunteers that make up this community. It is also an opportunity for members to dress up, gather together and have fun. The awards are intended to recognize and celebrate the quality of community theatre.

Updates: The CAT Awards Rules and Regulations are regularly reviewed and updated based on feedback from the theatre community, Calgary-ACTS membership, and from the CAT Awards committee.

## 1. ELIGIBILITY FOR CAT AWARDS

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 and they must 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 (for example, Equity, IATSE, ACTRA, Professional Musicians) then those individuals must be engaged under a guest contract, dance opera theatre policy, or equivalent. Anyone regardless of whether they are paid or unpaid (including honorariums) for their services in their professional field will not be eligible for a CAT Award. The final determination of active professional status is at the discretion of the producing company.

Productions must run for multiple performances with at least two performances over a one week period 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 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 and August will be eligible for the following season's 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 changes to the CAT Award Rules and Regulations must be approved by the Calgary ACTS Board.

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 individuals, 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 hold Individual Memberships of Calgary-ACTS and vote as individuals. If they are affiliated with a member company, they must abstain from voting as part of the 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 must not submit nominations through the public 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 production company 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 more than once 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 may be nominated together for the category where one or both have achieved sufficient ballots, at the discretion of the company. 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 from the same IP address, name or email address for the same production will not be accepted. Only the most complete ballot will be considered.
3. A maximum of two ballots per household will be accepted per production, as long as they are submitted by separate individuals (e.g. name, email address).
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 where additional tied nominees will be put forward.
6. The nomination system is open from September 1st through June 30th for shows presented between July 1st and June 30th.

### **Nomination Procedure – Adjudicators**

1. Each Calgary-ACTS Adjudicator is required to provide a ranked list of up to 5 nominees for each category by email to [awards@calgary-acts.com](mailto:awards@calgary-acts.com).
2. The Adjudicators ballots must be received by 11:59pm on June 30th.
3. Adjudicators may not 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 where additional nominees will be put forward.
5. Adjudicators shall meet before the nomination deadline to discuss the season past.

### **Nominee Short List**

The Public Nominees and the Adjudicators Nominee short 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, and a minimum of two nominations in order for a category to appear on the ballot.

In categories where there are fewer than 5 nominees on the Nominee Short List, the Returning Officer shall add up to 2 additional nominees from the Adjudicators Nominee short list. If the additional nominees are tied and would result in more than 6 nominees in the category, then the category shall remain with fewer than 5 nominees.

In categories where there are more than 6 nominees on the Nominee Short List, the Returning Officer shall first remove the third place nominees from either the Public or Adjudicator short list, whichever list is providing the most total nominees in the category. If this is not enough, then the third place nominee(s) from the other short list will be removed. This process shall continue to alternate until the total nominees in the category is six or fewer. Note that third place may be tied with second place or first place, in which case all tied nominees would be removed.

### **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 (e.g. 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 may 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.

Please note the nomination committee WILL NOT be checking for eligibility (i.e. professional status) and will accept the decision of the producing company.

### **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 Community Theatre season has to offer. Therefore eligibility to vote on the final ballot and the ballot weighting shall be determined by verification of the number of shows seen by each individual.

### **Weighted Balloting System**

The weighted ballot system is designed to give a stronger voice to those that see more shows.

1 point = 8 shows by 5 companies

2 points = 14 shows by 6 companies (includes one out of town company)

3 points = 20 shows by 7 companies

For Member Companies, only the company representatives that see shows can vote.

Companies can earn a maximum of 6 points based on the combined weighting of all individual company representatives. For example, an individual that has seen 20+ shows would count as 3 points for a company; or two individuals that have seen 8 shows each would collectively count as 2 points. There is no requirement for individual company members to see different shows.

Adjudicators will receive an additional multiplier of 1.2, in acknowledgement of the knowledge and perspective that they bring to the voting process.

Notes:

- A company's own shows can be counted as part of the shows attended.
- To count as an eligible show, it must be presented by a Calgary-ACTS member company, whether that show is eligible for an award or not,
- To count a show as seen, an individual must be able to see the show in its entirety, live, in person, from either the audience or booth. Performers and backstage crew cannot count the show as attended.
- Adjudicators cannot vote with a member company. Individual members that are also part of a member company but are not adjudicators, must vote with the member company.

### **Ballot Process**

1. The Nomination Committee shall email to each eligible Calgary-ACTS company and individual member, including adjudicators, a ballot containing an alphabetized list of all confirmed nominees for each category.
2. Each member of Calgary-ACTS shall cast his or her secret ballot for up to three of the outstanding candidates of the season in all categories in the following manner; five points for the first choice, three 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 using the letters A, B, and C.
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. Members shall not vote for shows that they have not seen, and shall not vote in any category where they have not seen a minimum number of the nominees. For categories with 4 nominees or less, the minimum is 50% of the nominees (rounded up); for categories with 5 nominees or more, the minimum is 3 nominees.
4. Members may vote for themselves or their own production based on how they feel the nomination compares to the other nominees.
5. All ballots are given a multiplier based on the number of shows seen during the season (see ballot weighting). Only one ballot is accepted per Theatre Company or individual.
6. Adjudicators must vote as individual members and cannot vote on a Company Ballot.
7. The Nomination Committee shall tabulate the votes of each member multiplied by the ballot weighting. 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.
8. A paid third-party auditor shall review the tabulation calculations for veracity and accuracy prior to finalizing the recipient of each category.
9. 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 shall remain sealed until after the awards are presented, and will never be shared outside of the Nomination Committee.
10. Six months after the close of the awards celebration, the tabulation data, less the specific names of nominees in each category, will be made available to the Calgary-ACTS Executive.

### **Example Calculation:**

Vote (A=5 pts; B=3pts; C=1pt)

Weighting (Individuals: multiplier of 1 to 3; Companies: multiplier of 1 to 6)  
 Adjudicators (multiplier of 1.2)

Each ballot will be scored based on the following:  $\text{Vote} * \text{Weighting} * \text{Adjudicator}$ . This will give a score for each nominee on each ballot. Then the total score for each nominee across all ballots is added together to give the total points for that nominee.

In the simple example below, a Company has 2 members, one saw 10 shows, the other saw 12. The Individual saw 16 shows, and the Adjudicator saw 28 shows. This gives the Company a weighting of 2 points (1 + 1), the Individual 2 points and the Adjudicator 3 points.

	Company	Individual	Adjudicator	Total
Weighting	2	2	3	
Adjudicator	-	-	1.2	
Nominee A	A (5pts) = 10	B (3pts) = 6	A (5pts) = 18	34 (recipient)
Nominee B	B (3pts) = 6	A (5pts) = 10	B (3pts) = 10.8	26.8
Nominee C	C (1pt) = 2	C (1pt) = 2	C (1pt) = 3.6	7.6

## 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 unweighted 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 (A's). If the two achievements receive an identical number of A's, the tie is broken by the one receiving the most B's, and so on. If the votes are 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.

The **Community Builder 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 (individuals are not considered) 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. AWARD 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/Outstanding Fight Direction - Any persons engaged as a choreographer or fight director 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.

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.

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.

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

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.

Outstanding Performance by a Chorus/Ensemble in a Play/  
Outstanding Performance by a Chorus/Ensemble in a Musical - All Ensemble / Chorus performers in a production are eligible. For a musical, a chorus is often defined as the background performers/dancers. For a play, an ensemble is made up of cast members in which the principal actors and performers are assigned roughly equal amounts of importance and stage time in a production. An individual may still be nominated as a lead or supporting performer if they truly stood out, while at the same time maintaining the ensemble nature of the production. 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, and video design.

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.

Outstanding Volunteer - 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. For example, this may include Administration, Front of House, Stage Management, and other categories not represented above. Individual recipients will receive a CAT Award trophy. Companies are limited to recognizing two individuals or one group in any given year.

## **8. 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.

## **9. 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](mailto:awards@calgary-acts.com). Information can be found on the Calgary-ACTS Website: <http://www.calgary-acts.com>