

Calgary-ACTS CAT Awards

Rules & Regulations

Revised September, 2011

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 do not need to be members of Calgary-ACTS, but 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 (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 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.

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.

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.

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.

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 Adjudicator will 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.

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. Between 3 and 6 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.

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

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.
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. 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.
6. 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 which 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 honouring 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.

Newcomer Award - Theatre Companies are responsible for putting forward names of outstanding newcomers from their productions that meet the eligibility requirements of this award. Nominations will then be tallied from all public and adjudication categories for those individuals.

The top three public and top three adjudication nominees by total number of nominations will be put forth for confirmation and final balloting.

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 12 community theatre productions in the Calgary Area, by at least 5 different community theatre companies. Productions must be considered to be "theatre" and not other forms of performing art. Music, dance and choral productions are not eligible. Theatre companies do not need to be members of Calgary-ACTS.
- 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 September 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, 2633 Hochwald Avenue SW, Calgary, AB T3E 7K2 or dropped off at the Community Arts Centre on Currie Barracks.

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 and Stage Manager.

Outstanding Original Script or Adaptation

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.

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.

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.

Outstanding Performance by a Chorus or Ensemble

All Ensemble / Chorus performers in a production are eligible.

Outstanding Scenic Design - Any persons engaged as a set designer for a production are eligible for this award. A set designer is responsible for conceptualizing and co-ordinating or directing the realization of the set design. This category may include 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 co-ordinating or directing the realization of the costume design. This category may include 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 co-ordinating or directing the realization of the lighting design.

Outstanding Sound Design or Composition - Any persons engaged as a sound designer or composer for a production are eligible for this award. This award recognizes outstanding

achievement in composition of original music or original sound or the adaptation of sound elements either live or pre-recorded. This category is for completely original music and lyrics of a play or musical, or for completely original compositions which stand as underscoring or soundscapes for a play or musical, or to recognize entire compiled or original (or any combination thereof) underscoring. In the case of a soundscape, the designer pulls from any number of sources, such as synthesized music, compiled sound effect or music tapes, etc. to develop an overall underscore. This category also applies in the case of the composer who sets a playwright's lyrics to new music.

Outstanding Newcomer - Any persons engaged in any role in a production are eligible for this award, if they worked on their first community theatre production during the current season.

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 does not need to be a member of Calgary-ACTS to be nominated for an award, only 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/>