Rules of Entry

Entries will open **Monday 11 September** and close **Monday 9 October**.

We are re-introducing 'It's Your Station', albeit slightly re-structured. We hope this is welcomed back with enthusiasm and of course lots of entries!

Please read the category criteria and rules of entry thoroughly before entering.

Entry is FREE and is an online process – to submit your entry go to <mark>**Enter the awards**</mark> (This will be live on our website at the opening date) and follow the instructions, but please note point 1 below.

1. You may submit as many entries for different projects as you wish but each project can only be entered in one category and a separate online form with supporting evidence must be completed for each entry.

2. You can start an entry, save it, and complete it later but final entries must be submitted no later than 17:00 hours, **Monday 9 October.** We encourage early submission.

3. Projects/initiatives must have been **delivered or completed** in the last 12 months, up to **11 September, and must not have been submitted in 2022. If you're unsure about this point at all please drop-in to one of our support sessions.**

4. Summary of the entry – you must submit a written summary of the entry in no more than **200 words**, within the online entry form. This is the first thing the judges read so please ensure this gives a clear and concise description. Please ensure you include the correct project title, as this is the wording that will be used in a dedicated Community Rail News edition for shortlisted entries.

5. Full entry description – as part of your entry you must upload a Microsoft Word document containing the full entry description in no more than **600 words**.

For categories 1 to 7 and 9 to 10 – this must be written in the third person and in the format specified below.

Please set out in paragraphs clearly labelled as follows:

- **Concept and aims**
- **What happened**
- **Results**

See page **'How to Submit a Good Entry'** for further guidance on how to formulate the content of your submission. ***See the 2022 winners' booklet for examples.***

For categories 8 – Photo Competition, 11 – It's Your Station, 12 – Outstanding Volunteer Contribution and 13 – Outstanding Contribution to Community Rail, see **'How to Submit a Good Entry'** for category specific '**Full entry description'** requirements.

6. Supporting documents – please upload the following documents in support of every entry.

• **Current images** – these will be used in the awards presentation and winners' booklet if placed. **Images may also be used for publicity purposes in other Community Rail Network reports, resources, publicity and social media.**

Action shots are preferred where possible. Please include a minimum of **one** and a maximum of **four** photos with titles/captions. Images must be in JPEG format only and of high resolution (minimum 300dpi).

Please note: If any images or videos show health & safety contraventions the entire entry will be disqualified – ==the health & safety guide will be available on our website nearer the opening date.==

In submitting photos, you confirm that:
  ➢ all people within the photos have provided consent for their photos to be used in publicity including print, online and all social media channels. If the photos contain images of children under the age of 18 written consent must be secured from the parent or guardian, either directly or via their school/college.

  ➢ you are the owner of the image(s) and agree to it/them being used in publicity. Or, the image(s) is/are not your own but you have the relevant permissions/consent to submit on behalf of the owner, and they agree to them being used in publicity. In this case, you must state within the 200-word summary section who you are submitting on behalf of.

• **Other relevant supporting material** – limited to a maximum of four items, such as testimonials. These are to be in PDF or JPEG format, unless this is a video/audio file, in which case we ask that a link is supplied to access this on either YouTube or Vimeo. Any problems, please contact hazel@communityrail.org.uk

7. Entry check boxes – you must complete the entry submission checkbox before final submission and in doing so:

a) you are confirming that you have submitted all supporting materials necessary in the required format and within word count limitations (where relevant);
b) you are confirming that you have checked your submission and that it meets the rules of entry. If it does not, you can be disqualified no matter how good your entry is otherwise.

Prizes
Category winners will be awarded a trophy and a certificate. All runners-up receive a certificate.

Every shortlisted entry will receive an electronic shortlisting certificate, and can request two complimentary, flexible return rail tickets to the awards presentation event, courtesy of Rail Delivery Group.

How to Submit a Good Entry

Firstly, you need to ensure that you are entering an appropriate category and have read the **Rules of Entry** and the **Categories & Criteria** pages carefully before you start writing your entry.

Note: If you are in any doubt about this, or you have any questions to ask before you complete a submission, please make use of our **drop-in sessions** on Zoom and speak with our events team, who will be very happy to help. **The 'drop-ins' schedule** can be accessed **HERE**

Concentrate your efforts on explaining the reason you are nominating this project or person and why it/they should be a winner. Take care to demonstrate how the entry meets the judging criteria of the category you are entering. To help structure your entry, you may wish to pay attention to the following points.

The following should form the basis of your 200 word summary (except category 8)
- What is the name of the project/person/group you are nominating?
- Why was the project set up and what/who did it involve (where applicable)?
- What were the results of the project or the person's/group's involvement?

Full entry description

For categories 1 to 7, 9 and 10
Up to **600** words, **laid out in the format specified below and written in the third person.** This is important as this information will be used to produce the winners' booklet should you win an award. *See the link in rule 5 to view the 2021 winners' booklet for some examples.*

- **Concept and aims**: What did the project want to achieve and why?
- **What happened**: Give a clear description of the project, what challenges were faced and how were these overcome? What steps were taken to achieve the project? What resources were drawn upon, who was involved and how was the project delivered?
- **Results:** Did the project fulfil its aims? How did the community/passengers benefit? How was the success of the project measured and what evidence is there to support that success? What has been the response of the community/rail passengers/partners/media? Did the project deliver any knock-on/unexpected results?

You must limit your total number of words to **600** over the three sections (e.g. 200 words for each), so plan your writing carefully and ensure that you do a final word count.

For categories 8, 11, 12 and 13

For category 8 – Photo Competition
- A Word document showing titles for each image

For category 11 – It's Your Station
This must describe the work you have done or are doing to improve your station garden and environment. This must be written in the third person and set out in sections clearly labelled as follows:
- **Community**
- **Gardening**
- **Arts & Heritage**
- **Environment & Sustainability**

You must limit your total number of words to **600 over the four sections**, so plan your writing carefully and ensure that you do a word count.

As there will be no in-person judging visits this year, in addition to the written description, you have the opportunity to create and submit a video of your station and projects to better showcase your work to the category judges. See full category information for details and download the 'It's Your Station' Entry Toolkit <u>HERE</u>

For category 12 – Outstanding Volunteer Contribution

- Who are you nominating?
- Describe their commitment and passion for community rail and show how they made an exceptional contribution to the group. Demonstrate what benefits they have brought to your project(s) or group and how that has positively impacted on the community.
- Include a photo of the person/group – action shots are preferable where possible

You must limit your total number of words to **600** over the three sections (e.g. 200 words for each), so plan your writing carefully and ensure that you do a final word count.

For category 13 – Community Rail Network Award for Outstanding Contribution to Community Rail

- Who are you nominating?
- Explain fully how the organisation or group has contributed to community rail over the last 12 months.
- Describe how their contribution has created positive sustainable change/impact for their communities and the railway.
  *You must limit your total number of words to **600** over the three sections (e.g. 200 words for each), so plan your writing carefully and ensure that you do a final word count.*
- Include photos – action shots are preferable.

Closing date for entries: Monday 9 October (17:00)

Closing date for dinner bookings: Friday 16 February 2024

Community Rail Awards Ceremony Bookings and Accommodation
Community Rail Network recommends that bookings for the event and accommodation are made early.
Download a booking form <u>HERE</u> to book your table(s) at the event and see <u>Visit Swansea Bay</u> to find a suitable hotel.