



Entry Instructions for the Rife Awards 2015

Submissions for the Rife awards with Rife magazine will be accepted from Tuesday, 7th July 2015.

The deadline for receipt of entries is 5pm (GMT) on Monday, 31st August 2015.

How to Enter

- Submissions must be made by the writer/ photographer/ filmmaker
- Make your submission using the online Entry Form and by email and submit as early as possible before the deadline.
- If you are unable to access the online Entry Form you can enter by post. Please read the relevant instructions below.

Instructions for Entering Online

1. Read the Entry Terms and Conditions on pages 3-8 thoroughly to find out who can enter and what stories are eligible for the Award. Submission of an entry is taken as acceptance of all the Terms and Conditions.
2. Your entry should be formatted as per the following instructions:

a: Feature Writing

- One entry per writer
- Written in English
- A maximum of 1,000 words
- Original essay/non-fiction on any topic
- Any sources/attributions/quotes listed in the footer of relevant page
- Typed on a computer
- Arial, 12pt, black
- Double spaced
- No page numbers
- Include a front page which details the Title of Story and the Word Count
- Do not include your name anywhere on the story
- Save your short story as a Microsoft Word document (.doc or .docx) with the Title of the Essay in the file name.
- Fill in the Entry Form online at xxxxx

b: Documentary



- One entry per filmmaker
- In English
- A maximum of 90 seconds
- Original documentary on any topic
- Do not include your name anywhere in the documentary (unless you are presenting it and it is unavoidable)
- Upload your documentary to YouTube as an unlisted video
- Title your documentary on YouTube with the name and include that name exactly on the Entry Form
- Fill in the Entry Form online at xxxxx

c: Photo Essay

- One entry per photographer
- In English
- A maximum of 7 images/500 words text
- Original photo-essay on any topic
- Arial, 12pt, black
- Double spaced
- No page numbers
- Include a front page which details the Title of Story and the Word Count
- Do not include your name anywhere on the story
- Save your short story as a .pdf with the Title of the Essay in the file name.
- Ensure that each image is 72 dpi before embedding
- Ensure that the file size does not exceed 4mb
- Fill in the Entry Form online at xxxxx

Please note, in this Entry Form, you must:

- Provide your name, gender, age, date of birth and nationality, postcode
- Prove you have a Bristol address
- If you are under 16: Ask an adult (e.g. your parent, guardian or teacher) to approve your entry and agree to the Award Terms and Conditions, by way of a check-box in the online form. The adult must provide their email address, telephone number and postal address (not yours), their relation to you and the town/city and country in which you live. For the Top 50 shortlisted entries, if permission to enter was given by your teacher, Rife magazine will contact your teacher and ask for confirmation of permission from your parent or guardian.
- If you are 16 or over: You must agree to the Award Terms and Conditions by way of a check-box and provide your email address, telephone number and postal address.
- The personal data provided will be used for the purposes of administering the Award and in accordance with the Watershed's



Statement of Commitments (<http://www.watershed.co.uk/statement-of-commitments/>). Rife magazine and Watershed will use the contact details provided by the adult to send general updates as to the progress of the Award by email.

5. Email your story as per the following instructions:
 - If you are under 16: Ask the adult who has approved your entry to email your story to awards@rifemagazine.co.uk including your FULL NAME and ENTRY TITLE in the subject line.
 - If you are 16 or over: Email your story to awards@rifemagazine.co.uk including your FULL NAME and ENTRY TITLE in the subject line.

WE DO NOT ACCEPT POSTAL SUBMISSIONS

Important information

- Entries not submitted in accordance with the Entry Instructions and Entry Terms and Conditions will not be eligible for consideration.
- No entries can be returned.
- Due to the volume of entries for the Award, there will be no acknowledgement of receipt for entries.
- If you have any questions about entering the Award, please email awards@rifemagazine.co.uk. The Award administrators will respond as soon as possible.

Entry Terms and Conditions

Please read this document in full to ensure that the writer whose work is due to be submitted and their story are eligible for the Award. Instructions on entering can be found in the Entry Instructions on pages 1-2.

1. THE AWARDS

1.1 In order to establish a manageable longlist all entries will initially be read by sifters who have expertise in their field, against set criteria chosen by Rife magazine and Watershed. The best entries will be put forward to the judges who will be responsible for compiling a shortlist of five outstanding features, documentaries and photo-essays for the three Rife awards from which they will select the winning entry in each category.

1.2 The shortlisted entrants will have their shortlisted content published online on Rife magazine.

1.3 There will be one (1) award for one (1) winning piece of content from each category. The winning award will be presented to the best, eligible piece of



content in the opinion of the judges. The winning young person's story/film/photo essay will be announced exclusively on Rife magazine's social media channels.

2. ELIGIBILITY

2.1 The Award is open to Bristol residents, aged 13-19 years-old on the submission deadline (Friday, 28th August 2015) only. Proof of age, nationality and/or residency may be requested of shortlisted writers.

2.2 The feature must not exceed one thousand (1,000) words. The documentary must not exceed 15 minutes. The photo-essay must not exceed seven (7) images/three hundred (500) words.

2.3 Entries must be submitted by the writer, filmmaker, photographer

2.4 No more than one entry per person may be submitted. If more than one entry is submitted, only the first story received will be considered.

2.5 Entrants can only enter individually and not as part of a team.

2.6 The piece entered must unpublished/unbroadcasted online or in print/radio/television/on demand and exclusively created for Rife magazine.

2.7 The story submitted must be, and by submission of the Entry Form is warranted to:

- (i) be an original piece of work, and where facts, statistics, quotes or interviews are included, there must be attributions to reputable sources. Guidelines are here ([link to attributing sources](#))
- (ii) be entirely the person's own work;
- (ii) not infringe the copyright or any other rights of any third party;
- (iii) not be defamatory of any living person or corporate body;
- (iv) not contain obscene, offensive, or any other unsuitable material.
- (v) be suitable for broadcast or publication by Rife magazine and Watershed for audiences of 13-19 year olds. Please see the following for further information: Rife Editorial Guidelines (xxxxxx). If the story has troubling content Rife magazine may if required take advice from social services the NSPCC, and may refer the Troubling Content to the relevant authorities.



2.7.1 Further, by submitting the Entry Form the entrant warrants that they or the story submitted will not bring Rife magazine or Watershed into disrepute. Breach of any of these warranties will result in disqualification of the entry.

2.8 The Award is not open to employees of the Watershed or Rife magazine or anyone connected with the Award or their direct family members. Proof of identity and eligibility may be requested.

2.9 Entries are limited to stories written in English.

2.10 Any research, interviews or filming conducted while making your piece of content is at your own risk and liability and Rife magazine is not responsible for fact-checking or consent. If your entry is shortlisted, you will be required to provide proof of consent for any interviewees, filmed parties or photographed subjects. Maybe provide Rife consent form?

2.11 In the process of making your content you cannot say that you are working for, are associated with or operating on behalf of Rife magazine or Watershed, and all bringing together of content is at your own risk.

3. COPYRIGHT AND TERMS OF USE

By agreeing to contribute on-line content for Rife magazine you are giving Watershed permission to host your content on the Rife website and any social media channel we (Watershed) wishes to. You keep the rights to content but we can place it where we see fit. We can quote from it where we think is appropriate. We will credit you and give you a profile page on Rife magazine's website that links to your own website, along with a biography. If you want to use the content elsewhere, let us know and make sure there's a credit to us that says the content originally appeared on Rife magazine, along with a link.

4. JUDGING

4.1 The Rife awards will be looking for the best new content from young people 13-19. Eligible entries will be judged on the following criteria:

- Quality of content
- Originality, imagination and creativity
- Creator's ability to tell a story, capture the reader and hold their attention

4.2 Judging of the Award will be in three stages:



Stage 1: All entries will be read and judged by experienced sifters against the Award criteria. A longlist of approximately the best fifty (50) content will then be put forward to the judging panel.

Stage 2: The judging panel will read all longlisted content and will together discuss and select a shortlist of five (5) entries per category submitted for the Award;

Stage 3: The judging panel will together discuss and agree on the winning entry per category. In reaching its decisions, the judges will adopt a preferential voting system. In the unlikely event of there being a tie decision, the Chairperson will have the casting vote.

4.3. All entries will be read and judged anonymously.

4.4 Shortlisted and winning entrants will be contacted by email or telephone either personally if they are over 16 or via the adult that approved their entry if they are under 16.

4.5 The judges' decision is final and no correspondence will be entered into.

4.6 The judging will be fair and independent. The judging panel will be appointed by the Award Committee and will comprise an industry professional relevant to the category and a Rife content creator. All judges are required to declare any financial interests in relation to any entrants.

5. ADMINISTRATION AND COMMUNICATION

5.1 The Award Committee is responsible for administering the Award and will consist of representatives from Rife magazine and Watershed.

5.2 The shortlist is likely to be announced in September 2015 and the winner on 6 October 2015 (dates subject to change). Both announcements will be published on the Rife magazine website and the Watershed website. Please check back on the websites for updates. In addition, if it is deemed appropriate a list of stories highly commended by the judges will also be published on both websites as an addendum to the announcement of the shortlist. By entering the Award, the entrant consents to their name and the title of their story being published on these websites in the event only of their story being shortlisted or commended by the judges.



5.4 Young People must provide their name, gender, age and nationality, postcode. For entrants who are under 16, an adult (e.g. parent, guardian or teacher) must approve the writer's entry and provide their email address, telephone number and postal address, their relation to the writer and the town/city and country in which the writer lives. Rife magazine and Watershed will only ever use personal details for the purposes of administering this Award, and will not publish them or provide them without permission to anyone not involved in the administration of this Award. Personal details will be kept indefinitely for the purposes of administering future Awards.

5.5 The Award Committee will not acknowledge receipt of entries and does not accept any responsibility for late, lost or damaged entries. Proof of sending is not proof of receipt.

5.6 Entrants must supply full details as required above, and comply with all rules to be eligible for the Award. Ineligible, obscene or fraudulent entries will be automatically disqualified.

5.7 Please note that no entries entered can be returned.

5.8 The Award Committee reserves the right to cancel this Award at any stage, if deemed necessary in its opinion, or if circumstances arise outside of its control.

5.9 The Award Committee reserves the right to refuse entry to the Award for any reason at its absolute discretion.

5.10 The entrant agrees that they will contribute where possible to press and publicity activities for the Award and hereby grant Rife magazine and Watershed all necessary rights in their contribution for press/publicity activities for the Award for all media in perpetuity. The entrant agrees to obtain the BBC's prior written consent before taking on any of its own press or publicity activity relating to their involvement in the Award. In the event that the entrant is informed that their story has been shortlisted or won the award, the entrant must not publish or otherwise let it be publically known of this fact (such as via online forums such as twitter, facebook etc.) until such time as the official announcement is made, failing which the Award Committee may at its sole discretion disqualify the entry and revise the shortlist and (if applicable) winning entry.

5.13 Entrants will be deemed to have accepted these rules and to have agreed to be bound by them when entering this Award. The Award Committee may at



its sole discretion disqualify the entry and/or reclaim any award and revise the shortlist and (if applicable) winning entry, if it considers that the entrant has not complied with the terms and conditions contained herein (such as that the work is not original, fictional, and entirely the writers' own work).

5.14 An adult who approves an entry for a entrant shall be deemed by the act of ticking the consent box and providing their contact details on the Entry Form, to have obtained the writer's informed consent and approval of all terms and conditions contained herein and to have taken on the responsibility of guaranteeing and procuring the writer's compliance with the terms and conditions set out herein. If such adult has failed to do so, the Award Committee may at its sole discretion disqualify the entry and/or reclaim any award and revise the shortlist and (if applicable) winning entry.

5.15 The entrant acknowledges and agrees that to the extent permitted by law, Watershed, Rife magazine and any other person(s) in connection with the Award will not be liable for any loss or damage (whether such damage or losses were foreseen, foreseeable, known or otherwise) including financially and/or to reputation and/or disappointment, suffered by any entrant or parent/guardian/teacher on behalf of a writer entering the Award or as a result of accepting any Award.

5.16 These rules and the entry submitted in accordance with them shall constitute a contract governed by the exclusive laws and the exclusive jurisdiction of the courts of England and Wales.