



RTDNA Canada 2022 Awards Entry Guidelines

The RTDNA Canada 2022 Awards are presented for the best in Audio, Video, and Digital journalism first published in 2021.

You are invited to enter the RTDNA Canada 2022 Regional and National Awards of Excellence in the following categories:

- Audio-Visual Storytelling - New in 2020 -2021
- Breaking News
- Continuing Coverage + Multiplatform
- Enterprise Journalism + Multiplatform
- Excellence in Data Storytelling
- Excellence in Editing - New in 2020 -2021
- Excellence in Innovation, Sponsored by Dejero + Multiplatform
- Excellence in Sports Reporting
- Excellence in Social
- Excellence in Sound
- Excellence in Video
- Feature News
- Graphics - New in 2020 -2021
- Investigative Excellence + Multiplatform
- News app
- News Information Program
- News - Live Special Events
- Opinion
- Overall Excellence in Digital
- Podcast
- Radio Newscast
- Sports app
- Sports - Live Special Events
- TV Newscast

Click on the button below to proceed to the Awards Submission website:

[Go To Awards Submission Site](#)

Dates and Deadlines

IMPORTANT DATES:

Wednesday, December 1, 2021, at 8:00 am (ET) Award submissions OPEN.

Early Bird pricing now applies until the Final Deadline

***Extended to Friday, February 25, 2022, at 6:00pm (ET) FINAL Deadline to submit.**
Submissions CLOSED

Wednesday, May 4, 2022	Regional Awards finalists announced
Thursday, May 26, 2022	Regional Award winners announced - West, Prairies, Central, East
Wednesday, June 8, 2022	National and Best Canadian Local News Awards finalists announced

Mid June 2022 at RTDNA Canada Awards Gala	National and Best Canadian Local News Awards winners announced
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Entry Rules

Please read these rules carefully. There are updates since last year.

1. **ELIGIBILITY**: Entries may be submitted by stations, networks, syndication services, website, and online news organizations.

Only individual members of RTDNA Canada can submit entries. Your organization may be a corporate member of RTDNA Canada but to submit an entry, your news director or a member of your team/department must be an individual member.

That individual may create an awards account, then journalists working under that individual may submit awards using that account. Please note, the news director, or whoever has the account, will receive all email notifications, and must manage all awards entries. In addition, anyone with the login information will see all awards submitted under that account.

Please note that RTDNA Canada Awards are presented to news organizations. Individuals' names are not announced at awards ceremonies or engraved on the awards presented at those ceremonies.

2. **CODE OF ETHICS**: The RTDNA Canada [Code of Ethics](#) serves as the basis for judging standards. Please be sure your entry follows this code of ethics.

Whenever the term "broadcast" is used in these rules, it also refers to digital publishing (via the web, mobile, app).

3. **COPYRIGHT**: By entering, you acknowledge that you hold copyright to the material or that you have received permission from the copyright holder to enter the material.
4. **ELIGIBILITY PERIOD**: Entries must have been broadcast for the first time between January 1st and December 31st, 2021.
5. **DEADLINES**: FINAL deadline Friday, February 25, 2022. Your submissions must be completed and paid for by this date to be judged and scored.
6. **EARLY BIRD FEES**: *RTDNA Board has listened to your feedback and has decided Early Bird pricing will apply to all submissions for the whole submission period. You have until the Final Deadline of Friday, February 25, 2022, at 6:00 pm (EST) to finish your submissions.
7. **ENTRY FEES**: Entry fees are non-refundable. **RTDNA Canada will not be held responsible for incomplete entries or for entries which are submitted improperly.**
8. **LANGUAGE**: Entries made in a language other than English must be entered with English captions or an English transcription.
9. **REGIONAL/NATIONAL**: Entries must be submitted as either "Regional" OR "National."

An entry that was produced in more than one province and/or with a national audience in mind may only be entered in the National categories.

Whereas a Regional entry may be entered in Regional or National.

We encourage any Regional news organization to enter National categories if they'd like to do so.

The same entry cannot be submitted both nationally and regionally.

RTDNA Canada has four (4) regions:

1. **West** BC, YT
2. **Prairies** AB, SK, MB, NT
3. **Central** ON, QC
4. **East** PE, NB, NS, NL, NU

10. **MARKET SIZE:** Several Regional Awards have separate competitions for Small/Medium Market Stations and for Large Market Stations.

These are the seven **Large Markets** in Canada:

1. Vancouver
2. Calgary
3. Edmonton
4. Winnipeg
5. Toronto
6. Ottawa
7. Montreal

ALL OTHER MARKETS are **Small/Medium**.

11. **CONTENT OVERLAP AND MAXIMUMS:**

- a. Do not enter identical content in multiple categories.
*For permissible overlap see below.
- b. **Best TV Newscast - Best Radio Newscast:** only one (1) entry is allowed in each Best TV Newscast and Best Radio Newscast categories.
- c. **Enterprise, Investigative and Continuing Coverage:** Do not enter the same topic in Enterprise, Investigative and Continuing Coverage.
- d. ***Breaking News - Continuing Coverage:** an entry submitted as Breaking News may be included as part of a Continuing Coverage entry.
- e. ***Best Newscast:** a story that appeared as part of a Best Newscast entry may be entered in one category, but the overlap in the second category must not exceed ten (10) minutes.
- f. Each station is limited to two (2) entries per category per platform - six (6) entries:
 - The digital submission may have links to the video (which is being entered separately), but there should be enough unique content on the web so that it is not simply a rehash. Digital content could include Tweets, ScribbleLive, live polling, mapping, original audio, and video that was broadcast.
 - A network that has several stations in a region may submit two (2) entries per station, each, if content being entered was not a joint regional or national effort.
- g. You may include the same web link in multiple submission if the rest of the submission is not identical.

12. **DURATIONS & EDITING:**

- a. All commercial breaks must be removed from every submission - audio, video and digital entries.

- b. No show opens or custom opens may be edited onto the entry. You may leave in the existing show opens. The intent is that submitters should not create something brand new to enhance the entry.
- c. The story must be entered as it appeared on air. A late “IN” and an early “OUT” are permitted. But no fine editing is allowed, e.g., removing thirty (30) seconds from the body of the piece.
- d. **TV Newscast- Radio Newscast - News Information Program, Video - Audio News Information Program, Audio and Live Special Events:** you may submit three (3) separate clips from the same program with the same airdate.
 - “15 minutes” and “30 minutes” refer to the total length of the submission.
 - Each clip may be edited only as described above 12 (c)
- e. Your entry must be submitted in one (1) single, clip per medium.
 - There should be five (5) seconds of silence for an audio entry or five (5) seconds of black for a video entry between two segments. Alternatively, there can be an audio or video “slate” dividing the two segments.
- f. Host/anchor intros and extros may be deleted from the submission. A transcript of intro and extro may be uploaded as Word doc or PDF.
- g. If the host/anchor intro and extro is included in the clip, it must be counted in that clip's duration.
- h. A host-reporter talkback may be included in the entry if the talkback is not edited, and the combined clip and talkback do not exceed the category's maximum length.
- i. **Live Special Events:** Newsbreaks, weather, traffic, sports may be removed in this category to allow back-to-back interviews to fit time constraints.
- j. You may submit a report that aired in two (2) parts (e.g., in Sports categories) if maximum category duration limits are observed.

13. **WEB LINKS:**

- a. All websites must be live until June 30, 2022. If the link is not active at time of judging, the entry will be disqualified immediately, and entry fees will not be refunded.
- b. Sites to be judged must not require registration or be password protected.

14. **ENTRY TIME LIMITS:** Respect each categories time limits when you submit your media. Judges are instructed to review submissions only up to the allotted time for each category.

15. **PROMOS:** A promo is required for each entry but is **NOT** judged as part of your entry. Promos belonging to winning National and Best Canadian Local News entries will be shown at the RTDNA Canada National Awards Gala.

- a. Your promo can be an excerpt from your piece, or you can create the promo from scratch. You are welcome to enhance your promo with added graphics and stings.
- b. Audio and video promos should run thirty-five (35) seconds maximum.

- c. For digital entries, you can produce a thirty (30) second promo or you can submit a URL (required format) with the option of including a maximum of three (3) high quality screen shots (required format) jpgs or pdfs.
16. **ENTRY FEE:** Each entry must be accompanied by an online entry form and the appropriate entry fee. Entries will not be judged unless the fee has been received by RTDNA Canada. **Entry fees are non-refundable.**
17. **DISQUALIFICATION:** An entry that does not adhere to all competition rules may be disqualified. **Entry fees are non-refundable.**
18. **ENTRIES - PROPERTY:** All entries become the property of RTDNA Canada which reserves the right to use this material as the Board of Directors deems appropriate.
19. **JUDGING: The judges' decisions are final.** At the discretion of the judges, awards may not be granted in some categories.

If few entries are received for a particular award, RTDNA Canada reserves the right to combines awards.

We strongly recommend you make a copy of each of your entries prior to submission.

Award Categories

Please click these links to view [Regional](#) and [National](#) Award categories.

Best Canadian Local News Award category: Winners of Regional Awards are automatically entered to compete for a Best Canadian Local News Award. No additional entry applications or fees are required.

Best Canadian Local News Award winners will be announced along with the National winners at the RTDNA Canada National Awards Gala.

How to Prepare Your Entry

All entries must be submitted online. All accompanying media must be uploaded using the awards website.

Submitting your Awards Entry online is a straightforward process. We strongly recommend you follow the procedures outlined below.

1. Only members of RTDNA Canada can create an account to make award submissions.
2. If you are not a current active member of RTDNA Canada, please click [here](#) to become one.
3. You will need your RTDNA Canada Membership Number to make entries. Your account number can be found when you log into your Membership Account. The 8-digit "User ID" is your Membership Number.
4. Create an Awards Account by registering your information on the awards website. Include your contact information.
Important: you cannot log-in using previous log-in/awards account information as the awards site is cleared of information each year before the NEW awards cycle opens.
5. After registering, you can now sign-in to your Awards Account.
6. To make your first submission click on "Begin new submission" button.

7. If you have been working on submissions that are not yet complete, you will now see those drafts listed and you can continue working on them.
8. Select the appropriate Awards Category.
9. Select whether it is a Regional or National submission. (Note: Inapplicable choices are greyed out.)
10. Select whether it is an audio, video, digital or multiplatform submission. (Again, inapplicable choices are greyed out.)
11. Enter the title of the piece. Please include accurate information as *this will appear on the award plaque should you win - station name, and title. Also enter the name of the person who will accept the award should you win and the shipping address with contact information.
12. You have until the FINAL DEADLINE on Friday, February 25, 2022, at 6:00pm (ET) to make any edits to your submission.
13. A separate submission is required for each piece you intend to enter in the competition.

Fees and Payment

EARLY BIRD FEES: *NEW - will apply for the whole submissions period for Regional and National submissions.

Payment must be received by no later than the final deadline Friday, February 25, 2022, 6:00pm ET.

PAYMENT: You may pay by credit card or cheque.

- Cheque, a pdf invoice will be available for download. Print it and mail it along with your cheque to the address indicated on the invoice. If paying by cheque, cheques must be received before the final deadline of Friday, February 25, 2022, or submission will be ineligible.
- After you have chosen cheque or submitted your credit card information, you will receive a confirmation e-mail.
- You should now find yourself on the "Edit Submission Page." Before you continue, we recommend that you review the Technical Guidelines to prepare your audio and video media files for upload.
- **Entry fees are non-refundable.**

REGIONAL SUBMISSIONS	
*Early Bird Fee (Dec 1, 2021 - Feb. 25, 2022)	Regular (Jan 24 - Feb. 11, 2022)
<ul style="list-style-type: none"> ○ Audio - \$75.00 ○ Digital - \$90.00 ○ Video - \$110.00 ○ Multiplatform - \$110.00 	<ul style="list-style-type: none"> ○ Audio - \$85.00 ○ Digital - \$100.00 ○ Video - \$120.00 ○ Multiplatform - \$120.00
NATIONAL SUBMISSIONS	
*Early Bird Fee (Dec 1, 2021 - Feb. 25, 2022)	Regular (Jan. 24 - Feb. 11, 2022)
<ul style="list-style-type: none"> ○ All entries - \$150.00 	<ul style="list-style-type: none"> ○ All entries - \$165.00

Technical Guidelines

For uploading and playing back audio/video files, please ensure you are using the latest version of your web browser: Chrome, Safari or Firefox.

- All media file uploads must be no greater than 4GB in size.
- Video uploads - required formats: .avi, .wmv, .mov, .mp4, .mpeg-1, .mpeg-2, .mpg, mpeg4
- Audio uploads - required format: mp3.
- Digital uploads -required format: URL. Optional: pdf, jpg.
- Video and audio submissions via URL (e.g., on YouTube, Vimeo, ctvnews.ca, globalnews.ca, cbcnews.ca, etc.) are acceptable if the following conditions are observed:
 - All websites must be live until June 30, 2022. If the link is not active at time of judging, the entry will be disqualified immediately, and entry fees will not be refunded.
 - Sites to be judged must not require registration or be password protected.
 - If entry is contained within a larger newscast, you MUST indicate "IN" and "OUT" times for entry.
- Document uploads are accepted in pdf and Microsoft Word format only.
- If you are having issues uploading large video files, please try using Google Chrome to perform your upload, or upload your video to YouTube (with a privacy setting of "unlisted") and add the YouTube URL as an attachment to your submission.

An entry that does not adhere to the technical guidelines may be disqualified.

Entry fees are non-refundable.

Upload Your Media File to Complete Your Award Entry

- You should now be on the "Edit Submission Page."
- In the first section of the page, "Submission attachments," choose whether you would like to provide a URL so the entry can be screened online or upload your media file to the RTDNA Canada Awards site.
- Uploading your file may take a while but you do not need to remain on the webpage while this is happening.
- On subsequent visits to this web page, you will be able to review/listen to the file that you have uploaded, and if desired, you may upload a revised file.
- Note: If you have a Word or PDF document that you would like to be considered as part of your entry (e.g., another award citation, a letter of support or a clipping), you can also upload them here.
- Should you have any technical questions during this process, please email

awards@rtdnacanada.com or use the **Help Button**, located in the top right corner of that web page. It will create an email to our technical staff who will be pleased to assist you.

- In the second section of page, "Submission details," complete the remaining questions about your entry (air date, duration, etc.) as well as a description of your entry (objectives, results, and any noteworthy elements).

Prepare Promo Materials for The Award Ceremonies

IMPORTANT: Promos are required but are NOT judged as part of your entry.

- You are required to upload a thirty-five (35) second promotional spot for each audio and video entry.
- For digital entries you can produce a thirty (30) second promo or you must submit a URL (required format). Optional: you can include a maximum of three (3) high quality screen shots as jpgs or pdfs (required format).
- For multiplatform entries submit one promo in audio, video, or digital format (choose one format of the two or more platforms you have submitted). The clip must comply with the platforms you have submitted and is in the required formats listed below.
- You must identify the attachment as the 'promotional' spot. This spot may be used during the award ceremonies.
- Include a *Twitter* handle for your news organization if you'd like RTDNA Canada to use it in tweets announcing awards if you should win.
- Images (including screen grabs) should be high quality since they will be projected to fill a large screen.
- Audio uploads - required format: mp4s (only for your Promos)
- Video uploads - required formats: .avi, .wmv, .mov, .mp4, .mpeg-1, .mpeg-2, .mpg, mpeg4.
- Digital uploads - required format: URL. Optional: pdf, jpg.

Submit Your Entry

When done, press "**SUBMIT**" at the bottom of the page to complete the entry process.

Note: If you accidentally submit your entry before you are finished, you can go back and continue to make changes up to the FINAL DEADLINE of Friday, February 25, 2022, at 6:00pm (ET).

To do this, go to your account page, click on "My Submissions" at top right. Find the award you would like to edit and under "Actions" click on "Edit" to make changes.

Good Luck!