



## THE VICTORIAN DRAMA LEAGUE INC. AWARDS ENTRY RULES 2018

Please read these Rules carefully. If you enter the VDL Awards, we will assume that you have read and understood these rules and that you agree to abide by them.

1. These rules are The Victorian Drama League Awards Rules (*"Rules"*) and apply to The Victorian Drama League Awards (*"The VDL Awards"*) unless otherwise expressly stated. By entering The VDL Awards, entrants agree to be bound by these Rules.
2. It is the responsibility of the Theatre Company to ensure all participants connected to the entered play are notified of these Rules.
3. The VDL Awards is organised by The VDL Awards Subcommittee on behalf of The Victorian Drama League Inc (*"The VDL"*), 3rd Floor, Ross House 247-251 Flinders Lane Melbourne 3000.
4. The Rules with *Appendices*, including The VDL Awards Entry Form, (*"Entry Form"*) will be displayed on The VDL website.
5. The VDL reserves the right to cancel or amend The VDL Awards without notice in the event of a catastrophe, war, civil or military disturbance, act of God or any actual or anticipated breach of any applicable law or regulation or any other event outside The VDL's reasonable control.
6. Any further changes to the Rules will be notified to member Theatre Companies and be posted on The VDL website no later than the end of August of each year. Any changes to the Rules will apply to any applications lodged prior to the end of August for the following VDL Award year.
7. In the event of any dispute regarding the Rules, conduct, results and all other matters relating to The VDL Awards, the decision of The VDL Committee of Management shall be final and no correspondence or discussion will be entered into.

### SECTION 1: *Qualifying Entry Conditions*

- 1.1 Only Theatre Company Members of the VDL, registered in the State of Victoria, and who are fully paid-up for the 12 months of the current year are eligible to enter The VDL Awards.
- 1.2 Only fully paid-up Theatre Company Members at the time of The VDL Awards presentation night are eligible to receive awards.
- 1.3 By entering The VDL Awards, the entering Theatre Company (*"The Entrant"*), hereby warrants that all information submitted is true, current and complete. The VDL reserves the right to verify the eligibility of all entrants.
- 1.4 The address and contact information provided on the Entry Form will be used to contact The Entrant.
- 1.5 All entries must be made in writing on the Entry Form and received by the specified closing dates. The entry fee must accompany the Entry Form. Failure to provide the entry fee with the completed Entry Form may disqualify the entry.
- 1.6 All VDL Award Entries are subject to approval by The VDL Awards Subcommittee and must comply with the Rules. The receipt or acceptance of financial payment by Direct Debit, Credit Card, Cheque, Cash or any other monetary payment is NOT an automatic approval and acceptance into The VDL Awards.
- 1.7 Proof of posting or emailing cannot be accepted as proof of delivery of the Entry Form. The VDL cannot accept responsibility for failure of delivery of the Entry Form by the closing dates, due to any defect or delay in transmission or any other form of delivery or causes outside The VDL's control.
- 1.8 The VDL reserves the right to disqualify any entrant if it has grounds to believe the entrant has breached any of the Rules.
- 1.9 In the event that any Award Entry is disqualified, The VDL has the sole discretion to decide whether a replacement Award Entry by that Theatre Company should be allowed to enter The VDL Awards. In this event, any suggested replacement Award Entry will be selected on the same criteria as the original entry and will be subject to these Rules.
- 1.10 In the event that any entry is disqualified from The VDL Awards without a suitable replacement, The VDL will refund in full to the Theatre Company, their entry fee.

## **SECTION 2: Conditions of Entry**

- 2.1** Entry to The VDL Awards is subject to approval and acceptance by The VDL Awards Subcommittee and must comply with the Rules.
- 2.2** Only one play can be submitted per Entrant, per year.
- 2.3** All VDL Award production entries must be able to be adjudicated by the 31st of October.
- 2.4** Only full length Comedy and Drama plays will be accepted. *No One-Act plays, Musicals, Melodramas or Pantomimes will be accepted (see Appendix 1).*
- 2.5** Where a production of a play has been presented by one company is to be re-presented by another company through **any** collaboration both performed as part of their seasons, only the first company to perform the production can submit an entry into The VDL Awards.
- 2.6** Scripts for published plays entered in The VDL Awards should be hired whenever possible from The VDL.
- 2.7** All play scripts must be available to be read by the VDL Awards Subcommittee for approval and acceptance into The VDL Awards. Any plays that are NOT published must have a copy of the script submitted along with the Entry Form and entry fee.
- 2.8** The Entrant's entry is required to be an amateur production. No participants shall receive payment. Expenses may be reimbursed.
- 2.9** All entries must be submitted on the Entry Form, along with payment of the entry fee by the due date. A welcome letter, along with all relevant adjudication information and subsequent forms will be forwarded to the Entrant upon approval and acceptance.
- 2.10** The VDL Awards Subcommittee, at their discretion, may allow an Entrant to change their play if extenuating circumstances arise beyond the Entrant's control.
- 2.11** The Entrant is required to provide TWO tickets for their play to each of the three VDL Awards Adjudicators.
- 2.12** The Entrant. must provide ONE copy of the their play program to each of the three VDL Awards Adjudicators and in addition will supply ONE clear, clean play program to The VDL Office addressed to the VDL Awards Convener.
- 2.13** The Entrant must advise The VDL Office PROMPTLY if there are changes to performance venues or dates of their play. Any costs incurred by the VDL or the Adjudicators resulting from these changes must be reimbursed by the Entrant. The Entry may be ineligible as a result.
- 2.14** The Entrant should promote through advertisements, programs and any other promotional material that they are members of The VDL and that their production has been entered in The VDL Awards.
- 2.15** Any participating Melbourne Theatre Companies are expected to book a table of at least 10 at The Annual VDL Awards Presentation Night Dinner. The Theatre Company should promote and encourage the cast and crew of the entered production to attend.
- 2.16** All participating Theatre Companies are requested to supply an action picture of their entered production to the Editor of *Theatrecraft* magazine.

## **SECTION 3: Additional Regional Theatre Companies Conditions**

- 3.1** The participating Regional Theatre Companies are expected to send at least TWO representatives to The Annual VDL Awards Presentation Night Dinner.
- 3.2** The participating Regional Theatre Companies are expected to cover accommodation, if required, for Adjudicators (*billeting is suggested*). However we strongly recommend that the companies provide a weekend matinee performance as an alternative.
- 3.3** The participating Regional Theatre Companies may be expected to cover transportation costs of the Adjudicators. However we strongly recommend to our Adjudicators that they travel together to Regional Theatre Companies.

## **SECTION 4: Nominations and Awards**

- 4.1** Award Nominations and recipients will be chosen by three independent Adjudicators and the results independently scrutinized by members of The VDL Awards Subcommittee. In all matters, the decisions of the Adjudicators, as scrutinized, shall be final and no correspondence or discussion shall be entered into.
- 4.2** Awards are non-transferable and there is no cash alternative.
- 4.3** Nomination Certificates and Trophies are awarded at The VDL's discretion. Certificates or Trophies will not be awarded as a result of improper actions by, or on behalf of, any Entrant. Entries will be adjudicated on creative and/or artistic merit criteria. The VDL and/or the Adjudicators reserve the right not to present award/s if The VDL Awards entries are not sufficient in number or of the requisite standard.

## **SECTION 5: Intellectual Property Rights and Use of Entries**

**5.1** In consideration of The VDL agreeing to consider entrants to The VDL Awards competition, each Entrant hereby agrees that The VDL may make any and all VDL Award Entries available on the website and any other media, whether now known or invented in the future, which may include other internet sites, mobile, television and/or radio and that VDL Award Entries information may be made available with advertising and/or sponsorship. The Entrant grants The VDL a non-exclusive, worldwide, irrevocable license to use, display, publish, transmit, copy, make derivative works or podcasts from, edit, alter, store and re-format the VDL Awards Entry for such purposes.

**5.2** The VDL does not guarantee to use or otherwise make available any VDL Award Entry information. The VDL may also, in appropriate circumstances, and at its sole discretion, reject, edit, remove or disable access to VDL Awards Entries information that appear to be illegal or otherwise problematic.

**5.3** Any information submitted on behalf of the participating Entrant must be personal to and relate specifically to the Entry. The Entrant hereby warrants that the VDL Award Entry and all information which is submitted and/or distributed will not infringe the intellectual property, privacy or any other rights of any third party, and will not contain anything which is libelous, defamatory, obscene, indecent, harassing or threatening. If relevant, The VDL reserves the right, but not the obligation, to screen, filter and/or monitor information provided by or on behalf of the Theatre Company and to edit, refuse to distribute or remove the same.

## **SECTION 6: Liability**

**6.1** The VDL cannot accept any responsibility for any damage, loss, injury or disappointment suffered by any entrant entering The VDL Awards or as a result of accepting any Certificate/s, Nomination/s and/or VDL Award/s. The VDL is not responsible for any problems or technical malfunction of any telephone network or lines, computer on-line systems, servers, or providers, computer equipment or software, failure of any email or entry to be received on account of technical problems or traffic congestion on the Internet, telephone lines or at any web site, or any combination of these, including any injury or damage to entrant's or any other person's computer or mobile telephone related to or resulting from participation or downloading any materials on The VDL Awards.

## **SECTION 7: Data Protection and Publicity**

**7.1** VDL Award recipients may be requested to take part in promotional activities and The VDL reserves the right to use the names of recipients, their photographs and audio and/or visual recordings of them in any publicity.

**7.2** Any personal data relating to entrants will be used solely in accordance with current Australian data protection legislation and will not be disclosed to a third party without the individual's prior consent. Data relating to entrants will be retained by The VDL for a reasonable period after The VDL Awards close to assist The VDL to operate The VDL Awards in a consistent manner and to deal with any queries on The VDL Awards.

## **SECTION 8: Jurisdiction**

**8.1** After entry, The VDL Awards and Rules will be governed by Australian law and any disputes will be subject to the exclusive jurisdiction of the courts of Melbourne, Victoria, Australia. The VDL website makes no representation that materials on the site relating to The VDL Awards are appropriate or available for use at other locations and access to them from Countries or territories where their contents are illegal is strictly prohibited. If accessing The VDL website from outside Victoria, Australia, the user is responsible for compliance with all local laws.

## **HOW TO CONTACT US**

You can contact us in relation to the Awards by writing to:

The VDL Awards Convener

3rd Floor Ross House 247 – 251 Flinders Lane Melbourne 3000

Email: [vdlawards@theatrecraft.org.au](mailto:vdlawards@theatrecraft.org.au)

## **APPENDIX 1: Definitions and Interpretations**

The following definitions are for the express purpose of and use for “The VDL Awards”.

1. One Act Play: A play of approximately 45 minutes duration without intermission.
2. Monologue/s: a) A monologue is an extended, uninterrupted speech or poem by a single person (especially one that prevents others from participating in the conversation). The person may be speaking his or her thoughts aloud or directly addressing other persons, e.g. an audience, a character, reader, or inanimate object. b) A series of monologues: A varying number of monologues (uninterrupted speech or poem) spoken by a varying number of people (which prevents others from participating in the conversation) and has no interactive dialogue.
3. A Musical and/or Play with Songs: A play which includes ‘songs’ that are to be sung and/or danced by the character/s for more than 7 minutes duration within the play. (This does not include; Foyer, beginning, interval, end of show or curtain call, scene or set change music, unless they are to be sung and/or danced by the characters.)
4. Melodrama: A play which is a drama/comedy abounding in romantic sentiment and agonizing situations, with a musical accompaniment only in parts which are especially thrilling or pathetic.
5. Pantomime: A play which is a form of theatre, incorporating song, dance, buffoonery, slapstick, cross-dressing, injokes, dumb show, audience participation and innuendo. There are a number of traditional story-lines, and there is also a fairly well-defined set of performance conventions.
6. Dance: To move rhythmically usually to music, using prescribed or improvised steps and gestures. A series of motions and steps usually performed to music.

## **APPENDIX 2: Process for Entering The VDL Awards**

The following process will be used for entering the “The VDL Awards”.

- a. Theatre Companies must send the completed “Entry Form” and the entry fee, along with a copy of any unpublished play, addressed to The VDL Awards at The Victorian Drama League, 3rd Floor Ross House 247 Flinders Lane Melbourne 3000.
- b. Upon the receiving each “Entry Form” by mail or email, the VDL Office will send a receipt of acknowledgement by email to applying Theatre Company. The VDL Office will forward a legible photocopy or electronic scan of the each ‘Entry Form’ received to the VDL Awards Convener along with a copy of the entered play to read.
- c. All entered plays must be read to ensure they comply with the “Rules”. Theatre Companies need to be aware that delays in approval and acceptance may occur if The VDL Library needs to acquire the entered play.
- d. The VDL Treasurer / Book Keeper will not issue a receipt of payment for The VDL Awards Fee until the play submitted has been approved and accepted by The VDL Awards Convener. The Entry Form is to be placed in the VDL Awards basket and then placed in the VDL Awards Folder once it has been approved.
- e. Once a play has been approved and accepted, a Welcome Letter will be sent by The VDL Awards Convener to the “Entrant” along with a letter for the Director, an Adjudication Form and a copy of The VDL Awards Categories and Point System.
- f. The VDL Awards Convener will provide to the Webmaster a list the approved plays to be placed on the Website along with the relevant information. This list will subsequently appear in Theatrecraft under the VDL Entries Section.
- g. The VDL Awards Convener will provide to the VDL Adjudicators an updated list of approved plays with all relevant information and Adjudication Forms a regular basis until the list has been finalised and all Adjudication Forms received.
- h. Any urgent updates or changes to entry information and/or queries regarding “The VDL Awards” by “Entrants” must be made directly to The VDL Awards Convener by telephone and email.
- i. The VDL Office will forward any queries regarding “The VDL Awards” to The VDL Awards Convener.