



## THE RULES FOR THE SOFHT AWARDS 2010

### SOFHT Awards Categories

1. The type of awards will be decided by Council in December of each year.
2. A brief will be set for each category.

### Nominations

3. Nominations for awards will be submitted on the award form or online for that year.
4. Entrants can nominate themselves or be nominated by a person or company.
5. Nominees or entrants do not have to be SOFHT members.
6. All awards shall be submitted with a 100 word description with additional supporting material as appropriate:
  - a. Advice to entrants: *Make your entry stand out!*
  - b. Nominations for Trainer and Training Company category to supply details of courses undertaken in the past 12 months i.e. level of course and the number of candidate pass rates.
  - c. Nominations for New Product category to confirm safety approvals; explain why it is different/better; explain features and benefits; whether it is a new product or new to UK market; provide example of the product if portable; if available independent evaluation of product.
  - d. Nominations for Auditor/Technologist category to provide details of the number of sites audited.
  - e. Nominations for The Most Innovative SOFHTe Scheme member must explain why they are different/better; explain features of their organisation and the benefits gained from membership of the scheme. The judges will also take into account the overall approach to achieving certification, number of non-conformances raised during the assessment process etc.
7. The nomination form and supporting material must be sent to the SOFHT office by the closing date for consideration by the judging panel.
8. All nominees will receive acknowledgement within one week of receipt.

### Judging Awards

9. All SOFHT Awards will be assessed by a judging panel. The panel will be made up of a Chairman and at least two other people.
10. Judges may request a product demonstration.
11. The majority of the judges should be from SOFHT member companies or be individual members of SOFHT.
12. The judges must be impartial and will judge the award on the information supplied on the nomination form and supporting material.
13. The judges will be expected to meet on a designated date, approximately four weeks before the award ceremony. Their decision is final.
14. The judges will choose up to three finalists for each category which will include a winner for each award.
15. The judges retain the option to re-categorise entrants if they feel the entry is more appropriate in another category.

### Awards Ceremony

16. The three finalists chosen will be invited to attend the luncheon at either the nominator or nominees' expense with the exception of the SOFHT Award for Most Significant Contribution which will be paid for by the Society.

17. The winners of a SOFHT Award will be expected to be involved with the publicity that surrounds the event.

**General**

18. A SOFHT Award does not give endorsement to a product or person.
19. The organisers reserve the right to withhold an award in any category if, in the judges' opinion, no nominee meets the criteria.
20. The organisers reserve the right to withdraw an award at any time if, in their opinion, the actions of the recipient or winning product threaten the integrity of the SOFHT Award.
21. The Vice Chairman will be responsible for the management of the SOFHT Awards.
22. All finalists will be allowed to use the SOFHT logo and state "SOFHT Finalist of the Year 20..." for the nomination category on letterheads, emails or other documents, once approval has been gained from the Society.
23. The winners of all categories will be able use the SOFHT logo and state "SOFHT Winner of the Year 20..." for the nomination category on letterheads, emails or other documents, once approval has been gained from the Society.
24. Judges reserve the right to follow up any references.
25. It is the judging panel's sole discretion as to whether a late nomination is accepted.