



THE RULES FOR THE SOFHT AWARDS

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 **must be** SOFHT members based in the UK or internationally.
6. Employees of a business sponsoring an award **will not** be permitted to apply for the award they sponsor but will be eligible for nomination for any other awards.
7. 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!***
How to make your entry stand out:
Each year the number of entries in each category increases, therefore to stand the best chance of being nominated as a finalist or of winning you need to make your entry stand out from the crowd and grab the judge's attention. The entry form allows 100 words to précis the nomination; previous winners have supported their entries with a high quality and relevant supporting information pack. If your entry is a product endorsement(s), test results and external verification will all enhance your entry. The attention to detail in the best entries we have received has been excellent, presenting the information in a clear, interesting and compelling manner and avoiding the temptation to provide too much information. We encourage you to enter and wish you the best of luck.
 - b. Nominations for Trainer and Training Company category must supply details of courses undertaken in the past 12 months i.e. level of course and the number of candidate pass rates as well as a **5 minute video clip** demonstrating an example of the training being undertaken.
 - 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 products. Nominations must confirm in writing that there are no legal disputes pending in relation to patent protection and/or intellectual property.
 - d. Nominations for Auditor/Technologist category to provide details of the number of sites audited.
 - e. The Dorothy Cullinane Award is a special award presented exclusively by SOFHT Council and is for a company or person that has made an outstanding contribution to the food industry, with particular emphasis on food safety and/or food hygiene and/or food technology.
8. The nomination form and supporting material must be sent to the SOFHT office by the closing date for consideration by the judging panel.
9. All nominees will receive acknowledgement within one week of receipt.

Judging Awards

10. 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, which will include a member of the SOFHT Council.
11. Judges are required to sign a non-disclosure agreement and maintain confidentiality
12. Judges may request a product demonstration.
13. The judges should be from SOFHT member companies or be individual members of SOFHT.
14. The judges must be impartial and will judge the award on the information supplied on the nomination form and supporting material.
15. The judges will be expected to meet on a designated date, approximately four weeks before the award ceremony. Their decision is final.
16. The judges will choose up to three finalists for each category which will include a winner for each award.
17. The judges retain the option to re-categorise entrants if they feel the entry is more appropriate in another category.

Awards Ceremony

18. The finalists chosen will be invited to attend the lunch at either the nominator or nominees' expense with the exception of the Dorothy Cullinane Award which will be paid for by the Society.
19. The winners of a SOFHT Award will be expected to be involved with the publicity that surrounds the event.

General

20. A SOFHT Award does not give endorsement to a product or person.
21. The organisers reserve the right to withhold an award in any category if, in the judges' opinion, no nominee meets the criteria.
22. 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.
23. The Chairman will be responsible for the management of the SOFHT Awards.
24. All finalists will be allowed to use the SOFHT logo and state "SOFHT Finalist of the Year 2018" for the nomination category on letterheads, emails or other documents, once approval has been gained from the Society.
25. The winners of all categories will be able use the SOFHT logo and state "SOFHT Winner of the Year 2018" for the nomination category on letterheads, emails or other documents, once approval has been gained from the Society.
26. Judges reserve the right to follow up any references.
27. It is the judging panel's sole discretion as to whether a late nomination is accepted.