

National Student Television Association Policy Document



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Item I: List of Awards Descriptions

This item establishes the officially sanctioned descriptions of NaSTA awards categories.

1) Best Broadcaster

- A showreel demonstrating the range, quality and skills of the station and its programming, to be accompanied by a written report, with details of the operation of the station and contributions made which may not necessarily appear on screen. Written accompaniments will be accepted in .pdf or plain text format and must not exceed 500 words.

2) Jisc award for Special Recognition

- This category looks for a station worthy of special recognition for outstanding achievement, especially with respect to the station's commitment to overcoming challenging circumstances and achievement through innovation in the past year.
- No video submission is required. Written accompaniments will be accepted in .pdf or plain text format and must not exceed 750 words

3) Best Dramatic Performance

- A showreel demonstrating the on-screen acting skills, styles and techniques of a particular Individual in any form of fictional production. This showreel may be made up of content from multiple productions or episodes.

4) Best On-Screen Talent

- A showreel demonstrating the on-screen skills, styles and techniques of a particular individual in any production excluding fictional content. This showreel may be made up of content from multiple productions.

5) Station Marketing

- Recruiting and retaining members, and building an audience are two of the biggest challenges faced by student TV stations. This award recognises the efforts that stations go to to ensure that they have an active membership and that their content is watched and valued by their university, local and national viewers.
- A video submission demonstrating the achievements of your station's marketing recognising how your station recruited members and built audiences across your campus and online, incorporating special events, advertising, social media and on-air branding and idents. The submission must be accompanied by a written document detailing marketing strategies, tools, and techniques used by your station. Written accompaniments will be accepted in .pdf or plain text format and must not exceed 500 words.

6) Technical Achievement

- A report which gives an account of any technical achievement(s) and/or developed to support your station's output. Entries will demonstrate both the technical challenges faced and overcome, and the benefits this brought to the production(s).
- No video submission is required. Written accompaniments will be accepted in .pdf or plain text format and must not exceed 500 words.

7) Freshers' Coverage

- This category recognises the quality and diversity of a station's covering of

their campus' Freshers' week(s) activities. This category also includes all including all freshers' themed content.

8) Animation

- A single animation programme (or a shortened edit from an episode or series), or an original piece of animation of any type, which has been produced by the station. This can include but is not limited to: Cartoons, Computer generated images, Title sequences.

9) News and Current Affairs

- A single programme (or a shortened edit from an episode or series) that demonstrates coverage of university, local community, national or international news. It demonstrates an understanding of television journalism and utilises, where appropriate, the skills of video journalism.

10) The Mars Elkins El-Brogy Award for Multimedia Content

- A showreel demonstrating effective, innovative and strong use of multimedia content with an accompanying document.

11) Writing

- A script in any genre or format, for any kind of show produced by the station. This can include, but is not limited to, fictional teleplays, factual links and features, documentary scripts, live scripts, news piece, etc.

- The category requires a script of 30 pages maximum. Writing may be from a single programme or shortened from an episode or series.

- A 5 minute video (maximum). This is for reference, rather than being judged for its own qualities. It should demonstrate how the submitted script has been visualised on screen.

12) Live Broadcast

- A single programme (or a shortened edit from an episode or series) that has been broadcast live or shot as-live by your station. Entries for this category must not have had any audio or video processing applied after transmission. Entries may be edited in post production to produce a showreel e.g. any part of the broadcast edited together to music, but must not have processing to fix technical problems that were present during the broadcast e.g. edit music from a multitrack recording, compressors/gates applied, colour correction, exposure changes, filters

13) Cinematography

- An opportunity for filmmakers to showcase their best work, demonstrating a knowledge of appropriate lighting, camera moves and other associated techniques of the craft, and how well these things are implemented in film or television. This showreel should be made up of content from a single programme (or a shortened edit from an episode or series)

14) Light Entertainment

- A single programme (or a shortened edit from an episode or series) intended as light entertainment.

15) Title Sequence

- The introductory sequence to one of your station's programmes. The very beginning of an exemplar programme may be included. This entry must be a complete video not a cut down video or an edited highlights reel. The submission must not exceed 90 seconds.

- Please note the 100 word description of the programme is provided to help judge how well the entry introduces the programme. This is supplementary evidence and not judged in itself.

16) Comedy

- A single programme or series episode that aims to make the viewer laugh, including, but not limited to: Sitcoms, Comedy Dramas, Stand-up, Sketch Shows.

17) Drama

- A single programme (or a shortened edit from an episode or series) of original scripted dramatic production. Note: Sitcoms or dramatic productions which are primarily comedic should be entered for the Comedy category.

18) Documentary & Factual

- A single programme (or a shortened edit from an episode or series) featuring factual material, presented in any format.

19) Sport

- Coverage of a sporting event or a single programme (or a shortened edit from an episode or series) which features live or recorded sport, and/or comments on sport or sports facilities.

20) Post Production Award

- A single programme (or a shortened edit from an episode or series) showreel demonstrating excellent post production and editing skills

The constitution allows for a maximum of 24 categories at any given time. Any change to these awards categories must be declared as part of a successful Host Station bid. The categories themselves are protected by the constitution, only changes to the descriptions themselves are considered items of association policy.

Item II: List of People's Choice Awards Descriptions

This item establishes the officially sanctioned descriptions of NaSTA People's Choice awards categories.

1. Open
 - Video entry.
 - Video length limited to 10 minutes.
 - Completely open entry where any style or type of video can be entered.
 - This award specifically targeted at entries that do not have a place in another award category.
2. Live
 - Video entry.
 - Video length limited to 10 minutes.
 - A programme (or a shortened edit from an episode or series) that has been broadcast live or shot as-live by your station. Entries for this award must not have had any audio or video processing applied after transmission. Footage entered for this award can be entered for any other award category.
3. Content Innovation
 - Video entry.
 - Video length limited to 10 minutes,
 - This award celebrates content innovation and it should be clear how the video innovates on a previously identified idea or is a pure new creation.
4. Technical Innovation
 - Written entry.
 - Word count limited to 750 words excluding diagrams and/or pictures.
 - This award celebrates technical innovation and it should be clear how the station has innovated on a previously identified idea or has made pure new creation.
5. Visual Creativity & Quality
 - Video Entry.
 - Video length limited to 10 minutes.
 - This award is all about the effects, angles and overall look of the video, and covers multiple areas including; cinematography, editing, animation and visual effects.
6. Best On-Screen Talent
 - Video entry.
 - Video length limited to 10 minutes.
 - This award celebrates hardworking presenters and actors alike. This award looks at the talent's charisma, humor, quick wit and how well they engage the audience.
7. Un-Sung hero
 - Written entry.
 - Word count limited to 500 word.
 - This award celebrates an individual who has done outstanding work behind the camera and beyond the audiences' view. It could be a director, camera operator, technician or any of the numerous jobs that happen off screen.
8. Station of the Year
 - Video and written entry.
 - Video length limited to 10 minutes.
 - Word count limited to 500 words.
 - This award is given to the station who has proven themselves in every aspect of television from drama shows to live broadcasts and from technical proficiency

to on-screen talent.

Item III: Association Web Presence

This item relates to the web presence of NaSTA (previously a constitutional requirement).

1. Website

- 1.1. NaSTA commits to maintaining a website that shall be the primary means of providing information to persons and organisations outside of NaSTA.
- 1.2. All internet domain names, web hosting contracts and associated online resources that NaSTA own and manage should be kept up to date.
- 1.3. NaSTA mandates the Executive Technical Officer to take responsibility for the continued operation and maintenance of the website.

2. Web Services

- 2.1. NaSTA commits to operating a wiki as part of its web service for the cataloguing of the Association's history and achievements.
- 2.2. NaSTA commits to providing a Frequently Asked Questions (FAQ) page as part of the website, where interested parties may obtain key information about the association and its operations.
- 2.3. All Officers of NaSTA shall have a NaSTA specific email address, for use on association business, administered by the Executive Technical Officer.
- 2.4. The National Executive Committee shall make decisions regarding the hosting of the website and any additional online resources that the association undertakes to develop.
- 2.5. The National Executive Committee shall take responsibility for working with the Host Station to provide them with a webspace for the advertisement and administration of the Annual Conference and Awards Weekend.
- 2.6. The Technical Officer is considered to be the highest authority within the NaSTA officership on technical matters, and as such, retains the right to make decisions relating to the provision of the website and other technical service independently of the executive where required to maintain a good level of service uptime.

Item IV: Logo and Branding

1. Marketing Policies

- 1.1. At the current time, NaSTA does not have a formal branding policy. Until such a time as a Marketing Officer can pass a modified branding scheme through a General Meeting or Referendum, the Marketing Officer is mandated to maintain the "status quo" regarding colour schemes, use of the NaSTA Logo, and typefaces, until this item can be replaced by a formally agreed branding policy.

More information about NaSTA branding is detailed in the NaSTA Constitution (Section 1-Identity and Objectives, 1.4).

Item V: Alumni of the Association

1. Organisation

- 1.1. NaSTA commits to bringing together the alumni of the association in order to further the aims of the association, and to provide a channel for the alumni to network with one another, feed back advice and opportunities for the benefit of the current students of the association, and to provide social and cultural entertainment opportunities for it's members.
- 1.2. PaSTA shall be organised and facilitated primarily by the Alumni Officer of the association.
 - a) The Alumni Officer should utilise the resources of PaSTA to achieve his/her goals and responsibilities of the office of Alumni Officer.

2. Identity

- 2.1. The NaSTA Alumni Association shall be known as "PaSTA".
- 2.2. Like NaSTA, "PaSTA" shall be deemed to be case sensitive.
- 2.3. The logo, branding, and other marketing restrictions placed upon the use of the NaSTA logo do not apply to that of PaSTA.
 - a) Any decisions made regarding the promotion of PaSTA events shall remain under the authority of the Alumni Officer
 - b) Any decisions made regarding the branding and design of PaSTA documents shall remain editorially with the Marketing Officer.
 - c) As always, the Chair shall retain their responsibility for all NaSTA publications, and the association commits to working with the Alumni Officer to support their publications where necessary.

3. Membership

- 3.1. PaSTA membership shall be free to all ex-members of NaSTA affiliated stations.
- 3.2. Ex-members of NaSTA affiliated stations shall be deemed to be individuals who were at any given time in their life, a member of a student television station, during any time in which it was affiliated to NaSTA.
- 3.3. PaSTA members shall enjoy the following rights;
 - a) To attend the annual Conference and Awards Weekend.
 - b) To propose amendments to the NaSTA constitution.
 - c) To propose amendments to the policies of the association and it's operational documents.
 - d) To attend any General Meeting of the association in a non-voting capacity.

Item VI: Equal Opportunities Policy

NaSTA is committed to providing its members the services of the association in a non-discriminatory, safe environment.

1. Equal Opportunities Policy

- 1.1. NaSTA is committed to promoting and developing equality of opportunity for all NaSTA member stations and officers of the association by prohibiting all forms of discrimination, harassment, and incitement to discriminate or harass. NaSTA aims to foster an environment whereby all affiliated parties and representatives of the association are treated fairly and equally.

- 1.2. This policy shall apply to all members of NaSTA, including all officers of the association.

- 1.3. No Person will be discriminated against on grounds of any of the following:
 - i. Age
 - ii. Disability
 - iii. Gender Reassignment
 - iv. HIV/AIDS Status
 - v. Marriage/Civil Partnership status
 - vi. Nationality
 - vii. Parental Status
 - viii. Political Opinion
 - ix. Pregnancy and Maternity/Paternity
 - x. Race
 - xi. Religion or Belief
 - xii. Sex
 - xiii. Sexual Orientation
 - xiv. Socio-economic background
 - xv. Any other irrelevant distinction between individuals or groups of people as judged by the Returning Officer and/or Deputy Returning Officer where necessary.

- 1.2. It shall be the responsibility of all NaSTA officers to adhere to this policy, behave in a non-discriminatory manner, and to help change practices and procedures that deny or limit equality of opportunity or treatment.

- 1.3. NaSTA commits to monitoring and reassessing its own practices and procedures to ensure that they are in no way discriminatory to or exclusive against any particular group.

Item VII: Regional Officer Structure

1. Regional Structure

1.1. There are to be eight regions of NaSTA, as defined below, each with their own Regional Development Officer;

- a) Scotland
- b) North-East England
- c) North England
- d) East Midlands
- e) West Midlands
- f) Wales
- g) London
- h) Southern England

1.2. Should two or more stations affiliate from Eire or Northern Ireland, the appointment of an additional Irish regional officer may be made at the National Executive Committee's request.

- a) This post will only run for a single year and is intended to allow for an officer to exist until a formal, permanent position can be created by amending this policy.

1.3. Stations are permitted to request which region they are part of. The NaSTA Executive shall retain the right to approve or refuse these requests.

- a) This is intended to prevent stations from example, Scotland, attempting to join South England.
- b) Any refusal may be appealed to the Returning Officer, who will act as final arbiter in the circumstances.

2. Regional Development Officers

2.1. The formal office titles of the NaSTA Regional Development Officers shall be deemed to be;

- a) Regional Development Officer for Scotland
- b) Regional Development Officer for North England
- c) Regional Development Officer for North-East England
- d) Regional Development Officer for East Midlands
- e) Regional Development Officer for West Midlands
- f) Regional Development Officer for London
- g) Regional Development Officer for Southern England
- h) Regional Development Officer for Wales

2.2. The individual responsibilities of Regional Development Officers are described in the constitution of NaSTA

Item VIII: NaSTA Patron Policy

- 1.1 NaSTA has enjoyed the support of a lot of industry partners, benefactors and alumni over the course of the last 40 years to help achieve its goal of supporting the growth and development of student television in the UK and Eire.
- 1.2 In order to facilitate the growth & development of strong links with these partners and benefactors NaSTA will introduce the idea of 'NaSTA Patrons' in recognition of this work which supports and enhances the mission statement of the association, demonstrating the associations formal recognition of this support by awarding patronage to NaSTA.
- 1.3 The appointment of patrons (no more than 3 per student television year) will follow the model adopted by Universities in the annual nomination and appointment of honorary fellows/honourary degree recipients.
- 1.4 The NaSTA Exec (Chair/Marketing Officer) will announce a period of nominations at the commencement of term 2, which will remain open for 4 weeks to ensure that the association has a promotional asset to ensure presence in a traditional quiet period which is of value and relevance to NaSTA.
- 1.5 Nominations do not require a proposer/seconded but do require a written submission justifying the nomination and how it ties into the work of NaSTA and student television. Any station nomination without a written submission will be classed as invalid and will not qualify for consideration.
- 1.6 The NaSTA Executive committee will (at its discretion) draft its own nominations for NaSTA patronage, which will include a written submission per candidate.
- 1.7 All nominations will be submitted to the AGM for discussion and ratification.
- 1.8 In the event of more than 3 nominations being submitted, the patronage nominations will be subject to an AGM debate and vote to finalise the patrons for that year.
- 1.9 The NaSTA Exec will announce the patrons for that year (post conference) on www.nasta.tv and all supporting social media channels.
- 1.10 Posthumous NaSTA patronage will be awarded under exceptional circumstances at the discretion of the NaSTA Exec. This will be submitted to the NaSTA AGM for final ratification.
- 1.11 All NaSTA patrons will be placed on formal record and be recognised by NaSTA for their service towards the association and supporting the work of NaSTA as such.

2.1 NaSTA Patronage has been issued to the following after AGM ratification:

Tim Marshall (2011)

Ore Oduba (2011)

Shoshana Wilson (2011)

Jonathan Abrahams (2012)

Paul Ryan (2012)

Item IX: NaSTA Fellow Policy

- 1.1 NaSTA receives a significant amount of support and dedication from key individuals within the NaSTA community and / or the industry. Lifetime memberships are a way in which NaSTA can recognise the level of commitment and support from these individuals. There are two forms of lifetime membership which can be awarded by NaSTA; a Patronage or a Fellowship.
- 1.2 A Fellow of NaSTA is awarded by the NaSTA Executive Committee to an individual whom has provided significant support to NaSTA, Stations (NaSTA Members), NaSTA Exec and/or the NaSTA Community past and present. A Fellow can be nominated by any station / individual member of NaSTA / NaSTA Alumni / Current Exec / to the STAN Trustees. The final appointment of the Fellowship is awarded by the STAN Trustees.
- 1.3 Nominations for the award of NaSTA Fellow are allowed to be submitted all year round to the STAN Trustees. Any nominations that are submitted after 1st March will not be eligible for recognition until the following year's NaSTA Awards and Conference weekend.
- 1.4 By recognising and celebrating the support of 3rd parties, many of which are industry based, NaSTA will create a bridge between the association and members of the industry and alumni that can aid in increasing the awareness of NaSTA in a relevant way.
- 1.5 No incoming or outgoing officer of NaSTA will be eligible for patronage or a fellowship.
- 1.6 Fellowship is a lifetime membership to the association.
- 1.7 The NaSTA Fellowship will be awarded annually by STAN trustees, on the night of the NaSTA Awards Ceremony.
- 1.8 Fellowships will be reviewed by the NaSTA Executive Committee if issues of public conduct by Patrons / Fellows are viewed as being to the detriment of the reputation of NaSTA where NaSTA may be brought into disrepute by association whereby patronage / fellowship will be removed subject to ratification at the AGM.
- 2.1 NaSTA Patronage has been issued to the following after AGM ratification:
Matthew Capon (2015)
Gary Rodger (2016)

Item X: Re-open Nominations

- 1.1 The democratic process within the National Student Television Association requires complete & transparent understanding from all members to ensure they are fully able and equipped to exercise their right to vote in any NaSTA election.
- 1.2 The NaSTA Executive elections are pivotal to the representation of membership in the direction and leadership of the association. It is agreed that in the instances where positions in NaSTA Executive elections are uncontested that it is important to, without prejudice or personal bias, promote RON openly and fairly to ensure all members are aware of the role of RON in this context.
- 1.3 The Returning Officer is responsible for the running of all democratic elections and procedures within the association.
- 1.4 The Returning Officer will be responsible for the creation and promotion of a RON (Re-open nominations) campaign to promote to members the democratic purpose and function of RON within the democratic process for all NaSTA Elections, referendums and applicable circumstances requiring a membership ballot.