

**COMPETITIONS:
COMPETITIVE PROCESS – AWARDS & PRIZES POLICY**

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COMPETITIONS - COMPETITIVE PROCESSES

POLICY INTRODUCTION

1. PURPOSE & SCOPE

- 1.1 The purpose of this policy is to provide guidelines for offering an Award or Prize from the College as the College determines.
- 1.2 The scope of this policy is all awards and prizes offered by and through the College or as the College determines which are funded through the endowment or external funds.
- 1.3 All new awards and prizes to be covered by this Policy are to be approved by the Board.

2. BACKGROUND

The College may offer Awards and Prizes to recognise excellence in:

- 2.1 educational activities;
- 2.2 medical or educational research activities;
- 2.3 volunteering or other activities of a charitable nature (both within and outside the College); or
- 2.4 other activities worthy of recognition by a President of the College, or its Divisions, Faculties or Chapters.

3. PROHIBITIONS

- 3.1. The College reserves the right not to run competitions that promote particular brands, products, services or organisations align with the College's Ethical Investment Policy.
- 3.2. The College will not run competitions that are either related to or supported by or have Awards or Prizes donated by or from individuals or entities involved with activities that are not compatible with the College's Ethical Investment Policy.
- 3.3 A licence must be obtained for any lottery or game of chance (including raffles) required under relevant State, Territory or other regulations.
- 3.4 College staff may not participate in the writing or completion of nomination or application forms.

4. COMPETITION GUIDELINES

Prior to publicising a competition, Competition Guidelines will be prepared by the relevant appointed or delegated staff member and approved by the relevant authoritative committee.

The Competition Guidelines must be available on the College's website, intranet (if the Competition is open to College staff) from the time the promotion of the competition commences until the closing date of the competition.

Competition Guidelines regarding offers of Awards or Prizes must be advised to members of the relevant College body(ies) and/or be freely accessible (website) to any external applications that may be eligible and must include:-

- 4.1 start date of the competition and when entries, applications or nominations will be accepted;
- 4.2 final time and date that entries, applications or nominations will be accepted;
- 4.3 details as to how to submit an entry, application or nomination;
- 4.4 details of competition organisers:
 - 4.4.1 Administration contact; and/or
 - 4.4.2 College committee;
- 4.5 details of the Award or Prize to be won and the value;
- 4.6 any eligibility criteria for applicant(s), nominee(s), nominator(s);
- 4.7 any restrictions such as the number of entries, applications or nominations that can be submitted;
- 4.8 date of judging of the competition;
- 4.9 where judging will take place;
- 4.10 the judging process;
- 4.11 when and where the names of the winners will be announced or published and how they will be notified;
- 4.12 if the Award or Prize is funded by a donation or gift, acknowledgment of the donor; and
- 4.13 the College's Competition Terms and Conditions

5. JUDGING PROCESS

- 5.1 The competition must clearly state who will be judging the competition:-
 - 5.1.1 The number of judges (a minimum of three is required where there is a selection panel);
 - 5.1.2 In the interests of fairness and transparency the names of judges are to be declared or available to applicants or nominees prior to the judging process.

6. SELECTION CRITERIA

Templates of selection criteria are attached. The templates are for guidance only. The templates should be amended to suit the specific needs of each competition noting that criteria should be designed to permit an objective assessment of all the relevant factors.

The criteria for selection should be developed and determined in conjunction with the development and determination of the competition and Prize. This will ensure that all relevant information is then included in the competition guidelines.

7. POSTHUMOUS AWARDS

7.1 Posthumous awards will only be awarded where:

7.1.1 the applicant/nominee has applied or been nominated and died following closing date or during final Assessment and Acceptance process

7.1.2 the nominee has died within the year preceding an Award or Prize closing date.

8. COLLEGE TERMS AND CONDITIONS

The approved Terms and Conditions of the College for all Awards and Prizes valued at \$5,000 and under are to apply to all Awards and Prizes covered by this policy.

9. CONFLICT OF INTEREST

The College Conflict of Interest Policy applies to all judges of a competition.

10. AUTHORITY

10.1 The RACP Foundation office will have oversight of administration of all College competitions.

10.2 All Awards and Prizes are to be from gifts, donations or the Endowment Funds held by the College and not to be funded from operational budgets. Approval for use of funding must be sought through the relevant committee structure for submission by the RACP Foundation office for approval from the Finance Committee.

11. FURTHER DEFINITIONS

“College” or “RACP” means The Royal Australasian College of Physicians (ACN 000 039 057), an incorporated body limited by guarantee.

“College Board” means the Board of Directors of the College.

“Competition” means an event or activity of competing for a prize.

“Nomination” the act or instance of submitting a name for candidacy.

“Award” means a payment or other mark of recognition given either in honour of an achievement or to support nominated College research and education initiatives considered of excellence.

“Prize” given as a reward to the winner of a competition or in recognition of outstanding achievement.

Adopted by the Board on 8 August 2013

Updated 8 October 2015