



Rules for Nominations

Nominations for the 2012 HCPA Care Awards are subject to the following rules and regulations

- The HCPA Care Awards are a celebration of excellence in care and to this end individuals/teams can be nominated by their fellow workers, managers, partner organisations, service users and the friends and families of the people they are supporting.
- The awards are limited to individuals and teams who are employed or volunteering in care settings within Hertfordshire.
- Entries may be submitted no later than midday 30th March 2012.
- The judges are unable to correspond with entrants regarding their nominations during or after the judging process.
- Entries must be submitted via the official nomination form by post or email.
- All entries must be substantiated by a 400 word (approx) statement from the nominator where indicated on the official entry form.
- Entries must be supported by a minimum of 3, maximum of 6 additional testimonials. In addition to the written entries, there must be a minimum of three photographs of the nominee working with service users and this must of course be accompanied by written permission from the service user to enable HCPA to use these in publicity.
- Entries may be edited by HCPA to correct any erroneous administrative information, however, should it come to light that there are issues, whether ethical or factual, relating to any nomination, HCPA reserve the right to withdraw that nomination, whether the nomination has been selected as a finalist or not.
- The contact details contained in the entries will not be shared with third parties without prior written consent.
- Finalists will be notified by 30 April 2012 and invited for interviews during the months of May, June and July 2012 dates to be confirmed. Visits to the site by HCPA may be arranged.
- Individuals and nominated members of teams reaching the final will have the cost of their ticket to the Gala Awards Evening paid for by the organisers.
- A condition of entry is that finalists and winners will assist in the publicity of the awards, before and after the event and to support others to achieving excellence throughout the year. Publicity may take the form of press, radio and television interviews, videos, and photography.
- The decision of the judging panel is final

All nomination forms must be returned by 12pm 30th March by email to: admin@hcpa.info