

HFMA Awards Rules

1. All entries must be completed using the online entry portal accessed via the HFMA website.
2. All entries must be received on or before the specified closing date.
3. The person whose name is on the entry form as "Contact name" will be the Association's permanent contact throughout the course of the awards programme, and will receive all correspondence, including receipt-of-entry and winning-entry acknowledgements.
4. Entries will only be accepted from organisations that are health service providers or commissioners. Joint entries with other organisations are permitted but only where they are submitted jointly with a health service organisation.
5. Serving chairs of HFMA committees, groups, faculties or branches as well as members of HFMA's board of trustees are not permitted to be considered for personal awards (e.g. FD or Deputy of the year).
6. It is advised that judges seek guidance from HFMA before they are required to score/comment on an entry, where they may have a vested interest. Judges are ineligible to score/comment on an entry made from their own organisation, or if they have a vested interest.
7. The judging panel will assess each nomination and put forward a short list for each award. HFMA will contact both successful and unsuccessful entries once the shortlisting process has taken place and shortlisted entries will also be listed on the HFMA website once finalised.
8. The awards will be judged according to the criteria for each category.
9. For some awards categories, the shortlisted entries may be required to attend an interview with the judges. This is likely to take place in London in early November at a specified time and date. The purpose of the interviews is to enable the judges to get a more detailed understanding of the entry as well as the opportunity to ask questions.
10. The award winners will be announced at the HFMA Annual Awards Dinner which will take place in December in London at the Hilton London Metropole as part of HFMA's annual conference. All shortlisted entries are allocated 2 tickets free of charge to attend the awards dinner.
11. If in the opinion of the chair of each judging panel a nomination is reasonably likely to cause material damage to the reputation of HFMA or any of its group companies, HFMA shall at its sole discretion choose to disqualify that nomination.
12. Organisations may be short-listed for more than one award and the appropriateness of the category in which it sits may also be examined by the judges.
13. HFMA will maintain copies of all entries.
14. The judges may disqualify any entry that does not adhere to the rules.
15. No nominee shall engage in any activity that may damage the integrity of the awards scheme or ceremony. Any such actions shall be raised with HFMA who will take any decision on disqualification. HFMA's decision with respect to disqualification is final.
16. The decisions of the judges will be final and will not be subject to any appeal. All entrants must agree to be bound by them.
17. Paul Assinder, former director of finance and HFMA past president is continuing his role as the independent chair of the judging panels. The judging panel chair will deal with any issues or comments received from participants about the process. Any decision made by the chair is final.