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## 1 OVERVIEW

### 1.1 SONA Design Competitions

The Student Organised Network for Architecture (SONA) develops and delivers various design competitions for student members. SONA design competitions are run in accordance with the Institute's 'Architectural Competitions Policy,' in at least the following provisions:

- All entrants are treated equally.
- Conflict of interest is minimised.
- Prizes are specified and honoured within a reasonable time frame.
- Intellectual property and moral rights of entrants are protected.

## 2 COMPETITION GOVERNANCE

### 2.1 Overview

SONA competitions are delivered on a national level and a state level. In advertising the competition, this will be clearly stated.

Where a SONA competition is delivered on a national level, the Institute's National Membership Services Manager has overall responsibility for the conduct of the competition.

Where a SONA competition is delivered on a state level, the State Manager/Executive Director of the local chapter has the overall responsibility for the conduct of the competition.

In the development and delivery of SONA competitions, The National Membership Services Manager and State Manager/Executive Director of the local chapter are supported by the National Membership Programs Officer, SONA Executive and SONA Representatives who collectively are responsible for the governance of SONA competitions.

### 2.2 Obligations of SONA competition organisers

SONA competition organisers generally include The National Membership Services manager, State Manager/Executive Director of the local chapter, the National Membership Programs Officer, SONA Executive and SONA Representatives. Collectively they agree to:

- Be responsible for general oversight of the Competition
- review and affirm the details contained in all Competition documents before they are released publicly
- will ensure the Competition is conducted fairly, equitably and with integrity,
- prepare and coordinate the Competition and to make all necessary decisions and determinations in relation to it
- will ensure that all entries comply in all respects with these conditions, and disqualify (where applicable) any entry that does not comply
- will promptly notify Entrants (and where the Competition is endorsed, the Institute) of any material change in the Competition Conditions, key dates, the Competition Brief, or the constitution.
- will promptly respond and take appropriate action after advice of any actual, potential or perceived conflict of interest.
- Accept the decision of the jury as final

### 2.4 Contact information

Where an Entrant needs to communicate with the organiser of a SONA competition in accordance with these Conditions, such communication must be in writing and the subject line should include the competition name and specified "state or "national" to:

#### **SONA Competitions enquiries**

[sona@architecture.com.au](mailto:sona@architecture.com.au)

Or, to the event organiser of the competition, where contact information is provided, relevant organisers will be notified accordingly.



## 3 COMPETITION INTEGRITY

### 3.1 Equity of treatment and access

To ensure that all Entrants are treated equally and have the same access to participation in the Competition, each Entrant must:

- Comply in all respects with these conditions;
- not act or behave in any way that could bring the Competition or the Institute into disrepute or compromise its integrity;
- not act or behave in any way that could inappropriately influence, or be seen to influence, the Jury or any outcome of the Competition;
- cooperate fully with the competition organiser to provide any reasonable information requested, or to assist any investigation into potential breaches of these conditions.

### 3.2 Authorised communications

Except where these Conditions provide otherwise, all communications from Entrants or prospective Entrants, including questions, complaints and notices required or permitted by these Conditions, must be in writing and addressed to the event organiser as outlined in clause 2.4

### 3.3 Unauthorised communications

Complaints and notices from entrants in relation to the competition made verbally or via social media will not be accepted.

### 3.3 Complaints Procedure

All complaints in relation to this Competition must be directed to the National Membership Services Manager, the National Membership Programs Officer or the State Manager/Executive Director of the local chapter who will investigate and make a determination in relation to the complaint. Any such determination of the National Membership Services Manager or State Manager/Executive Director of the local chapter is final, and no correspondence will be entered into.

A complaint must be submitted in writing as soon as practicable after the circumstances that led to the complaint became known. The written complaint must set out, at least:

- the circumstances forming the basis of the complaint;
- the impact of the complaint on the person or team making the complaint;
- any other relevant information, and
- the remedy or corrective action desired by the person or team making the complaint.

The views and opinions expressed by those volunteers are those of the volunteers and do not necessarily reflect the official policy or position of the Institute.

## 4 ENTRY REQUIREMENTS

### 4.1 Competition entrant eligibility

Competition Entrant eligibility will be clearly stated and made available to all entrants on the SONA website.

### 4.2 Competition entrant Obligations

In addition to any other obligations set out in these conditions and for the sake of clarity, all entrants in this competition must

- comply in all respects with these conditions;
- respect moral rights and copyright of others in relation to development of their entry;
- promptly inform the organiser of any actual, potential or perceived conflict of interest;
- make no attempt to unfairly or inappropriately influence the jury process or any member of the Jury, and
- accept the decision of the jury as final.

### 4.3 Registration

In most SONA competitions registration of prospective Entrants is required, and instructions for registration will be clearly stated. Where registration is required, entrants will not be eligible to participate without formally registering.



Where the organiser deems that a prospective Entrant is not eligible to enter, the entrant will be advised of the actions required, if any, to achieve eligibility.

#### 4.4 Withdrawal of registration

An Entrant may withdraw their entry from the Competition at any time and Notice of withdrawal must be given in writing to: [sona@architecture.com.au](mailto:sona@architecture.com.au)

#### 4.5 Submissions

Submission requirements in relation to all SONA competitions will be clearly outlined on the briefing document for entrants, the SONA website, or in competition promotional materials. Entrants are required to submit their proposal in the specified format by the deadline as outlined. Where an Entrant fails to comply in any respect with the submission requirements, the organiser may disqualify the Entrant.

#### 4.9 Entrant declaration

By registering for the event, the entrant declares they have read and agreed to conditions in relation to this competition.

### 5 COMPETITION TIMETABLE

The timetable for each stage of the Competition will be made available to all entrants on the SONA website, the briefing document or in competition promotional materials.

### 6 COMPETITION JUDGING

#### 6.1 State level & National level judging

The jury is appointed by the competition organiser.

The jury will consist of no less than three and no more than five persons, and where possible should not be an even number. Decisions of the jury are final and will be made by majority vote.

Where a decision cannot be reached, for state level competitions the State Manager/Executive Director has the final decision.

For national level judging, the National Member Services Manager has the final decision.

The jury should not tie first place without approval from the Chapter Manager or National Services Manager.

#### 6.2 Conflict of Interest

For the purposes of SONA competitions, a significant conflict of interest will occur where a jury member has a relationship with an entrant that could result in, or could reasonably be perceived to result in, the Entrant gaining a benefit not available to all other Entrants in the Competition. A significant conflict of interest must be declared by the jury member, the jury must then decide if the jury member should be excluded from judging.

A significant conflict of interest relationship includes:

- A current employer/direct manager/supervisor of an entrant
- An immediate family member

Relationships including university tutor/lecturer, peer, classmate and co-workers are not considered significant conflicts, but should be declared.

#### 6.3 Jury Procedures & Evaluating Criteria

Procedures for evaluating entries and evaluating criteria for SONA competitions will be set out in the briefing document for entrants, on the SONA website or in competition promotional materials.

### 7 PRIZES AND PRIZE MONEY

#### 7.1 Obligation to make payments

The Institute will ensure that Entrants are paid all applicable prize money and/or receive their prize relating to participation in the Competition within 30 days of the announcement of the winner. If this time frame cannot be met for any reason, the Institute will immediately advise the entrant.



Where complimentary SONA membership is awarded, this will be applicable for the year immediately following the year the prize is awarded. Compensation will not be made where an entrant receives complimentary membership from another source, e.g. an employer under an A+ practice membership.

## 8 PROMOTION AND EXHIBITION

### 8.1 Use of submitted entries

The Entrant agrees that the Institute will have the right to use, store, publish or reproduce submitted entry materials in any way relating to the conduct or promotion of the Competition.

To this end, the Entrant grants the Institute a world-wide, royalty free, non-exclusive, perpetual, freely transferable, sub-licensable and irrevocable licence to use, edit, and reproduce the Entrant's submissions, subject to full and accurate attribution of the Entrant in each instance.

## 9 GENERAL CONDITIONS

### 9.1 Intellectual Property and copyright

Subject to **clause 8.1**, ownership of all intellectual property rights and copyright in submitted materials and concepts remains with the Entrant.

The Entrant warrants that in preparing their entry there has been no infringement of the intellectual property rights and copyright of others, and that they have obtained any necessary licences or assignments from third parties.

### 9.2 Entrant costs

The Client, Sponsor and Professional Adviser will accept no responsibility for any costs incurred by an Entrant resulting in any way from their participation in the Competition.

All costs associated with the preparation and submission of an entry in the Competition, including labour, materials, and any indirect costs such as photography, travel and sub-consultant costs must be met by the Entrant. Each Entrant will be responsible for any tax implications in Australia or any other jurisdiction arising from the payment of honoraria, prize money, fees or any other payment relating to the Competition.

The Sponsor may withhold from any payment to an Entrant any amount prescribed by law and pay the net amount to the Entrant in full satisfaction of such payment.

### 9.4 Changes to these conditions

Entrants will be promptly notified by the competition organiser of any material change in the Competition Conditions.

### 9.5 No Liability

The Institute, volunteer and Jury member will have no liability arising from these Competition Conditions or the Competition, including (to the extent permitted by law) in relation to:

rights of the Entrant or any associate regarding any alleged misrepresentation in the provision of information as part of the Competition; and

any Entrant information, including proprietary or confidential information, designs or other entry material during its submission or at any time while in the possession of the Competition organisers.

### 9.7 Moral Rights

In relation to any publication, exhibition or public dissemination of design concepts and other submitted materials, the Institute will take all reasonable action to preserve the moral rights of the Entrant.

The Entrant warrants that in preparing, submitting, and presenting their entry there has been no infringement of the moral rights of others, except where they have obtained necessary consents, indemnities or licences from affected third parties.

## 10 DEFINITIONS

For the purposes of these Competition Conditions, the following definitions apply (note that defined terms are shown in italics in the body of the document):



**Competition:** The particular Architectural Competition to which these Conditions refer.

**Competition Conditions:** The documented set of requirements, principles and timelines that govern the conduct, judging and submission processes of an Architectural Competition.

**Entrant:** An eligible person or team that responds to an invitation to participate in an architectural competition and submits a compliant entry.

**Jury:** A panel of appropriately qualified individuals with responsibility for evaluating the design concepts submitted by Entrants in an Architectural Competition and for determining the winner(s).

**Local Chapter:** Refers to the Chapter office in each state and includes the institute staff members that represent the chapter.

**National Brief/brief :** Detailed information provided to entrants, which sets out Client and project aspirations, site information, budget, functional requirements, and any other parameters relevant to development of an effective design concept for the project.

**Organisers:** Refers to the National Membership Manager, National Membership Programs Officer and the organising committee

**Organising Committee:** consists of the SONA representatives and chapter staff in that state.

**Proposal:** The proposed idea/concept of the team/individual

**Q&A:** Refers to questions and answer. This is an opportunity for entrants to answer questions from the jury and clarify their proposal.

**SONA Member:** Refers to financial members of the Institute of Architects with student level of membership.

**SONA Competition:** Refers to a competition designed for student members of the Institute of Architects.

**SONA Representatives:** Student members appointed by the Institute in the role of SONA Representative.

**Volunteers/mentors:** Appropriately qualified person who advises the entrants and offers feedback to assist in design development.