

THE ARMED FORCES COMMUNITY AWARDS AT SOLDIERING ON

NOMINATIONS TERMS & CONDITIONS

In addition to these Terms and Conditions of entry, please also read our Privacy Policy to find out what information we may collect about you and your nominee, how we might use it and how we maintain its security.

- 1. You MUST submit all entries using the online Nomination form.** (If this is a problem for you please contact SOA@x-forces.com for advice.)
- 2. Deadline for entries: 23.59 (midnight) on Sunday 29th March 2026.**
- 3. Before you submit your nomination form, the person, or the main named representative (Point of Contact) of the group or organisation being nominated MUST have been informed and have validated factual accuracy of the information provided. Confirmation of this validation will be required as part of the submission process.**
- 4. Use of Information.** Please note: in line with our Privacy Policy we require confirmation that all individuals or groups nominated have given their consent that we may share their information. This includes associated images or other information provided by you or them, shared with our employees, officers, representatives, the judges, Award sponsors and/or sub-contractors, in connection with the administration of The Armed Forces Community Awards at Soldiering On and our aims and objectives. All such information shall be retained for the period required to support the Awards process.
- 5. The Awards are free to enter.**
- 6. Please complete and upload a separate entry form for each separate nomination.**
- Please ensure that you read the definition and criteria for the Award categories that you are entering people for, and check that your entry complies with them.
- Nominations are typically submitted in a single category; however, a nominator may submit multiple nominations, either for the same nominee in different categories or for multiple nominees. If you are in any doubt, please contact SOA@x-forces.com.
- 9. What information should you include?** On each entry form there is a set word limit (750 words) for each nomination and clear assessment criteria that the judges will be using for that award, please note that if submitting multiple awards these criteria are bespoke to each award. We recommend that you provide information in line with the assessment criteria, we particularly need you to give us clear examples of the nominee's work, information about the range or scope of their work or achievements, and the impact that it has had on those that it has helped or supported. (See also Guidance for Nominators.)
- 10. Ideally, your entry should include at least two photographs which both identify your nominee and illustrate the work and/or achievements that they are being nominated for.** These must be in JPEG format, of at least 500KB. You should upload these at the same time as you complete your nomination form.
- All entries in respect of groups and organisations should also, where possible, be accompanied by a relevant logo. This too, should be in JPEG format, and not exceed 2MB. Again, this should be uploaded during the entry process.
- 12. Following Up:** After a nomination is submitted, a member of the team may need to make contact with you via email and/or telephone to gather more information.
- 13. Filming and Photography:** We may, at our discretion, choose to photograph, film, record and/or broadcast the Awards Night and associated events. The action of submitting your application for the individual or group being nominated, grants permission to use any relevant name/s, voice/s, likenesses, images, attachments, statements and contributions made by them at, or in connection with, the Soldiering on Awards or any associated activities. This covers all media, including social media, and will be retained for an indefinite period for these purposes.
- 14. The Judges' decision is final,** and no correspondence or discussion will be entered into or feedback given regarding the selection of shortlisted nominees or winners.

Thank you for nominating in The Armed Forces Community Awards at Soldiering On. We wish you and your nominee the very best of luck.