


2019	Commercial	
	Mover	
	Of	
	The	
	Year	

Guidance Notes & Entry Form

Closing date for entries 25th January 2019

www.bar.co.uk/cmoty2019

Three finalists - One winner - Certificates of Excellence

PROUDLY SPONSORED BY:

PLUS CRATES
www.pluscrates.com

Please ensure that you read and understand the following guidance notes before completing your entry form. For any queries please email cmoty@bar.co.uk

Guidance Notes

FORMAT

The Competition will be branded as the Commercial Moving Group of the British Association of Removers "Commercial Mover of the Year 2019", sponsored by Pluscrates. The Format is designed to reward not only best practice between Commercial Movers and their Clients, but also attention to detail in the preparation of the Mover's Entries in accordance with the Rules - and, for the 3 Finalists, take into account adherence to the British Standard BS 8522.

JUDGING PANEL

The Judging Panel will consist of three independent Judges:

1. David Bunting - Lead Judge, previous BAR President, former Commercial Mover, and past Chair of the CMG.
2. Mike Biles, Professional Independent Business Move Guru and Management Consultant.
3. Beth Goodyear, Facilities Management Professional, and founder of FMHS Consulting.

CRITERIA

Simply submit details of SIX clients for whom you have carried out a move during 2018 (1000 characters, (approx. 150 words)) per client. Each Entry must be typed, using Arial 12 Font, and submitted in accordance with the instructions on the Entry Form. Those Companies which entered the Competition for 2018 please note that none of the named individuals used as Contacts for that year's Competition may be used again for 2019. Attendance by the three finalists (plus ties) at the BAR Annual Conference 2019 is mandatory. Delegates can choose their package but it must include attendance at the Gala Night Dinner on Saturday 25th May 2019.

CATEGORY

Any commercial move carried out between January and December 2018.

All moves must have taken place within the UK and the client can be from either the public or private sector. Neither the size of the end user's organisation, nor the size of the move itself, will be factors in the judging process.

TIMETABLE

Closing date and time Friday 25th January 2019 - 5pm	All entries by email only to cmoty@bar.co.uk
Friday 1st February to Thursday 28th February 2019	Judging Panel to contact all selected clients
No later than Monday 4th March 2019	All scores submitted to the Lead Judge, and Independent Invigilator at B.A.R., for audit
No later than Friday 8th March 2019	Finalists and Certificate of Excellence Winners announced
Monday 18th March - Thursday 18th April 2019	Branch visits to the finalists carried out by QSS
No later than Fri 19th April 2019	All branch visit scores submitted to the Independent Invigilator and Lead Judge for audit.
May edition of R&S	Finalists profiles
Sat 25th May 2019	CMOTY 2019 Report presented at the Conference
Sat 25th May 2019	Winner announced at the BAR Conference 2019 Gala Dinner



PLUSCRATES
www.pluscrates.com

JUDGING PROCESS

Each of the judges will work independently of each other without contact between them during the judging process. Any questions and/or queries will be referred to the Independent Invigilator for a decision. They will randomly be assigned and telephone two of your chosen Clients each. Several questions have been selected for the Judges to ask, and each Judge will be asking the same questions to your Clients. Each question has its own mark value, and each Judge will allocate a mark from the responses given by your Clients. A maximum of 100 marks is available to the Judges, per Entry. Marks will be deducted, per Entry, for (a) not expecting a telephone call from a nominated Judge - 5 marks deducted (b) Not being aware of the Competition - 10 marks deducted (c) incorrect contact details - name, phone number, email address - 2 marks each element i.e. 6 marks deducted maximum (d) Incorrect information supplied for the job - 2 marks deducted and (e) wrong dates for the job - 2 marks deducted.

The Judges will then submit their questions asked, and their scores per Client, together with deductions made (if any) by the 4th of March 2019 to the Lead Judge and the Independent Invigilator at BAR, for auditing, collation and consolidation, from which Certificates of Excellence Winners and three Finalists (plus any ties) will emerge.

Certificates of Excellence will be awarded to all Entrants achieving a mark of 90% of the leading score after completion of Round 1 (question, answer, and possible deductions stage). Each of the three Finalists (plus any ties) will undergo a Branch visit from QSS. The Branch visit will incorporate elements of BS 8522 and be worth a maximum of 50 marks per Finalist, making a total maximum score of 650 per Finalist. The QSS Assessor will submit his/her scores on the timetable date to both the Lead Judge and the Independent Invigilator. The processes will be overseen by the BAR Director General who will act as the Independent Invigilator.

The Judges and QSS decisions will be final, and no approaches, verbal or written, are permitted, either before, during, or after the Competition.

YOUR CLIENTS

Taking into account concerns raised during the 2017 judging process, when unexpectedly, some Clients were not available for the whole judging period, for valid reasons, Entrants may now submit two Client names per Entry. This is not obligatory - Entrants can decide on one name or two. The Judges will endeavour, to the best of their abilities, to contact the first named, but if, after repeated attempts, this is not possible, they will switch to the second named for telephone interview. If neither can be contacted within the judging period, the Entry will be treated as invalid.

Please advise your Clients that during the period of Friday the 1st of February to Thursday the 28th of February 2019, they will be contacted by one of the three Judges for a telephone interview which could last approximately 20 minutes.

FEEDBACK

Feedback will be given to all CMOTY Entrants which will include the questions asked by the Judging Panel and the scores allocated. These will be compared to the Winner's overall scores. The feedback reports will not be available until after the BAR Conference.

ELECTION PROCESS

There will be three Finalists (plus ties).

The Winner will be the Entrant with the highest overall score as determined by the Judging Panel and QSS branch visit. In addition to the Trophy and Certificate declaring "Winner - Commercial Mover of the Year 2019", that Company will receive promotion in local and Trade press, plus Winner's stickers for up to 7 vehicles (2 stickers per vehicle) from BAR Services.

Certificates of Excellence will be awarded to all Entrants achieving a mark of 90% of the leading score or more after Round 1 (question, answer, and possible deductions stage).

The Winner will be announced at the BAR Annual Conference in Stratford-on-Avon on Saturday 25th of May 2019 at the Gala Night Dinner.

PRIZES

A best practice Case Study to be promoted as appropriate within the FM arena

Promotion in local press and trade magazines

CMotY winner stickers for up to 7 vehicles (2 stickers per vehicle) from BAR Services

(Please note, attendance at the Conference Gala night Dinner is mandatory)

THE SMALL PRINT

* Entry is FREE of Charge.

All entrants must be Members of the BAR's Commercial Moving Group (CMG).


* All entries must be received on the official entry form, following the entry criteria instructions exactly.

* All entries received will be given to, and held by, the independent invigilator who will send, via email to the three Judges (two Entries each) for their questioning of your Clients to commence. Please ensure that you have completed your Entry Form correctly.

* In the event that a Judge is unable to complete their full two rounds of scoring, then the scores for the completed round only will be taken forward. Should a Judge fail to complete one round of scoring for any reason then none of their scores will be carried forward.

* In the event of the winning score being tied then there shall be joint winners.

Please note that any entries that are not completed in accordance to these guidelines will result in automatic disqualification.

2019	Commercial	
	Mover	
	Of	
	The	
	Year	

Entry Form Instructions

To enter the Commercial Mover of the Year 2019 please follow these simple steps:

Download the Entry Form by visiting: www.bar.co.uk/cmoty2019

Complete the Entry Form in full and save your document as:

(your company name) CMOTY 2019 Entry Form

Email your completed Entry Form to cmoty@bar.co.uk along with a copy of your company logo in high resolution format (JPEG, EPS or TIFF) by 5pm on the 25th of January 2019

To book your place for the BAR Annual Conference 2019 please register online by visiting: **The BAR website** available from January 2019.

ARE YOU THE NEXT
COMMERCIAL MOVER
OF THE YEAR?

Closing Date for Entries - 25th January 2019



COMMERCIAL MOVER OF THE YEAR 2019 COMPETITION ENTRY FORM

Please enter the details of **SIX** clients for whom a move has taken place between Jan - Dec 2018 including a brief description of the move (1000 characters (approx. 150 words)). Please also attach a copy of your company logo in high resolution format (JPEG, EPS or TIFF). No pictures, graphs or any other supporting evidence are allowed.

Important: Please remember to save this document as (*Your company name*) **CMOTY 2019 Entry** and submit your entry by email to: cmoty@bar.co.uk by no later than 5pm 25th January 2019.

ENTRANT		
Company Name:		
Contact Name:		
Address:		
Tel No:		Email:
I/We agree to abide by the terms of the competition as outlined in the Guidance Notes and Entry Form. I/We understand that the Judge's decisions are final and that no correspondence will be entered into.		
<input type="checkbox"/>		

CLIENT 1		
Company Name:		
Primary Contact Name:		
Address:		
Tel No:		Email:
Alternative Contact Name:		
Address:		
Tel No:		Email:
Date of Move:		
Brief Description of the Move: (1000 characters (approx. 150 words))		
Please enter an 'X' in the box to confirm that you have a) received authorisation from your nominated client to select them as your chosen Entry, and b) advised the client that they will be contacted for a telephone interview by either David Bunting, Mike Biles, or Beth Goodyear, the three competition Judges, during the month of February 2019.		
<input type="checkbox"/>		



COMMERCIAL MOVER OF THE YEAR 2019 COMPETITION ENTRY FORM

CLIENT 2	
Company Name:	
Primary Contact Name:	
Address:	
Tel No:	Email:
Alternative Contact Name:	
Address:	
Tel No:	Email:
Date of Move:	
Brief Description of the Move: (1000 characters (approx. 150 words))	
Please enter an 'X' in the box to confirm that you have a) received authorisation from your nominated client to select them as your chosen Entry, and b) advised the client that they will be contacted for a telephone interview by either David Bunting, Mike Biles, or Beth Goodyear, the three competition Judges, during the month of February 2019. <input type="checkbox"/>	

CLIENT 3	
Company Name:	
Primary Contact Name:	
Address:	
Tel No:	Email:
Alternative Contact Name:	
Address:	
Tel No:	Email:
Date of Move:	
Brief Description of the Move: (1000 characters (approx. 150 words))	
Please enter an 'X' in the box to confirm that you have a) received authorisation from your nominated client to select them as your chosen Entry, and b) advised the client that they will be contacted for a telephone interview by either David Bunting, Mike Biles, or Beth Goodyear, the three competition Judges, during the month of February 2019. <input type="checkbox"/>	



COMMERCIAL MOVER OF THE YEAR 2019 COMPETITION ENTRY FORM

CLIENT 4	
Company Name:	
Primary Contact Name:	
Address:	
Tel No:	Email:
Alternative Contact Name:	
Address:	
Tel No:	Email:
Date of Move:	
Brief Description of the Move: (1000 characters (approx. 150 words))	
<p>Please enter an 'X' in the box to confirm that you have a) received authorisation from your nominated client to select them as your chosen Entry, and b) advised the client that they will be contacted for a telephone interview by either David Bunting, Mike Biles, or Beth Goodyear, the three competition Judges, during the month of February 2019. <input type="checkbox"/></p>	

CLIENT 5	
Company Name:	
Primary Contact Name:	
Address:	
Tel No:	Email:
Alternative Contact Name:	
Address:	
Tel No:	Email:
Date of Move:	
Brief Description of the Move: (1000 characters (approx. 150 words))	
<p>Please enter an 'X' in the box to confirm that you have a) received authorisation from your nominated client to select them as your chosen Entry, and b) advised the client that they will be contacted for a telephone interview by either David Bunting, Mike Biles, or Beth Goodyear, the three competition Judges, during the month of February 2019. <input type="checkbox"/></p>	




COMMERCIAL MOVER OF THE YEAR 2019 COMPETITION ENTRY FORM

CLIENT 6	
Company Name:	
Primary Contact Name:	
Address:	
Tel No:	Email:
Alternative Contact Name:	
Address:	
Tel No:	Email:
Date of Move:	
Brief Description of the Move: (1000 characters (approx. 150 words))	
<p>Please enter an 'X' in the box to confirm that you have a) received authorisation from your nominated client to select them as your chosen Entry, and b) advised the client that they will be contacted for a telephone interview by either David Bunting, Mike Biles, or Beth Goodyear, the three competition Judges, during the month of February 2019.</p> <input type="checkbox"/>	



COMMERCIAL MOVER OF THE YEAR 2019 COMPETITION ENTRY FORM

2019	Commercial	
	Mover	
	Of	
	The	
	Year	

PROUDLY SPONSORED BY:



Closing Date for Entries - 25th January 2019