

Special Olympics Australia National Awards

2017 Nomination Guidelines

Celebrating Athlete and Volunteer Leaders in the Organisation



Introduction



The National Awards Program is an exciting opportunity to celebrate our dedicated athletes and volunteers. The awards complement our well-established Hall of Fame and EKS Award.

We are delighted to once again open nominations for awards to recognise the contribution of outstanding athletes, coaches and volunteers. Awards to be awarded are:

- ❑ Athlete of the Year and Young Athlete of the Year (16-26 years old)
- ❑ Coach of the Year and Young Coach of the Year (16-26 years old)
- ❑ Volunteer of the Year and Young Volunteer of the Year (16-26 years old)

Eligibility and Selection Criteria



Eligibility

The national awards consist of 6 individual award categories. To be eligible for an award you must either be a registered athlete, coach or volunteer of Special Olympics Australia and have been involved for at least 2 years.

Additional eligibility for the coach category include meeting minimum coaching standards as set by SOA and not be engaged in a paid capacity with the Club.

The age eligibility for the Young Athlete, Coach and Volunteer category is you must turn 16 during the year of the award and not be older than 26 in that year.

Selection Criteria

To be considered for one of the national awards the following selection criteria will be considered:

- ❑ Athlete of the Year and Young Athlete of the Year – Demonstrate achievement and success on the sporting field and consistently demonstrates commitment, sportsmanship or leadership in their role as a SOA athlete.
- ❑ Coach of the Year and Young Coach of the Year – Demonstrates a commitment to increasing athlete participation, shows a commitment to athlete outcomes and development, has a focus on athlete safety and making sport more welcoming and inclusive.
- ❑ Volunteer of the Year and Young Volunteer of the Year – Demonstrate significant contribution and achievement in their chosen role within the Club. Fostered relationships within and between SOA and the community

Nomination Guidelines



Nomination Process

Nominations may be submitted by anyone and individuals may nominate themselves.

All nominations must include at least two contact details of referees willing to provide a testimonial.

Financial donations will not be considered as part of the application process.

All fields must be completed on the nomination form to be considered for judging.

SOA may use information collected during the nomination process for SOA communication purposes.

Only one nomination per category to be submitted by each club. Nominations will seek endorsement by the Club Leadership Team.

Judging Process



All completed nominations submitted by the deadline will be reviewed by the National Awards Committee. There must be at least two nominations for each award category to be awarded and there is no monetary prize associated with this award.

The National Awards Committee has a framework in place to review nominations and select a winner, with the winner then being recommended to the CEO for endorsement.

All nominations are de-identified before being sent to the National Awards Committee. The steps in the judging process are:

1. Each National Awards Committee member independently scores the nominee against all of the relevant selection criteria.
3. Scores are collated by the SOA facilitator and reported back to the National Awards Committee.
4. The nominee with the highest overall score is reviewed by the National Awards Committee and if agreed is put forward to the CEO for endorsement.
5. Once the CEO endorses the nomination, the finalists and winners are notified.

The decisions of the National Awards Committee are final.

How to Nominate and Winner Announcements



How to Nominate

1. Identify an eligible athlete, coach or volunteer and discuss this with the club.
2. Complete the nomination form online by visiting: https://www.surveymonkey.com/r/SOA_Awards2017 or obtain a nomination form by visiting: [http://www.specialolympics.com.au/engage/National Awards](http://www.specialolympics.com.au/engage/National_Awards)
3. If you are unable to complete the nomination online you can either email to volunteers@specialolympics.com.au or mail to: Special Olympics Australia, Attn: National Awards Committee, PO Box 62, Concord West NSW 2138

Nominations must be received by 5pm Friday 27 October 2017.

Winner Announcements

The National Awards Committee will contact the nominees and nominators once the judging process has completed. The nominees will be contacted to congratulate them on their achievements.

The winner of each award category will be announced in December. The award will be presented at a suitable ceremony as determined by Special Olympics Australia.

Tips For Completing a Nomination



To ensure that every nominee is given an opportunity to be judged in the best light the following tips have been provided below:

Individual Details: Information about the nominees involvement, accomplishments and achievements should be supported with detailed examples. Don't assume that the nominee will be known to the National Awards Committee. The information will be de-identified so don't leave out anything that might be relevant.

Information received outside of the nomination form may not be considered.

Selection Criteria: The selection criteria forms an important part of the judging process. You should endeavour to provide as much relevant information to support each section. This is an opportunity to highlight the nominees contribution and a typical response will be several paragraphs long.

Testimonials: You do not need to obtain testimonials prior to lodgment of the nomination. You are required to provide contact details for two referees. The two referee's may be contacted to support the nomination after it is received.

Endorsement: It is suggested that the nomination is discussed with the club prior to lodgment. All nominations must be endorsed by a Club Leadership Team prior to acceptance with the National Awards Committee. The National Awards Committee will manage other endorsements as required (E.g. Zone Leadership Team).



Nominate Today

Let an athlete, coach or volunteer know their efforts are making a difference and nominate them today.

Nominations must be received by 5pm Friday 27 October 2017.