

Submitting a Strong Nomination

Supplying a good nomination helps to ensure your nominee has the best possible opportunity for success. By following this guide you will be able to make a more effective nomination for the person or organisation you wish to see recognised in our Regional and National Community Awards.

The England Athletics Community Awards online nominations page is at <http://www.englandathletics.org/2015-awards-nomination>.

What you need

When submitting a nomination you will be asked for some basic details about yourself so we know who the nominator is.

You will then be asked for details about the person/club/partnership/partner you are nominating including their name, Club or organisation (if applicable), the region they are from and which category you are nominating them for. It is also very helpful for us to have contact details for them.

The supporting information of your nomination then needs to give the reasons for nomination & why you believe the nominee should receive the award (a maximum of 200 words).

Top tips for a strong nomination

- 1. Work with others**
Do not submit multiple nominations for the same candidate. Work with others to complete a single, well completed nomination.
- 2. Check the basics**
Clubs that are nominated for awards must be affiliated to England Athletics and all coaches and officials nominated for awards must hold a current UKA coaching or officials licence.
- 3. Read the criteria for each award carefully (see below)**
This will help you identify what information you should mention in your nomination.
- 4. Note information to support the nomination**
Write down all the information that you know that shows how the nominee matches as many of the criteria that gain credit in the appropriate category. Remember they don't need to have evidence of all the criteria but strong nominations show evidence of more than one criteria, and/ or multiple examples of meeting a criteria. **Ask other people for any additional**

information that also supports the nomination so that this can all be included in a single nomination. Also find the contact details for your nominee.

5. Write up your nomination and supporting information

Ideally use a computer so you can edit more easily and check your word count for each the main nomination section and the supporting information section come in at under 200 words. Discard information that is not relevant to the criteria.

6. Go online and fill in your nomination

You can paste the information for your nomination and supporting information into the relevant boxes.

Award Categories and Criteria 2015

Club / Club Partnership of the Year

Criteria: Recognising the achievements of a club, over the past 12 months.

Clubs need not demonstrate achievement in all the following areas but credit will be given for:

- Actions shown to grow and sustain participation
- Development of talented athletes, coaches and volunteers to increase and retain membership and improve standards of performance
- Strong or improved club performances in leagues, championships and other club competition through the development of club athletes
- An inclusive approach to disability athletics
- Improving access to disadvantaged groups and linking to wider community
- Development of strong community partnerships such as with schools and colleges, including as part of an athletics network
- Effective initiatives such as Satellite Clubs, Athletics 365 or Run England

Location and local factors, as well as the size of club will be considered when giving credit for the scale of the clubs achievements. Clubs must be affiliated to England Athletics.

Participation Project of the Year

Criteria: An award recognising work done by clubs and/ or other community organisations to raise participation in athletics in their local community over the past 12 months.

Clubs or organisations (such as Run England providers, local authorities, school sports partnership, school, college/university or other community/business group) need not demonstrate achievement in all the following areas but credit will be given for:

- Actions leading to the growth and/or retention of people in athletics, including running
- partnership and sustainable approaches to increasing participation
- developing facilities, volunteering, clubs, mass participation running groups and coach/leader development
- Adoption and promotion of an inclusive approach to disability athletics
- 'community engagement' to actively engage underrepresented groups. This could be women, people with low incomes, disabled people, ethnic groups, certain religions or faiths groups

- Development of qualified run leaders and recreational running groups in the community, particularly as part of Run England
- The use of accessible forms of athletics such as short form competition formats for young athletes, as well as uses of other innovative approaches in increasing participation

Coach of the Year

Criteria: An award specifically recognising a significant contribution by a coach over the past 12 months or longer

Nominees need not demonstrate achievement in all the following areas but credit will be given for:

- supporting athletes to improved performance
- recognising the importance of long term athlete development
- taking an active role in the development of other coaches
- supporting the development of a multi-discipline approach for young athletes
- working, through partnership with other coaches where appropriate, to support athletes through the transition from junior level to senior success
- A notable contribution to disability athletics and/ or an inclusive approach to disability athletics.

Coaches must hold a current UKA coaching licence.

Official of the Year

Criteria: An official who has made a significant contribution to the sport over the past 12 months or longer

Nominees need not demonstrate achievement in all the following areas but credit will be given for:

- Dedication to officiating in their local or wider area
- Delivering a high standard of officiating
- Supporting other officials in their region or further afield
- Helping to improve education and training
- Encouraging others to become involved in officiating
- Wider contributions to officiating

All officials nominated must hold a current UKA officials' licence.

Volunteer of the Year

Criteria: An award specifically recognising a significant contribution by a volunteer or young volunteer over the past 12 months or longer

Nominees need not demonstrate achievement in all the following areas but credit will be given for:

- an individual who has attained outstanding service over a prolonged period
- a younger volunteer who has contributed significant time and energy to their club, county or region
- implementing a project or initiative to help their club, county or region during the last 12 months or beyond
- promotion of an inclusive approach to disability athletics
- 'community engagement' to actively engage underrepresented groups. This could be women, people with low incomes, disabled people, ethnic groups, certain religions or faiths groups.

Run England Group / Leader of the year

Criteria: Awarded to an individual leader or Group which has successfully activated new runners at a local level, engaging a broad range of participants in their community.

Nominees need not demonstrate achievement in all the following areas but credit will be given for:

- bringing new runners into the sport at a local level
- engaging a broad range of participants in their community
- working closely with local athletics and running clubs and linking to their activity to existing structures and systems for running (the group or leader may be part of a local club)
- community partnerships and community engagement such as working with charities, race providers, clubs, schools, colleges or local employers.
- work to actively engage underrepresented groups. This could be women, people with low incomes, disabled people, ethnic groups, certain religions or faiths groups.

All nominees must be qualified and licensed in LIRF (Leader In Running Fitness) or any higher UKA endurance related coaching qualification.

Services To Athletics

Regions will all have the option to award a Services to Athletics Award within their region in the event of an outstanding nominee being identified from the nominations



received in categories given. A Services To Athletics award will be made at the National Awards with the winner chosen from regional award winners across all categories.