Enclosed with this document you will find the guidelines and forms for your clubs’ nominations for the 2018/2019 academic year. Please read the criteria carefully and note that all achievements must have been completed within the last 12 months unless stated otherwise in the criteria. Please note that the criteria includes weighting for shortlisting purposes for all awards other than Colours or Maroons.

Awards will not be ratified if the information given is insufficient or unclear. Supporting evidence will be considered and is encouraged.

Please put correct first and last names for nominees. Nicknames, abbreviated names or initials will not be accepted.

All nominees must have a valid membership with the Sport & Active Life Service.

Nominations are expected to be of a high quality and of adequate length to portray why an individual/team should be nominated. The shortlisting panel are only able to make decisions based on the information provided within each nomination as to ensure transparency and fairness.

Late nominations will not be considered.

CONTENTS

A) Deadline’s for applications.
B) Criteria and guidance for awards
C) Clarity on the decision process
D) Advice for nominations
A) **DEADLINES FOR APPLICATIONS**

Deadline for awards will be confirmed in early 2019.

**B) CRITERIA AND GUIDANCE FOR AWARDS**

Club Colours and Maroons shall be awarded only to currently registered Student’s at the University of Leicester. Nominees must also have been currently registered students for the period, or event, for which they are being nominated and have had a valid gym and club membership throughout this time (excluding scholars).

- **CLUB COLOURS**

Please note that applications may contain information greater than 12 months old for Club Colour nominations.

**Criteria**

- For outstanding commitment to, and involvement with, a Club over at least two years, beyond those expected of a standard committee member*.
- Club colours cannot be awarded to individuals who have previously received this award.

*This is not solely and exclusive for committee members and may also be awarded to non-committee members who have contributed significantly to the Club.

- **INDIVIDUAL & TEAM MAROON AWARDS**

Team Maroon awards shall only be awarded to the players and substitutes competing in the final match or event or, for winning a BUCS league, awards shall be given only to team squad members (not substitutes) who have played in 60% or more of that team’s matches.

Awards shall not be given for individual or team events at novice or intermediate standard.

Individual Maroon awards shall not be awarded for representative selection if the player declined the place, or did not play when selected e.g. because of injury.

Nominees for Maroon awards for non-BUCS achievements will be awarded at the discretion of the shortlisting panel based on guidance from the NGB where appropriate to do so. Such nominations should provide evidence that they have reached an equivalent standard to those achieved by successful BUCS sport nominations. All events and competitions in question must be affiliated to their respective National Governing Body.
### Criteria:

<table>
<thead>
<tr>
<th>INDIVIDUAL HALF-MAROON.</th>
<th>INDIVIDUAL FULL-MAROON.</th>
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<tbody>
<tr>
<td>Selection by a regional team or squad (region must contain at least two full counties)</td>
<td>Selection by a full or junior national squad or team affiliated to the NGB.</td>
</tr>
<tr>
<td>Achieving first or second (gold or silver) place in a regional (minimum Midlands) BUCS competition at senior (not novice or intermediate) level.</td>
<td>Achieving first or second (gold or silver) place in a national BUCS competition at senior (not novice or intermediate) level.</td>
</tr>
<tr>
<td>Achieving third (bronze) in a national BUCS competition at senior (not novice or intermediate) level.</td>
<td></td>
</tr>
<tr>
<td>Equivalent achievements in a non-BUCS competitions (see ‘eligibility above).</td>
<td>Equivalent achievements in non-BUCS competitions (see ‘eligibility’ above).</td>
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</tbody>
</table>

### TEAM HALF-MAROON. | TEAM FULL MAROON. |
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<tr>
<td>For winning a regional BUCS (minimum Midlands) event i.e. Conference Plate</td>
<td>For winning a national BUCS event as a team</td>
</tr>
<tr>
<td>For achieving third place in a national BUCS event</td>
<td>For achieving first or second place in a national BUCS event</td>
</tr>
<tr>
<td>For achieving promotion to Tier One of the BUCS league system</td>
<td></td>
</tr>
<tr>
<td>For winning a local or regional non-BUCS league (Top division only).</td>
<td>For winning a BUCS Tier One level or above.</td>
</tr>
</tbody>
</table>
INDIVIDUAL AND TEAM AWARDS

➢ SPORTS PERSONALITY OF THE YEAR

Criteria
• An outstanding and consistent contribution to the wider sporting community (i.e. not just one club) at the University of Leicester throughout the academic year. This may include but not be necessarily limited to:
  o Volunteering with other clubs
  o Significant contribution to Team or Club Captains’ meetings
  o Raising the profile of sport at Leicester
• An impeccable example of sportsmanship
• An excellent ambassador within the University and student sport
• Must not have been found guilty of any individual disciplinaries through the University or Students’ Union*

*Applications that do not meet this element of the Criteria will not be considered.

➢ SPORTS SCHOLAR OF THE YEAR

Criteria
• Outstanding performance at a consistently high level in your chosen sport
• Exceptional commitment to the sports scholarship programme
• Raising the profile of sport at the University of Leicester
• A current Sports Scholars at the University of Leicester*

*Applications that do not meet this element of the Criteria will not be considered.

➢ SPORTSWOMAN/SPORTSMAN

Criteria
• Outstanding performance at a consistently high level in your chosen sport, including but not limited to BUCS and other competitive performances.
• Exceptional commitment to a Club including consistently high attendances at training, and matches/competitions.
• Not a current Sports Scholars at the University of Leicester*

*Applications that do not meet this element of the Criteria will not be considered.
BE THE INFLUENCE AWARD

Criteria

• Clubs or individuals may be nominated
• Encouraged and promoted increased participation and inclusivity in sport
• Had a positive influence on the physical, mental, social and sexual wellbeing of the wider University community
• Demonstrates a positive attitude whilst volunteering
• Acted as an ambassador for the Be The Influence programme
• Played a significant role in aiding students to overcome barriers to participating in sport

COACH OF THE YEAR

Criteria

• Must have reached the University’s Minimum Operating Standards for coaching*
  o UKCC qualified or equivalent to the appropriate level
  o Signed Service Level Agreement with the Sport & Active Life Service
  o Valid coaching/indemnity insurance
• Attendance at all training and fixtures/competitions where applicable/possible
• Engaged positively with the Sport & Active Life Service and Coaches Network as a coach.
• Retention of members at training
• Demonstrated a willingness to improve themselves by making the most of CPD opportunities
• Have gone above and beyond what is required of their duties i.e. attending Club Development meetings.
• Demonstrable improvement in performance of team as a result of coaching methods
• Acted as an outstanding ambassador for their sport and the University

*NB: Coaches who do not meet the Minimum Operating Standards will not be considered.
MOST IMPROVED CLUB OF THE YEAR

Criteria

- Increase in membership
- Consistently high attendances at training
- Engaged effectively with Club Development contact e.g. at Club Development meetings.
- Demonstrable increasing focus on developing performance of members (i.e. at training sessions, pre-season, nutrition, entering more tournaments, championships etc.)
- Committee have completed Leicester Award Gold
- Improved Club profile both within and outside of the University e.g. social media presence, sponsorship etc.
- Effective engagement with campaigns and initiatives e.g. HeForShe
- No Club or team disciplinaries*

*Applications that do not meet this element of the Criteria will not be considered.

TEAM OF THE YEAR (BUCS)

Criteria

- A team that can demonstrate consistent and exceptional performance within a BUCS competition(s)
- Consistently high attendances at training
- No walkovers conceded/competitions forfeited*
- No team disciplinaries*
- Able to demonstrate considerable success throughout the year i.e. winning cups, leagues or competitions
- Consideration will be given to the difficulty of the league/competition i.e. a 5th team winning division 5 will be viewed more favourably than a 1st team winning division 5 in the same sport.

*Applications that do not meet this element of the Criteria will not be considered.
TEAM OF THE YEAR (NON-BUCS)

Criteria

- A team that can demonstrate consistent and exceptional performance within a non-BUCS competition(s). This may include NGB-affiliated local leagues and competitions only.*
- Consistently high attendances at training
- No walkovers conceded/competitions forfeited*
- No team disciplinaries*
- Able to demonstrate considerable success throughout the year i.e. winning cups, leagues or competitions
- Consideration will be given to the difficulty of the league/competition compared to the expected level of attainment of that team. For example, a 5th team winning division 5 will be viewed more favourably than a 1st team winning division 5 in the same sport.

*Applications that do not meet this element of the Criteria will not be considered.

COMMITTEE OF THE YEAR

Criteria

- Evidence that every Committee member has gone above and beyond the requirements of their role
- Cohesion and cooperation across the whole committee
- Increased and retained membership
- Successful organisation of key events throughout the year (i.e. pre-season, Freshers Fair, etc.)
- Engagement with Sports Executives, campaigns and initiatives
- Effective engagement with Club Development contacts, meetings and representatives from the Sports & Active Life Service.
- Improved Club profile both within and outside of the University e.g. social media presence, sponsorship etc.
- Worked to ensure their Club is involved with outreach/charity work (e.g. fun runs, volunteering etc.).
CLUB OF THE YEAR

Criteria

• Increase in membership
• Acted as outstanding ambassadors for their sport and the University.
• Involved in outreach (i.e. volunteering, charity work, fun runs, etc.)
• Innovative and effective fundraising efforts
• Improved Club profile both within and outside of the University e.g. social media presence, sponsorship etc.
• Successful and evidential efforts to be inclusive and tackle barriers to participation within their Club
• Committee completed Leicester Award Gold
• Actively engaged with Sports Executives, campaigns and initiatives e.g. HeForShe
• Evidence of personal development among members e.g. coaching/officiating qualifications
• Made good progress towards a detailed, relevant and challenging Club Vision document that has been approved by the Club’s development contact.
• Able to demonstrate considerable success throughout the year i.e. winning cups, leagues or competitions
• Effective engagement with Club Development contacts, meetings and representatives from the Sports & Active Life Service.
• No walkovers conceded/competitions forfeited*
• No team disciplinaries*

*Applications that do not meet this element of the Criteria will not be considered
OUTSTANDING CONTRIBUTION TO SPORT

Criteria

• Must be a final year student
• Able to demonstrate a considerable and consistent contribution to the wider sporting community (i.e. not just one club) throughout their time at University, not just this academic year. This may include but not necessarily be limited to:
  o Volunteering with other clubs over numerous years
  o Significant contribution to Team or Club Captains’ meetings
  o Raising the profile of sport at Leicester
• Has successfully increased the profile of their Club/Sport during their time at University
• Has worked successfully with Sport & Active Life to be involved in campaigns and initiatives which improve the sporting experience of a wide range of students
• Must not have been found guilty of any individual disciplinaries through the University or Students’ Union*

*Applications that do not meet this element of the Criteria will not be considered.

C) CLARITY ON THE DECISION MAKING PROCESS

Generally, three applicants will be shortlisted for awards, with the exception of Maroons and Colours. However, the shortlisting panel have the right to shortlist more candidates at their discretion if they deem it necessary to do so.

Shortlisting Scoring Method

The panel will judge each application on how well they meet each element of the criteria by scoring them from 1-5 (5 is exceptional, 1 is poor).

The panel will do this for each application. The three applications with the highest scores will be shortlisted. The highest score will be the award winner. If scores are equal, the panel chair will have the final decision as to who will be shortlisted/awarded.

Who is on the decision panel?

For Club Colour and Maroons, the shortlisting panel will be made up of the SU Sports Officer as well as representatives from Sports Council and the Sports Awards sub-group.

For Individual and Club awards the panel is made up of
• SU Sports Officer (chair)
• Three members of the Sport & Active Life’s Service (TL Co-ordinator, Duty Manager,
Two other members of University staff (with no knowledge or involvement of Clubs or their activities). One academic staff and one professional services staff.

D) ADVICE ON THE NOMINATION PROCESS

- Read the criteria for each award carefully
- Read the shortlisting scoring system carefully
- Take time to submit a thoughtful and in-depth application.
- Evidence that you have reached each element of the criteria where possible.
- If you are unsure about anything in this criteria please email teamleicester@leicester.ac.uk or your Club Development Contact for clarification.
- Please note that Club Development Contacts cannot write the application for you or support you in doing so.