



2009
PITNEY BOWES SPORTS AWARDS
NOMINATION GUIDELINES



BY CHOICE HOTELS



2009 PITNEY BOWES SPORTS AWARDS GUIDELINES

Table of Contents

Introduction	
<i>Preamble</i>	3
<i>How to recommend changes to the guidelines</i>	3
Pitney Bowes Sports Awards Calendar	4
The Pitney Bowes Sports Awards Process	5
<i>Overview</i>	5
<i>Review</i>	5
<i>Process</i>	5
<i>Award Finalist</i>	5
Eligibility	6
<i>Who can enter</i>	6
<i>Qualifying period</i>	6
<i>Who can nominate</i>	6
<i>How to enter</i>	7
<i>Conditions of entry</i>	8
Awards Categories	9
<i>Comfort Inn Female Athlete of the Year</i>	9
<i>Comfort Inn Male Athlete of the Year</i>	9
<i>President's Award</i>	9
<i>Female Coach of the Year</i>	9
<i>Male Coach of the Year</i>	9
<i>Bell Aliant Team of the Year</i>	9
<i>Official of the Year</i>	9
<i>Outstanding Media Coverage Award</i>	10
<i>Corporate Award</i>	10
<i>Lifetime Volunteer Achievement Award</i>	10
<i>Investors Group Volunteer Sport Administrator Award</i>	10
<i>Spirit of Sport Award</i>	10
The Selection Process	11
<i>How the selection committee is selected</i>	11
<i>How the voting process works</i>	12
<i>Tied Nominations</i>	12
Nomination Form	13

2009 PITNEY BOWES SPORTS AWARDS GUIDELINES

Preamble

The Pitney Bowes Sports Awards Guidelines are available in both official languages on the Sport New Brunswick web site at www.sportnb.com.

This document contains all of the guidelines and nomination procedures for the 16th Annual Pitney Bowes Sports Awards. Please read this booklet carefully before submitting an Official Nomination Form(s). Please note nominations must be fully completed.

How to Recommend Changes to the Guidelines

Sport New Brunswick will review the guidelines on a yearly basis for possible changes to the upcoming year. Please send your comments, concerns, and suggestions in writing by January 12, 2010 to the following address:

Sport New Brunswick
900 Hanwell Road, Suite 13
Fredericton, NB
E3B 6A2

Any recommendations received after this date will be reviewed for the following year.

All changes to the Pitney Bowes Sports Awards Guidelines must be approved by the Sport New Brunswick Board of Directors.

2009 PITNEY BOWES SPORTS AWARDS GUIDELINES

Pitney Bowes Sports Awards Calendar

EVENT/ACTIVITY	DATE/DEADLINE
Entry qualifying period	October 1, 2008 to October 1, 2009
Distribution of nomination packages	March 1, 2009
Entry Deadlines	October 10, 2009
Eligibility Review	By October 15, 2009
Jury process	By October 24, 2009
Letter to finalists and nominees	By October 28, 2009
Announcement of all finalists	October 28, 2009
16 th Annual Pitney Bowes Sports Awards	November 28, 2009
Deadline for submission of changes to 17 th Annual Pitney Bowes Sports Awards	January 15, 2010

2009 PITNEY BOWES SPORTS AWARDS GUIDELINES

THE PITNEY BOWES SPORTS AWARDS PROCESS

Overview

Sport New Brunswick is a bilingual non-profit, volunteer organization dedicated to the development and promotion of the amateur sport community in New Brunswick. It is a federation that consists of 55 provincial sport organizations and other sport related organizations. In addition, Sport New Brunswick manages the annual Pitney Bowes Sports Awards.

Review

In 2009, Sport New Brunswick reviewed its nomination and selection processes in light of the growing profile of the Pitney Bowes Sports Awards to ensure that they met best practices. Each year, Sport New Brunswick will review the guidelines.

Process

Each year, Sport New Brunswick sends out a **Call for Nominations** for the upcoming Pitney Bowes Sports Awards. The call goes out to the members of Sport New Brunswick.

Any person that meets the current Pitney Bowes Sports Awards eligibility criteria may be entered for consideration. Eligible entries, other than the Lifetime Volunteer Achievement Award, are for achievements, performances, stories, or contributions that take place between October 1, 2008 and October 1, 2009.

Upon receipt, Sport New Brunswick reviews each nomination to ensure eligibility requirements are met and identifies any concerns, inconsistencies or missing information before being forwarded to the Selection Committee.

The selection committee is made up of individuals from across New Brunswick that agrees to sit for a maximum of 2 consecutive years (staggered system to provide for continuity). Once the selection committee has submitted their votes, Sport New Brunswick tabulates the ballots and the finalists are publicly announced. The winners will be announced at the Annual Pitney Bowes Sports Awards.

Awards Finalists

Provincial Sport Organizations are responsible for the travel, accommodation and dinner ticket costs of the finalists and winners.

During a Canada Games year, Sport New Brunswick is responsible for the dinner tickets, hotel accommodation and travel to the event for the Roly McLenahan Award recipient and parents. Guidelines and an application form for the Roly McLenahan award are available on Sport NB's website, www.sportnb.com.

Sport New Brunswick provides one trophy per category. Additional trophies may be purchased at cost for other winners. Please contact Sport New Brunswick.

2009 PITNEY BOWES SPORTS AWARDS GUIDELINES

ELIGIBILITY

Who Can Enter

For the Athlete, Team, Coach, Volunteer, Official and President's Award categories, each nominee must be:

- i) A Canadian citizen or landed immigrant;
- ii) A current athlete, team, coach, volunteer or official in good standing with respect to Canada's Policy on Doping in Sport (for the Athlete of the Year or President's Award);
- iii) The nominee must be a member in good standing with their Provincial Sport Organization; or their National Sport Organization; and
- iv) Please note: professional athletes, coaches, teams, or officials are eligible as long as the performance takes place at an International Olympic Committee, International Paralympic Committee, or International Federation sanctioned event.

For the Media category each nominee must be:

- i) A member of the New Brunswick media; and
- ii) A member of the media who has demonstrated excellence in broadcasting and/or reporting on amateur sport in New Brunswick.

For the Corporate category each nominee must be:

- i) A corporation which has been particularly innovative in supporting sport through the sponsorship of teams, leagues, or events, by providing or supplying money, goods, or loaned personnel;
- ii) A corporation that within its own community has been a leader in supporting amateur sport; and
- iii) A corporation which has provided sustained corporate involvement over several years in amateur sport.

Qualifying Period

Eligible entries are for performances or contributions that take place from October 1, 2008 to October 1, 2009. Exception for the Lifetime Achievement Awards.

Who can Nominate?

Anyone can nominate for the Pitney Bowes Sports Awards. However, the Provincial/National Sport Organization must sign off on the nomination.

2009 PITNEY BOWES SPORTS AWARDS GUIDELINES

How to Enter

Please note – Only nominations that are complete will be accepted. The nominating person will be notified by email or by phone of their incomplete nominations and will be allowed to re-submit completed nominations until the specified deadline (October 10, 2009). All nominations must strictly abide by the nomination requirements. Sport New Brunswick reserves the right to edit/remove information or the number of supporting documentation (not to exceed 2 documents

The nominating person must submit a duly signed and completed **Official Nomination Form**, in accordance with the following specifications, to SPORT NEW BRUNSWICK via email, mail or fax (or in person?).

- i) Nominations must be submitted on the Official Nomination Form, or copy thereof.
- ii) Entries must include a list of current home addresses and phone number of the nominating person and the nominee.
- iii) Nominations must be accompanied by all relevant competition information, testimonials, biography, of the nominee and no more than two relevant supporting documents that may include media articles, letters of support, personal impact statements, and community impact statements as outlined in the Official Nomination Form.
Please note: the nominating person must provide Sport New Brunswick with a good quality colour photograph of the nominee (electronically is preferable).
- iv) In the event that a nominee is being nominated for more than one Award, separate nomination forms with the relevant supporting documents must be submitted.
- v) All nominations must be sent by the specified deadline to:

Sport New Brunswick
900 Hanwell Road, Suite 13
Fredericton, NB E3B 6A2
director@sportnb.com
Fax: (506) 451-1325

2009 PITNEY BOWES SPORTS AWARDS GUIDELINES

Conditions of Entry

- i) The nominating person warrants that the information presented in the Official Nomination Form is a true and fair record of the individual, partners, team or corporation's accomplishments.
- ii) If necessary, the nominating person can provide proof of any information requested by the Selection Committee to verify ranking, depth of field, awards, testimonials, or other relevant information (to be submitted on request of Sport New Brunswick).
- iii) The nominating person and the nominee grant Sport New Brunswick the rights to use any of the provided materials for promotional, media, and broadcast purposes as related to its mandate.
- iv) The nominating person warrants that all individuals/corporations have been notified of their nomination.
- v) The nominating person warrants that the completed Official Nomination Form is accompanied by all required documentation as outlined in **(How to Enter)**. In any case in which the Executive Director determines that the information required to be provided is inaccurate or incomplete, and that the individual/corporation is therefore incorrectly entered, Sport New Brunswick reserves the right to declare the nomination submission to the Pitney Bowes Sports Awards ineligible.
- vi) A person deemed to be ineligible by the Executive Director has the right to appeal the decision to the Sport New Brunswick Board of Directors.
- vii) The nominating person acknowledges and agrees that the jury may recommend to the Sport New Brunswick Board of Directors that no awards be given in any category in which the nominees entered do not meet Sport New Brunswick eligibility standards or in the event that not enough entries are submitted.
- viii) The signature on the Official Nomination Form of the person nominating signifies an understanding and acceptance of the Pitney Bowes Sports Awards Guidelines.

2009 PITNEY BOWES SPORTS AWARDS GUIDELINES

AWARD CATEGORIES

It is the nominating person's responsibility to accurately select the categories entered. Sport New Brunswick, in consultation with the nominating person, may alter these selections.

Awards are intended to recognize and celebrate the outstanding accomplishments of the New Brunswick sport community in 2008-2009. Please note the following:

- There are no restrictions on the number of entries a nominating person/organization may enter.
- Previous recipients can be nominated even if they have won in previous years.
- An athlete may be entered in more than one category if the athlete competes in more than one event (e.g. sprinter can be nominated for Male Athlete of the Year for individual performance and for team if competing in the relay).

1. Comfort Inn Female Athlete of the Year

To be presented annually to New Brunswick's outstanding female athlete of the year.

2. Comfort Inn Male Athlete of the Year

To be presented annually to New Brunswick's outstanding male athlete of the year.

3. President's Award

To be presented to one male and one female athlete that exemplifies the spirit and future of sport in New Brunswick. Athletes must be under 19 years of age (as of the nomination deadline) and cannot be carded or on a national development team. An athlete recognized by his National Sport Federation and/or International Federation as a junior athlete is eligible in this category. This also includes junior athletes competing in senior or open events.

4. Female Coach of the Year

To be presented annually to New Brunswick's outstanding female coach of the year.

5. Male Coach of the Year

To be presented annually to New Brunswick's outstanding male coach of the year.

6. Bell Aliant Team of the Year

To be presented annually to New Brunswick's outstanding team of the year.

The following definitions of a "Team" shall apply:

- a) Two athletes competing together as "Pairs" or "Doubles". i.e., Figure Skating Pairs, Tennis Doubles, Synchronized Swimming Pairs etc.
- b) Two or more athletes competing in an event that are part of a team. i.e., Medley Relay Swim Team, Rowing Eight's etc.
- c) A team comprised of athletes that compete together in one sport, and one event.

2009 PITNEY BOWES SPORTS AWARDS GUIDELINES

- 7. Official of the Year**
To be presented to the outstanding official in a particular sport or sports during the past year.
- 8. Investors Group Volunteer Sport Administrator Award**
To be presented to the volunteer who has made an outstanding contribution to a sport or sport in general within New Brunswick during the past several years.
- 9. Outstanding Media Coverage**
To be presented annually to a member of the New Brunswick media who has demonstrated excellence in broadcasting and/or reporting on amateur sport in New Brunswick.
- 10. Corporate Award**
The Corporate Award will be presented to the corporation deemed to have made the most significant contribution to the development of Sport in New Brunswick in the past year.
- 11. Lifetime Volunteer Achievement Award**
To be presented to the volunteer who has made continuing outstanding contributions and offered valuable support to sport or sports in New Brunswick over an extended period of time.
- 12. Spirit of Sport Award**
The Spirit of Sport Award celebrates the core positive values in sport: respect; honesty; fair play; discipline; commitment; and effort. It is a type of sport where athletes are measured by the quality of their effort as much as they are by their achievements.

To be presented to an individual or team from any level of sport. Nominations can be made on behalf of individual athletes, teams, coaches, officials, parents, league organizers, volunteers or other sport leaders.

This award is bestowed only for exemplary behaviour. The Selection Committee reserves the right not to present this award should they feel there are no worthy candidates nominated.

From the nominations the Selection Committee may select up to three winners for the Spirit of Sport Award.

2009 PITNEY BOWES SPORTS AWARDS GUIDELINES

THE SELECTION PROCESS

How the Selection Committee is selected

- i) Selection Committee members can only judge for a maximum of two (2) consecutive years. Names are kept confidential to limit the risk of influencing the deliberations and voting procedures.
- ii) Individuals or corporations nominated for an award are not eligible to sit on the jury.
- iii) Jury members that may be affiliated with an individual or organization nominated for an award must declare this conflict and abstain from voting in the specified category.
- iv) The following principles must be adhered to when developing the composition of the jury: gender, language, and geographic representation.
- v) The Executive Director, or a designate of the Sport New Brunswick, acts as ex officio member for the jury.
- vi) The jury may discuss the eligible candidates amongst themselves, however individual ballots are secret.
- vii) All jury deliberations are confidential. Sport New Brunswick does not reveal the names of the jury. The jury may not reveal any details pertaining to the specifics of the selection process nor discuss the selection screenings.
- viii) Ballots are secret and will be sent directly from the jury member's site to Sport New Brunswick to be tabulated.
- ix) All results remain confidential until the envelopes are opened at the Pitney Bowes Sports Awards.

2009 PITNEY BOWES SPORTS AWARDS GUIDELINES

How the voting process works

- i) Nominations are received by Sport New Brunswick and checked for completeness and eligibility.
- ii) Sport New Brunswick distributes a copy of each nomination to each jury member.
- iii) The jury records their points for each nominee and submits their results to Sport New Brunswick.
- iv) The nominee with the highest points is given a 1st ranking, 2nd highest points a 2nd place ranking, and so on.
- v) Sport New Brunswick tabulates all the results.
- vi) The top three (3) candidates, if applicable, in each category are publicly announced as the finalists at the Annual Pitney Bowes Sports Awards.
- vii) The winners are announced at the Pitney Bowes Sports Awards.

Tied Nominations

The rule for tied nominations will be applied as follows: If there is a tie, the number of first place votes determines the winner. If a tie continues, then the number of second place votes will be counted to determine the winner, and so forth.

2009 PITNEY BOWES SPORTS AWARDS GUIDELINES



2009 NOMINATION FORM PITNEY BOWES SPORTS AWARDS *(all information must be provided)*

Category (please check only one):

- Comfort Inn Female Athlete of the Year
- Comfort Inn Male Athlete of the Year
- Bell Aliant Team of the Year
- Female Coach of the Year
- Male Coach of the Year
- Official of the Year
- Outstanding Media Coverage
- Corporate
- Spirit of Sport
- Lifetime Volunteer Achievement
- Investors' Group Volunteer Sport Administrator Award
- President's Award – Female
- President's Award - Male

2009 PITNEY BOWES SPORTS AWARDS GUIDELINES

Nominee

Name: _____

Address: _____

City: _____ Postal code: _____

Telephone: _____ email: _____

Date of birth (President's Award only – must be under 19): _____

Sport: _____ Number of years involved: _____

Nominator

Signature of Provincial/National Sport Organization:

Name of nominator: _____

Address: _____

Telephone: _____ email: _____

Checklist

- Complete application form.
- Testimonials or supporting documentation (max. 2 documents)
- Photo (electronic)

2009 PITNEY BOWES SPORTS AWARDS GUIDELINES

Please complete this section if submitting for the following categories:

- Comfort Inn Female Athlete of the Year
- Male Coach of the Year
- Comfort Inn Male Athlete of the Year
- Official of the Year
- Bell Aliant Team of the Year
- President's Award – Female
- Female Coach of the Year
- President's Award - Male

Highlight the nominee's achievements (*maximum of 10 events*)

Type of competition (international, national, provincial, etc.)	Date & Place	Number of provinces/ countries involved	Number of athletes	Awards	Results	Other/ comments
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

