



2023 New Brunswick SPORT AWARDS

NOMINATION GUIDELINES

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Preamble

The Sport 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 annual New Brunswick Sport 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 31, of the year the awards take place. Any changes will need to be submitted to the following address:

Sport New Brunswick

awards@sportnb.com

900 Hanwell Road, Suite 31

Fredericton, NB

E3B 6A2

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

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New Brunswick Sport Awards Calendar

EVENT/ACTIVITY	DATE/DEADLINE
Qualifying period for nominees	October 1, 2022 to September 1, 2023
Distribution of nomination packages	September 13, 2023
Nomination Deadline	October 4, 2023
Eligibility Review	By October 6, 2023
Review and selection of finalists	By October 18, 2023
Letter to finalists	By October 20, 2023
Announcement of all finalists	By October 25, 2023
New Brunswick Sport Awards	November 18, 2023
Deadline for submission of proposed changes to the New Brunswick Sport Awards moving forward	By January 31, 2024

THE NEW BRUNSWICK SPORT AWARD PROCESS

Overview

Sport New Brunswick is a bilingual non-profit organization dedicated to the development and promotion of the amateur sport community in New Brunswick. It is a federation that consists of provincial sport organizations and other sport related organizations. Sport New Brunswick oversees the celebration of New Brunswick's achievements at the annual New Brunswick Sport Awards.

Review

Sport New Brunswick is committed to reviewing the award guidelines yearly to ensure that they meet best practices.

Process

Each year, Sport New Brunswick sends out a *Call for Nominations* for the upcoming New Brunswick Sport Awards. The call goes out to the members of Sport New Brunswick and their affiliates.

Any person that meets the current New Brunswick Sport Awards eligibility criteria may be entered for consideration. Eligible entries, other than the Volunteer Sport Administrator Award and the Lifetime Volunteer Achievement Award, are for achievements, performances, stories, or contributions that take place between October 1, 2022 until September 1, 2023.

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 knowledgeable representatives from across the sport sector. Once the selection committee has submitted their votes, the finalists are publicly announced. The winners will be announced at the Annual New Brunswick Sport Awards. Sport NB reserves the right to determine the number of winners for the Athlete of the Year and Coach of the Year awards based on the applications submitted.

Finalists

Provincial Sport Organizations (PSO) are responsible for the travel and accommodation of the finalists. Sport NB will provide an event ticket to each finalist and winners (max. 4 tickets for the Team of the Year finalists). Sport New Brunswick provides one award/trophy per category. Additional trophies may be purchased at cost for other winners, please contact Sport New Brunswick

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ELIGIBILITY

Who can be nominated?

For the Athlete, Team, Coach, Volunteer, Official, Spirit of sport, 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;
- iii) Athlete, Team of the year and President's Award nominees must be in good standing with respect to Canada's Policy on Doping in Sport;
- iv) The nominee must be a member in good standing with their New Brunswick Provincial Sport Organization; and/or their National Sport Organization; and
- v) 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 Nick Lawrence Spirit of Sport Award each nominee must:

- i) Demonstrate concrete examples that reflect the True Sport Principles in a meaningful way.
 - a. The True Sport Principles are as follows: Go For It, Play Fair, Respect Others, Keep It Fun, Stay Healthy, Include Everyone, Give Back.

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;

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- 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, 2022 to September 1, 2023. The only exceptions pertain to the Volunteer Sport Administrator Award and the Lifetime Achievement Award.

Who can submit a nomination?

Anyone can nominate an individual or team for the New Brunswick Sport Awards. However, the Provincial Sport Organization must sign off on the nomination.

How to submit a nomination?

The nominating person must complete the **Official Nomination Form**, in accordance with the following specifications, to Sport New Brunswick through the online form.

- i) Nominations must be submitted on the [Official Nomination Form](#).
- ii) Nominations must be accompanied by:
 - a. All relevant competition and other related information,
 - b. Biography of the nominee (if applicable)
 - c. Any supporting documents that are relevant to the category of the nomination (i.e., testimonials, community/sport impact statements, etc.)
 - d. High resolution photo
- iii) In the event that a nominee is being nominated in more than one category, please ensure that each category is checked off in the application form and that all relevant supporting documents for that specific category are identified and included in the submission.
- iv) Any questions should be directed to:

Sport New Brunswick
Awards@sportnb.com

Deadline is Sunday October 4, 2023 at 11:59pm

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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 above. In any case in which the Chief Executive Officer (CEO) or selection committee determines that the information provided is inaccurate or incomplete, and that the nominee is therefore incorrectly entered, the Sport NB CEO or selection committee reserves the right to declare the nomination submission to the New Brunswick Sport Awards as ineligible.
- vi) A person deemed to be ineligible by the CEO or selection committee has the right to appeal the decision to the Sport New Brunswick Board of Directors.
- vii) The nominating person acknowledges and agrees that the selection committee 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 New Brunswick Sport Awards Guidelines.

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 the completed nominations within 24 hours of being notified. All nominations must strictly abide by the nomination requirements.

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AWARD CATEGORIES

Awards are intended to recognize and celebrate the outstanding accomplishments of the New Brunswick sport community in 2022-2023.

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.

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 Athlete of the Year for individual performance and for team if competing in the relay).

Athlete of the Year

To be presented annually to a man, woman, non-binary or two spirit individual who has demonstrated outstanding sport achievements.

Coach of the Year

To be presented annually to a man, woman, non-binary or two spirit individual who has demonstrated outstanding coaching achievements.

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.

Official of the Year

To be presented to the outstanding official in a particular sport or sports during the past year.

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President's Award

To be presented to one 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 hold a senior card from Sport Canada Athlete Assistance Program (AAP). 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.

Volunteer 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.

Outstanding Media Coverage

To be presented to a member of the New Brunswick media who has demonstrated excellence in broadcasting and/or reporting on amateur sport in New Brunswick.

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.

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.

Nick Lawrence Spirit of Sport Award

The Spirit of Sport Award celebrates an individual and/or team who exemplifies the True Sport Principles on and off the field of play in an inspirational and meaningful way. This award also celebrates the core positive values in sport: fairness, excellence, inclusion and fun. It is a type of award where athletes are measured by the quality of their effort as much as they are by their achievements.

- a) To be presented to an individual or team at any level of sport.
- b) Nominations can be made on behalf of individual athletes, teams, coaches, officials, parents, league organizers, volunteers or other sport leaders.
- c) 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. The Selection Committee may select up to three winners for this award.

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THE SELECTION PROCESS

How the Selection Committee is selected

The selection committee is made up of knowledgeable representatives from across the sport sector.

- i) All selection committee members must sign a confidentiality agreement as required by Sport New Brunswick
- ii) Individuals or corporations nominated for an award are not eligible to sit on the selection committee.
- iii) Members of the committee 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 Chief Executive Officer, or a designate of the Sport New Brunswick, acts as ex officio member of the selection committee.
- v) The committee may discuss the eligible candidates amongst themselves, however individual ballots are confidential.
- vi) All committee deliberations are confidential. The committee members may not reveal any details pertaining to the specifics of the selection process nor discuss the selection screenings.
- vii) All results remain confidential until the envelopes are opened at the New Brunswick Sport Awards.

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How the voting process works

- i) Nominations are received by Sport New Brunswick and checked for completeness and eligibility.
- ii) The committee evaluates each nomination, ranks them according to 1st, 2nd, 3rd and so on in each of the categories.
- iii) Each committee member submits their results to Sport New Brunswick.
- iv) Sport New Brunswick tabulates all the results.
- v) The nominee with the highest 1st, 2nd and 3rd place rankings are deemed the finalists
- vi) The top three (3) candidates in each category are publicly announced as the finalists.
- vii) The winners are announced at the New Brunswick Sport 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.