

## NOMINATION GUIDELINES

This document contains all of the guidelines and nomination procedures for the **THA SPORT AWARDS 2019**. Please read carefully before submitting an Official Nomination Form(s). **Please note nominations must be fully completed and submitted by 4:00 pm Monday 2<sup>nd</sup> December 2019.**

### Process

Forms can be collected at the Division of Sport and Youth Affairs Facebook page and at [www.tha.gov.tt](http://www.tha.gov.tt). Upon receipt, the Awards Committee reviews each nomination to ensure eligibility requirements are met and identifies any concerns, inconsistencies or missing information before being processed. Forms are to be delivered to the Office of the Director, Old Government Farm road, Shaw Park, in a sealed envelope.

### Entry Process

Any citizen of Trinidad & Tobago can make nominations for the awards.

The nominator must submit a duly signed and completed Official Nomination Form, in accordance with the following specifications, to Division of Sport and Youth Affairs, Office of the Secretary or email to [sportandyouthaffairs@gov.tt](mailto:sportandyouthaffairs@gov.tt)

- I. Nominations must be submitted on the Official Nomination Form, or copy thereof
- II. Entries must include an address and phone number for the nominator and the nominee
- III. Nominations must be accompanied by no less than two relevant supporting documents (unless otherwise requested) that may include media articles, letters, references, personal impact statements, **passport size photo**, and community impact statements
- IV. In the event that an individual/team is being nominated for more than one Award, separate nomination forms with the relevant supporting documents must be submitted
- V. All nominations must be submitted by **4:00pm on 2<sup>nd</sup> December 2019**
- VI. Nominations are for Sporting Achievements from Dec 1<sup>st</sup> 2018 – Nov 30<sup>th</sup> 2019 of the previous year

*Please note: Only completed nominations will be accepted.*

### The Nomination Criteria

Each Nominee must be:

- I. A citizen or legal resident of Trinidad & Tobago, with primary resident in Tobago
- II. A current athlete, team, coach, volunteer or official in good standing.
- III. A member in good standing with their sport organization/club or their national governing body

### Conditions of Entry

- i. The nominator warrants that the information presented in the official nomination form is a true and fair record of the individual, partners, team or organization's accomplishments.
- ii. The nominating person and the nominee grant the Division the rights to use any of the provided materials for promotional, media, and broadcast purposes as related to its mandate.
- iii. The nominator warrants that all individuals/groups have been notified of their nomination.
- iv. The nominator warrants that the completed official nomination form is accompanied by all required documentation as outlined. In any case in which the awards committee determines that the information required to be provided is inaccurate or incomplete, and that the individual/group is therefore incorrectly entered, the awards committee reserves the right to declare the nomination submission ineligible.
- v. A person deemed to be ineligible has the right to appeal the decision to the Awards Committee.
- vi. The nominator acknowledges and agrees that the Awards Committee may recommend that no awards be given in any category in which the nominees entered do not meet the eligibility standards.
- vii. The signature on the official nomination form of the person nominating signifies an understanding and acceptance of the Guidelines.
- viii. The winner agrees to participate in THA sporting activities and programmes for one(1) year, when available

### The Selection Process

The Award Selection Committee is made up of 5 members with 2 alternates consisting of persons of integrity drawn from sporting, media, business and professional sectors in the society.

- i. The names of Committee members are kept confidential to limit the risk of influencing the deliberations and voting procedures.
- ii. Members that may be affiliated with an individual or group nominated for an award must declare this conflict and abstain from voting in the specified category.
- iii. The committee may discuss the eligible candidates amongst themselves, however individual ballots are secret.
- iv. All deliberations are confidential. Members of the committee may not reveal any details pertaining to the specifics of the selection process nor discuss the selection screenings.
- v. All results remain confidential until the envelopes are opened at the ceremony.

## DESCRIPTION OF AWARD CATEGORIES

Sportswoman of the Year:	Top performing female athlete of the year, nominated by discipline
Sportsman of the Year:	Top performing male athlete of the year, nominated by discipline
Special Athlete of the Year:	Top performing special athlete of the year
Sport Administration of the Year:	Top performing association/club in sport administration
Coach of the Year:	Top performing Coach of the year. This award is presented to the person who would have demonstrated commitment, and appropriate coaching behavior and coaching success.
Community Sport Programme:	Award to the individual, community group or club which was most innovative, enthusiastic, and effective at promoting and coordinating an impacting community sporting programme/project. Project cannot be funded by the Tobago House of Assembly
Sporting Official:	Top performing sports official, such as referee, linesman, umpire etc. who best epitomized the spirit and fairness of officiating. Who had the most outstanding officiating achievements
Club of the Year:	Most outstanding club of the year. Achievement and development programs completed must be considered
Sport Media Personality:	Presented to the media personality who has provided the best sports story and also demonstrated the greatest commitment to coverage of sports through the year
Primary School Male Athlete	Top Primary School Male Athlete, to be nominated by school principal and/or teacher, for participating in activities/events through the school
Primary School Female Athlete:	Top Primary School Female Athlete, to be nominated by school principal and/or teacher, for participating in activities/events through the school
Secondary School Male Athlete:	Top Secondary School Male Athlete, to be nominated by school principal and/or Physical Education Teachers, for participating in activities/events through the school
Secondary School Female Athlete:	Top Secondary School Female Athlete, to be nominated by school principal and/or Physical Education Teacher, for participating in activities/events through the school
Male Student Athlete of the Year:	Male student who shows ability to excel and manage equally well in both sports and academics. Minimum 70%/C-grade student
Female Student Athlete of the Year:	Female student who shows ability to excel and manage equally well in both sports and academics. Minimum 70%/C-grade student

