



# GUIDELINES

# Canadian Sport Awards Guidelines

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## **PREAMBLE**

These guidelines have been approved by AthletesCAN with reference to the **Canadian Sport Awards Guidelines**. The guidelines outline all processes and criteria used to govern the nomination and selection of eligible candidates. The CSA Guidelines are available in both official languages at <https://athletescan.com/en/events/canadian-sport-awards/awards-guidelines>.

This document contains all of the guidelines and nomination procedures for the first edition of the newly revived Canadian Sport Awards since the 40<sup>th</sup> annual celebration in 2012. Please read this booklet carefully before submitting an Official Nomination Form(s). Please note that nominations must be fully completed. Incomplete forms will not be considered by AthletesCAN and the Selection Committee (SC).

## **HOW TO RECOMMEND CHANGES TO THE GUIDELINES**

The SC meets each year after the Canadian Sport Awards to review the guidelines for possible changes to be implemented for the upcoming year. Please send your comments, concerns, and suggestions in writing by November 1, 2018 to [canadiansportawards@athletescan.com](mailto:canadiansportawards@athletescan.com).

All feedback will be forwarded directly to the SC. Any recommendations received after this date will be reviewed for the following year.

All changes to the CSA Guidelines must be approved by the AthletesCAN Board.



## KEY TIMELINES

EVENT / ACTIVITY	DATE / DEADLINE
<b>Entry Qualifying Period</b>	August 21, 2017 – August 20, 2018
<b>Nomination Forms available online:</b> Performance Awards, Influencer Awards, Corporate Excellence Awards	June 11, 2018
<b>Nomination Entry Deadline 1:</b> Winter Performance Awards, Influencer Awards*, Corporate Excellence Awards	June 30, 2018
<b>Jury Process 1</b>	July 15, 2018 - July 31, 2018
<b>Nomination Entry Deadline 2:</b> Summer Performance Awards, #AthleteVoice Award	August 21, 2018
<b>Jury Process 2</b>	August 28 – September 4, 2018
<b>Announcement of all Finalists</b>	September 5, 2018
<b>41st Canadian Sport Awards</b>	September 20, 2018
<b>Deadline for submission of petitions for changes to the 2019 Canadian Sport Awards</b>	November 1, 2018

# THE CSA PROCESS

## OVERVIEW

AthletesCAN, the association of Canada's national team athletes, is the only fully independent and most inclusive athlete organization in the country and the first organization of its kind in the world. As the collective voice of Canadian national team athletes, AthletesCAN ensures an athlete centered sport system by developing athlete leaders who influence sport policy and, as role models, inspire a strong sport culture.

AthletesCAN is a multi-sport service organization representing all national team athletes including Olympic/Paralympic, Pan/Parapan American, Commonwealth, Indigenous and World Championship athletes among others. In addition, AthletesCAN currently manages the annual Canadian Sport Awards (CSA).

In contributing to a strong and vibrant Canadian sport system, AthletesCAN is committed to developing athlete leaders, who lead by example, inspire others to excel and contribute to meaningful change where they live, work and play. In recognition of these athlete leaders and their contributions to an athlete centered sport system and the athlete social responsibility movement, AthletesCAN presents annual awards in which athlete recipients are nominated and selected by their peers. These AthletesCAN awards celebrate the importance of athletes as role models; honours the successes they have achieved through their work as leaders and change agents; and encourages former athletes to stay connected to the sport community and to make a difference.

The CSA were established 46 years ago in 1972 to recognize and showcase excellence in Canadian sport. Since then, the CSA evolved over time to become the premier recognition event for national sporting excellence. After the 40<sup>th</sup> anniversary, the awards experienced a five year hiatus. In 2017, AthletesCAN successfully acquired the rights to revive this staple event to once again bring together members of the sport community to honour the spirit, drive, and commitment of Canada's international level athletes, coaches, corporations, volunteers, and sport leaders.

## INDEPENDENT REVIEW

The evolution of the CSA brings not only profile and public awareness, but also potential for public scrutiny. In 2001, the True Sport Foundation (TSF) reviewed its nomination and selection processes in light of the growing profile of the CSA to ensure that they met best practices. As part of the review, the TSF contracted KPMG LLP to conduct a review of the nomination and selection processes and criteria, identify strengths and weaknesses of these processes, and to provide recommendations. The review also included feedback from members of the sport community (athletes, media, high performance experts, and representatives of key stakeholders). AthletesCAN commits to this process and will continue to review the guidelines with its Selection Committee (SC), an independent committee appointed by the AthletesCAN Board.

## PROCESS

1. AthletesCAN sends out a **Call for Nominations** for the upcoming CSA. The call goes out to the broad sport community including national sport organizations, multi-sport Organizations, COPSI Network, the media, the federal, provincial and territorial governments, as well as the general public.
2. Any person that meets the current CSA eligibility criteria may be entered for consideration. Eligible entries are for performance, corporate excellence, and sport leadership stories and contributions, that have taken place between August 21, 2018 and August 20, 2018.
3. Nomination forms and deadlines are posted for each of the award categories at <https://athletescan.com/en/events/canadian-sport-awards/awards-guidelines>. Upon receipt of online nominations AthletesCAN will review each nomination to ensure eligibility requirements are met and identify any concerns, inconsistencies or missing information. The completed nominations are then forwarded to the SC to determine the top 3 to 5 (as applicable). The selected nominations are then forwarded to the jury for review, deliberations, and independent voting (see Selection Process on page 14). Once the jury has submitted its votes, the CSA scrutineers tabulate scoring and the finalists are publicly announced. The winners will be announced on September 20, 2018.

## ELIGIBILITY

### WHO CAN ENTER

#### **For the Performance Award categories, each nominee must be:**

- i) A Canadian citizen or landed immigrant;
- ii) A member of a senior Canadian national team competing at the Olympic, Paralympic, Pan/Parapan American, Commonwealth Games, and senior World Championship level (may also include World Cup, World Cup Circuit, etc.) event or an event deemed to be of equivalent status; and,
- iii) A current athlete in good standing with their national sport organization.

**Please note:** The SC will rank the top 3-5 nominations (where applicable) in each Performance Award category. It is those 3-5 nominees that will be put forward to Canada's national team athletes for voting as outlined in the Selection Process.

**Please note:** Professional athletes are eligible as long as the performance result(s) referenced in the nomination take(s) place at an International Olympic Committee, International Paralympic Committee, or International Federation sanctioned event.

#### **For the Influencer Award categories, each nominee must:**

- i) Meet the specific criteria as set forward in the award descriptions; and,
- ii) Support and demonstrate strong sport values including but not limited to respect, integrity, a commitment to fair and ethical sport, excellence, and inclusion.

#### **For the Corporate Excellence Award, corporations must:**

- i) Be a Canadian corporation or a Canadian subsidiary of an international corporation;
- ii) Have supported, enabled or facilitated the pursuit of sporting excellence by fair and ethical means by an individual athlete, team, or program; and,
- iii) Actively promote strong sport values as measured by excellence, fair play, integrity, inclusion and the pursuit of ethical sport.

**Please note:** Product endorsements will not be included for assessment.

### QUALIFYING PERIOD

Eligible entries for performance awards must have been obtained at events between August 21, 2017 to August 20, 2018 for summer categories and between August 21, 2017 to June 30, 2018 for winter categories.

Eligible entries for all other awards are to be submitted by June 30, 2018 and will be based on contributions or events which occurred throughout the nominee's lifetime.

### WHO CAN NOMINATE

Anyone can nominate an individual, team, sport leader or corporation for the CSA. The exception to this is the #AthleteVoice Award in which the nominator must be affiliated with the nominee's organization as referenced in the nomination.

## HOW TO ENTER

The **Official Nomination Forms** can be found at <https://athletescan.com/en/events/canadian-sport-awards/award-categories>. The official forms pertain to the Performance, Influencer, and Corporate Excellence Awards.

- i) The nominator must submit a duly signed and completed **Official Nomination Form**, in accordance with the following specifications, to AthletesCAN by completing the online form. The online form may also be downloaded and submitted via email to [canadiansportawards@athletescan.com](mailto:canadiansportawards@athletescan.com). Nominations must be submitted within the Official Nomination Form online, or copy thereof via email.
- ii) If submitting through the online portal, at the end of the online nomination form, the nominator must click a box and type in his or her name and the date, in lieu of a signature. This indicates that the nominator accepts responsibility for the accuracy of all information on the form.
- iii) In the Influencer categories, the nominator is encouraged notify the appropriate sport organization of the nominee in order to encourage timely media and public relations activities.
- iv) Nominations must be accompanied by all relevant competition information, biography, a current colour photograph of the nominee in a high resolution jpeg format and no more than three (3) 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.
- v) In the event that an athlete, team, influencer, or corporation is being nominated for more than one Award, separate nomination forms with the relevant supporting documents must be submitted for each award.
- vi) If the nominator is unable to upload all relevant supporting documents and accompanying information through the online portal, they must send these via email by the specified deadline to [canadiansportawards@athletescan.com](mailto:canadiansportawards@athletescan.com).

**Please note:** Only nominations that are complete will be accepted. The nominator 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 (June 30, 2018 with the exception of Summer Performance Awards with a nomination deadline of August 20, 2018). All nominations must strictly abide by the nomination requirements. AthletesCAN reserves the right to edit/remove information that exceeds the **maximum word limit of 500** (i.e. Letter of Recommendation) or the number of supporting documents (i.e. not to exceed 3 documents, 2 pages each).



## 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 corporation's accomplishments.
- ii) If necessary, the nominator can provide proof of any information requested by the SC to verify ranking, depth of field, awards, testimonials, or other relevant information (to be submitted on request of AthletesCAN).
- iii) The nominator and the nominee (subject to notification) grant AthletesCAN the rights to use any of the provided materials for promotional, media, and broadcast purposes as related to its mandate.
- iv) The signatures on the Official Nomination Form of the nominator signifies understanding and acceptance of the CSA Guidelines.
- v) The nominator warrants that the completed Official Nomination Form is accompanied by all required documentation. In any case in which the SC determines that the information required to be provided is inaccurate or incomplete, and that the individual/corporation is therefore incorrectly entered, AthletesCAN reserves the right to declare the nomination submission to the CSA ineligible or endeavor to add or correct the information when possible.
- vi) A person deemed to be ineligible by the SC has the right to appeal the decision to the AthletesCAN Board of Directors. The AthletesCAN Board, at its sole discretion, may consult the Sport Dispute Resolution Centre of Canada before rendering their decision. The nominee and the person nominating acknowledge that the AthletesCAN Board's decision is final.
- vii) The nominator acknowledges and agrees that the SC may recommend to the AthletesCAN Board of Directors that no awards be given in any category in which the nominees entered do not meet AthletesCAN eligibility standards or in the event that not enough entries are submitted (see Rule of Three in Definitions section).

## **AWARD CATEGORIES**

It is the nominator's responsibility to accurately select the categories entered. AthletesCAN, in consultation with the nominator, may alter these selections.

### **Performance Awards**

These awards are intended to recognize and celebrate outstanding competitive performances in 2017-2018.

The SC will rank the top 3-5 finalists (when applicable) based on the nominations. An athlete, partners or team may be considered for one of the following eight (8) performance awards categories. Please note the following:

- An athlete, partners, or team 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 partners if competing in the relay); and,
- Athletes who compete as a team are not eligible for individual Athlete of the Year awards unless the individual has also performed in an individual event.

#### **Male Athlete of the Year (Winter / Summer)**

Named in honour of Norton H. Crow, one of Canada's most prominent sport executives, this award is presented to the outstanding male individual athlete of the year. Norton H. Crow was instrumental in consolidating the Amateur Athletic Union in Canada, assisted in the development of amateur baseball and hockey, and was involved in the Olympic movement.

#### **Female Athlete of the Year (Winter / Summer)**

This award is presented annually to Canada's outstanding female individual athlete of the year. The award honours the brilliant track athlete Velma Springstead whose spectacular career ended prematurely when she succumbed to pneumonia in 1926 at the age of 20. The Women's Amateur Athletic Federation of Canada founded this Award in her honour.

#### **Team of the Year (Winter / Summer)**

This award is presented annually to Canada's outstanding senior national team in a sport, which requires more than three (3) athletes to play. Teams eligible for nomination in this category include the following team sports: baseball, basketball, curling, field hockey, football, hockey, lacrosse, ringette, rugby, soccer, softball, artistic swimming, team handball, volleyball, and water polo.

#### **Partners of the Year (Winter / Summer)**

The first Canadian artistic skating team to win an Olympic medal, Tracy Wilson and Rob McCall captured the bronze at the 1988 Calgary Olympic Winter Games. Inaugurated in 1995, the Wilson and McCall Trophy has evolved to recognize Canada's outstanding partnerships. Sports that include individual and team elements are considered eligible for this award and include the following type of events: pairs, crews, relays, doubles, triples, fours, eights and events where individuals compete together in a team event.

## Influencer Awards

These six (6) awards are meant to recognize and celebrate an individual's outstanding contribution to the betterment of sport. These Awards are presented to an individual only once in a lifetime unless otherwise indicated. An individual may be entered in ONE of the following categories:

### Bruce Kidd Leadership Award

This lifetime achievement award is presented to a retired national team athlete who has provided meaningful contributions to sport as a leader, advocate, change agent, or builder. This award is named in honour of Dr. Bruce Kidd who has made enormous contributions to Canada's sporting community as an athlete, advocate, author, historian, and academic. Bruce was inducted into the Canadian Sports Hall of Fame in 1968. As a result of AthletesCAN acquiring ownership of the Canadian Sport Awards in 2017, the AthletesCAN Leadership Award, created in 2005 to recognize similar contributions of athlete leaders, has been merged with the Bruce Kidd Award.

Specific criteria:

- i) This award can be presented to an individual only **once** in their lifetime;
- ii) This award must be presented to a retired national team athlete.

### The AthletesCAN Social Responsibility Award

The AthletesCAN Social Responsibility Award, was created in 2009 by AthletesCAN to recognize the contributions of athlete leaders in the community. The award is presented annually to a national team athlete or former national team athlete who has made a significant contribution to society through sport and/or volunteer initiatives that have made a positive impact on the athlete social responsibility movement in Canada and/or internationally.

Specific criteria:

- i) This award can be presented to an individual only **once** in their lifetime;
- ii) This award must be presented to a current or retired national team athlete.

### Leadership in Sport Award

This lifetime achievement award recognizes the outstanding contribution of a sport leader or organization who exemplifies True Sport values as demonstrated by ground breaking organizational leadership, innovative practices, influential communications, cutting edge sport marketing and/or positioning of the sport sector.

Specific criteria:

- i) Eligible individuals must represent a national organization working for the betterment of Canadian sport.
- ii) Eligible organizations include those that operate at a national or provincial level and whose mandate includes the betterment of Canadian sport.
- iii) This award can be presented only **once** in a lifetime for individual recipients.
- iv) This award can be presented to an organization **more than once** provided the contributions noted within subsequent nominations differ from those in any previous win.

### True Sport Award

The True Sport Award recognizes and celebrates a Canadian hero who, in the pursuit of sporting excellence, has demonstrated values such as dedication, perseverance, sportsmanship, respect for others, and a true love of sport. This category showcases the magic that lives within sport to inspire, motivate, and capture the hearts and minds of all Canadians. True Sport recognizes a Canadian citizen who exemplifies these values in an inspirational and meaningful way.

Specific criteria:

- i) This award can be presented to an individual only **once** in their lifetime.

### **Inclusion Award – Athletes Obliterating Barriers**

The Inclusion Award recognizes an active or retired national team athlete who has used their platform to advocate for inclusion in sport. The athlete's actions have inspired and promoted diversity and inclusion of underrepresented groups within an area or areas of our sport community from grassroots to high performance. This new award highlights the initiative, courage and leadership of these individuals.

Specific criteria:

- i) This award can be presented to an individual only **once** in their lifetime;
- ii) This award must be presented to a current or retired national team athlete.

### **#AthleteVoice Award – Rep of the Year**

The #AthleteVoice Award recognizes the significant contributions of an athlete representative within their national sport organization, multi sport organization or international sport organization. The athlete representation movement is only as good as the athletes chosen by their teammates to effect positive change. This new award highlights the initiative, courage and leadership of these individuals.

Specific criteria:

- i) This award must be presented to a current or retired national team athlete who was an official athlete representative, Athletes' Council/Commission member, and/or Athlete Director within a national, international or multi-sport organization within the Qualifying Period.
- ii) The nominator must be involved in the rep's respective organization as an athlete, administrator or director.

## **Corporate Excellence Awards**

These three (3) awards are meant to recognize and celebrate corporations who provide outstanding support to Canadian sport. The corporation may choose between one (1) of these three (3) categories when submitting a nomination. Exclusions for all categories include any mention of product endorsements.

### **National Team Support**

A corporation that has demonstrated an understanding of a national team's needs and a willingness to develop a number of corporate initiatives that support the training, competition, and promotional activities of a national team program.

Specific criteria:

- i) Nominations must illustrate that the support received during the specified year enabled or facilitated the athletic pursuit of excellence by a national team.
- ii) Corporations must support a national level Canadian team competing at an international level.
- iii) Nominations must indicate whether the support is new or part of an integrated package.

### **Individual Athlete Support**

A corporation that has shown a sincere interest in an athlete's development by providing both monetary and personal development support. This corporate commitment has enabled the athlete to set and achieve progressive goals by virtue of the corporation's commitment and support.

Specific criteria:

- i) Nominations must illustrate that the support received during the specified year enabled or facilitated the athletic pursuit of excellence by an individual athlete.
- ii) The support must be of a national level athlete competing at an international level.
- iii) Nominations must indicate whether the support is new or part of an integrated package.

### **National Initiative Support**

A corporation that has addressed its corporate marketing strategy through the support of a national sport initiative or program with extensions at the grass-roots level. This support includes the corporation's involvement and contribution to the program's design, implementation plan, ongoing operations, and growth.

Specific criteria:

- i) Nominations must illustrate that the support received during the specified year enabled or facilitated the promotion of excellence through a national program.
- ii) The support must be of a national level Canadian initiative or program with extensions at the grass-roots level.
- iv) Nominations must indicate whether the support is new or part of an integrated package.

# THE SELECTION PROCESS

## THE JURY

- i) The jury is comprised of five (5) to seven (7) informed individuals from the following groups: athletes, coaching, sport media, sport marketing, consultants, corporations and the sport community at large.
- ii) The following principles must be adhered to when developing the jury composition: gender, language, ability, geographic representation and ethnicity.
- iii) The Executive Director, or a designate of AthletesCAN, acts as ex officio member of the jury.
- iv) Jury members agree to sit for a one (1) to two (2) year-term and cannot adjudicate for more than two (2) consecutive years.
- v) Jury members are required to sign a conflict of interest and confidentiality agreement.
- vi) The SC provides the approved list of selected nominations for the jury.
- vii) Individuals or corporations nominated for an award are not eligible to sit on the jury.
- viii) 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.
- ix) Names of jury members are kept confidential to limit the risk of influencing the deliberations and voting procedures.
- x) The jury may discuss the eligible candidates amongst themselves, however individual ballots are secret.
- xi) All jury deliberations are confidential. The jurors may not reveal any details pertaining to the specifics of the selection process nor discuss the jury screenings outside the jury session.
- xii) Ballots are secret and will be sent directly from the individual juror to the scrutineers to be tabulated.
- xiii) All results remain confidential until the envelopes are opened at the Canadian Sport Awards.

## VOTING

- i. Nominations for the Performance Awards, Influencer Awards, Corporate Excellence Awards and People's Choice Award are received by AthletesCAN and checked for completeness and eligibility.
- ii. The SC determines and ranks all performance award nomination finalists based on relevant results and their submissions based on the following principles:
  - Nominations have met CSA eligibility
  - To rank individuals according to single best result, taking into account the event for which the performance took place.
  - To assess other performance factors including but not limited to multiple medals, world records and depth of field.
- iii. The SC's performance rankings are then forwarded to the scrutineers. This forms 40% of the athletes' overall final ranking.
- iv. The top three to five (3-5) candidates, in alphabetical order, are then sent to AthletesCAN members who are currently national team athletes for voting. The SC's ranking will not be revealed. The voting results will then be tabulated by the scrutineers which will form the other 60% of the athletes' overall final ranking. A winner will be determined once this process is completed.
- v. The SC reviews all nominations, votes and determines and ranks the top 5 nominations for public vote for the People's Choice Award. This ranking forms 40% of the nominee's overall final ranking.
- vi. All other nominations pertaining to the Influencer Awards, Corporate Excellence Awards, and People's Choice Awards are sent to the SC which ranks them 1-3 or 1-5, then sends to the jury for voting.
- vii. The jury votes are automatically forwarded to the scrutineers.
- viii. The scrutineers tabulate the votes.
- ix. The top three candidates, where applicable, in each category are publicly announced as the finalists for the 2018 Canadian Sport Awards.
- x. In the exceptional circumstance that the nominations process has not resulted in three (3) or more nominations by two (2) weeks prior to the deadline for nominations, AthletesCAN reserves the right to contact the sport community directly to solicit nominations and request further support to ensure a well rounded roster of nominees.
- xi. In the case of fewer than three (3) entries, AthletesCAN also reserves the right to implement the "Rule of Three". \* **See Definitions**
- xii. The winners are announced at the Canadian Sport Awards on September 20, 2018.

## **VOTE TABULATION**

- i. The ballot scrutineers receive votes directly from the jury. In the case of the Performance category, 40% of the final ranking will come directly from the SC, while 60% will come from the athletes.
- ii. The scrutineers assign points for each ranking to determine the winner and finalists for each category. (The person with the highest rank will receive 5 points; second place will receive 4 points, and so forth). These points will be applied after votes are tallied to convert total number of points per athlete. The person with the highest score will be selected as the winner and the two subsequent highest scores will be the finalists.
- iii. The scrutineers will forward the top three (3) candidates in each category to AthletesCAN without revealing the winners.

## **TIE BREAKERS**

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

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## DEFINITIONS

**Ballot scrutineers:** The designated group that tabulates the votes.

**CSA:** Canadian Sport Awards

**Rule of Three:** If fewer than three (3) entries are received, AthletesCAN reserves the right, at its sole discretion, to utilize one or more of the following options:

- a) Extend the deadline to receive nominations, or
- b) Solicit nominations from the Sport community, or
- c) Identify suitable nominations to present to the respective selection jury(ies) in addition to any publicly submitted nominations, or
- d) Proceed with the selection process on the basis on nominations received, or
- e) Suspend deliberations within the respective category; suspend the award in question for the year and not select a winner, or
- f) Proceed in order with these single options or utilize any combination of the above options.

**SC:** Selection Committee

**True Sport values:** Examples may include, but are not limited to, fairness, excellence, inclusion, fun, determination, respect, and integrity.

## **AthletesCAN BOARD OF DIRECTORS**

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