



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 third edition of the newly revived Canadian Sport Awards since the 40th annual celebration in 2012. Please read this booklet carefully before submitting an Official Nomination Form(s).

HOW TO RECOMMEND CHANGES TO THE GUIDELINES

The Jury 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 27, 2020 to canadiansportawards@athletescan.com.

All feedback will be forwarded directly to the AthletesCAN Board of Directors. 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 of Directors.



KEY TIMELINES

EVENT / ACTIVITY	DATE / DEADLINE
Entry Qualifying Period	August 21, 2019 – August 15, 2020
Nomination Forms available online:	September 10, 2020
Nomination Entry Deadline:	October 4, 2020
Jury Process	October 5, 2020 – October 15, 2020
43rd Canadian Sport Award Finalist Announcement	October 16, 2020
43rd Canadian Sport Awards Recipient Announcements	October 2020
Deadline for submission of petitions for changes to the 2020 Canadian Sport Awards	November 27, 2020

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 48 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 40th 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 Jury, an independent group 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 sport leadership stories and contributions that have taken place between August 21, 2019 and August 15, 2020. Eligible entries for all other Leadership (formerly Influencer) Awards are to be submitted by October 1, 2020 and will be based on contributions or events which occurred throughout the nominee's lifetime. **Please note that due to current circumstances relating to COVID-19, AthletesCAN will not be accepting nominations for Sport Performance Awards or Corporate Excellence Support Awards.**
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 Jury to rank the top 3 to 5 through 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 October 2020.

ELIGIBILITY

WHO CAN ENTER

For the Leadership 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.

QUALIFYING PERIOD

Eligible entries for all other Leadership Awards are to be submitted by October 1, 2020, 2020 and will be based on contributions or events which occurred throughout the nominee's lifetime, where applicable.

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>.

- 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. 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, in lieu of a signature. This indicates that the nominator accepts responsibility for the accuracy of all information on the form.
- iii) In the Leadership (formerly Influencer) categories, the nominator is encouraged to notify the appropriate sport organization of the nomination 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, or sport leader is being nominated for more than one Award, separate nomination forms with the relevant supporting documents must be submitted for each award.
- vi) All relevant supporting documents and accompanying information must send these via email by the specified deadline to canadiansportawards@athletescan.com.

Please note: 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 (October 15, 2020). 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's accomplishments.
- ii) If necessary, the nominator can provide proof of any information requested by the Jury 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 Jury 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 Jury 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 Jury 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.

***Please note that due to current circumstances relating to COVID-19, AthletesCAN will not be accepting nominations for Sport Performance Awards, People's Choice: Performance of the Year, and Corporate Excellence Awards.**

Leadership Awards

These six (6) awards are meant to recognize and celebrate an individual's outstanding contribution to the betterment of sport. An individual may be entered in ONE of the following categories:

AthletesCAN Social Responsibility Award

This award recognizes the contributions of athlete leaders in the community.

The AthletesCAN Social Responsibility Award, was created in 2009 by AthletesCAN. 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**.

True Sport Award

This award recognizes a Canadian citizen who exemplifies true sport values in an inspirational and meaningful way.

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.

Specific criteria:

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

Inclusion Award – Athletes Obliterating Barriers

This 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

This 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, volunteer or director.

LIFETIME LEADERSHIP AWARDS

These two (2) awards are presented to an individual only once in a lifetime. An individual may be entered in ONE of the following categories:

Bruce Kidd Leadership Award

A lifetime achievement award 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**.

Leadership in Sport Award

A lifetime achievement award recognizing outstanding leadership in Sport.

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 and promoting and influencing the sport sector as an agent of change.

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.

Most Viral Moment

This new award will honour an athlete, current or retired, who used their digital platform to inspire hope in all Canadians and in the process captured the virtual world by storm. Eligible moments include, but are not limited to, innovation in training equipment, creative virtual workouts, and/or inspirational content.

Specific criteria:

- v) This award must be presented to a **current or retired national team athlete**.

THE SELECTION PROCESS

THE JURY

- i) The jury is comprised of five (5) to seven (7) informed individuals from any of 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 senior staff person, 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) Individuals or corporations nominated for an award are not eligible to sit on the jury.
- vii) 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.
- viii) Names of jury members are kept confidential to limit the risk of influencing the deliberations and voting procedures.
- ix) The jury may discuss the eligible candidates amongst themselves, however individual ballots are secret.
- x) 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.
- xi) Ballots are secret and will be sent directly from the individual juror to the scrutineers to be tabulated.
- xii) All results remain confidential until the announcement of the winners have been made.

VOTING

- i. Nominations for the Leadership Awards are received by AthletesCAN and checked for completeness and eligibility.
- ii. All nominations pertaining to the Leadership Awards, are sent to the Jury which ranks and votes on top three to five (3-5) candidates.
- iii. The jury votes are automatically forwarded to the scrutineers.
- iv. The scrutineers tabulate the votes.
- v. 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.
- vi. In the case of fewer than three (3) entries, AthletesCAN also reserves the right to implement the "Rule of Three". * **See Definitions**
- vii. The winners will be announced October 2020.

VOTE TABULATION

- i. The ballot scrutineers receive votes directly from the jury.
- 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.

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.

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 Jury 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.

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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