



# GUIDELINES

# Canadian Sport Awards Guidelines

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## **PREAMBLE**

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

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 January 31, 2022, to [canadiansportawards@athletescan.com](mailto: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.

## **ABOUT ATHLETESCAN**

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

**OUR MISSION:** We are the collective athlete voice in the unwavering pursuit of an athlete centered sport system

**OUR VISION:** To unite and amplify the voices of all Canadian national team athletes

### **OUR VALUES:**

**Integrity:** We lead with an honest and moral approach to everything we do.

**Courage:** We find the strength to stand up for what is right.

**Inclusivity:** We represent a diverse membership and support the voices of all athletes.

**Transparency:** We are open and vulnerable in our effort to create a better sport system.

## **ABOUT THE CANADIAN SPORT AWARDS**

The Canadian Sport Awards were established 49 years ago in 1972 by modern day co-founders True Sport, Canadian Centre for Ethics and Sport, Canada Games Council, Commonwealth Sport Canada, and AthletesCAN 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, volunteers, and sport leaders. Past recipients include including Canadian sport icons Donovan Bailey, Chantal Petitclerc, Hayley Wickenheiser, Mark Tewksbury, Tessa Virtue, Scott Moir, Simon Whitfield, and Catriona Le May Doan, among many others.



## KEY TIMELINES

EVENT / ACTIVITY	DATE / DEADLINE
<b>Entry Qualifying Period</b>	August 2020 – September 30, 2021
<b>Nomination Forms available online:</b>	August 30, 2021
<b>Nomination Entry Deadline</b>	November 8, 2021
<b>Jury Process</b>	November 9, 2021 – November 22, 2021
<b>44<sup>th</sup> Canadian Sport Award Finalist Announcement</b>	December 2021
<b>44<sup>th</sup> Canadian Sport Awards Recipient Announcements</b>	December 2021
<b>Deadline for submission of petitions for changes to the 2022 Canadian Sport Awards</b>	January 31, 2022

## THE CSA PROCESS OVERVIEW

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, as well as the general public.
2. In addition to the Call for Nominations, there shall be an annual review by the Canadian Sport Award Committee of Canadian athletes, coaches, volunteers, sport leaders, and sport builders who have made significant impact in their sport with the lens of the specific criteria of each Canadian Sport Award category.
3. 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 1, 2020, and September 30, 2021. Eligible entries for Leadership (formerly Influencer) Awards are to be submitted by November 1, 2021. **Please note that AthletesCAN will no longer be awarding Sport Performance Awards or Corporate Excellence Support Awards.**
4. 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 for completeness and to ensure eligibility requirements are met. **It is important to note incomplete nomination forms will not be considered.** 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 12). Once the jury has submitted its votes, the CSA scrutineers tabulate scoring, and the finalists are publicly announced. The winners will be announced December 2021.

### 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.

# AWARD CATEGORIES AND AWARD CRITERIA

## AthletesCAN Social Responsibility Award

The AthletesCAN Social Responsibility Award honours a current or retired national team athlete who used their platform to make a positive impact in their sport or community at the local, national, or international level. This award recognizes the significant contributions of an athlete leader in the areas of diversity, equity, inclusion, community, volunteer and/or social change initiatives.

### 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

The True Sport Award recognizes an inspirational Canadian citizen who exemplifies true sport values of fairness, excellence, inclusion, and fun in a meaningful way. Through the pursuit of sporting excellence this Canadian hero showcases dedication, perseverance, sportsmanship, respect for others, and a true love of sport.

### Specific Criteria:

- i) This award can be presented to an individual only **once** in their lifetime.
- ii) This award must be presented to a **Canadian citizen**.

## #AthleteVoice Award – Rep of the Year

The #AthleteVoice Award – Rep of the Year 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 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.

## Bruce Kidd Leadership Award

The Bruce Kidd Leadership Award is presented annually to a retired national team athlete, sport leader, or organization, who has provided meaningful contributions to the betterment of sport as a leader, advocate, change agent, or builder. This award highlights the ground-breaking work that contributed to the betterment of sport through inspirational leadership, innovative practices, and/or positive influence on the Canadian sport sector. The Bruce Kidd Leadership Award is named in honour of 1968 Canadian Sports Hall of Fame Inductee Dr. Bruce Kidd, who has made enormous contributions to Canada's sporting community as an athlete, advocate, author, historian, and academic.

### Specific Criteria:

- i) This award must be presented to a **retired national team athlete, sport leader who represent a national sport organization, or an organization at the national or provincial level**.
- ii) Eligible sport leaders must represent a national organization working for the betterment of Canadian sport.
- iii) Eligible organizations include those that operate at a national or provincial level and whose mandate includes the betterment of Canadian sport.
- iv) This award can be presented to an individual only **once** in their lifetime for individual recipients.
- v) 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.

## **People's Choice Award: Most Viral Moment**

Created in 2020, the Most Viral Moment Award honours a current or retired national team athlete who has captured the virtual world by storm. This award highlights the magic that lives within sport to inspire and motivate all Canadians through innovative use of a digital platform, captivating athletic performance, or who's digital actions have been a force for good.

### **Specific Criteria:**

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

## ELIGIBILITY

### WHO CAN ENTER

#### For each award category, 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.

### WHO CAN NOMINATE

Nominations can be submitted by AthletesCAN members, Board of Directors, Standing Committees, COC Athletes' Commission, CPC Athletes Council, Multi-Sport Organizations, National Sport Organizations, COPSI Network, and members of the Canadian Public can nominate an athlete, coach, volunteer, sport builder or sport leader for a 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. It is the nominator's responsibility to accurately select the categories entered. AthletesCAN, in consultation with the nominator, may alter these selections.

### QUALIFYING PERIOD

Eligible entries must be submitted by:

- I) November 1, 2021, for the Leadership Awards
- II) December 1, 2021, for the People's Choice Award for Most Viral Moment of the Year.



## 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.
- ii) 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.
- iii) 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.
- iv) Nominators are encouraged to notify the appropriate sport organization of the nomination in order to encourage timely media and public relations activities.
- v) Supporting documents can be included in Official Nomination Form to provide record of the individual's accomplishments. Supporting documents can include but are not limited to a biography, a current colour photograph in a high-resolution jpeg format, and/or 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.
- vi) In the event that an individual is being nominated for more than one award, separate nomination forms with the relevant supporting documents must be submitted for each award.
- vii) All relevant supporting documents and accompanying information must be sent via email by the specified deadline to [canadiansportawards@athletescan.com](mailto:canadiansportawards@athletescan.com).

**Please note:** 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 information. In any case in which the Jury determines that the information required to be provided is inaccurate or incomplete, and that the individual is therefore incorrectly entered, AthletesCAN reserves the right to declare the nomination submission to the CSA ineligible or endeavour 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)

# 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, and the sport community at large.
- ii.) AthletesCAN will abide by the Diversity, Equity and Access Policy when developing the jury composition.
- 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 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 December 2021.

## 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**

Pierre-Luc Laliberté

Bo Hedges

Allison Forsyth

Liam Smedley

Hollie Duncan

Celina Toth

Rob Law

Camille Bérubé

Erin Willson

## **ATHLETESCAN STAFF**

Georgina Truman, Manager, Athlete Relations and Operations

## **CONTACT INFORMATION**

For further information, please contact:

AthletesCAN

c/o Manager, Athlete Relations and Operations

[canadiansportawards@athletescan.com](mailto:canadiansportawards@athletescan.com)

[www.athletescan.com](http://www.athletescan.com)