Please read the following information carefully before completing the Nomination Form and preparing the supporting written submission.

The closing date for submissions is Sunday 4 March 2018

Sportsperson of the Year is awarded to the University of Newcastle student whose sporting achievements and sportsmanship during the previous academic year are deemed to have been the most outstanding.

Eligibility
To be eligible for consideration for the award of University Sportsperson of the Year, the nominee must:

1. Be an enrolled student of the University of Newcastle proceeding towards a Degree or Diploma during the eligibility period for the award; and
2. Have an outstanding sporting record in the previous academic year (22 February 2017 – 28 February 2018); and
3. Have displayed outstanding sportsmanship and be a person with whom the University, NUsport and Yourimbah are proud to be identified. Support for sport on campus will be considered in order to differentiate between candidates with similar performance achievements.

NB – “outstanding sporting record” refers to excellence in any area of sporting endeavour including outstanding achievement in the areas of sports administration or officiating e.g. appointment as a referee, team manager or team coach at national level.

Nominations
4. Nominations may be made by any student of the University of Newcastle; a member of staff of the University of Newcastle / NUsport / Yourimbah; a NUsport / Yourimbah affiliated sporting club or by an AUG Team Manager. Students may nominate themselves and are encouraged to do so.
5. Nominations for Sportsperson of the Year must be made on a current Nomination Form and submitted to NUsport before 5 March 2018. Earlier submission is strongly recommended.
6. Nominations will not be accepted after the closing date.

Conditions
7. The eligible period is the preceding academic year (20 February 2017 to 28 February 2018). Performances outside this period will not be taken into consideration and should not be included.
8. Please attach detailed information of sporting achievements attained in the 2017 academic year. Include only performances and selections during the period from 20 February 2017 to 28 February 2018. Performances during any period of non-enrolment or deferment from study may be considered only when the period of non-enrolment was due to the specific sporting commitments of the nominee and when the nominee has re-enrolled in the following semester / trimester. See page 4 for details.
9. A detailed explanation must be provided for each performance. Please include the precise date of the competition/event/selection; the exact full proper name of the event; the correct full name of the teams/squads in which selected and the organisation responsible for the selections.
10. Please present information on performances in date order using months as headings.
11. The award may be won on only one occasion. Previous holders of the award may not be nominated a second time. Other selected Finalists may re-nominate.
12. No award will be made in a particular year if in the opinion of the Sports Awards Selection Committee the quality of nominations received is not of a sufficiently high standard.
13. Up to five (5) finalists may be selected. All finalists receive a grant.
   - Sports Person of the Year - $1000
   - Other selected Finalists - $500
Sportsperson of the Year Nomination Form

Nominee’s personal information

Surname*  First name*
Address*
Suburb*  Postcode*
Email*
Phone*  Student No.*  Year 1st enrolled*
Course enrolled* (Full formal title)

List any period during the previous year in which the nominee deferred studies or was not enrolled.*

Referees* – Provide contact details of independent persons who can confirm or evaluate the nominee’s standard and performances. NB Nomination will not be accepted if at least one independent referee is not supplied.

Surname*  First name*
Position*
Phone*  Email*
Surname  First name
Position
Phone  Email

Attach a detailed submission containing complete and specific details of the nominee’s performances, selections and representations during the previous academic year ie from 20 February 2017 to 28 February 2018.

- Present information on performances in date order using months as headings starting with February 2017.
- Provide evidence of selections and performances - cite websites where details can be verified or attach documents.
- Refer to guide on page 4 for completion of the detailed submission

Declaration by Nominator - I confirm that the information provided in this nomination has been cross checked for accuracy with reliable sources and that all details are true and correct.

Name*  Signed*  Date*

Declaration by Nominee - I have checked the nomination and confirm that all details about specific performances, dates and events are correct. I consent to the nomination being submitted for consideration.

I have read all the information attached to this form and I agree to the conditions for nomination. In particular, I understand that if I am selected as a finalist, I am expected to attend the Sports Awards presentation function and required to provide a suitable photograph when requested to do so by NUsport.

Name*  Signed*  Date*

Office Use: Date received & Staff initials

Enrolment status checked

FORWARD YOUR NOMINATION TO:
Newcastle University Sport
The Forum Sports & Aquatic Centre, University Drive, Callaghan NSW 2308
Copyright © November 2017

E unisport@theforum.org.au  W www.theforum.org.au

Information subject to change
Guide to Nomination Form Completion – Sportsperson of the Year

1 **Sport:** The sport for which the nomination is being lodged

2 **Names:** The full correct first name and surname as recorded with the University on enrolment.

3 **Year 1st enrolled:** List the year in which the nominee was first enrolled at the University.

4 **Course / Degree:** Full official name of the degree / diploma in which the nominee is or was enrolled [eg Bachelor of Business / Bachelor of Laws], or correct University abbreviations thereof.

5 **Deferments:** Provide details of every period during the previous academic year in which the nominee was not enrolled or had deferred from their course. Please note that sporting achievements during such periods of deferment can only be considered where the deferment was due to the specific sporting commitments in that period and, only where the nominee has re-enrolled in the following semester / trimester. Nominees who were not enrolled in the academic year (Leave of Absence) are ineligible to receive this award.

6 **Referees:** Provide names, positions held in sport and contact details of independent persons (persons other than family members or in the case of nomination by a club or team, persons other than members of that club or team) who are able to clarify, confirm or evaluate the performances of the nominee. **The nomination will not be accepted if details of at least one independent referee are not supplied.**

7 **declarations:**

   a) The person lodging the nomination must confirm that the details provided in the submission have been checked against reliable independent sources for accuracy. The nomination must also be reviewed by the nominee who must attest to the accuracy of information that relates to matters of fact and to confirm his/her acceptance of the nomination. **To avoid errors which will count against the nomination, students are advised to prepare the submission and nominate themselves.**

   b) Students who nominate themselves only need to sign the 2nd declaration.

8 All starred (*) fields on the Nomination Form are mandatory and the requested details must be provided.

9 In addition, the nominee’s sporting performances and achievements while enrolled at the University during the previous academic year must be accurately detailed in an attachment. Information provided in support of the nomination must be referenced in the usual academic manner with references cited which provide independent evidence to support claims of achievement, performance, selection or representation. References may include: website URLs of state or national sporting bodies which confirm the nominee’s selection in a representative team; a photocopy of an award certificate or newspaper article; the names and contact details of additional referees who can confirm specific matters, etc.

10 Using months as headings and starting with February 2017, present information on performances in date order. Only performances and selections between **20 February 2017** and **28 February 2018** will be considered.

11 Use the Detailed Submission outline on the next page as a template. Retain the black text and provide the information requested in blue. When this is done, delete all the blue instructions to leave one or two pages of detailed information about the nominee’s sporting achievements and representations for the 2017 academic year.

12 Nominations which do not provide the required information will not be accepted.

13 Nominations on previous versions of the nomination form will not be accepted.

14 Nominations received after the closing date will not be accepted.

15 Please submit your nomination early, well before the closing date. Nominations submitted early will be reviewed and feedback provided to the applicant on any deficiency thus allowing the applicant to improve the nomination and re-submit before the closing date.
Detailed Submission

Sports Person of the Year Nomination for __________ name __________ for ______ sport ________.

A detailed submission must be included with the nomination form.

Please ensure your submission fully addresses all the criteria specified on page 1 in detail. Please set out supporting information as follows:

Performance – please list relevant performances under month headings

February 2017

Start here

Instructions – Starting with February 2017, provide information under month headings for each month between February 2017 and February 2018 where significant performances or selections occurred and include the following details:

- Individual performances recorded in District, NSW Country, State, National or International events and any objective measures such as times run, distances thrown, weight lifted, seeding, placing, scores, etc. Provide evidence.
- The precise full name of any representative team/squad in which the nominee was selected, the name of the organisation responsible for selections, the date of selection and if the rep team played any notable matches, whether the nominee played in the team and the dates of the matches. Include only selections and performances in the 2016 academic year.
- The date of participation in elite sporting events, the full correct title of each event [eg 2017 Australian Open (sport) Championships], status of the event [state, national, international], place held and precise details of performance by the nominee in 2017. Advise if participation in the event was as a selected member of a State or National Australian team.
- Other details considered relevant including NSWIS or AIS scholarships/programs, or any specific sporting awards received during the relevant period but do NOT include anything done outside the specified 12 month period.
- Provide evidence of selections and performances - cite websites URL where details can be verified or attach supporting documents.

When all required information for all significant performances and/or selections for the 2017 academic year have been entered, delete these instructions in blue to leave a concise but very detailed, referenced list of sporting achievements for 2017.

Additional Supporting information – detail support, contribution or involvement in sport on campus

Instructions – list here membership of any University sporting club, membership of The Forum, participation in any inter-college sports program, involvement in any social sport competition or participation in any EUG, AUC or AUG in 2017.
General Conditions applying to nominations for University of Newcastle Sports Awards

University of Newcastle Blues, Colours and Sportsperson of the Year are highly prestigious University awards. Based solely on the number of awards conferred each year, University of Newcastle sporting awards are among the most exclusive when compared to other University awards and prizes that are presented annually. Persons selected for such prestigious awards are expected to show proper respect to the organisations conferring such recognitions and to their fellow awardees.

The following are conditions and expectations of all persons who are awarded a University Blue or Colour or selected as a finalist for the University Sports Person of the Year.

1. These awards are usually conferred at a high quality presentation dinner. The presentation dinner is specially organised to recognise and celebrate the achievement of awardees. Consequently, award recipients are required to attend unless prevented because of very strong legitimate reasons.

In 2018, the presentation dinner is tentatively set to be held on 17 August 2018.

2. The presentation dinner is time consuming to organise and quite expensive for the University and for NUsport. The presentation dinner is a seated function with all table places allocated and reserved. Final numbers for the night have to be communicated to the caterers a week before the event as they are required to prepare places and a 3 course meal for all who come. Consequently and without exception, all invited guests including award recipients must confirm their attendance with NUsport and all others must purchase a ticket for the function by the RSVP date. Those who fail to do so will not be able to attend as there will be no seat provided and no meal prepared. In addition, NUsport needs to know as early as possible if any recipient is unavoidably unable to attend the presentations to ensure that the order of proceedings for the evening is amended accordingly and all presenters know who will be there to receive their award. Costs to NUsport and the University include not just the provision of free tickets, certificates, blazers and grants to award recipients but also a great deal of time in preparation for the presentation event so award recipients are expected to assist with the organisation by replying promptly to invitations to attend.

3. NUsport prepares a commemorative program for the event which includes a synopsis about each person who is to receive an award. The program has received strong support from clubs and previous awardees. A photograph of each awardee is included in the program. Recipients of University sports awards are required to provide a suitable photograph for inclusion in the commemorative program when requested by NUsport.

4. As indicated above, the University Sports Award presentation function is a highly prestigious event. Similar to Graduation ceremonies, sports awards are typically presented by the Chancellor and Vice-Chancellor of the University. Consequently, all persons attending the presentations, especially award recipients, are expected to dress appropriately as befits such an important occasion. A coat and tie for males is indicative. Recipients of a Blue or Colour should note that they will be invested with a blazer at the presentations and that they need to come to the stage without a coat as they will be required to put on their award blazer.

5. In keeping with the status of the event, awardees are reminded of the need to behave appropriately during the evening. The University has a Responsible Service and Consumption of Alcohol policy with which all attendees at the event are expected to adhere.