**UNIVERSITY OF ESSEX SPORTS AWARDS 2023**

**EXCEPTIONAL SERVICES TO SPORT (ESS)**

**NOMINATION FORM**

The University of Essex annually confer awards in recognition of individual sporting achievement and contributions to the sporting life of the University.

There are three awards that individuals may nominate themselves for: i) *Full Colours*; ii) *Exceptional Service to Sport Award*; iii) *Tony Rich Outstanding Sporting Achievement Award*.

The earliest that an undergraduate or postgraduate student can apply for Full Colours and/or Exceptional Service to Sport (ESS) is during the final year of their study. ESS the only award that staff members are eligible for, which they can apply for at any time subject to sufficient evidence of their past commitment to University sport. An ESS award can only be conferred upon an individual once.

**Awards:** Colours and awards will be presented at the Sports Awards 2023 (held on TBC). *The Exceptional Service to Sport award conferred upon an individual will be formally recorded on their academic transcript and will appear next to their name in the programme of their graduation ceremony*.

**Application Process**

**Deadline: 12:00 Sunday 26th March 2023**

Individuals who wish to be considered for an Exceptional Service to Sport award must submit a completed application form along with all of the required supporting documents and endorsements before the published deadline Sunday 26th March 2023. Applications that are received after the deadline will not be considered. Applications need to be submitted electronically to vpexperience@essex.ac.uk and blades@essex.ac.uk.

**Initial Screening:** Any application that is incomplete or has not met the relevant criteria will be rejected without any further review. Applications that are rejected at this stage cannot be resubmitted until the following year and can only be done so once the original reason for rejection has been addressed. Please ensure you have completed the application check list below.

**Consideration of Nominations:** All Exceptional Service to Sport applications that pass the initial screening will then be considered by an awards panel. The subgroup will comprise of:

a) Chair

b) Vice President Student Experience

c) One member of University staff

d) One member of SU staff

e) Sports Performance manager

f) Two student members of the Essex Blades Executive

Nominees must not attempt to discuss their application with any member of the subgroup before the decisions have been announced, either directly or through a third party. Any nominee found to have breached this requirement will have their application immediately rejected.

**Appeal Process:** Once all applications have been considered by the subgroup, successful nominations will be publically announced. Unsuccessful nominees will be notified individually and will be provided with the reason(s) why their application was unsuccessful. A nominee may appeal a decision, which must be submitted in writing by the Individual Appeal Deadline which will be detailed by the sports award panel on confirmation of the unsuccessful application. Appellants should clearly explain why they are appealing, and they may submit further information or evidence in support of their appeal. All appeals will be considered by the full Sports Awards Committee. Decisions about appeals made by the full group are final and there is no further right to appeal.

**Eligibility**

In order to be considered for the Exceptional Service to Sport award, nominees must satisfy all of the eligibility criteria stated below. Meeting the eligibility criteria does not guarantee that at an award will be granted, only that the application will be reviewed. Applications from nominees who do not meet the eligibility criteria will be immediately rejected and may not be resubmitted until the following year, and only providing all of the criteria are met.

Nominees for Exceptional Service to Sport awards must meet the following criteria:

1. To be a registered student or staff member of the University of Essex or SU.
2. To have an unblemished disciplinary record.
3. To be a registered member of Essex Blades with no outstanding membership fees due
4. To have provided consistent and exceptional service to more than one sport to the Essex Blades or University beyond that which is normally expected of a club member, student or official.
5. For the application to be endorsed by the President or Vice-President of the nominee’s club who can vouch for i) their good character, ii) their commitment to University sport, and iii) the accuracy of their application.
6. To have submitted a completed nomination form, including the appropriate quality and quantity of evidence to support the award being applied for.
7. To have submitted a checklist, showing the completeness of the application.

**Application Checklist:**

[ ]  I have read all Exceptional Service to Sport procedures and criteria.

[ ]  I have fully completed the Exceptional Service to Sport nomination form, including my 500 word statement that incorporates **evidence of** **individual exceptional service to sport beyond that normally expected of a club member, student or official**

[ ]  My club president or vice president has completed the endorsement section.

**EXCEPTIONAL SERVICE TO SPORT (ESS) NOMINATION FORM**

**THIS SECTION MUST BE COMPLETED BY ALL NOMINEES**

Name:

Student/Registration Number (If Staff please state):

School/Department/Centre:

Course Studying:

Year Due to Graduate:

University Email Address: @essex.ac.uk

Contact Telephone Number:

[ ]  I confirm that I have an unblemished disciplinary record at the University and that I have no disciplinary procedures pending or outstanding NB: Checks will be made with departments and/or Student Progress Team (right click the box, select ‘properties’ then ‘checked’).

[ ]  I confirm that I am a current member of Essex Blades and that I have no outstanding membership dues (or to the Sports Centre, where applicable).

[ ]  **I am applying for ESS in the following Sports: [** *insert sport* **]**

[ ]  I confirm that I have no outstanding membership dues for any of the above clubs (or Sports Centre, where applicable).

Please provide details of all University sports club(s) that you are, or have been, a registered member.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Period** | **Sports Club** | **Competed** | **Current Member** |
| E.g. | 01/09 – 07/11 | Waterpolo | Y | N |
|  |  |  |  |  |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |

Please provide details of all official positions that you have held within the University, The Sports Centre, Essex Blades or Sports Clubs in which you have contributed to the sporting life of the University.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Period** | **Position** | **Affiliation** |
| eg | 10/11 – 09/12 | Treasurer | University Rowing Club |
|  |  |  |  |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |
| 11. |  |  |  |
| 12. |  |  |  |

**Provide any additional information that has affected your contribution to University sport that you wish to be taken into consideration (Do not exceed the page, delete blank lines).**

**EXCEPTION SERVICE TO SPORT NOMINATION (CONTINUED)**

**Evidence of consistent and exceptional service to sport:**

In no more than 500 words, explain how you have provided consistent and exceptional service to more than one sport club, to the Essex Blades or University sport. **NOTE:** The success of your application depends on the extent to which you provide evidence of **individual service** that goes beyond that which is normally expected of a club member, student or official. It is not satisfactory to merely state that you fulfilled various official positions. You must articulate and provide evidence of your **individual actions** in such positions, and demonstrate how those actions and your initiative was **exceptional** and beyond that normally expected. Examples in the past have included extensive fund raising and volunteering activities, strong leadership that has significantly altered the performance of a club, protracted periods of voluntary work such as coaching and transportation. Applications that do not provide sufficient **evidence of individual exceptional service to sport** will not be successful. Please provide your evidence below (include a word count and delete any blank lines):

**PRESIDENT / VICE-PRESIDENT ENDORSEMENT**

**THIS SECTION MUST BE COMPLETED EXCEPTIONAL SERVICE TO SPORT APPLICATIONS**

**Endorsement of the President or Vice-President of the nominee’s club:**

How long have you known the nominee? [ ]  1 year [ ]  2 years [ ]  3 years +

In your view, is the nominee of good character? [ ]  Yes [ ]  No

To your knowledge, are the nominee’s claims accurate? [ ]  Yes [ ]  No

**On a scale of 0-10, please rate the nominee where 0 = poor and 10 = excellent:**

Sporting ability & potential:

Actual sporting performance:

Sportsmanship:

Leadership:

Commitment to the Club:

Willingness to help others in the club:

Commitment to training:

Commitment to competition:

Commitment to club during COVID:

**Please indicate whether you believe the nominee’s ability, achievements and contributions warrant the following awards (mark N/A for those not being applied for):**

Exceptional service to sport [ ]  Yes [ ]  No [ ]  N/A

Thank you for completing this endorsement. Please add some brief comments here about the nominee’s suitability for the award or colour being applied for, particularly with regard to their character, achievements and commitment (please do not exceed this page and delete any blank lines).

Name: Date:

 President / Vice-President (Delete) Email Address: