

# 2023 University Colour Nomination & Declaration



**NUSPORT**

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

***The closing date for submissions is Sunday 5 May 2024***

**Colours** are awarded to individuals for outstanding volunteer contribution to the administration, organisation, promotion and development of University sport. Colours are NOT playing awards.

## 1. Eligibility

- 1.1. To be considered for a Colour, a nominee must be an enrolled student at the University, a financial member of NUsport / UNSA or a NUsport appointed official with a University representative team. A club member must also have been a financial member of the club for the entire period of claimed contribution.
- 1.2. The award requires an outstanding contribution to the organisation / administration of University sport, highlighting evidentiary support of the nominee's exemplary behaviour and good character, over a period of not less than 36 months for students, 48 months for Associates and 60 months for External Members of NUsport clubs.
- 1.3. Students who have deferred their studies are not enrolled while deferred and are therefore required to join NUsport as Associate Members if they wish to continue participating with a NUsport affiliated club. If the deferred student participates with the club and the Associate fee is not paid, a nomination for a Colour will not be accepted until the outstanding amount is paid but the previously unfinancial period will not count towards a Colour.
- 1.4. Non-students who did not pay their NUsport / UNSA membership fees while participating with a NUsport / UNSA club will not be eligible for a Colour until:
  - 1.4.1. Their fees are paid every previous year they were involved (as "members") with the NUsport / UNSA club in either a playing or official capacity, and
  - 1.4.2. the years for which they are required to pay previously unpaid membership dues in arrears, will not count as qualifying years for a Colour award.
- 1.5. Senior club officials (Presidents, VP, Secretaries, and Treasurers) who have allowed non-students to play with the club without paying the NUsport / UNSA membership fee will **not** be eligible for a Colour award.
- 1.6. No award will be recommended for any person who has acted in a manner which has brought the reputation of the Club, NUsport or the University into disrepute. As an example inappropriate behaviour at an event etc.

## 2. Nominations

- 2.1. Nominations may be made by University sports clubs, representative teams, Student Living, NUsport or UNSA.
- 2.2. Nominations for University colours must be made on a current Nomination Form and submitted to NUsport before **5 May 2024**. Earlier submission is strongly recommended.
- 2.3. Nominations are to be submitted online via: <https://www.theforum.org.au/sports-awards/>
- 2.4. Nominations will not be accepted after the closing date.

## 3. Conditions

- 3.1. The submission must detail and explain the special contribution made by the nominee to a club, a representative team or to University sport. Simply completing the duties of elected office is not sufficient. Detailed evidence of outstanding service is required. The actual work done by the nominee during their period of office must be detailed and must be clearly differentiated from that of other contributors in the club/team/college during that period. The contribution needs to be **consistently** outstanding in each year for not less than 3, 4 or 5 full years as applicable.
- 3.2. A club, representative sporting team or college may make only one nomination for a Colour in any one year but it is not envisaged that a club, team or college will make a nomination every year.

# 2023 University Colour Nomination & Declaration



**NUSPORT**

3.3. A club may nominate a member only after the nomination has been approved by 3/4 of the members present at a general meeting (Annual General Meeting or Special General Meeting) or by petition signed by 1/2 of the club's members. Evidence of support from members of teams and colleges is also required. Voting must be recorded on the application form and any disputes raised by members in the club/team/college voting against the nomination must be outlined.

3.4. The Selection Committee is required to take into consideration the accuracy of the information presented, the quality of the submission and the administrative record of the club over the period of the nominee's contribution.

Persons compiling the information for the nomination are expected to accurately and fully portray the contributions made by the nominee. Please check the accuracy of all claims made as any misrepresentations that are discovered will significantly detract from the nomination. A club with a poor record of administration over the period of claimed contribution by its member will count against the nomination.

## 4. Guide to Nomination Form Completion – Colours

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

4.2. **Nominating Club:** The University sporting group responsible for the nomination. The nomination must be made by a recognised group involved in sport within the University. Persons may not nominate themselves.

4.3. **Names:** The full correct first name and surname.

4.4. **Student / Associate No:** This is essential. Non-students are required to include their NUSport / UNSA Associate membership number.

4.5. **Year 1<sup>st</sup> enrolled:** List the year in which the nominee was first enrolled at the University. Graduates also must provide this information. For NUSport External Members write "NA"

4.6. **Period of Contribution:** The years over which the nominee contributed to University sport.

4.7. **Course / Degree:** Full official name of the degree / diploma in which the nominee is or was enrolled [eg *Bachelor of Science* or correct University abbreviations thereof. For graduates, please provide year of graduation. Postgraduates should provide details of degree(s) completed as well as of current studies.

4.8. **Not Enrolled / Not Financial:** Provide details of every period from when first enrolled, during which the nominee was not enrolled or had deferred from their course. For non-students, list every year the person was not a financial member of NUSport /UNSA. Please note that contributions during unfinancial periods or periods of deferment cannot be credited towards a Colour and should not be included in the submission.

4.9. **Positions Held:** Attach a detailed list of positions held by the nominee in the club / team / college and the years the positions were held. Explain precisely what the nominee did and achieved in those positions.

4.10. **Referees:** Provide names, positions held in sport and contact details of independent persons (persons other than members of the club or team) who can clarify, confirm or evaluate the positions held or contributions made by the nominee. More than 2 referees can be cited in the written submission. **The nomination will not be accepted if details of at least one independent referee are not supplied.**

4.11. **Nominations:** lodged by a club must be approved by the Club at a general meeting or by petition. The petition or minutes of the general meeting supporting the nomination must be attached. Club nominations should be signed by the President, Vice-President or Secretary.

4.12. **Declarations:** The person lodging a nomination on behalf of a club / team / college 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.

4.13. All starred fields (\*) on the Nomination Form are mandatory and the requested details **must** be provided. For non-students / non-graduates, write "NA" to questions about enrolment or graduation. In addition, the nominee's contributions to University sport while enrolled as a student or as a financial member of NUSport/UNSA, 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, representation or contribution. References may include a photocopy of an award certificate or newspaper article; a copy of the minutes of the club meeting at which an official was elected or club achievement acknowledged; the names and contact details of additional referees who can confirm specific matters, etc

# 2023 University Colour Nomination & Declaration



**NUSPORT**

- 4.14. 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 3 or more pages of detailed information about the nominee's contributions over 3, 4 or 5 or more years as applicable.
- 4.15. Nominations which do not provide the required information **will not be accepted**.
- 4.16. Nominations on previous versions of the nomination form **will not be accepted**.
- 4.17. *Early submission, well before the closing date, is strongly recommended.* Nominations received after the closing date **will not be accepted**.

# 2023 University Colour Nomination & Declaration



**NUSPORT**

## Detailed Submission

Nomination for a Colour for \_\_\_\_\_ in the sport of \_\_\_\_\_.

A detailed submission must be included with the nomination form. Please ensure your submission follows guidelines given above and below. Begin by *carefully re-reading* the preceding information as failure to follow instructions and provide the required information will likely lead to the rejection of this nomination.

Include the **following headings** in your submission and attach the submission to the completed nomination form. A submission for a Colour is expected to be over 700 words (2 ½ pages) as it is required to provide **evidence, details** and **examples** of work done – what was done and when (dates).

### Positions Held

Provide a detailed list of positions held by the nominee in the club / team / college specifying the years each position was held.

Club/ Team/ Residence	Position	Year

### Contribution to University Sport

**Instructions – Provide details of significant contributions to University sport. Students must have commenced their contributions no later than March 2020, Associates before March 2019 and Externals before March 2018.**

- *Using years as subheadings, explain precisely what work the nominee did each year while holding each of the positions listed above.*
- *Specify club activities that were organised by the nominee and detail his/her/their work.*
- *Detail work undertaken by the nominee in areas outside his/her/their area of responsibility.*
- *Indicate significant club achievements during the nominee's period of involvement and indicate the amount of credit that the club would attribute to the nominee for any of those achievements.*
- *Clearly differentiate between what the nominee has contributed and what was done or contributed by other club / college / team members.*
- *Where the nominee held executive positions, provide evidence that the nominee faithfully and diligently carried out all the duties of their office. E.g. Presidents - Provide information about how often the club committee met. Was a quorum present at every AGM? How did they discharge their leadership role? Secretaries - Were minutes taken at committee meetings? Was proper notice given to members about general meetings? Treasurers - Were financial reports prepared and periodically tabled at committee meetings? Were financial reports presented at the AGM? Executives – were actions taken to ensure all persons playing with the club were financial members? Attach minutes of committee minutes as evidence. **NB** Failure by an official in performance of basic duties of office is clear evidence that the nomination is not outstanding. Club claims will be checked against actual club performance over the specified period.*
- *Did the nominee attend to onerous or unpopular but necessary tasks? If so, provide evidence.*
- *Provide evidence of contribution by the nominee to the maintenance, growth and success of a club, college sports program or representative team.*
- *Outline positive changes in club / team functioning (e.g. improved club /team spirit) or growth in club / team strength and viability (e.g. increased student participation) directly attributable to the nominee.*
- *Provide evidentiary support of the nominee's exemplary behaviour and good character*
- *Indicate if the nominee supported NU Sport / UNSA goals (which ones? How?) and promoted a positive image of the University in the community.*
- *Did the nominee undertake any training to improve club / team operations and deliver better services to members? If so, specify what training was undertaken and courses attended.*

# 2023 University Colour Nomination & Declaration



**NUSPORT**

- *Does the club have a strategic plan or a succession plan? Has the nominee been involved in any way in helping the club plan for its future needs? If so, detail what the nominee has done.*

NB Submissions which simply list positions held and re-state the above as achievements without firm evidence will be unsuccessful. Evidence through examples of actual work done by the nominee that support the claims must be provided. Note that the award requires significant work to be done in each year for 3, 4 or 5 years before 31 December 2023. Do **not** include contributions after 31 December 2022.

When all required information for significant contributions to University sport have been entered, delete these instructions in blue to leave a detailed explanation of the work done by the nominee in support of University sport.

# 2023 University Colour Nomination & Declaration



**NUSPORT**

## Declaration

In addition to completing the Nomination Form, a written submission **MUST** be attached which specifically addresses the criteria outlined above. See page 4 for details. The submission needs to clearly detail the contributions made by the nominee in each year over 3, 4, or 5 years before 31 December 2023.

<b>Nomination recommended by*:</b>			
A general meeting of the club held on		Voting for	against
<b>OR</b> by petition signed by ( <i>number</i> )		club members (*Attach petition <b>or</b> minutes of general meeting)	
Club President*		Signed*	Date*
Please attach a detailed submission of the nominee's contribution. Include only contributions while the nominee was an enrolled student or a <u>financial</u> member of NUsport/UNSA. Do <b>not</b> include playing performances.			
<b>Declaration by Nominator*</b> - 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*
<b>Declaration by Nominee*</b> - I have checked the nomination and confirm that 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. I understand that if I am awarded a Colour, I am expected to attend the Sports Awards presentation function and required to provide a suitable photograph and attend blazer fitting when requested to do so by NUsport.			
Name*		Signed*	Date*