

2019 Bikeability Awards Programme

GUIDANCE NOTES FOR SUBMITTING A NOMINATION(S)

*Please read the notes below about how to submit a nomination and the [Summary paper](#) along with the [Terms & Conditions](#) document, about the 2019 Bikeability Awards Programme before completing the [Nomination Form](#). Then send your completed nomination form and any accompanying documents by email attachment to mel@bikeabilitytrust.org **before 12 noon on Monday 25th March 2019**.*

1. Who may make a nomination?

Anyone may either self-nominate or nominate someone/another organisation by completing and submitting the nomination form.

2. Completing the nomination form

Please complete the nomination form completely and accurately, following any instructions in individual sections. It is important that you provide relevant information about the nominee. Do not just list jobs or posts held: try instead to explain what their actual contribution or impact has been based the assessment criteria for the Awards Programme – see **Section 11**.

The submission of supplementary information that supports your nomination and helps tell a ‘story’ about what the nominee has achieved (eg. video clips, photos, printed materials, testimonials) is encouraged.

If you submit any additional sheets/supporting evidence please make sure that each additional submission is clearly labelled with the nominee’s details and, which specific section of the application form it relates to, if relevant.

Do not exceed the word limit for any section of the nomination form or the application might be invalidated.

All completed nomination submissions received will be acknowledged.

3. Unsuccessful nominations

Everyone who has submitted a nomination will be notified of who has been selected for the shortlist, whether or not they themselves, are on the shortlist.

4. Confidentiality

All nominations for awards will be treated in the strictest confidence (see [Terms and Conditions](#)). It is recommended that the nominee(s) should **not** be told that they have been nominated, so as not to raise their expectations.

5. Judging process

There will be an internal panel of industry representatives who will select a short list of nominations to be reviewed by an external, independent judging panel selected for their range of skills and experience across different sectors of the Bikeability industry.

6. Timings

- Nominations accepted: Friday January 25th – 12 noon Monday 25th March 2019
- Nominations judged: March 26th until April 8th 2019
- Short list announced: Friday April 12th 2019
- Awards Ceremony: Thursday 16th May 2019

7. Short listed candidates

Nominators for short-listed candidates might be asked to produce a short, basic video clip (eg. Go Pro or smart phone content would be fine) to help showcase their nominee's achievements - for viewing at the Awards Programme.

Further details will be sent to the nominators when the shortlist has been announced. As a nominator, you may also be asked to receive the award on behalf of the person being nominated. By submitting your application, you agree to abide by the above.

8. Awards Ceremony

The Awards Ceremony will be held after lunch, from 12:45pm until 13:45pm on Thursday 16th May 2019 at the annual National Bikeability Conference, at **The Left Bank, Bridge Street, Hereford, HR4 9DG**.

9. What will happen to the information submitted?

If appropriate, the information provided in the nominations will be developed into a 'suite' of good-practice examples that can be used both to promote and communicate the benefits of Bikeability to external audiences, but also to inspire and educate within the industry itself.

10. Award Categories

There are 5 award categories, listed below, in no specific order:

- A. Instructor of the Year
- B. Bikeability Provider of the Year
- C. Grant Recipient of the Year
- D. School Employee or Governor of the Year
- E. Trainee of the Year (The Pete Rollings Award)

11. Criteria for Awards

Please read this section carefully, as the judges will be making their decisions on the nominations submitted, based on the following criteria:

A. Instructor of the Year

For an instructor that has shown exceptional qualities in any of the following areas:

- Their ability and quality of teaching
- The strength, and quality of their relationships with trainees and/or schools
- Situations or activities where they have exceeded their job description to demonstrate innovation and creativity
- Achieved additional overall benefits for the trainees above and beyond the lessons

B. Bikeability Provider of the Year

For a Bikeability provider (regardless of size/location or numbers trained) that has shown exceptional qualities in any of the following areas:

- Delivering high-quality management and administration
- Establishing close partnership working with schools and/or other organisations
- Developing creative and innovative approaches to encouraging on-going cycling post training
- Promoting Bikeability at a local level
- Commitment to providing inclusive, all-ability cycle training

C. Grant Recipient of the Year

For a grant recipient (ie local authority /SGO Host School non-delivery partner) that has shown exceptional qualities in any of the following areas:

- Raising the profile of, and/or generating support for Bikeability either internally or externally
- Establishing close partnership working with their appointed providers to help ensure the overall success of the Bikeability programme

- Developing creative and innovative approaches to securing more training opportunities

D. School Employee or Governor of the Year

For a school employee or governor that has shown exceptional qualities in any of the following areas:

- Engaging other staff, parents and/or pupils to support / get involved with Bikeability training
- Good organisation and facilitation, contributing to the delivery of Bikeability training with best effect at the school
- Developing creative and innovative initiatives to support pupils' participation in training and/or continuation of cycling after their training

E. Trainee of the Year (Pete Rollings Award)

For an individual trainee that has shown exceptional qualities in any of the following areas:

- Determination and commitment to undertaking training demonstrating personal achievement
- Commitment to continued cycling after the training sessions