

2018 Bikeability Awards Programme

GUIDANCE NOTES FOR SUBMITTING A NOMINATION

Please read the background notes below about how to submit a nomination and the [Summary paper](#) about the 2018 Bikeability Awards Programme before completing the [Nomination Form](#). Then send your completed nomination form and any accompanying documents by email attachment to isobel@bikeabilitytrust.org before 12 noon on Monday 9th April 2018.

1. Who may make a nomination?

- Anyone may nominate anyone else/another organisation by completing and submitting the nomination form.
- It is not possible to nominate yourself or your own organisation, with the exception of the Scheme of the Year award.
- A scheme *may* self-nominate for the Scheme of the Year award however it is preferable that schemes are nominated by another party.

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 your nominee. Don't 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.

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 panel

There will be a panel of independent judges selected for their range of skills and experience across different sectors of the Bikeability industry.

6. Timings

- Nominations accepted: Thursday 1st March – 12 noon Monday 9th April 2018
- Short list announced: Tuesday 1st May 2018
- Awards Ceremony: Thursday 17th May 2018

7. Short listed candidates

Short listed candidates may apply to a small bursary set up by the Bikeability Trust to assist with travel costs to/from the Awards Ceremony.

8. Awards Ceremony

The Awards Ceremony will be held after lunch on Thursday 17th May 2018 at the annual National Bikeability Conference, at Islington Assembly Hall, Upper Street, London N1 2UD.

9. What will happen to the information submitted?

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. Scheme of the Year
- C. Local Authority / SGO host school Partner of the Year (outsourced delivery)
- D. School/School Teacher 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. Scheme of the Year

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

- Delivering high-quality scheme 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

To note: it is possible for a scheme to self-nominate, but it is preferable that schemes are nominated by another party.

C. Local Authority /SGO Host School Partner of the Year (outsourced delivery)

For a 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/School Teacher or Governor of the Year

For a school, teacher 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