

## 2020 Bikeability Awards Programme

### BACKGROUND INFORMATION, GUIDANCE NOTES, TERMS & CONDITIONS

#### Aims of the Awards Programme

The primary aim of the Awards Programme is to reward and promote the good work that the Bikeability industry and partners are doing. Secondary aims include collecting a series of stories that can be used both to showcase Bikeability to external audiences, but also help to share examples of best-practice for peer-to-peer learning within the industry.

#### How the Programme will be run

All nominations will be assessed by an independent panel of judges against a set of criteria for each award category. The 2020 awards ceremony will be held during the annual Bikeability Training Days which are in **Birmingham on Wednesday May 13<sup>th</sup> and Thursday 14<sup>th</sup> May 2020**. The winners will be announced, from a short list selection and presented with their awards at this event (or the nominator might be asked to accept the award on their behalf if not present).

Following the award ceremony the winners' submissions may be worked up into best-practice case studies for use as training materials and/or for future PR activity.

#### The nomination process

This document also contains:

- **Guidance Notes** for how to complete and submit a nomination
- **Terms & Conditions**

Please read through the rest of this document carefully.

The nomination form is available for download separately on the Bikeability Trust website (Awards page) ([www.bikeabilitytrust.org/bikeability-awards/](http://www.bikeabilitytrust.org/bikeability-awards/)). If you have problems downloading the form please email: [contactus@bikeability.org.uk](mailto:contactus@bikeability.org.uk)

Whilst the nomination process is not onerous (and is purposely short), applicants are encouraged to be as creative and expressive as possible to help illustrate their 'stories'.

## The judging process

A panel of independent judges selected for their range of skills and experience across different sectors of the Bikeability industry will judge the nominations.

## Timings

- Nominations accepted: Monday January 6<sup>th</sup> until 5pm on Thursday March 12<sup>th</sup> 2020
- Nominations judged: Friday March 13<sup>th</sup> until Friday March 27<sup>th</sup> 2020
- Short list announced: Week commencing Monday March 30<sup>th</sup> 2020
- Awards Ceremony: Wednesday May 13<sup>th</sup> & Thursday May 14<sup>th</sup> 2020

## Award categories and assessment 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 provider (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 in general (and / or their own scheme) at a local level

### 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

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- 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 / 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 Rider 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

#### **F. Most proactive primary school**

A primary school who have shown exceptional qualities in any of the following areas:

- Embedding Bikeability throughout the school in both KS1 and KS2 curriculum.
- Bikeability has been an intrinsic part of the schools sustainable and active travel plans.
- The school has worked with external partners on creative projects/solutions eg. to be able to provide access to bikes.

## GUIDANCE NOTES FOR SUBMITTING A NOMINATION(S)

Please read the notes below about how to submit a nomination. Then send your completed nomination form and any accompanying documents by email attachment to [contactus@bikeability.org.uk](mailto:contactus@bikeability.org.uk) ***BEFORE 12 noon on Friday February 28<sup>th</sup>***

### 1. Who may make a nomination?

Anyone may either self-nominate or nominate someone/another organisation by completing and submitting the nomination form. All self-nominations must be counter-signed by an independent individual / organisation who can vouch for the content of your application.

### 2. Completing the nomination form

Please download (<https://bikeabilitytrust.org/bikeability-awards/>) and 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 – **we recommend you read the assessment criteria for each category carefully.**

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.

### 3. Notifications

All completed nomination submissions received will be acknowledged. And 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.

### 5. Award Categories

There are 6 award categories:

- 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 Rider of the Year (The Pete Rollings Award)
- F. Most proactive primary school

## TERMS & CONDITIONS

- The Bikeability Awards Programme (the "Programme") is open to anyone involved in the delivery, training (either giving or providing), management, funding or promotion of Bikeability.
- The Programme is not open to employees or agencies of the Bikeability Trust, the judging panel or anyone else connected to the delivery of the Programme.
- To enter the Programme, an **accurately and fully completed** nomination form, plus any relevant accompanying documents needs to be submitted Monday January 6<sup>th</sup> until noon Friday February 28<sup>th</sup> 2020. If you have any questions about how to submit a nomination, please email [contactus@bikeability.org.uk](mailto:contactus@bikeability.org.uk) with 'Bikeability Awards Programme 2020' in the subject line.
- By providing personally identifiable information when taking part in the Programme you consent that the Bikeability Trust may use it to provide you with ongoing information about their work.
- The Bikeability Trust may share the information you provide for the purposes of promoting and communicating the benefits of Bikeability to relevant external audiences, but also to inspire and educate within the industry itself. The Bikeability Trust may also request further information from you for this purpose, after the Awards.
- Neither the Bikeability Trust, **nor** the other partners or organisations involved with the Programme will rent, sell or lease this personally identifiable information to other companies or individuals.
- You can unsubscribe at any time from the Programme by emailing [contactus@bikeability.org.uk](mailto:contactus@bikeability.org.uk) and requesting to be removed.
- No responsibility is taken for nominations that are lost, delayed, misdirected or incomplete or cannot be submitted or entered for any technical or other reason. Proof of submission of the entry is not proof of receipt.
- The closing date for the nominations is: By noon Friday February 28<sup>th</sup> 2020. Entries received after the relevant date and time will not be considered.
- All nominations will be informed whether or not they have made the short-list.
- The awards are non-exchangeable, non-transferable, and are not redeemable for cash or other prizes.
- The short-listed candidates may be requested to take part in promotional activity.

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- The Bikeability Trust accepts no responsibility for any damage, loss, liabilities, injury or disappointment incurred or suffered by you/the nominee as a result of entering the Programme or accepting an award. The Bikeability Trust further disclaims liability for any injury or damage to your or any other person's computer relating to or resulting from participation in or downloading any materials in connection with the Programme.
- The Bikeability Trust reserves the right at any time and from time to time to modify or discontinue, temporarily or permanently, this Programme with or without prior notice due to reasons outside its control (including, without limitation, in the case of anticipated, suspected or actual fraud). The decision of The Bikeability Trust in all matters under its control is final and binding and no correspondence will be entered into.
- The Bikeability Trust reserves the right to unsubscribe anyone from the Programme who is behaving inappropriately and causing offence to others or engaged in any illegal or fraudulent activity.
- The Bikeability Trust shall not be liable for any failure to comply with its obligations where the failure is caused by something outside its reasonable control. Such circumstances shall include, but not be limited to, weather conditions, fire, flood, hurricane, strike, industrial dispute, war, hostilities, political unrest, riots, civil commotion, inevitable accidents, supervening legislation or any other circumstances amounting to force majeure.
- The Programme will be governed by English law.
- Promoter: The Bikeability Trust, Salisbury House, Station Road, Cambridge CB1 2LA