



Nomination for a Great Britain Wheelchair Rugby National Award

National Awards are designed to recognise exceptional, significant long- term achievement.

Thank you for making the effort to nominate someone for a GBWR Award. These guidance notes are intended to help you, but if you're not sure about any part of the process, please contact Daniel Hook (at DanielHook@RFU.com), who will try to assist you.

Here's Some Guidance

Who can nominate?

Anyone may nominate anyone else by completing this form and forwarding it to the Compliance & Membership Officer, Daniel Hook, at DanielHook@RFU.com. You may not nominate yourself.

How do you complete the nomination form?

Please complete the nomination form by following the instructions in each section. It is important that you provide as much information as possible about the person you are nominating. Don't just list jobs or posts held but try instead to explain what their actual contribution or impact has been. You can use additional sheets of paper, but please make sure that you make clear which section you are completing. Please DO NOT send in examples of the nominee's work (e.g. videos, photographs, books).

Types of Award

The categories of award an individual may be recommended for are detailed in the GBWR Awards and Recognition Policy which can be found at <https://gbwr.org.uk/awards/>. This explains clearly the difference between the categories and the criteria upon which nominations will be judged. It is very important that you read these to ensure that you are nominating an individual for the most appropriate award. There are also examples of written citations for each category at the end of this document. If the Awards Panel believe that the individual you nominate is more worthy to receive an award in a different category to the one you nominate them for then it reserves the right to consider the individual in the category it considers more appropriate to the nomination made. If you have any question about the category you might wish to nominate someone for then please address those to the CEO GBWR at david.pond@gbwr.org.uk . A summary of the Awards is here:



Timing of Nominations

Award Lists will be published on the GBWR Website at New Year. There are no deadlines for the receipt of nomination forms, but they will normally be considered by the Awards Panel in October of each year.

Unsuccessful Nominations & Re-Nominations

If, after two years, your nominee has not been successful you can assume the nomination has lapsed. You may re-nominate them, but a different outcome is unlikely unless your nominee has had additional achievements.

Confidentiality

All nominations for awards will be treated in the strictest confidence. The nominee should **not** be told that they have been nominated, as it is not fair to raise their expectations.

Letters of Support

Letters of support should be provided from people with first-hand knowledge of the nominee who can endorse their contribution or supply additional information. At least two letters of support are required to support a nomination.

Acknowledgement and Progress of Nominations

The Compliance & Membership Officer will acknowledge receipt of your nomination. We regret that we cannot enter into correspondence on the merits of a particular nomination nor on the success or otherwise of a particular nomination.

Any Changes to the Information Provided

You may send additional information to support the nomination at any time. We will ensure that it is considered with the existing papers. The Compliance & Membership Officer should also be advised if there has been any important change to the information supplied on the nomination form, such as the home address of the nominee.



NOMINATION FOR A GBWR AWARD

NOMINEE

Please clearly print or type the following details about the person you are nominating. You must ensure that all sections of this form are completed or we will be unable to consider your nominee.

I nominate the following person for a GBWR National Award

Surname:

Forenames:

Known as:

If different from above.

Title:

E.g. Mr, Mrs, Miss, Ms

Address:

Please include as full an address as possible.

County

Post Code:



Email: _____

The information contained in this nomination is strictly confidential and will not be communicated to any person other than those involved in the administration of the Awards system with the exception of background information provided, which may be used in association with the announcement of any Award granted.

Please select the Award you are recommending the nominee for:

- Honorary Life Member
- Outstanding Service to Wheelchair Rugby Award
- The GBWR Hall of Fame

Please tell us how your nominee has made a significant contribution in their particular category. It is important that you give as much detail as possible about what your nominee has achieved which makes them stand out against others and make it clear if the achievement is in one area or in a number of different areas. **Please refer to the Awards & Recognition Policy which gives details of the different awards and what the Awards Panel will be looking for when it considers your nomination and see the example at the end of this document.**

Your statement should not exceed 500 words.



Please list the roles with start and end dates, in which the nominee has excelled. Please estimate if exact dates are not known. In the case of the Hall of Fame please list the years in which the nominee represented GB in each of the eligible tournaments e.g.

European Games 2005, 2007, 2009 (Captain) 2011, 2013

Paralympic Games 2012 (Captain) 2016, 2020

World Championships, 2011, 2019

Please describe the benefits resulting from the nominee's service, e.g. What has their impact been? What are their achievements? Please describe how the nominee's achievements stand out from those of others doing similar roles or in the case of the Hall of Fame how their international career makes them stand out from other international athletes.

Your statement should not exceed 300 words



[Empty box for nomination details]

Please list any other ways in which the nominee's contribution been recognised elsewhere (for example, in the media, or by awards) e.g. 'Fred was voted Disabled Athlete of the Year at the Leicestershire Annual Sports Awards 2019'.



If available please attach any documents which provide evidence of that recognition (for example, newspaper clippings or letters).



Example of Recommendations

Honorary Life Member: This is the highest honour GBWR can bestow. It is awarded in recognition of exceptional service and commitment to the sport over a considerable period of time.

Example Recommendation:

‘Walter Raleigh can justifiably claim to be one of the original volunteers who got the game going in this country. Building on the early work of a small group of players who had started the game in Winchester, Walter got together with some of his friends from the spinal injury unit in Sheffield to form the basis of the first club in Southampton. From this small beginning in 1981 has grown a club which now has over 30 people regularly playing the Paralympic game, has two thriving WR5s teams and also a Junior team which recently won the National Championships. As well as starting the club, Walter was also instrumental in getting the GB international team established. Through his initiative he went to Sport England and to UK Sport and discussed with them how wheelchair rugby might get to benefit from funding. From this the first grants were received which enabled the creation of the NGB. Walter wrote the plan to recruit a professional management team and then worked with this team for over four years to create the first operational plan. He wrote many of the NGB policies and in his own time went on various courses so that he could learn how to manage accounts and to ensure the right compliance and recording processes and practices were put in place. Walter has always been positive and willing to support others in the game and the skills he used to help get the NGB up and running he also used to mentor those trying to get new clubs established and running effectively. He continues to be one of the first people club representatives come to asking for advice and guidance. He provides this with a characteristic willingness and enthusiasm and in his usual modest and understated way. There are many GB clubs today who have benefited from the selfless contribution that Walter has shown. Four years ago the membership elected Walter onto the GBWR Board and since then, whilst still being a volunteer in his own club, Walter has played a key part as a Board member and is the Board lead for Safeguarding. Characteristically Walter has gone to enormous efforts to ensure he has understood his brief and to that end has attended a number of Safeguarding courses provided by the NSPCC and has supported the CEO to ensure that GBWR has appropriate policies and practices in place to ensure that the sport is safely delivered and that individuals enjoy their sporting experience. Walter has also been especially effective in ensuring that the views of those who play the sport are fully considered in all Board decision making.

Overall Walter Raleigh has devoted much of his life to the sport of wheelchair rugby. He has tried to ensure that the opportunity to play is open to all eligible individuals and has given outstanding support to individuals, clubs and the NGB itself for over 40 years. He is highly recommended for the award of Honorary Life Member.’

498 words



The Outstanding Service to Wheelchair Rugby Award: The Outstanding Service to Wheelchair Rugby Award will be awarded to an individual who has made a significant contribution to a particular activity or multiple activities over a considerable period of time.

Example Recommendation:

‘Horatio Nelson was one of two volunteers who started Victory Club back in 1979. Over the years and at various times he has acted as Club Treasurer, Social Secretary and Club Welfare Officer. Over the last 8 years he has been the Chairman of Victory and the Assistant Coach. He has also represented the club on the DMG and supported the NGB with important data to help with the last three Sport England investment bids. The Victory Club is fortunate to have a number of volunteers but none of these have given so many years of active service as Horatio who has always been available and willing to step in and solve an issue. Always forward thinking, Horatio has come up with lots of ideas to make sure the club remains attractive and finds new players. He has also been an inspiration to those new to the sport, encouraging them as they have learnt the game and identifying those with talent who he has referred to the GB Head Coach. When the GB Junior Coach was ill for three months in 1996, Horatio stepped in at no notice and gave huge amounts of his time to managing the Junior programme and ensuring that training and competition was maintained for all of those who played. He was also excellent with parents, communicating to them effectively and giving confidence that their children would receive good coaching in a safe environment. In 2003 the Victory club came under significant financial pressure with no funding to pay for the training hall. By his own initiative Horatio wrote funding bids to a number of local businesses and arranged fund raising collections outside of local supermarkets. Through his efforts the club was able to secure the rental of a local venue.

Horatio is strongly recommended to the panel as worthy of the ‘Outstanding Service to Wheelchair Rugby Award’.

312 words

The GBWR Hall of Fame: The GBWR Hall of Fame will recognise athletes who have represented Great Britain and in specified international competitions over a number of years and whose skill and achievements are such that they can be celebrated as among the best in the world.

Example Recommendation:

‘Harold Wilson first represented GB at the European Champions back in 1995 and remained in the team continuously between then and 2015 but for a period of injury which meant he did not play in the European Championships of 2013. He was capped for GB in the Paralympic



Games of 2000, 2004, 2008 and was Vice Captain in 2012. Harold was an exceptional athlete whose commitment to the team was exceptional. Highly self-motivated, he maintained the highest standards of training, always exceeding the standards set by the coaches. On court he exhibited self-discipline and total commitment, quietly supporting and encouraging his fellow team mates and always willing to go that extra mile himself. Over the years he has accumulated 16 awards for Best in Class as a 2.0. Off the court he remains an exceptional ambassador for GB. He was Secretary of the Victory Club for 12 years and coached and supported club members. He was a volunteer fund raiser for GB and gave huge amounts of his time to support sponsor activities and media appearances. Harold was particularly encouraging with young talent, willingly giving his time to support their learning and development. Through his personal coaching at least three young athletes have gone through the Talent programme and made it into the GB squad. Since his retirement in 2015 he has helped the NGB to deliver wheelchair rugby across the country and in different settings, from Spinal Injury Units to Military Recovery Centres. He has also supported the development of WR5s where his experience has been instrumental in helping to get the game established. Harold is a modest, self-effacing individual whose genuine love of the sport and commitment to helping others has ensured that his influence has gone way beyond that of being an international athlete. He is more than worthy of a place in the GBWR Hall of Fame.'

311 words



LETTERS OF SUPPORT

Please obtain two or more letters which endorse the nominee’s contribution from people who are familiar with his or her services. Ideally these should be attached to this form, but they may be sent separately. Please list below the names of the supporters and **tick the box if their letter is to follow.**

Supporter’s name	Supporter email address	Role in which the supporter has known the nominee (for example, colleague, friend).	Dates of knowledge (if known)	Please tick if letter is to follow.



DETAILS OF PERSON MAKING THE NOMINATION

My name and address:

Surname:

(Incl. title e.g. Mr, Mrs, Miss, Ms,

Forenames:

*This address will be used for an ac
future correspondence.*

Address:

County

Post code:

Telephone no:

*(Incl. area code if
land line number.)*

Email address:

Relationship to
nominee

(e.g. son, colleague, friend)

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Great Britain Wheelchair Rugby



By submitting this nomination you declare that the information you have provided is – to the best of your knowledge – accurate and complete. Providing false information may lead to your nominee being removed from consideration for an award.

Signature

Date

Please either email this form and attachments or send this form and any enclosures to:

Daniel Hook
Compliance & Membership Officer
GBWR
Rugby House
Twickenham Stadium
200 Whitton Road
Twickenham
TW2 7BA

Email DanielHook@RFU.com