



Sport Leadership Award Guidelines

1. Purpose

The purpose of the Sport Leadership Award Guidelines is to provide the framework for recognising individuals who have provided significant or outstanding service to Sport at the University of Melbourne.

2. Background

Sport has always held a special significance in the life of the University through the performance of our sporting clubs, teams and student-athletes, and in the vast array of sporting programs and services that provide students, staff, alumni and the wider community with an outstanding campus experience. Sport matters at Melbourne – it inspires, connects and leads. Sport Leadership Awards aim to recognise members of the University community who have provided significant or outstanding service to Sport for the benefit of the University community.

Sport Leadership Awards are awarded by the Director of Sport upon recommendation from either the Blues Advisory Group (BAG) for intervarsity-related nominations; the Club Advisory Group (CAG) for club-related nominations; or an ad-hoc Service Advisory Group (SAG) convened by the Director for all other general sport-related nominations. Sport Leadership Awards include:

- **Service Award (SA)** for significant service; or the
- **Distinguished Service Award (DSA)** for outstanding service.

3. Candidates for Sport Leadership Awards

Candidates for a Service Award (SA) or a Distinguished Service Award (DSA) may include, but are not limited to:

- club executive committee members or office bearers; coaches, instructor, team managers and other club support personnel
- intervarsity coaches, team managers and other support personnel; and
- advisory group members, advocates and other general contributors to sport at the University.

4. Criteria for a Service Award

4.1 To qualify for a SA, a nominee shall have made a significant contribution to sport at the University usually for at least three years; and

4.2 Demonstrated significant leadership, impact and legacy in one or more of the following areas:

- student participation and program growth
- club, team and/or individual performance success
- inclusion, diversity, reconciliation and/or gender equity
- innovation and sustainability
- culture and engagement, including alumni engagement
- administration and/or management best practice.

5. Criteria for a Distinguished Service Award

5.1 To qualify for a DSA, a nominee shall have made an outstanding and consistent contribution to sport usually across a period of 10 or more years; and

5.2 Demonstrated outstanding leadership, impact and legacy in more than one of the following areas:

- student participation and program growth
- club, team and/or individual performance success
- inclusion, diversity, reconciliation and/or gender equity
- innovation and sustainability

- culture and engagement, including alumni engagement
- administration and/or management best practice.

6. Additional Information

- 6.1 Simply holding office in an affiliated sporting club, intervarsity team or advisory group does not constitute significant or outstanding service
- 6.2 Nominations can include a combination of services to one or more areas of sport, however a primary focus of service should be identified e.g. club, intervarsity or other
- 6.3 Nominations can include individuals that are paid honorariums/stipends/rebates or salaries/wages however their contribution would need to go beyond the duties for which they are being recompensed
- 6.4 Club-related nominees for a DSA will usually have received a club life membership
- 6.5 To be eligible for an SA and a DSA, the nominee's outstanding and consistent contribution shall be commensurate with the outstanding and consistent contributions of those previously awarded an SA or a DSA
- 6.6 Only one SA and/or one DSA can be awarded to any individual, and if a DSA is awarded in the first instance, the recipient would no longer be eligible for an SA
- 6.7 Nominations for either the SA or DSA must include a nominator and a seconder.

7. Nominations

- 7.1 Nominations shall be submitted in writing to MU Sport using the Sport Leadership Award Nomination Form
- 7.2 Nominations can be submitted by any persons of the University community and should provide significant detail and justification for the nomination, including
 - appointed roles and years undertaking these roles
 - success(es) attributed to the nominee in their respective roles
 - other unofficial roles/tasks undertaken by the nominee and the impact of this service; and a
 - detailed narrative of why the contribution made by the nominee should be recognised as significant or outstanding
- 7.3 Nominations will be compared to previously recognised recipients to ensure a consistency of service
- 7.4 Nominations should usually be submitted by the end of August to be considered for awarding in the same year
- 7.5 Nominations are reviewed by the BAG, CAG or SAG with their recommendations provided to the Director of Sport for approval
- 7.6 Nominators will be advised of the outcome of their nomination, usually by the end of November
- 7.7 Nominations will be kept confidential however MU Sport reserves the right to validate nominated information on behalf of the BAG, CAG or SAG as and when required.

8. Sport Leadership Award Recognition

- 8.1 Sport Leadership Awards will usually be recognised at the annual Blues and Sports Awards (for intervarsity awards) in November or the Club and Sport Volunteer Celebration in December of each year
- 8.2 Sport Leadership Award recipients may also be recognised on relevant University websites and in publications.