



Terms and Conditions for 2017 #BeAGameChanger Awards

Nominations Process

1. The nomination process will be open between the **1st – 15th February 2017**.
2. Information about the nominee should cover the last 12 months to 1st February 2017.
3. You can nominate yourself, a colleague, a hero, a mentor or even a rival.
4. An online form must be completed and submitted for each nomination. You can nominate more than one person or organisation but a new form is required for each nomination.
5. Only submit one nomination for your chosen person or organisation. Shortlisting is based on the quality of the nominee's achievements and **NOT** the number of times they are nominated.
6. Women's Sport Trust (WST) Trustees and members of the Expert Panel cannot be nominated for any Award.
7. Sponsors of the #BeAGameChanger Awards (#BAGC) cannot be nominated for an Award in the category they are sponsoring.

Shortlisting Process

1. WST Trustees will use the advertised criteria to draw up a shortlist for each Award.
2. Those on the shortlist will be contacted to clarify the following:
 - Agreement to their application proceeding through the shortlisting process.
 - Agreement to these Terms and Conditions.
 - Agreement that information submitted via this process can be used by WST to promote the #BAGC Awards.
 - May be requested to provide further information to support their application

and to complete a diversity and inclusion questionnaire.

3. An Expert Panel will use the advertised criteria to identify finalists from the shortlist.
 - The panel will include representatives from the corporate media and sports sectors.
 - Details of the expert panel will be added to our website when confirmed.
 - The expert panel's decisions will be final.

Finalists and Voting Process

1. WST will **only** contact finalists. If you have not heard from us by the **11th April**, then please assume that you have not been successful.
2. Our communications team will produce a brief written summary for the public voting process. Before it is publicised, finalists will have the option to make factual corrections only.
3. Finalists will be required to provide a photograph for the public voting process.
4. The winner of each Award will be determined by public vote. The online public voting system will be open from the **17th – 30th April**.
5. Winners will be those who receive the most votes for each Award. If there is a tie, then the Award will be presented jointly to the winners.
6. Winners will be announced at the Awards Event on the **11th May 2017**.
7. It is hoped that finalists will be willing, with the support of our communications team, to undertake media interviews.