

## Terms and Conditions for 2018 #BeAGameChanger Awards

### **Nominations Process**

1. The nomination process will be open between the **25<sup>th</sup> January – 7<sup>th</sup> February 2018**.
2. Information about the nominee should cover the last 12 months to 25<sup>th</sup> January 2018.
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.
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.
4. WST reserves the right to remove any shortlisted nominee, finalist or winner, if there is significant evidence of misconduct or duty of care concerns.

### **Finalists and Voting Process**

1. WST will **only** contact finalists. If you have not heard from us by the **27<sup>th</sup> 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 30<sup>th</sup> April – 13<sup>th</sup> May.
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 **24<sup>th</sup> May 2018**.
7. It is hoped that finalists will be willing, with the support of our communications team, to undertake media interviews.

### **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.