

# ActiveWestminster Awards Nominations Guidance

The ActiveWestminster awards is an annual event recognising the communities and individuals who make the City of Westminster a great place to get and stay active.

This year, we're delighted to be able to celebrate the achievements of the shortlisted nominees and winners in person at Porchester Hall. This comes after over a year of uncertainty faced by the physical activity, leisure and sport community due to the pandemic.

Your nominations are integral to ensuring we recognise those who have supported the people who live, work and study in Westminster lead active lives. Nominations can be submitted by anyone, you do not have to be a resident in Westminster, however, you should try your best to evidence achievements against the requested criteria.

We are particularly interested in hearing about inspiration people, ambitious and innovative projects and outstanding schools – so get your nominations in!

If you require the nomination form in another format, please get in touch via email: [active@westminster.gov.uk](mailto:active@westminster.gov.uk)

## Nominees

All nominees should be operating, active or based in Westminster, except whereby the nominee is part of a Westminster-based scheme such as our Gifted and Talented scheme or our Champions of the Future scheme. You do not have to be based in Westminster to submit a nomination. All awards are open to self-nomination.

Previous nominees and winners may be nominated again this year and you may submit multiple nominations in different categories.

Each category will have at least 3 shortlisted nominees, of whom will be invited to the award ceremony at Porchester Hall.

Please remember, we're interested in hearing **about achievements obtained over the last 12 months**

**NOMINATIONS SHOULD BE SUBMITTED BY MIDNIGHT ON 10 OCTOBER 2021**

## Submitting your nomination

We are really pleased that you are considering making a nomination. When writing your nomination please remember the following tips, to help ensure the judges have everything they need to be able to make a fair judgement.

**Give context** – explain who or what the project or person is. Don't assume we already know.

**Highlight any impact** – say if there are any groups or individuals who have benefitted from an achievement.

**Share the Evidence** – include supporting evidence, where you can. For example, have there been any reports or do you have any statistics you can share?

## Categories

There are ten categories open for nominations.

- Inclusive Award
- Change4life Westminster Award
- One You Westminster Award
- Rewarding and Celebrating Diversity Award
- Active Place or Space Award
- Active Digital Award
- PE and School Sport Award
- Young Sports Personality of The Year Award
- Sports Personality of The Year Award
- The Lord Mayor of Westminster – Unsung Hero Award (In Memory of Mariam Sabir)

## Inclusive Award

The Inclusive Award recognises individuals, clubs or facilities that create and deliver inclusive activities for deaf and disabled people and people with a learning disability. We will be judging on the following four points:

- How has the nominee encouraged more deaf or disabled people or people with a learning disability to take part in physical activity, sport or leisure?
- How have they developed a more representative, motivational and well-trained workforce?

- How have they shown innovation to remove barriers to disabled people's involvement in physical activity, sport or leisure?
- How have they have helped to change the lives of individuals or groups

## Change4life Westminster Award

The Change4Life Westminster Award recognises projects which have made a difference to children, young people (under 18) or families health and wellbeing through physical activity. We will be judging on the following four points:

- How has the project created new and fun ways to help children, young people or families to be more physically active?
- Over the last 12 months how has the project attracted previously inactive children, young people or families and encouraged them to become regularly active?
- How has the project worked in partnership with other organisations to increase physical activity provision and participation for children, young people or families?
- Through innovation to engage others in physical activity and overcoming challenges, what makes the project unique?

## OneYou Westminster Award

The OneYou Westminster Award recognises projects which have made a difference to adults (18+) health and wellbeing through physical activity. We will be judging on the following five points:

- How has the project encouraged and enabled adults (18+) to make long term improvements to their lifestyle? E.g., improved mental, physical, social, emotional health and wellbeing.
- How has the project created new and fun ways to help adults (18+) to be more physically active?
- Over the last 12 months how has the project attracted previously inactive adults (18+) and encouraged them to become regularly active?

- Through innovation to engage others in physical activity and overcoming challenges, what makes the project unique?
- How has the project worked in partnership with other organisations to increase physical activity provision and participation for adults (18+)?

## Rewarding and Celebrating Diversity Award

This Rewarding and Celebrating Diversity Award recognises individuals, clubs, projects or facilities that create and deliver diversity and equality activities for Westminster's diverse communities and demographics. We will be judging on the following four points:

- How has the nominee encouraged more diverse communities and demographics to take part in physical activity, sport or leisure?
- How have they developed a more diverse and representative, motivational and well-trained workforce?
- How have they shown innovation to remove barriers for diverse communities and demographics to increase opportunity and involvement in physical activity, sport or leisure?
- How have they helped to change the lives of individuals or groups in diverse communities and demographics?

## Active Place or Space Award

The Active Place or Space Award recognise any venue, indoor space, outdoor space that offers or enables physical activity, sports or leisure opportunities.

**Active Place** - a place that is for formalised sport/activity. For example, a sports hall, football pitch etc.

**Active Space** - a space that is generally 'free-to-use' (streets, MUGA's etc) which is used for play, informal activities, communal recreation and/or social interaction.

We will be judging on the following four points:

- How has the place promoted opportunities to increase levels of physical activity for the local community?

- In your eyes, what makes this place unique and why would you recommend it to friends or family?
- How has the place supported visitors by working with others, and how has it shown innovation to provide outstanding facilities and activities?
- How do you feel the place has achieved high levels of customer and user satisfaction? How has it improved over the last 12 months?

## Active Digital Award

The Active Digital Award recognises the creation and/or use of technology such as OpenActive and open data which supports our sector to use technology to help more people get and stay active. We will be judging on the following four points:

- Tell us about success in the use of new technology like OpenActive, to support or encourage people to take part in physical activity and sport.
- Evidence of an innovative idea, programme or initiative which supports and encourages people to get active.
- Do they have an understanding of how technology and innovation can be used to help raise participation levels in grassroots physical activity and sport?
- Is there evidence of a demonstrable impact on participation levels through innovation and the creative use of technology?

## PE and School Sport Award

The PE and School Sport (PESS) Award recognises the commitment by primary, secondary and/or special schools and staff to PESS. We will be judging on the following five points:

- How has the school worked with others, such as clubs, organisations and coaches/instructors to improve PE and school sports, and created pathways for students into local community clubs/providers?
- Has the school provided at least 2 hours of PE and extra-curricular sport each week for all students?

- Do you know if the school has achieved a Healthy Schools award and if so, is it Gold, Silver or Bronze?
- If known, how many Westminster school sports competitions has the school participated in from September 2019 to March 2020?
- Do you know whether the school has either applied for the School Games Mark or approached Active Westminster for help in applying for the School Games Mark in the last 12 months?

## Young Sports Personality of The Year Award

The Young Sports Personality Award of the Year recognises outstanding achievement(s) in their chosen sport or activity by a young person under the age of 19. We will be judging on the following five points:

- Tell us about the young person and how they demonstrated excellence and/or commitment above and beyond what was expected and truly went the extra mile to achieve success
- Tell us about the exceptional progress, performance or achievements that has made this last 12 months so memorable for this person. For example. personal best results, leap in development or competition awards
- Tell us about their dedication. For example, how much training they do, what behaviours they show that can inspire others, and if you have any examples of them inspiring others please provide examples.
- Has the young person had to overcome any challenges or difficulties this year to attain the high standards reached in their sport/activity? For example, any setbacks or injuries that they have managed to fight back from in the last 12 months
- What's next for the young person? For example. personal development or performance goals, next big competition or event they are preparing for

## Sports Personality of The Year Award

The Sports Personality of The Year Award recognises outstanding achievement(s) in their chosen sport or activity by a person under the aged 19 or over, who have excelled in their

chosen sport or activity either as a participant, coach or instructor. We will be judging on the following four points:

- How did they demonstrate commitment above and beyond what was expected and truly went the extra mile to achieve success?
- If possible, tell us about their outstanding results and achievements. For example, personal best results, awards, their impact, any inclusion in press releases or media coverage
- If possible, tell us about their outstanding results and achievements. For example, personal best results, awards, their impact, any inclusion in press releases or media coverage
- How did they show a marked improvement compared to last year and provide a stand-out performance or results that are positive influences as a role model for their peers?

## **The Lord Mayor of Westminster – Unsung Hero Award (In Memory of Mariam Sabir)**

The Lord Mayor of Westminster - Unsung Hero Award recognises the contribution that a volunteer has made to physical activity, leisure and/or sport within their community and/or club/organisation. We will be judging on the following four points:

- How have they made an outstanding commitment to improving the lives of others through physical activity, sport and leisure
- What is the impact they have had on communities, individuals or an organisation or the sector?
- Which area or activity are they involved in?
- How do they stand out as a role model to others?