

• **VELONB.** •

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Velo NB Awards Guidelines

Preamble

This document contains all guidelines and nomination procedures for the annual Velo NB Awards. Please read this booklet carefully before submitting an Official Nomination Form(s). Please note nominations must be fully completed.

How to Recommend Changes to the Guidelines

Velo NB will review the guidelines on a yearly basis for possible changes to the upcoming year. Please send your comments, concerns, and suggestions in writing by January 31, of the year the awards take place. Any changes will need to be submitted to Velo NB at awards@velonb.ca

Any recommendations received after this date will be reviewed for the following year.

Velo NB Awards Calendar

EVENT/ACTIVITY DATE/DEADLINE

Qualifying period for nominees January 1, 2024 to December 31, 2024

Distribution of nomination packages January 22, 2025

Nomination deadline February 18, 2025

Eligibility review by February 23, 2025

Review and selection of finalists By March 3, 2025

Letter to finalists By March 4, 2025

Announcement of all finalists By March 5, 2025

Velo NB Awards on April 27, 2025

Deadline for submission of proposed changes to the Velo NB Awards moving forward by September 31, 2025

VELO NB AWARD PROCESS

Overview

Velo NB is the provincial governing body for cycling in New Brunswick. We represent the full range of disciplines in our sport, as well as recreational cyclists, and advocacy. Our mission is to provide opportunities and support for cyclists, athletes, coaches, and commissaires. We do this through athlete development, competitions, and collaboration with various stakeholders focusing on the growth and safety of our sport. Velo NB oversees the celebration of cyclist's achievements at the annual Velo NB Awards.

Review

Velo NB is committed to reviewing the award guidelines yearly to ensure that they meet best practices.

Process

Each year, Velo NB sends out a Call for Nominations for the upcoming Velo NB Awards. The call goes out to the members of Velo NB and their affiliates.

Any person that meets the current Velo NB Awards eligibility criteria may be entered for consideration. Eligible entries are for achievements, performances, stories, or contributions that take place between January 1, 2024 until December 31, 2024. The Lifetime Achievement Award will look at a nominee's contributions for more than the timeperiod mentioned above.

Upon receipt, Velo NB reviews each nomination to ensure eligibility requirements are met and identifies any concerns, inconsistencies, or missing information before being forwarded to the Selection Committee.

The selection committee is made up of knowledgeable representatives from across the cycling sector. Once the selection committee has submitted their votes, we will be notifying finalists, and inviting individuals to the Awards ceremony held on April 27, 2025

Velo NB reserves the right to determine the number of winners for each award

Finalists

Velo NB provides one award/trophy per category. Additional trophies may be purchased by other category winners, please contact Velo NB.

ELIGIBILITY

Who can be nominated?

Each nominee must be:

- i) A Canadian citizen or landed immigrant;
- ii) A 2024 Velo NB Member, or affiliated Club/Team in good standing
- iii) President's Award nominees must be in good standing with respect to Canada's Policy on Doping in Sport;
- iv) Coach of the Year Awards nominees must be actively working with one or multiple athletes and have at minimum an "In Training" status in a NCCP context.
- v) Professional athletes, coaches, teams, or officials are eligible if the performance takes place at an International Olympic Committee, International Paralympic Committee, or UCI sanctioned event.

Qualifying Period

Eligible entries are for performances or contributions that take place from January 1, 2024 to December 31, 2024. The only exceptions pertain to the Val Cormier Award.

Who can submit a nomination?

Anyone can nominate an individual or team for the Velo NB Awards.

How to submit a nomination?

The nominating person must complete the Official Nomination Form, in accordance with the following specifications, to Velo NB through the online form.

i) Nominations must be submitted on the Official Nomination Form.

ii) Nominations must be accompanied by:

a. All relevant competition and other related information,

b. Biography of the nominee

c. Any supporting documents that are relevant to the category of the nomination

(i.e., testimonials, community/sport impact statements, etc.)

iii) In the event that a nominee is being nominated in more than one category, please ensure that each category is checked off in the application form and that all relevant supporting documents for that specific category are identified and included in the submission.

iv) Any questions should be directed to:

awards@velonb.ca

Deadline to nominate is February 18, 2024 at 11:59pm

Conditions of Entry

i) The nominating person warrants that the information presented in the Official Nomination Form is a true and fair record of the individual, club, or team accomplishments.

ii) If necessary, the nominating person can provide proof of any information requested by the Selection Committee to verify ranking, depth of field, awards, testimonials, or other relevant information (to be submitted on request of Velo NB).

iii) The nominating person and the nominee grant Velo NB the right to use any of the provided materials for promotional, media, and broadcast purposes as related to its mandate.

iv) The nominating person warrants that all individuals/clubs/teams have been notified of their nomination.

v) The nominating person warrants that the completed Official Nomination Form is accompanied by all required documentation as outlined above. In any case in which Velo NB or selection committee determines that the information provided is inaccurate or incomplete, and that the nominee is therefore incorrectly entered, Velo NB or selection committee reserves the right to declare the nomination submission to the Velo NB Awards as ineligible.

vi) A person deemed to be ineligible by Velo NB or selection committee has the right to appeal the decision to the Velo NB Board of Directors.

vii) The nominating person acknowledges and agrees that the selection committee may recommend to the Velo NB Board of Directors that no awards be given in any category in which the nominees entered do not meet Velo NB eligibility standards or if not, enough entries are submitted.

viii) The signature on the Official Nomination Form of the person nominating signifies an understanding and acceptance of the New Brunswick Sport Awards Guidelines.

Only complete nominations will be accepted. The nominating person will be notified by email or by phone of their incomplete nominations and will be allowed to re-submit the completed nominations within 24 hours of being notified. All nominations must strictly abide by the nomination requirements.

AWARD CATEGORIES

Awards are intended to recognize and celebrate the outstanding accomplishments of the New Brunswick cycling community in 2024.

It is the nominating person's responsibility to accurately select the categories entered. Velo NB, in consultation with the nominating person, may alter these selections.

Please note the following:

- There are no restrictions on the number of entries a nominating person/organization may enter.
- Previous recipients can be nominated even if they have won in previous years.

● An athlete may be entered in more than one category if the athlete competes in more than one event.

Phil Allen Award - The award goes to a young athlete who has shown exceptional dedication and improvement in the past year.

[Philip Allen Award](#)

Valmond Cormier Award - The award goes to a person or group who has made a notable contribution to cycling in the past year - essentially, a builder.

Coach of the Year Award - To honor and recognize an outstanding coach who has demonstrated exceptional leadership, dedication, and commitment to the development of cycling within our province. This award celebrates the tireless efforts of coaches who inspire, mentor, and shape the next generation of cyclists.

Fair Play Award - To a team, club, group, or individual that best exhibits the standards of fair play throughout the year.

President's Awards - Recognizing New Brunswick's top athletes competing in cycling within Velo NB, Cycling Canada, UCI, and other competitions around the world.

To the athlete that demonstrates outstanding performance in the season. Four awards for the Junior Female, Junior Male, Senior Male, and Senior Female athletes. Junior athletes are age 18 and younger, and Senior athletes are aged 19 and above during the eligibility period

Lifetime Achievement Award - For teams, clubs, groups and individuals who have made significant, long-term contributions to cycling within the province.

THE SELECTION PROCESS

How the Selection Committee is selected

The selection committee is made up of knowledgeable representatives from across the sport.

- i) All selection committee members must sign a confidentiality agreement as required by Velo NB
- ii) Individuals or clubs and teams nominated for an award are not eligible to sit on the selection committee.
- iii) Members of the committee that may be affiliated with an individual or organization nominated for an award must declare this conflict and abstain from voting in the specified category.
- iv) A designate of the Velo NB, acts as ex officio member of the selection committee.
- v) The committee may discuss the eligible candidates amongst themselves, however individual ballots are confidential.
- vi) All committee deliberations are confidential. The committee members may not reveal any details pertaining to the specifics of the selection process nor discuss the selection screenings.
- vii) All results remain confidential until the winners are announced by Velo NB.

How the voting process works

- i) Nominations are received by Velo NB and checked for completeness and eligibility.
- ii) The committee evaluates each nomination, ranks them according to 1st, 2nd, 3rd and so on in each of the categories.
- iii) Each committee member submits their results to Velo NB.
- iv) Velo NB tabulates all the results.
- v) The nominee with the highest 1st, 2nd and 3rd place rankings are deemed the finalists
- vi) The top three (3) candidates in each category are publicly announced as the finalists.
- vii) The winners are announced at the Velo NB Awards.

Tied Nominations

The rule for tied nominations will be applied as follows: If there is a tie, the number of first place votes determines the winner. If a tie continues, then the number of second place votes will be counted to determine the winner, and so forth.