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PRESTIGE Awards Adjudication Committee

Founded in 2007, Sport Tourism Canada's PRESTIGE Awards celebrate the people, places and events that make the Canadian sport tourism industry so dynamic. They are presented annually at Sport Events Congress in six categories to honour individuals, companies and organizations that have made outstanding contributions to the success of the sport tourism industry. Recipients are selected by the PRESTIGE Awards Adjudication Committee.

Definitions

- Adjudication: Each nomination will receive a score or a grade before being compared against other nominees in the same category thereby ranking them

Purpose

- The PRESTIGE Awards Adjudication Committee is responsible for reviewing award nominations, selecting preferred nominees for each award category, and making recipient recommendations to the Board of Directors for approval.

Membership and Appointment:

- Committee applicants must be members in good standing with Sport Tourism Canada (STC)
- The committee is comprised of five (5) members representing the diversity of the association
 - Geographical location
 - Destination population sizes
 - Language
 - Membership Types
 - Equity, Diversity, and Inclusivity
 - Gender balance
- The CEO/COO or assigned staff person will serve as the administrative liaison to the committee and will serve in a non-voting capacity
- A new committee is selected each year
- Any member may be re-appointed to the committee at the expiration of the term

Duties and Responsibilities

- Each year the committee will invite nominations for the following awards:
 - STC Canadian Sport Event of the Year
 - Group A: event budget greater than \$1,000,000
 - Group B: event budget less than \$1,000,000
 - STC International Sport Event of the Year
 - Group A: event budget greater than \$2,000,000
 - Group B: event budget less than \$2,000,000



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- STC Canadian Sport Event Sponsorship Initiative of the Year
- STC Sport Event Volunteer of the Year
- STC Sport Event Legacy of the Year
- STC Sport Event Rising Star of the Year
- The Committee must select the preferred nominee in each category based on the award criteria
- The Committee is responsible for reviewing the award program, criteria and for making recommendations to the Board of Directors to improve the program through the CEO/COO or assigned staff person
- The CEO/COO or assigned staff person will be responsible for
 - administering the committee recruitment application process
 - bringing committee appointment recommendations to the Board of Directors for approval
 - facilitate meetings and provide administrative support to the committee
 - providing an orientation package to committee members including the distribution and overview of the Terms of Reference, an evaluation matrix, an overview of the award categories and any other associated documents.
 - coordinate the nomination process, media releases and will work with the SEC event production company to plan the ceremony
 - Program budget
 - The CEO/COO will provide updates to the Board of Directors regarding committee selection, committee progress, recommendations, and will present the finalists and selected award recipients for approval by the Board

Proceedings

- Committee members review nominations, score, and select award recipients using a predefined evaluation matrix individually on their own time
- The committee will meet to review nominee rankings and to select the preferred recipients to submit for approval by the Board of Directors
- Meetings will be held virtually, the frequency schedule will be determined by the committee
- The CEO/COO or assigned staff person will prepare agendas, record minutes and Chair meetings
- A majority of the total committee members shall constitute a quorum
- Voting may be submitted electronically.

Limitations

- Committee members may not judge a category in which they are also a nominee
- Maintain strict confidentiality. Any violation will result in that committee member being prohibited from future participation in the PRESTIGE Awards adjudication committee



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- Neither the committee, nor any committee member shall have the power to authorize any expenditures to be charged against Sport Tourism Canada.

Accountability:

- The committee is advisory to and accountable to the Board of Directors.
- The committee will recommend award recipients for approval by the Board of Directors.

Adjudication Committee Expressions of Interest

If you are interested in participating in the selection of the Sport Tourism Canada PRESTIGE Awards, please submit the following to sec-ces@sporttourism.com

Name:

Title:

Affiliation:

Address:

Phone:

Email: