Dear Colleagues,

**HASSRA NORTH EAST AWARDS 2020**

I am writing to invite nominations and submissions for the HASSRA North East Awards 2020.

In what has been an extraordinary year for everyone we have had to adapt the way in which we deliver our programme to members. Many of our volunteers have continued to work tirelessly throughout the pandemic against a backdrop of additional work pressures and an ever-changing environment. So, it seems even more important to recognise their outstanding efforts this year.

The HASSRA National Board of Management, and Awards Committee have streamlined the format for submissions therefore HASSRA North East will replicate. Three categories that were considered difficult for clubs to report on this year.

**2020 Award Categories**

The awards that will be presented for 2020 are:

Best Region

Best Large Club

Best Small Club

Volunteer of the Year

Business Sponsor

Best Arts & Crafts Contributor

**Criteria**

We will be using the same criteria in each of the categories (except for Arts and Crafts) and these will predominantly focus on activity during the pandemic. However, this does not preclude evidence of other activities being used. The following criteria will be used when considering each submission. Criteria as follows: [Please note the nominee refers to region, club or individual]

* The nominee has made a significant and positive impact to the working lives of their HASSRA colleagues.
* The nominee has introduced or supported new & innovative activities which are inclusive to all (including home workers) and resulted in boosting morale and promoting health and wellness.
* The nominee has adapted their approach and utilised the enhanced use of technology for communication and marketing.
* The nominee has continued to support and promote the National Programme whenever possible and encourage new members to join.
* The nominee secured/provided support from management and encouraged participation.
* The nominee made effective use of the HASSRA Lockdown Grants.

Best Arts & Crafts Contributor

This was introduced to recognise members who readily participate in non-sporting activities, e.g. art, quizzes, drama, music, photography, baking, etc. (this list is not exhaustive). In addition to many regional and local events in several of these categories, National HASSRA have hosted a range of events and activities producing some excellent results. We will be looking at the following criteria from each submission:

* Achievements during 2020 and at what level (local, regional, national)
* The nominee can be nominated for contributions and achievements in a specific category and this should be clear from the first paragraph. If the nomination is seeking to recognise achievements in a number of different activities, this should also be clear from the outset, though it would be normal for there to be at least one activity that would take precedence over the others.

**Submission Arrangements**

Submission arrangements will be different this year due to the unprecedented circumstances and will not follow the normal guidance. They have been kept simple and easy to follow. Nominations need not be lengthy and should **be limited to 2 pages at most (Appendix 1 refers).** Submissions should provide a brief summary of the nominee’s activities during the year which clearly demonstrate their contribution, achievements and enthusiasm, in line with the amended criteria.

Finally, the submission should conclude with any other general information that is relevant and would help the awards committee to gain a clearer indication of the achievements of the nominee and the context within which these were achieved. For example, in this final section, the submission might include details of any challenges or barriers that the nominee has overcome.

Submissions should be sent electronically to arrive no later than **12th February 2021** to HASSRA-NORTHEAST@DWP.GOV.UK

**HASSRA Award of Merit**

In addition to the Regional Awards, the Awards Committee also consider submissions for the Award of Merit.

The Award of Merit is an objective of giving recognition to members who have made an outstanding contribution to HASSRA regionally. The intention was that awards should be few in number and that a high standard should be set and maintained. Awards are made personally by the Regional Chairperson of the BOM on the recommendation of the awards committee.

The essential ingredient for an award is outstanding service to HASSRA as an organisation, normally over a long period of years.

It is not intended that members should be rewarded through this scheme for individual success in sport or other pursuits: the other annual trophies are appropriate for this purpose. It is not possible to lay down hard and fast criteria – the essence of this scheme is its flexibility and the exercise of personal judgement by the Chairperson. But an example of members who have been given recognition in this way include:

- regional Chairpersons and officers who have made notable

 contributions to the affairs of HASSRA, e.g. through long and

 dedicated service to their local club or through the NE BOM.

In considering nominations, the awards committee do not seek any annual quota or `ration'. It is not essential that an award is made every year.

Members should not be nominated unless they have served HASSRA in the preceding twelve months. Retired members will not be considered for an award beyond that time limit unless exceptionally they have maintained a continuous record of significant service to HASSRA after their retirement.

Nominations should be submitted according to the same timetable as that laid down for proposals for the regional awards. They will be considered by the awards committee in parallel with the submissions for annual awards**.**

Each nomination should be accompanied by a criteria giving a full statement of the grounds on which the nomination is made.

A nomination must be submitted by an officer of a Local Club who should confirm that the Chairperson of his/her club supports it.

It is also open to the North East BOM to submit a nomination, normally after consultation with the relevant North East Chairperson.

Nominations should be made in confidence and without notification to the member(s) concerned to avoid compromising the BOM.

The North East Awards committee would like to encourage every club to enter a submission in as many categories as possible. With the impact of Covid 19 it is even more important to recognise the achievements and commitments of all our volunteers.

If you need clarification on any aspect of the guidance or arrangements for submission, please contact at your earliest convenience.

Kind Regards.

**HASSRA North East Awards Committee**

**Appendix 1**

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