

## CRITERIA FOR AWARDS

A Top Tip ~ say what has been done, how it's been done it, & what has been achieved.

**For all awards**, the following criteria would make a nomination, 'Even better if ...' (**Please note that 'nominee' refers both to your club, or an individual**) ~

- The nominee has made a significant & positive impact on the working lives of their HASSRA colleagues ~ work can be tough: HASSRA should be fun!
- The nominee has introduced or supported new & innovative activities which are inclusive to all (including home workers) & resulted in boosting morale and promoting health & wellbeing.
- The nominee has adapted their approach & used new technology for communication & marketing.
- The nominee has continued to support & promote the National Programme whenever possible & encourage new members to join.
- The nominee gained support from management & encouraged participation.
- The nominee made effective use of National HASSRA grants & support tools.

**For specific awards**, the following criteria will also be used to assess each nomination ~

**BEST LARGE CLUB** (151+ HASSRA members at 31 December) & **BEST SMALL CLUB** (up to 150 HASSRA members at 31 December) ~

- Number of DWP staff; number of HASSRA members; number of new members (including retired members & national associate members) recruited during 2023
- A brief summary of the events & activities staged during the year (eg, sports, social, trips, charitable fund-raising, communications), including any new & innovative initiatives to generate further membership, interest & participation during the year
- Details of how the club has worked in partnership with local management to support wellbeing of members & other staff, & any local partnerships
- Has your club taken part in regionally organised HASSRA events & activities? Has your club represented HASSRA NW at national HASSRA and regional/national CSSC events?
- Has your Business Sponsor helped & supported you? Tell us how. And at the end of the day,
- Tell us why you are The Best!

## WELLBEING

Mental, physical & financial wellbeing are so important to our daily lives. Does your club work actively to promote the health & wellbeing of your members? Does it put a smile on their faces? Does it align HASSRA & DWP wellbeing activity, promoting & signposting both in a joined up way? Does it use the toolkit contained in the DWP Wellbeing Zone? Does it participate in the LiveLife Challenge?

Our HASSRA NW trophy recognises the partnership between DWP Wellbeing Advocates, and HASSRA clubs who also organise wellbeing events, to work together to encourage more staff to get involved in their personal wellbeing.

The winning entry will clearly demonstrate how your HASSRA Club has cared for your members during the last year (& ideally (but not necessarily) collaborated with your DWP Wellbeing Advocate) to enable a culture & environment that positively promotes healthy behaviors & physical, psychological & financial resilience.

Our Wellbeing Trophy is engraved, 'Because you care about people.' Tell us your story.

## **BEST PERFORMANCE FOR A NON-SPORTING EVENT**

Is the nominee good at painting, knitting, pottery, baking, quizzes, drama? Indeed **ANY** non-sporting activities? If so this award is for them.

Whether the nominee has done stuff for your local club, and/or participated successfully in a regional or national event or competition, nominations may be made for a specific or several arts & crafts activities that the nominee has undertaken.

Simply tell us all about what they have done, & why, & what the outcomes were. And if they participated in a regional or national event, please include the level of success they achieved.

## **INNOVATION**

Innovation is a continuous learning process, & we're always on the lookout for new & innovative ways to recruit new members.

This award will go to the club which has developed a new process or product that has somehow changed your club's recruitment practices & delivered results in terms of new members, whether serving civil servants and/or as associate or retired members.

Please tell us about something new or different you've introduced; how you developed the process or product; how you turned your ideas into practice; how you communicated your new approach; the level of management support & how you gained it; any IT you may have used to help you along the way; & of course, the number of new members your innovation attracted during 2023.

The actual number of new members you recruited as a result of your innovation, whilst important, will not be the overriding factor in determining the winner. Innovation will be the key, & something we may roll out across HASSRA NW, later.

## **BEST SPORTSWOMAN & BEST SPORTSMAN**

- This is a HASSRA award for members taking part in HASSRA events. Additional (eg, CSSC) sporting achievements may be included, too.
- What is the main sport for which the member is being nominated, & what success has (s)he achieved?
- What other sports, if any, does the nominee participate in, & to what level of success?
- Does the nominee have a ranking?
- Include any difficulties or barriers the nominee has had to overcome.
- Has the nominee encouraged others to join in HASSRA sport and/or coached others?
- Anything the nominee has done to organise &/or promote sport within your club
- Whether the nominee has applied to the HASSRA Development Fund for support

## **CONTRIBUTOR OF THE YEAR**

- Recognise those members who readily participate in events (sporting and non-sporting) & whose contribution, enthusiasm and persistence has enabled or encouraged other members to participate.
- Sometimes the member is just making up numbers but their willingness & enthusiasm means that they are always good to have in a team for any event ~ how a member has contributed through personal involvement & how this has encouraged, motivated & inspired other members to participate.
- Include details of any money the member has singlehandedly raised for charity on behalf of HASSRA

## **VOLUNTEER OF THE YEAR**

- Awarded to the volunteer who has made a high impact within their club, region and/or nationally during 2023. The winning volunteer will have provided outstanding service to HASSRA during 2023.
- What has the member done & what skills have they demonstrated during 2023?
- What has their input achieved?
- What impact has this had on their club, members & HASSRA?

## **BUSINESS SPONSOR OF THE YEAR**

- Each club should have a Business Sponsor. This award recognises your Business Sponsor's significant contribution to supporting staff & members, enabling them to take part in HASSRA activities & encouraging staff to join HASSRA
- The award is for a manager who is a member of HASSRA & fully aware of the purpose of HASSRA & its value to members & the business.
- Describe how your Business Sponsor has got involved in HASSRA in your club, made space for HASSRA activity within your office, & the level of support (what & how) provided to your club organisers, committee & members.

## **BEST COMMUNICATION**

- How regularly does your club communicate with your members, & how?
- What kinds of things does your club communicate with its members?
- What arrangements are made for retired & associate members?
- Any additional information about your communications

## **MOST MONEY RAISED FOR CHARITY**

- The award is for money raised by HASSRA members, on behalf of HASSRA, for your chosen charities
- Tell us about your fundraising events. including the event details, charity & the amount raised for each charity
- The total amount raised in 2023
- Include any additional information about your fundraising activities during 2023

## **MOST MONEY RAISED FOR CHARITY PER MEMBER**

- The award is for money raised by HASSRA members, on behalf of HASSRA, for your chosen charities
- Tell us about your fundraising events. including the event details, charity & the amount raised for each charity
- The total amount raised in 2023
- How many members does your club have?
- How much has your club raised per member?
- Include any additional information about your fundraising activities during 2023

## **BEST SINGLE ACTIVITY CLUB** (eg, sport, photography, gaming, drama, arts & crafts)

- Name of club & what it's about
- How many members, & how many new members joined the club in 2023
- What the club has done to enrol new members
- Details of any HASSRA competitions organised during 2023 & level of participation
- Details of how you publicise your club & communicate your activity with HASSRA NW members

## **TEAM MANAGER/ORGANISER OF THE YEAR**

Please include details of ~

- event(s) organised or managed
- how team members were recruited
- leading, supervising, managing & motivating team members
- any problems solved and/or any conflict resolved
- level of success enjoyed by the team

## **BEST NEWCOMER**

This is a new award introduced for 2022 by the National HASSRA Team, & sort of mimics the Volunteer of the Year award, but for a newcomer, **a new HASSRA member who joined during 2023**. Please include details of ~

- Date the nominee joined HASSRA
- Their level of enthusiasm for HASSRA & how this has been demonstrated
- Anything they've done to encourage colleagues to join HASSRA
- Please feel free to draw on elements of the other awards to illustrate what makes them a stand-out newbie.

**Please submit your nomination(s), by 31 December 2023, to [padamshassranw@gmail.com](mailto:padamshassranw@gmail.com)**

**And please remember to enter the contact details of the nominee & nominator at the end of the form. Thank you.**

***HASSRA North West Awards Committee***