

# **HASSRA MAJOR AWARDS**

## **Guidance on the Preparation of Submissions**

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## 1. Introduction

1.1 The Awards Committee (AC) are very mindful of the considerable work that goes into the preparation of HASSRA major award submissions. This of course extends not only to colleagues at association level but also to volunteers at local level who compile entries that, if successful regionally, are submitted for consideration at national level.

1.2 In addition to the time commitment connected with the preparation of entries, the Committee itself has a difficult task when seeking to compare submissions in any single award category that may vary significantly in their presentation and content.

1.3 This guidance document has been produced to aid both those who prepare HASSRA major award submissions and those who are elected to consider them. The intention of the guidance is to provide a clear framework of expectation in order that time and other resources are not wasted and so that the AC is better able to judge the respective merits of submissions within the various award categories.

1.4 Much of the content will come as little surprise to colleagues and has in many respects already been adopted or become common best practice. However, there are some major changes to the guidance this year, including the introduction of a brand new award for Best Single Activity Club. Please refer to part 9 for further information.

1.5 In addition, the Sir Leigh Lewis Trophy is now awarded for Best Arts & Crafts Contributor. The AC wishes to draw your attention to part 9 where the new guidance for this award can be found.

1.6 In terms of submissions from local clubs, associations will need to consider if the guidance enclosed is consistent with any instructions they currently issue in respect of their own regional award schemes. This should not only aid the national AC but also those responsible within your own association for the determination of regional awards of this type.

1.7 The guidance should be closely followed, but the Committee recognises that there must still be the opportunity for those preparing submissions to highlight areas, activities, or their general approach that may not be covered within the guidance.

1.8 Finally, the AC is very conscious that HASSRA cannot have a series of annual awards if there are no submissions to consider and they want to encourage submissions in all the award categories to ensure that HASSRA recognises achievement, high performance and excellent service to members.

## 2. Best Association

2.1 The President's Cup is awarded to the regional association with the best all round record of endeavor, enterprise and achievements.

2.2 The AC consider that this format and criteria can be followed for annual reports so that Regions are, in effect, largely, producing only one document. All the criteria should be covered in the submissions and the AC expect that the Regional Chair will have endorsed the submission.

2.3 In all HASSRA's major awards, no one element of the criteria will dominate. It will be for regions to demonstrate their levels of achievement against the criteria and for the AC to consider and compare that achievement having regard to the particular circumstances of each nominating region.

2.4 The criteria and format that should be followed in the submissions and regional annual reports are as follows:

- (a) **Introduction** – a brief summary of the scope and nature of the region, its make-up and constituent elements with a list of officers and Association staff.
- (b) **Resources available to the regional Association and how they have been used and developed:**
  - How the region has sought to increase its volunteer capacity and to involve, support and develop their network of volunteers. This should include information about involvement with Business Sponsors in doing this.
  - How the Association has taken action to grow HASSRA's member base. Information should be given of initiatives taken to achieve this; involvement with Business Sponsors and figures showing the latest membership figures and the proportion of eligible staff that are members, both of the Association. Information about membership changes in the year should also be included.
  - Support and development of Affiliated Clubs – specific activities and actions.
  - Summary of funds available to the Association and how spent.
- (c) **Organisation of Association Business:**
  - Set out the organisation and governance of the region, systems and policies to aid the smooth running and development of the regional programme showing initiatives taken to streamline structures.
  - Set out evidence of innovation and inclusiveness within the regional programme showing how new ideas have been handled and how diversity has been tackled.
  - Set out evidence of regional support for and delivery of HASSRA objectives.
  - Set out regional objectives for the year, showing how these have been planned, delivered and monitored with evidence of achievement.
  - Set out the different ways by which the region communicates with members and how it seeks to listen to them and find out their views.

(d) **What has been achieved by the Association:**

- Set out the range and scale of all events and benefits provided for members.
- Show the levels of participation within HASSRA programmes (Festivals, Inter-Association events) and joint working with other regions.
- Set out details of working in partnership with Business Sponsors in supporting wellbeing of members and other staff.
- Show the participation as a HASSRA region within CSSC and other non-HASSRA events/programmes.
- Set out what the region has done to support and sustain charitable causes.

### **3. Small and Large Club Awards**

3.1 The Sir Michael Partridge Trophy is awarded annually to the best Small HASSRA club (Clubs with 150 or less stipulated members as at 31<sup>st</sup> December in the nomination year.) It covers site and multi-site clubs providing services to members not limited to a single interest or activity. It is not confined solely to local benefit offices. The award is to recognise the best Small HASSRA club with the best record in what it has achieved within its resources and within the spirit of HASSRA.

3.2 The First Vice President's Cup is awarded annually to the best Large Club (Clubs with more than 150 stipulated members as at 31<sup>st</sup> December in the nomination year.) It covers site and multi-site clubs providing services to members not limited to a single interest or activity. The award is to recognise the best Large Club with the best record in what it has achieved within its resources and within the spirit of HASSRA

3.3 The submission for these awards should be concise and should be limited to activities and successes within the nomination year. They should be limited to a maximum of 10 pages for a small club and 20 pages for a large club.

3.4 The content of the submission should, in order, include the following: -

- a) The name of the club, the location(s) covered and the HASSRA region to which it is affiliated.
- b) Information of actions taken to grow HASSRA's membership base and a brief summary of the membership of the club and staff in post figures for the site(s).
- c) A brief summary of the events and activities staged during the year. It is not necessary to list and report on each and every event or activity in detail. A table, summarising the events staged may be included and an example is shown at Appendix 1. Such a summary should include all events, including sports, social, trips, charitable fund-raising etc.
- d) Details of how the club has worked in partnership with local management to support wellbeing of members and other staff, and any local sporting partnerships.
- e) Indicate the extent to which the club has taken part in regionally organised HASSRA events and activities and, where appropriate, represented the region at national HASSRA and regional/national CSSC events

- f) Any other general information that is relevant and would help the AC to gain a clearer indication of the achievements/activities of the club and the service it provides to members. In this final section, the submission should include details of how the club communicates its activities to members and whether it pursued any new and notable initiatives to generate further membership, interest and participation during the year.

3.5 The nomination should be a concise and brief summary of achievements and activity. **It is not appropriate to include photographs**, event publicity and activity reports other than on an exceptional basis to demonstrate a particular initiative or service to members. Whilst an example of a club newsletter would be of interest to the AC, only one example should be included - though the nomination should indicate if the newsletter was published weekly, monthly, quarterly etc.

#### 4. Best Sportsperson

4.1 The Terry Green Trophy is awarded annually to the HASSRA member, either male or female, for achievement in Sport. The award is to recognise:

- significant achievement by individual members in their chosen field(s) AND
- **a significant contribution to HASSRA sport in the year in question.**

4.2 Submissions for this award can be the most varied and difficult for the AC to judge. Contrasting and comparing the achievements of one sportsperson against those of another in an entirely different sport is particularly difficult, especially when that comparison is between 'mainstream' and 'specialist' activities.

4.3 However, nominations for this award need not be lengthy and should normally be limited to two or three pages at most. The content of such a submission should, in order, include the following: -

(a) Nominee's name, their office location and region.

(b) What is the primary sport for which the member is being nominated? This should be clear from the first paragraph. If the nomination is seeking to recognise achievements in a number of different sports, 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.

(c) Does the member have a ranking in any of their sports that indicates their level of achievement, for example, 16<sup>th</sup> in England, 34<sup>th</sup> in Great Britain etc.? If so, include this, stating when the ranking was last set and within what catchment area it applies. Where possible, in sports such as athletics, swimming etc., include brief details of 'season best' and 'personal best' times and distances. If the nomination relates to performance within a team, state the level of normal competition, e.g. County League, Division x.

(d) Provide a brief summary of the competitive achievements of the nominee during the nomination year. There is no need to list every competitive success. The summary should provide a broad overview of the level of performance achieved. It should start with the most significant performances and achievements and include other achievements that help to provide an overall picture. These achievements should include details of significant contributions to HASSRA and, where appropriate, CSSC, but ranked within the context of other external competition.

(e) Finally, the submission should conclude with any other general information that is relevant and would help the AC 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 difficulties or barriers that the nominee has overcome; the extent to which they engage with the HASSRA association and local HASSRA scene and the extent to which 'they put something back' into their sport and to HASSRA. Once again, this should be a concise and brief summary.

### 5. Best Arts & Crafts Contributor

5.1 The Sir Leigh Lewis Trophy is to encourage and recognise greater participation in HASSRA and its activities, especially to recognise those members who readily participate in non-sporting activities, e.g. crafts, quizzes, drama, music, photography, baking, etc. (this list is not exhaustive). This award is to recognize significant achievement by an individual member in their chosen activity and a significant contribution to HASSRA in the year in question.

5.2 In considering nominations, the AC will be looking at the following criteria from each submission: -

- a) Nominee's name, office location and region.
- b) We are looking at participation in the particular year and not over a number of years.**
- c) What is the primary activity for which the member is being nominated? 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

5.3 Nominations for this award need not be lengthy and should normally be limited to 2 pages at most.

5.4 Provide a brief summary of the nominee's activities during the nomination year which clearly demonstrate their contribution, achievements and enthusiasm.

5.5 Finally, the submission should conclude with any other general information that is relevant and would help the AC 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.

5.6 Remember that what they have done should relate only to the nomination year.

### 6. Volunteer of the Year

6.1 The Rachel Lomax Trophy is awarded to the HASSRA member who is deemed to have given most to the Association in a voluntary capacity in the nomination year. The award is not intended to recognise outstanding service spanning over many years. The

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Volunteer of the Year Award is intended to recognise volunteers who make a high impact within their club, region and/or nationally during the nomination year.

6.2 The voluntary effort can be demonstrated in a number of ways; the key aspect is that their input has had a significant and positive impact on HASSRA at whatever level. There is no set requirement as to the nature of this voluntary capacity, which can be shown to have positively contributed to HASSRA.

6.3 The winning volunteer should be considered to have provided outstanding service. This may be in any area, but must represent a significant effort which has gone more than the 'extra mile' to help the organisation. For example, a member who has, largely through their own efforts, helped to regenerate a club which was previously dormant or inactive; or kept a club afloat where it would otherwise have folded, or being key person in the organisation of an event or events to an exceptionally high standard.

6.4 These examples are by no means exhaustive. The key criterion throughout is not longevity in a post (there are other ways to reward such meritorious service) but the **exceptional nature of both the input and the impact made by the individual in the year in question**. We particularly want to know:

- what the member has done and the skills they have demonstrated in the nomination year:
- what their input has achieved, and
- what impact this has had on their club/association, members and HASSRA.

### Submission Arrangements

6.5 Each regional association should submit no more than one nomination in any given year. Subject to paragraph 6.6 below, the nomination may be submitted to the relevant regional association either by a club, an individual member, or a manager or be prepared and submitted by the region itself. Where a submission is prepared locally, the HASSRA region should append a brief (one or two paragraphs) indication of the extent to which they were aware of the contribution made by the nominee and whether they share the views of the nominator as to the impact and extent of this contribution.

6.6 The submission of nominations for this award should be limited to no more than two A4 sides and should include, in order: -

- (a) The name, location and region of the nominee
- (b) An outline of the inputs and achievements made by the nominee in the year in question. This should focus strongly on the personal skills, ability and input of the individual and how these attributes were used to positive effect to benefit members and/or HASSRA in general. What was achieved and how did this directly relate to the individual concerned?
- (c) Often, volunteers will not only make one main contribution, but will also have had impact in other ways that assist the organisation. In such cases, summarise other achievements to the extent that this will assist the AC gain a clearer view of the type and extent of the nominee's achievements. It would help to highlight the key actions and how these benefited members, the club(s) or region concerned or HASSRA generally.



## **7. Business Sponsor**

7.1 The Lesley Strathie Award is awarded in recognition of a manager's significant contribution to supporting staff and members and enabling them to achieve HASSRA's goals.

7.2 HASSRA recognises that in order for HASSRA to achieve its goals there is a need for good working relationships with our Business Sponsors. The annual awards give recognition to achievements within HASSRA and Lesley Strathie donated an award to recognise significant contributions by a Business Sponsor.

7.3 The award is for a manager who is a member of HASSRA and fully aware of the purpose of HASSRA and its value to the business. This would normally be at Grade 7 or above but should not preclude nominations for HEOs or SEOs. In the year in question the person nominated will have made a significant contribution to advancing HASSRA in the area of their responsibility by supporting staff and members in enabling them achieve HASSRA's goals. This should specifically include wellbeing, growing HASSRA's membership base and increasing volunteer capacity goals. Just being a member of HASSRA and attending some events is not enough.

### **Submission Arrangements**

7.4 Each regional association should submit no more than one nomination in any given year. Subject to paragraph 7.5 below, the nomination may be submitted to the relevant regional association either by a club, an individual member, or be prepared and submitted by the region itself. Where a submission is prepared locally, the HASSRA region should append a brief (one or two paragraphs) indication of the extent to which they were aware of the contribution made by the nominee and whether they share the views of the nominator as to the impact and extent of this contribution

7.5 The submission of nominations for this award should be limited to no more than two A4 sides and should include, in order: -

- a) Nominee's name, Grade, their role, their area of responsibility and location;
- b) A description of the contribution made by the nominee in the year in question. This should focus strongly on:
  - what the person did to advance HASSRA in their area; how the person encouraged staff to join HASSRA, participate in HASSRA activities, and promote a work-life balance;
  - what was achieved as a result;
  - skills, ability & methods used in achieving these results: describe how many teams /people/offices were impacted by their actions or support.

## **8. HASSRA/DWP Wellbeing Trophy**

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This is a trophy which was launched in January 2015 by Jonathan Russell, DWP Head of Health, Safety and Inclusion and Margaret Moor, HASSRA National Chair. It signaled a new partnership between DWP Wellbeing Champions and HASSRA Clubs to work together to encourage more staff to get involved in the Live Life Challenge.

Activities have included weight-loss and healthy eating clubs, organised lunchtime walks, swimming, yoga and exercise classes, and support for cycling or walking to work, with prizes awarded to those who covered the most “green” miles.

Some key features are:

- (a) We all have the power to make lifestyle changes for the better – but the Livelife Challenge has shown that we achieve can more when we work together.
- (b) It's important to let people decide for themselves when, where and how they take up the challenge - but support from Champions and Clubs is crucial in making it happen.
- (c) Autonomy is a great thing – but signposting expert guidance so that people do their activity safely is crucial.
- (d) It's always good practice to keep management colleagues informed, especially where activities take place on official premises.

### **Submission Arrangements**

Submissions for this new trophy are now invited along with submissions for HASSRA Major Awards.

Submissions for this award can be made by the Livelife Challenge Grant recipients or by Managers of the unit or jointly. They should include the following information:

- The name of the unit and how many staff are working there
- The numbers involved in the Livelife initiative.
- What the initiative involved and how it was promoted and marketed.
- How often the activity took place and its objectives.
- Whether a HASSRA grant was obtained.
- What was achieved for the staff taking part.
- The impact it had on the office as a whole

The Awards Committee will consider the submissions and then pass them to DWP for a final decision

## **9. Best Single Activity Club (Sponsor tbc)**

9.1 This trophy is awarded annually to the best single activity HASSRA club providing services to members limited to a single interest or activity. The award is to recognise the best single activity HASSRA club with the best record in what it has achieved within its resources and within the spirit of HASSRA.

### **Submission Arrangements**

9.2 The submission for these awards should be concise and should be limited to a maximum of 5 pages and should not include photographs.

9.3 The content of the submission should include the following:

- a) The name of the club, its locations and the HASSRA region to which it is affiliated.
- b) A brief summary of the membership of the club.
- c) A brief summary of the events and activities staged during the nomination year. It is not necessary to report on each and every event or activity in detail. A table summarising the events staged may be included.
- d) Details of how the club has worked in partnership with others to support the wellbeing of its members.
- e) Any other general information that is relevant and would help the AC to gain a clearer indication of the achievements/activities of the club and the service it provides to members. In this final section the submission should include details of how the club communicates its activities to members and whether it pursued any new and notable initiatives to generate further membership, interest and participation during the nomination year.
- f) The nomination should be a concise and brief summary of achievements and activity. It is not appropriate to include photographs, event publicity and activity reports other than on an exceptional basis to demonstrate a particular initiative or service to members.

## 10. Conclusion

10.1 This guidance is to assist colleagues with the preparation of submissions for HASSRA's Major Annual Awards and should benefit not only those preparing submissions at a local and regional level, but also those responsible for selecting the various category winners etc.

10.2 Every year, there is an enormous amount achieved within HASSRA and much to celebrate. Our Annual Major Awards are one way of recognising this achievement and celebrating the very best within the Association.

## 11. Appendices

### Appendix 1

#### **\*Large / \*Small HASSRA Club – Event / Activities - Summary**

\*Delete as appropriate

When	Event Description	Participation	Notes
<b>September</b>			
	Lunch time Quiz	45 Members	
	Cinema Trip	20 Members / 10 Guests	
	'Recruit a Member Week'	Management Committee	24 members recruited
	Netball vs Housing Dept	9 Members	HASSRA win 9-4
<b>October</b>			
	Theatre Trip	26 Members / 15 Guests	
	Sponsored Fancy Dress	75 Members	£500 raised for Children in Need
	Lunch Time Quiz	42 Members	
	Alton Towers Trip	26 Members / 23 Guests	
<b>November</b>			
	Tenpin Bowling Night	18 Members	
	Five-a-Side Comp	22 Members	
	Charity Raffle	Whole Office	£326 raised for local hospice
	Regional Pop Quiz Comp	4 Members	Runners-up

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	Lunch Time Quiz	46 Members	
<b>December</b>			
	Cinema Trip	18 Members / 9 Guests	
	Kid's Xmas Party	15 Members / 36 Guests	
	Office Pantomime	Whole Office	
	Office Xmas Party	85 Members / 15 Guests	
	Mince Pie Day	Whole Office	£128.35 raised for NSPCC