



Annual Awards Standard Operating Procedure

Timeline

1. A Selection Committee will be formed in October/November each year to handle all logistics, results, and statistics for the following competition year. Potential members of the Selection Committee, when asked, should confirm in writing that they will be available to serve on the Selection committee and will be able to attend meetings.
2. Information about the annual awards, and the process for nominating for an athlete, coach, volunteer or official will be published on the Athletics Wellington website and Facebook pages during the first week in January of each competition year, or at a later time to be decided by the Chair of the Selection Committee. Reminders will be posted during the year.
3. The close-off date for nominations will be the end of December in each competition year.
4. The qualifying period for performances will be 1 January to 31 December of each competition year, to be in line with Athletics New Zealand competition and age group criteria C.1.2. This information is outlined in Addendum 1.
5. The Selection Committee will meet during the first week of January to peruse and discuss all nominations, including athletes, coaches, volunteers, officials, and teams.
6. A final decision on awards should be made as soon as possible after this meeting, and not later than the end of the first week of January of the next competition year.
7. A list of all awards finalists that include athletes, coaches, volunteers, teams, and officials, will be posted on the Athletics Wellington website and Facebook pages immediately after the awards ceremony.
8. The awards ceremony will be held in the first week of February, unless otherwise decided by the Board of Athletics Wellington.

Eligibility

9. Eligible performances include competitions anywhere in New Zealand and abroad.
10. The awards will be open to all athletes who are financial members of an affiliated club with Athletics Wellington, in the competition year, irrespective of where the athlete is residing. Athletes must be registered in a competitive membership grade.
11. All results and achievements of athletes, where registered officials were present, will be considered. This includes the following competitions:
 - McEvedy Shield.
 - North Island Secondary School Championships
 - University Championships
 - NZSS championships
 - North Island Championships.

The Awards Categories

12. The awards categories covered by this SOP include Youth (ages 16 – 19), Seniors (age 20 – 34), Masters (age 35+), Para athletes, Coaches, volunteers, and officials.
13. Master's athletes will have a separate category, catering for all the different divisions and age groups i.e. track & field, cross country, and road races, during the competition year.
14. The categories for certificates and floating trophy awards as well as competitions in New Zealand and overseas that will be taken into consideration for selection/awards are outlined in Addendum 2 and Addendum 3.
15. Coaches, volunteers, and officials residing in the greater Wellington region who have served the athletics community during the qualifying competition year will be eligible for an award. Information is outlined in Addendum 4.
16. The categories for either a certificate or a floating trophy will be as outlined in Addendum 2 and 3. The Athletics Wellington Board will have the sole authority to add into the floating trophies and certificates any additional awards deemed to be important.

The Selection Committee

17. The Board of Athletics Wellington will appoint a person to be Chair of the Selection Committee.
18. The Chair of the Selection Committee will appoint the remaining members of the Committee.
19. The members of the Selection Committee will include at least a Senior Coach, Junior Coach, Official, Volunteer, Board Member representative, and a Master's representative.
20. The Selection Committee will ensure that they have access to records of all achievements of all athletes and teams that are going to be considered, either in digital format or hard copy prints, when meeting to decide finalists and winners.
21. The Selection Committee should be mindful of the standard of the competition where a master's athletes have competed and whether it was a formally officiated competition, in New Zealand or overseas, and the standard of the competition.
22. The Selection Committee may consider performances by athletes that have not been nominated.
23. When considering performances for the purposes of these awards, the Selection Committee will review the status of events where the performance was recorded, to ensure that the standard of recording and officiating at the event meets expectations for these awards.
24. In deciding on finalist and award winners, the Selection Committee should have a clear indication of achievements i.e. new records set, representing New Zealand at a competition in New Zealand or abroad, selection into a Regional team, selection into a National team and PB's.
25. The Selection Committee will follow up with relevant administrators to ensure that the athletes, or athletes in a team that are finalists and potential award winners, are registered financial members of an affiliated club in the Greater Wellington region.

26. The Chair of the Selection Committee will acknowledge receipt of all nominations received. Once finalists have been selected, the Chair will inform the finalists in writing and invite them to attend the awards ceremony.
27. If the Selection Committee members cannot agree on who should receive a certificate or floating trophy, then the Chair of the Selection committee will make the final decision.
28. If any Selection Committee member has been nominated for any award, then that specific Selection Committee member must refrain from casting a vote or have any input in that specific category. The Athletics Wellington Board will have the final say in this instance of who will receive the certificate/award.
29. The Selection Committee will keep records of winners who were awarded a trophy, to ensure that trophies can be retrieved for the next year.
30. The Chair of the Selection Committee will appoint one of the committee members to assist in retrieving the trophies well in advance of award night, to allow ample time for engraving of the trophies.

Evaluation of points

31. Points for youth and senior athletes will be awarded according to the IAAF points table for each result of an athlete and in each category according to actual achievements of an athlete or team and then added together to place an athlete or team, either as a finalist or a winner. This point system will be applicable to all athletes.
32. Points for master's athletes will be calculated according to the master's point table considering their age grouping. If a masters athlete competes in a senior competition, then points will be allocated according to the IAAF points table for senior athletes.
33. Points for para athletes will be awarded according to their individual grid standard as well as international percentage, level and standard of competitions. The Chair of the Selection committee will make the final decision on these two specific awards categories.
34. The criteria to assess and award trophies is outlined in Addendum 5
35. The Selection Committee will ensure that no two athletes have the same points score for a specific award. In the unlikely event that this situation arises in a first round of points evaluation, the Selection Committee will investigate the standard and level of competitions where achievements were recorded i.e. how many athletes have participated in the event, what was the calibre or level of the athletes that participated i.e. regional, national or world standard. The Committee will then adjust the scoring based on those findings, to establish the winner.

Changes to this Standard Operating Procedure

36. If the Selection Committee wishes to make changes to the roles and authorities set out in this Standard Operating Procedure, any such change should be put forward to the Athletics Wellington Board for consideration and approval.

Revision log

First draft – August 2017
 Revision – June 2018
 Revision – April 2019
 Revision – May 2019
 Revision – May 2020
 Revision – September 2020

ADDENDUM 1**C1.2 - AGE GROUP DEFINITIONS**

Men Under 20 Grade (M-U20)	Male athletes aged nineteen (19) years on the thirty-first (31 st) day of December in the year of competition. <i>[Note: The M-U20 & M-U19 Grades as specified are the IAAF Men Under 20 grade]</i>
Men Under 19 Grade (M-U19)	Male athletes aged eighteen (18) years on the thirty-first (31 st) day of December in the year of competition
Men Under 18 Grade (M-U18)	Male athletes aged seventeen (17) years on the thirty-first (31 st) day of December in the year of competition. <i>[Note: The M-U18 & M-U17 Grades as specified are the IAAF Boys Under 18 grade]</i>
Men Under 17 Grade (M-U17)	Male athletes aged sixteen (16) years on the thirty-first (31 st) day of December in the year of competition.
Men Under 16 Grade (M-U16)	Male athletes aged fifteen (15) years on the thirty-first (31 st) day of December in the year of competition.
Boys Under 15 Grade (B-U15)	Male athletes aged fourteen (14) years on the thirty-first (31 st) day of December in the year of competition.
Boys Under 14 Grade (B-U14)	Male athletes aged thirteen (13) years on the thirty-first (31 st) day of December in the year of competition.
Boys Under 13 Grade (B-U13)	Male athletes aged twelve (12) years on the thirty-first (31 st) day of December in the year of competition.
Women Under 20 Grade (W-U20)	Female athletes aged nineteen (19) years on the thirty-first (31 st) day of December in the year of competition. <i>[Note: The W-U20 & W-U19 Grades as specified are the IAAF Women grade]</i>
Women Under 19 Grade (W-U19)	Female athletes aged eighteen (18) years on the thirty-first (31 st) day of December in the year of competition.
Women Under 18 Grade (W-U18)	Female athletes aged seventeen (17) years on the thirty-first (31 st) day of December in the year of competition. <i>[Note: The W-U18 & W-U17 Grades as specified are the IAAF Girls Under 18 grade]</i>
Women Under 17 Grade (W-U17)	Female athletes aged sixteen (16) years on the thirty-first (31 st) day of December in the year of competition.
Women Under 16 Grade (W-U16)	Female athletes aged fifteen (15) years on the thirty-first (31 st) day of December in the year of competition

ADDENDUM 2**CERTIFICATES - GOLD, SILVER & BRONZE****SENIOR ATHLETES**

Male walker
 Female walker
 Male thrower
 Female thrower
 Male sprinter
 Female sprinter
 Male jumper
 Female jumper
 Male middle & long distance on track
 Female middle & long distance on track
 Male road races (all distances)
 Masters male road races (all distances)
 Male cross-country
 Female cross country
 Male mountain & trail races
 Female mountain & trail races
 Male hurdler/steeplechase
 Female hurdler/steeplechase
 Male Pentathlon/Decathlon
 Female Pentathlon/Decathlon
 Male walker (all distances)
 Female walker (all distances)
 Male overseas athlete
 Female overseas athlete

MASTERS ATHLETES

Male walker
 Female walker
 Male thrower
 Female thrower
 Male sprinter
 Female sprinter
 Male jumper
 Female jumper
 Male middle & long distance on track
 female middle & long distance on track
 Male road races (all distances)
 Female road races (all distances)
 Male cross country
 Female cross country
 Male mountain & trail races
 Female mountain & trail races
 Male hurdles/steeplechase
 Female hurdles/steeplechase
 Male Pentathlon/Decathlon
 Female Pentathlon/Decathlon
 Male walker (all distances)
 Female walker (all distances)
 Female overseas athlete
 Female overseas athlete

YOUTH – U20

Male walker
 Female walker
 Male thrower
 Female thrower
 Male sprinter
 Female sprinter
 Male jumper
 Female jumper
 Male middle & long distance on track
 Female middle & long distance on track
 Male road races (all distances)
 Female road races (all distances)
 Male cross-country races
 Female cross-country races
 Youth mountain & trail races
 Male walker (all distances)

Female walker (all distances)
 Male hurdles/steeplechase
 Female hurdles/steeplechase
 Male pentathlon/decathlon
 Female pentathlon/decathlon
 Male overseas athlete
 Female overseas athlete

FLOATING TROPHIES

Senior Sportsman of the Year
 Top Youth Male athlete of the Year
 Masters Male athlete of the Year

Senior Sportswoman of the Year
 Top Youth Female athlete of the Year
 Masters Female athlete of the Year

*** Above 6 trophies to be awarded from the winners in each of the categories here under**

Top Male sprinter of the Year
 Top Male jumper of the Year
 Top Male thrower of the Year
 Top Male youth sprinter of the Year
 Top Male middle/long distance athlete of the Year
 (in & out of stadia)
 Top Youth Male cross country & road races
 Top Male cross-country & road races
 Masters Male cross-country & road
 Male Masters Track & Field
 U20 Male walker
 Senior Male walker of the Year
 Master Male walker of the Year
 Top Senior Male hurdler/steeplechase
 Top Masters Male hurdler/steeplechase
 Male overseas athlete

Top Female sprinter of the Year
 Top Female jumper of the Year
 Top Female thrower of the Year
 Top Female youth sprinter of the Year
 Top Female middle/long distance athlete of the
 Year (in& out of stadia)
 Top Youth Female cross-country & road races
 Top Female cross-country & road races
 Masters Female cross-country & road
 Female Masters track & Field
 U20 Female walker
 Senior Masters Female walker
 Female overseas athlete

*** Team floating trophy**

Top Male Team of the Year

Top Female Team of the Year

*** Para athletes**

Male Para athlete of the Year

Female Para athlete of the Year

ADDENDUM 3

Awards categories

Track will be as follows:

Hurdles and/or Steeplechase

80m – 3,000m

Sprinters

100m – 400m

Middle and/or Long distance

800m – 10,000m

Long distance out of stadia

10Km - Marathon

Race walkers on track

1,500m – 10,000m

Race walkers on road:

5 km, 10 km, 20 km, 50 km & 100 km

Throwers will be as follows:

Shot put

Discus

Hammer

Javelin

Jumpers will be as follows:

High jump

Long jump

Triple jump

Pole vault

Awards will also be considered for:

Cross Country over various distances

Mountain and trail races over various distances

Heptathlon and Decathlon

ADDENDUM 4

COACHES, VOLUNTEERS and OFFICIALS

Certificate and a medal/trophy

Senior male coach of the year	Senior female coach of the year
Junior male coach of the year	Junior female coach of the year
Male volunteer of the year	Female volunteer of the year
Male official of the year	Female official of the year

Special recognition – trophy to keep – this category to be at the sole discretion of the Chair of the Selection committee.

Annual Awards criteria for Coaches, Volunteers and Officials

Coaches

A coach of either senior, junior or master's athletes will be considered for an overall award if he/she has coached any athlete during the qualifying period in any given year. Consideration will be given to the ongoing coaching that was provided, together with guidance and insight from the coach to his/her athlete, to assist the athlete to focus and set personal goals. The achievements of the athletes of the coach will also be considered, but this will not be the overall factor in this selection. The criteria for a successful coach, worthy of the award, should be based on all aspects of coaching and mentoring, together with the achievement of their athletes.

Volunteers and Officials

An official and/or other volunteer will be considered for an overall award if he/she has provided exceptional service.

Examples of exceptional service could include time commitments that are beyond normal expectations for these roles, a high attendance rate throughout the season, taking on significant additional tasks beyond the normal scope of their role, creating or establishing new systems or processes, or mentoring and training others.

An Official and/or Volunteer will be considered for a certificate award if he/she has assisted at 3 or more scheduled Athletics Wellington competitions during a season.

ADDENDUM 5

CRITERIA - ANNUAL FLOATING TROPHIES

1. Seniors

1.1. Senior Sportsman of the Year and Senior Sportswoman of the Year (2 trophies)

To be selected from the winners in each category, i.e. track & field, cross country, and road. This means the overall winner across all the different categories. Points to be allocated, for all events and then divided by the number of events the athlete has participated in to get the average points. Consideration should be given to the level and standard of the competition in which an athlete has participated.

Another factor that should be considered is whether an athlete has been selected for the Centre, National and/or International team i.e. competing in the official Centre or NZ uniform.

1.2. Top sprinter - male

To be selected from the winners in all sprint distances – up to and including 400m. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

1.3. Top sprinter - female

To be selected from the winners in all sprint distances – up to and including 400m. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

1.4. Top male jumper

To be selected from the winners in all jumps i.e. high, long, pole vault and triple jump. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

1.5. Top female jumper

To be selected from the winners in all jumps i.e. high, long, pole vault and triple jump. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

1.6. Top male thrower

To be selected from the winners in all throws i.e. discus, shot put, hammer & javelin. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

1.7. Top female thrower

To be selected from the winners in all throws i.e. discus, shot put, hammer & javelin. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

1.8. Top male middle/long distance

To be selected from 800 - 10,000m on track. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

1.9. Top female middle/long distance

To be selected from 800 - 10,000m on track. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

1.10. Top male walker - in & out of stadia

To be selected in distances 5,000m – 50km. Consideration should be given to the level and standard of the competition.

1.11. Top female walker - in & out of stadia

To be selected in distances 5,000m – 50km. Consideration should be given to the level and standard of the competition.

1.12. Top male hurdler or steeplechaser

To be selected in distances 100, 110, 300 & 400m for hurdles and distances 1000, 2000 & 3000m for steeplechase.

1.13. Top female hurdler or steeplechaser

To be selected in distances 100, 110, 300 & 400m for hurdles and distances 1000, 2000 & 3000m for steeplechase.

1.14. Male Para athlete

To be selected using their individual grid standard as well as international percentage, level and standard of competitions.

1.15. Female Para athlete

To be selected using their individual grid standard as well as international percentage, level and standard of competitions.

2. Masters**2.1. Masters Sportsman of the Year and Master's Sportswoman of the Year (2 trophies)**

To be selected from the winners in each category, i.e. track & field, cross country, and road. This means the overall winner across all the different categories. Points to be allocated according to the master's points table, for all events, added together and then divided by the number of events the athlete has participated in to get the average point. Consideration should be given to the level and standard of the competition in which an athlete has participated.

Another factor that should be considered is whether an athlete has been selected for the Centre, National and/or International team i.e. competing in the official Centre or NZ uniform.

Only master's athletes who have competed as a Master will be considered for this trophy. If an athlete has competed predominantly as a senior and in senior competitions, then they will not be considered for this trophy.

2.2. Top sprinter - male

To be selected from the winners in all sprint distances – up to and including 400m. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

2.3. Top sprinter - female

To be selected from the winners in all sprint distances – up to and including 400m. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

2.4. Top male jumper

To be selected from the winners in all jumps i.e. high, long, pole vault and triple jump. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

2.5. Top female jumper

To be selected from the winners in all jumps i.e. high, long, pole vault and triple jump. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

2.6. Top male thrower

To be selected from the winners in all throws i.e. discus, shot put, hammer & javelin. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

2.7. Top female thrower

To be selected from the winners in all throws i.e. discus, shot put, hammer & javelin. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

2.8. Top male middle/long distance

To be selected from 800 - 10,000m on track. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

2.9. Top female middle/long distance

To be selected from 800 - 10,000m on track. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

2.10. Top male walker - in & out of stadia

To be selected in distances 5,000m – 50km. Consideration should be given to the level and standard of the competition.

2.11. Top female walker - in & out of stadia

To be selected in distances 5,000m – 50km. Consideration should be given to the level and standard of the competition.

2.12. Top male hurdler or steeplechaser

To be selected in distances 100, 110, 300 & 400m for hurdles and distances 1000, 2000 & 3000m for steeplechaser.

2.13. Top female hurdler or steeplechaser

To be selected in distances 100, 110, 300 & 400m for hurdles and distances 1000, 2000 & 3000m for steeplechaser.

2.14. Male Para athlete

To be selected using their individual grid standard as well as international percentage, level and standard of competitions.

2.15. Female Para athlete

To be selected using their individual grid standard as well as international percentage, level and standard of competitions.

3. Youth**3.1. Youth Sportsman of the Year and Youth Sportswoman of the Year (2 trophies)**

To be selected from the winners in each category, i.e. track & field, cross country, and road. This means the overall winner across all the different categories. Points to be allocated for all events and then divided by the number of events the athlete has participated in to get the average points. Consideration should be given to the level and standard of the competition in which an athlete has participated.

Another factor that should be considered is whether an athlete has been selected for the Centre, National and/or International team i.e. competing in the official Centre or NZ uniform.

3.2. Top sprinter - male

To be selected from the winners in all sprint distances – up to and including 400m. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

3.3. Top sprinter - female

To be selected from the winners in all sprint distances – up to and including 400m. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

3.4. Top male jumper

To be selected from the winners in all jumps i.e. high, long, pole vault and triple jump. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

3.5. Top female jumper

To be selected from the winners in all jumps i.e. high, long, pole vault and triple jump. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

3.6. Top male thrower

To be selected from the winners in all throws i.e. discus, shot put, hammer & javelin. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

3.7. Top female thrower

To be selected from the winners in all throws i.e. discus, shot put, hammer & javelin. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

3.8. Top male middle/long distance

To be selected from 800 - 10,000m on track. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

3.9. Top female middle/long distance

To be selected from 800 - 10,000m on track. This means the overall winner in each event. All the points to be added together and then divided by the number of events the athlete has participated in to get the average points.

3.10. Top male walker - in & out of stadia

To be selected in distances 5,000m – 50km. Consideration should be given to the level and standard of the competition.

3.11. Top female walker - in & out of stadia

To be selected in distances 5,000m – 50km. Consideration should be given to the level and standard of the competition.

3.12. Top male hurdler or steeplechaser

To be selected in distances 100, 110, 300 & 400 for hurdles and distances 1000, 2000 & 3000m for steeplechase.

3.13. Top female hurdler or steeplechaser

To be selected in distances 100, 110, 300 & 400 for hurdles and distances 1000, 2000 & 3000m for steeplechase.

3.14. Male Para athlete

To be selected using their individual grid standard as well as international percentage, level and standard of competitions.

3.15. Female Para athlete

To be selected using their individual grid standard as well as international percentage, level and standard of competitions.