

**Guidelines on BBC English Regions sports awards  
Judging process and voting procedures**

**REGIONAL JUDGING PANELS**

- There are at least two independent non-BBC connected people on any judging panel.
- BBC staff involved must have no personal or business links with any nominee.
- Judges names will be published on any online page promoting the regional awards after the panel has met, along with the terms and conditions of the main regional sports personality award voting process.
- Judges name will be published in any brochure/programme at events.

**Nomination and judging process**

- Regional BBC sports staff from TV and radio and the judges will come up with a list of likely contenders for each award category, using their professional judgement, knowledge and local research.
- Information about forthcoming regional awards can be publicised online together with a list of awards, and suggestions for specific categories sought from viewers and listeners by email
- The shortlist is circulated to the judging panel (see above) for consideration. A meeting is convened at which they go through each category and decide a winner plus two runners up.
- There must be a convenor of the meeting, who is BBC staff, and will take proper written records. These can be referred to in the event of a dispute. or a request from a member of the public about how a decision was reached.
- Historically some of the junior/community awards at a number of English Regions events are co-ordinated by outside bodies. They must have must have a BBC representative on the panel. If the BBC does not control the selection and decision making process you cannot have BBC in the title, or use a BBC trophy.

## **UNSUNG HERO AWARD 2008 supported by Robinsons**

### **DEFINITION OF WHO IS ELIGIBLE:**

To the individual who has given their time and talents for free to enable others to participate in sport in the UK. Fifteen winners from the BBC Nations and Regions will compete for the overall award.

### **CRITERIA FOR NOMINATION:**

- All nominations must come from the public.
- No nominations by companies will be accepted.
- The closing date for nominations is Friday 31st October 2008.
- Nominees cannot nominate themselves – or be nominated by a member of their immediate family.
- Nominees must be 16 years or over on 1st January 2008.
- Nominees must actively help others participate in sport at any level.
- They must do so on a voluntary basis - without any financial reward. They can receive expenses but nothing over and above that.
- It cannot be part of their job – it cannot take place within their normal work place or facilities.
- They must not be a playing participant in the sporting group they are helping.
- The Sports Unsung Hero must be an individual person.
- They cannot have won any previous BBC Sports Unsung Hero Award.
- Employees of the BBC, BBC Worldwide and Robinsons, as well as their immediate families, are not eligible for nomination.
- The BBC reserves the right to disqualify a nominee or withhold an award if it considers, at its absolute discretion, that to proceed with that nominee or award risks bringing the BBC into disrepute.

### **WHO AND HOW WE COLLATE ENTRIES**

Public have already completed a nomination form and regional judging panels have selected the unsung hero for their region. The national judging panel selects from these 15 winners across the BBC Nations and Regions.

The national judging panel must be made up of at least two representatives external to the BBC.

**Sports Unsung Hero 2008**  
**Bursary terms and conditions**

The 15 Sports Unsung Hero Regional Winners will have the opportunity to apply for a bursary of up to £2,500 each. These bursaries will operate as follows:

The bursaries are intended materially to benefit and further the work each Unsung Hero has been doing to help sport in the community. It is up to each Unsung Hero to put together a proposal for how the money might best be spent.

This proposal will be considered by a Grant Panel, who will assess the proposal and ensure that it is capable of demonstrating a measurable impact on the Unsung Hero's sporting work. Examples of the sorts of things that the bursary might cover are sports equipment, construction/repair of facilities and/or court, pitch or venue hire.

It is important to note that the bursaries cannot be used for administrative costs, social events, holidays, salaries or hospitality.

Awards of bursaries are made at the Grant Panel's discretion and their decision is final. The Grant Panel will include representatives from BBC Nations & Regions; Robinsons, who are the supporters of the bursaries; and the sporting community, plus a legal adviser.

Once any bursary has been awarded, the Unsung Hero will need to be able to establish an appropriate audit trail to show how the money has been spent. He or she will generally be encouraged to arrange for invoices to be sent to the Grant Panel so that they can pay for goods direct. The Grant Panel's specific approval will be required for any items of expenditure for which this is not possible.

The Grant Panel will also follow up on the success or otherwise of the bursaries and the Unsung Hero will be asked to report back both on how the money has been spent and the difference it has made.

Bursaries will be awarded in good faith and with the expectation that nothing connected to the bursaries or recipients will bring the BBC or Robinsons into disrepute. The Grant Panel may withdraw a bursary or bursaries if this is not the case.

We would ask that wherever possible applications for bursaries are submitted by Friday 30th January 2009. No applications will be considered after Monday 23rd November 2009.