**ENSA Societies & Sports**

**Awards Regulations and Criteria**

**Summary**

This document details the regulations and criteria for the ENSA Awards Ball, for Societies and Clubs nominating themselves or others for an award. This is required for any student activities and will align with the various other policies which ENSA’s Sports Clubs, Student Societies and their committees and members should relate to.

**Effective Date:** 06/09/2024

**Approved by:** Student Engagement Team Lead

**ENSA contact:** Head of Student Activities

**Last Reviewed/Updated:** 06/09/2024

**Date due for review:** June 2025

**Applies to:** Sports Club & Society Office Holders/Members

1. **Introduction**
	1. Societies and Sports awards celebrate the amazing achievements of all the individuals, committees and clubs involved in student activities at the University.
	2. This document outlines the awards regulations, detailing the committee timeline, eligibility, and character of the awards. Nominations criteria and guidance for submitting nomination are posted on the form which is released early in Trimester 2.
2. **The Awards Panel**
	1. The Awards Panel shall be chaired by the Head of Student Activities. The panel shall be comprised of the following:
* Student Activities Administrator
* President of Societies & Communities
* Co-President Sport & Wellbeing
* Co-President Education & Employability
* Sports/Societies Volunteer Committee Members
	1. The panel must not have more staff members than students.
1. **Colours, Scarlets & Blues**
	1. **Club Colours**
		1. Members must have shown an outstanding contribution to the running, administration, operation, and affairs of their Club.
		2. Members must have served on the committee for a minimum of 2 years.
	2. **Societies Scarlets**
		1. Members must have shown an outstanding contribution to the running, administration, operation, and affairs of their Society.
		2. Members must have served on the committee for a minimum of 2 years.
	3. **Half Blues**
		1. Played at least 50% of BUCS/SSS Fixtures for the University
		2. Represented the University
		3. Shown Success at national level.
	4. **Full Blues**
		1. Played at least 50% of BUCS/SSS Fixtures for the University
		2. Represented the University
		3. Shown Success at an International level as well as national level
2. **Shared Award Criteria**
	1. **Top Fundraiser**
		1. Club held event that has been entirely student led.
		2. Demonstration of an original, incentive, and creative projects
		3. Involvement of a substantial number of members working together as a team
		4. Evidence of encouraged participants from all club/society members.
		5. Generation of a significant amount of funds for club/society
		6. Collaboration with other ENSA Sports or Societies
	2. **Media Award**
		1. Utilisation of multimedia communication channels such as Facebook, Twitter, newsletters, website, blogs, videos, etc., to engage with club/society members.
		2. Demonstrated creativity in the use of various media platforms to convey club/society messages and activities effectively.
		3. Consistency in the use of social media platforms to maintain regular communication and updates for members.
		4. Active engagement with students and the wider community through multimedia channels, fostering interaction, participation, and community involvement.
	3. **Best Committee**
		1. Attendance at all mandatory meetings/training sessions and representation at forums.
		2. High level of communication with ENSA and other relevant stakeholders.
		3. Demonstrated teamwork and cohesion within the committee.
		4. Effective club/society administration, including the development of new policies/initiatives and providing development opportunities for all members.
		5. Implementation of a development plan resulting in an increase in club/society membership from the previous term.
		6. Successful fundraising and sponsorship efforts.
		7. Establishing and maintaining a good working relationship and communication with club/society membership.
		8. Professional conduct towards each other and ENSA Sports and Societies support staff.
		9. Inclusivity and welcoming attitude towards all members.
		10. Significant positive impact on the club/society during their term of office.
	4. **High Performance Club/Society**
		1. Achievement of notable competitive results, honours, and awards during the current academic year.
		2. Competing at a significant level, such as relevant BUCS Tier, district, regional, or national leagues.
		3. Demonstrated consistency in maintaining positive performance throughout the year.
		4. Consideration of any other remarkable areas highlighted by the nomination, specifically pertaining to the competitive prowess and accomplishments of the team.
	5. **Best new club/Society**
		1. Consistent organization of Club/Society activities since ratification, demonstrating regular engagement and initiative.
		2. Effective promotion of Club/Society activities through diverse promotional channels, such as webpages and social media platforms.
		3. Demonstrated efforts to secure financial support for start-up through fundraising, donations, sponsorships, etc.
		4. Documentation of a robust recruitment campaign resulting in a minimum of 10 paid or registered members at the time of nomination.
		5. Evidence of a diverse range of Club/Society activities organized, showcasing creativity and inclusivity in programming.
3. **Society Awards Criteria**
	1. **Most Improved Society**
		1. Increase in paid and registered members compared to the previous year/semester.
		2. Increase in participation in society activities compared to the previous year/semester.
		3. Increase in society activities and fundraising compared to the previous year/semester.
		4. Significant improvements in administration and organization, including effective club administration, new policy development, member development opportunities, implementation of development plans, and increased society membership.
		5. Evidence of effective fundraising efforts and financial management.
		6. Consideration of any other significant contributions to society activities highlighted in the nomination.
	2. **Outstanding contribution to Societies**
		1. Fundraising efforts for various charities and causes.
		2. Commitment to sustainability, including ethical sponsors and reducing society's carbon footprint.
		3. Collaborations with other student societies outside of Napier.
		4. Activism initiatives, such as participating in protests and sharing petitions.
		5. Collaborative efforts with charities and good causes, including hosting guest speakers and joint projects.
	3. **Outstanding 1st Year Contribution to Societies**
		1. High level of commitment to their society in their inaugural year.
		2. Attending events and meetings regularly.
		3. Maintaining a positive attitude towards ENSA Societies and the society committee.
		4. Serving as a positive ambassador for the society, ENSA, and the University.
		5. Adhering to Society Committee policies and procedures.
		6. Consideration of any other significant contributions made by the individual during their first year.
	4. **Society Personality of the Year**
		1. Outstanding achievement, commitment, and dedication to their Society’s field of interest.
		2. Enhancement and development of the reputation of their Society within ENSA Societies or externally.
		3. Exceptional contribution to the ENSA Societies Community.
		4. Maintaining a professional attitude and being an asset to the ENSA Societies Community.
		5. Involvement and commitment exceeding agreed hours or role expectations.
		6. Consideration of any other significant contributions highlighted in the nomination.
	5. **Society of the Year**
		1. Demonstrated proficiency in administration, event management, activities coordination, campaign execution, and member communication.
		2. Implementation of development plans, formulation of policies, and attainment of high membership levels.
		3. Presence of a representative at each society forum and participation in office holder training.
		4. Involvement with the wider community, including volunteering efforts and collaborations with external organizations.
		5. Effective promotion of society activities through various channels, such as society webpages and social media platforms.
		6. Hosting a wide range of society activities throughout the academic year, with active student participation.
		7. Evidence of significant achievements by the society or individual members that enhance the society's reputation and profile.
4. **Sports Awards Criteria**
	1. **Most Improved Sports Club:**
		1. Enhanced competitive success across various levels (e.g., BUCS, local, district, regional, or national leagues).
		2. Evidence of effective club administration, including the development of new policies/initiatives, member development opportunities, and increased club membership.
		3. Greater engagement with ENSA's sports staff team, showcasing collaboration and proactive involvement.
		4. Successful fundraising efforts and efficient financial management to support the club's growth and sustainability.
		5. Other notable developments contributing to sport, such as increased membership, improved coaching, or significant contributions to the club's advancement.
	2. **Outstanding 1st Year Contribution to Sports**
		1. Demonstrated high commitment to their sports club during their first year.
		2. Development of personal performance and assistance in improving the performance of others.
		3. Personal commitment and sacrifices made by the athlete to progress in their sport.
		4. High attendance at training sessions and matches/competitions.
		5. Maintaining a positive attitude towards ENSA Sports, club committee, and coaches.
		6. Acting as a positive ambassador for the club, ENSA Sports, and the University.
		7. Adherence to Sports Committee policies and procedures.
		8. Consideration of any other significant contributions made by the individual during their first year.
	3. **Coach of the year**
		1. Outstanding commitment and dedication to coaching their sports club.
		2. Personal commitment to acquiring coaching qualifications and utilizing them to benefit the club.
		3. Significant achievements in improving the sporting performance of the club.
		4. Volunteering a substantial amount of time to support the club's activities and development.
		5. Collaborating closely and aligning efforts with the club's committee.
		6. Consideration of any other significant contributions highlighted in the nomination.
	4. **Athlete of the year**
		1. Outstanding achievement, commitment, and dedication in their sport.
		2. Consistent, outstanding performance while representing ENSA and Edinburgh Napier University in competitions.
		3. Enhancement and development of the reputation of their sport/club externally.
		4. Maintaining a professional attitude and serving as an inspiration to others in ENSA sports.
		5. Consideration of any other significant information highlighted in the nomination.
	5. **Sports Personality of the year**
		1. Outstanding achievement, commitment, and dedication to their team's sport.
		2. Enhancement and development of the club's reputation within ENSA Sports and externally.
		3. Exceptional contribution to the ENSA Sports community.
		4. Maintaining a professional attitude and serving as an asset to ENSA Sports.
		5. Involvement and commitment beyond agreed hours for their club, and dedication to ENSA involvement.
		6. Consideration of any other significant information highlighted in the nomination.
	6. **Sports Club of the year**
		1. Efficient management of fixtures, activities, training, and communication with members, demonstrating strong organizational skills.
		2. Demonstrated excellence in performance, both in BUCS and Non-BUCS events, where applicable.
		3. Implementation of strategies leading to increased membership.
		4. Enhanced coaching programs and development plans.
		5. Effective policy implementation to support club growth.
		6. Evidence of successful fundraising initiatives.
		7. Effective financial planning and maintenance of financial surplus.
		8. Effective promotion of sport activities through webpages and social media platforms.
		9. Utilisation of promotional channels to enhance visibility.
		10. Hosting a wide range of sport activities throughout the academic year.
		11. Fostering high levels of student participation and inclusivity.
		12. Recognition of significant achievements by the club or individual members.
		13. Contribution to enhancing the sport club's reputation and profile.
		14. Active participation in ENSA events.
		15. Consistent communication with the ENSA Sports Office.
		16. Representation at Sports Forums and Office Holder Training.
		17. Involvement in the wider ENSA Sports Community.