



Terms of Reference: AWARDS COMMITTEE

Mandate

The purpose of the Awards Committee is to identify criteria for ATA awards and criteria for eligibility for the ATA Hall of Fame. The Committee will solicit and evaluate nominations for awards and the Hall of Fame and determine award winners and inductees.

Key Duties

The Committee will, under the authority delegated to it by ATA board, be responsible for overseeing all awards matters and will specifically:

- Identify criteria for ATA awards
- Determine awards for athletes, officials, builders, and lifetime achievement
- Receive and review nominations for ATA's awards and recommend recipients
- Based on published criteria, submit nominations for ATA athletes, officials, builders, and other individuals to other organizations (such as the Kukkiwon, WTF and Taekwondo Hall of Fame) for their awards
- Determine eligibility for the ATA Hall of Fame
- Solicit, receive and evaluate nominations for the ATA Hall of Fame
- Perform such additional duties as may be delegated to the Committee by ATA board.

Authority

The Committee will exercise its authority as set out in this Terms of Reference, and will do so with the full support of the Board, management, and staff.

Composition

The composition of the Committee will be:

- Membership Director
- Individuals appointed by the Board (up to five)
- ATA staff (non voting)

The **Membership Director** will chair the Committee.

The Committee may invite other individuals and/or members of the Board of Directors to participate in Committee meetings as necessary. These individuals are not permitted to vote.

Awards Procedures

Each ATA award will have its own criteria and eligibility as determined by the Committee.

Hall of Fame Procedures

Eligibility

Athletes/teams, coaches, and builders (officials, administrators, and volunteers) who have shown outstanding excellence in the sport of Taekwondo are eligible for induction into the Hall of Fame. Nominees must have held Canadian citizenship or Canadian residency at some point in their careers. Deceased athletes, coaches, and builders are eligible for induction in the 'In

Memoriam' category.

In general, nominees must have made a significant contribution to the growth and development of the sport and demonstrated their dedication to the highest ideals of competition. Specifically:

- Athlete nominees must have achieved significant success in National/International competition. Athletes must be retired from National/International competition for a minimum of three years at the time of their nomination.
- Coach nominees must have achieved significant success in international or national competition over a sustained period. Coaches may be active or inactive at the time of their nomination.
- Builder nominees must have made a significant contribution to the development of the sport over a sustained period. Builders may be active or inactive at the time of their nomination.
- In Memoriam nominees may be former athletes, coaches, or builders. In Memoriam nominees must be deceased.

Nomination

The Committee will actively seek nominations, and will accept nominations from a Club Associate, Individual Associate, or Affiliated Associate. Groups may submit nominations in any category. Nominations should describe the following:

- The significance and scope of the nominee's achievements
- The nominee's dedication to the sport
- The consistency of the nominee's contribution to the sport of athletics
- The personal qualities of the nominee – demonstrated on and off the field - that reflect the values of Alberta Taekwondo Association

The nomination package should be limited to three pages of documentation. Following the receipt of nominations, the Committee may solicit additional nominations in the event that there are no nominations for a particular category, none of the nominees meet the general guidelines for induction, or special circumstances exist whereby an individual should be considered even if he or she was not nominated.

Nominees are eligible for induction for a three-year period after being nominated. If the nominee is not inducted in the three-year period, they may be nominated again for induction after four years have passed.

Selection

The Committee will evaluate nominations on the basis of the four criteria outlined above, as well as the Committee's discretion. The Committee will vote on the induction of each nominee and a 2/3rd majority vote indicates the Committee's approval for that nominee. Annually, a maximum of five Athlete nominees, one Coach nominee, one Builder nominee, and three individuals in the 'In Memoriam' category will be inducted into the Hall of Fame.

Meetings

The Committee will meet by telephone or in person, as required, with meetings held at the call of the Chair.

Resources

The Committee will receive the necessary financial and administrative resources from ATA to fulfill its mandate.

Reporting

The Chair will provide status reports to the Board semi-annually at a meeting of the Board, and will report to the Members at the Annual Meeting.

Review

The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.

Approved on May 22, 2015