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**Three steps to recognizing your athletes, coaches, sponsors, officials and volunteers . . .**

**STEP ONE:** Nomination forms for 2016 are posted to the Sport Nova Scotia website. PSOs receive an e-mail with the official Call for Nominations.

**STEP TWO:** PSOs work with Board members to complete the nomination forms (one entry per sport, per award category).

**STEP THREE:** PSOs submit their nominations before 4pm on Friday, April 8, 2016.

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**\*\*\*TWO-TIERED PROCESS\*\*\***

PSOs who wish only to recognize their “PSO winners” in each category have a quick and easy application. PSOs who wish for their “PSO winner” to also be considered for the *overall* Ricoh award fill out the same application as always.

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**Important Details:**

- With the exception of the *Sport Makes a Difference* and *Association of the Year* categories, all nominees will receive a letter acknowledging their nomination and selection as PSO award winner, and automatically receive an award on stage at the Ricoh Sport Awards.
- Nominees for *Sport Makes a Difference* and *Association of the Year* awards will receive a letter acknowledging their nomination. Although every nominee in these two categories is notified on whether or not they have won, **only winner(s) will be invited to attend the Ricoh Sport Awards.**
- There is no overall Ricoh Sport Award winner for the Sponsor or Volunteer categories. As with most other categories, each PSO’s selection is recognized on stage at the Ricoh Sport Awards.
- All nominees, with the exception of the Volunteer and Sponsor categories, will be informed **if they are a finalist for the overall Ricoh Sport Award. A letter will be sent prior to the event.**
- Please note: Athlete of the Month winners are no longer recognized at the awards ceremony.
- PSOs cover the cost of the ticket for each nominee. Sport Nova Scotia covers the cost of one ticket for each finalist.

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## Ticket information

Tickets should be ordered early. Tickets and table bookings are on a first-come, first-served basis. There is a finite capacity for the room and the event *always* sells out.

Ticket order forms will be available at [www.sportnovascotia.ca](http://www.sportnovascotia.ca).

The tickets will be mailed prior to the event, unless otherwise requested or stated.

PSOs may reserve tables for their guests – please state this when ordering tickets.

Tickets can also be purchased by contacting Helen Goodwin at [hgoodwin@sportnovascotia.ca](mailto:hgoodwin@sportnovascotia.ca) or by calling 425-5454, ext. 327.

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## AWARD CATEGORIES

Team of the Year  
Male and Female **Individual** Athlete of the Year  
Male and Female **Team** Athlete of the Year  
Coach of the Year  
Official of the Year  
Sponsors of the Year  
Volunteers of the Year  
Association(s) of the Year  
*Sport Makes a Difference Award*

**Nominations must be based upon accomplishments between April 1, 2015 and March 31, 2016.**

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## RICOH SPORT AWARDS - SELECTION PROCESS

- With the exception of the *Sport Makes a Difference* and *Association of the Year* categories, all nominees receive credit, recognition and an award, due to being chosen by their respective Provincial Sport Organization (“PSO”) as the category winner for the year.
- PSO selections who are also being advanced for the overall Ricoh Sport Award winner, will compete against others in the category, with the exception of the *Volunteers of the Year* and *Sponsors of the Year* categories where there are no finalists (everyone is recognized).
- There are two different committees.
  - Committee A reviews all nominations from the following categories:
    - Male Individual Athlete of the Year
    - Male Team Athlete of the Year
    - Coach of the Year
    - Female Individual Athlete of the Year

- Female Team Athlete of the Year
- Official of the Year Award
- Team of the Year
  
- Committee A discusses only the nominee's **single most outstanding accomplishment**. Each member of Committee A assigns a score of 1 – 5 for each nominee, with one being the lowest ranking and five being the highest ranking. The results are tabulated and the top five candidates in each category will continue on to Committee B.
  
- The score from Committee A will account for 60% of each nominee's final score.
  
- Committee B has no knowledge of the scores given by Committee A. Committee B considers all accomplishments and achievements of the remaining nominees. (In other words, Committee B considers the whole picture.) Each member of Committee B assigns a score of 1 – 5 for each nominee, with one being the lowest ranking and five being the highest ranking.
  
- Committee B's score will account for the remaining 40% of each nominee's final score.
  
- The scores will be cross-tabulated and will determine the winner in each category.
  
- Committee B also reviews ALL nominees and selects winner(s) for each of the following categories:
  - Association of the Year
  - Sport Makes a Difference Award