



NAMIBIA SPORTS AWARDS 2018

Rule Book



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1. Preamble

The Namibian Sports Commission embarked on the creation of the Namibian Sports Awards brand, in a bid to reward Namibian sports stars for their efforts in keeping the passion of sport alive in the hearts of millions of Namibian through their efforts in local and international sports competitions as per article 31 of the Namibia Sports Act, 2003. The Namibia Sports Awards (NASA) has been created to recognise and honour individuals and teams who have excelled both on and off the field.

2. Award Categories

The Awards carry a total of Seventeen (17) categories including. The categories recognise: individuals; males/female stars, sports personalities with a disability; national federations; media sports personalities and sport legends. **All categories recognised will be for the period from “1st September of the preceding year to 1st September of the year under review.**

DETAILS OF EACH CATEGORY

2.1 SPORTS STAR OF THE YEAR

A Sports Star of the Year is an athlete that has been nominated and voted for by the Judges panel;

Criteria for Nominating and Selecting the Sports Star of the Year

- The athlete or player would have produced a world-class performance on a National, Continental and Global arena;
- Continuously set world records
- Displayed reasonable code of conduct; and
- Conformed and complied with all applicable ethical conduct within the sporting code of choice;
- The athlete or player must have excelled in his or her respective sporting code or discipline during the qualifying period;
- The athlete/player must be a Namibian citizen
- The athlete or player can be male or female or an athlete or player with a disability

2.2 SPORTSMAN OF THE YEAR

A Sportsman of the Year may be nominated and considered for an award for an athlete who has during the Awards qualifying period -

- Has produced a world-class performance on a National, Continental and Global arena
- Continuously set world records;
- Displayed reasonable code of conduct
- Conformed and complied with all applicable ethical codes
- Is a Namibian Citizen
- In addition to the criteria referred to above, any other awards received by the nominated candidate during the Awards qualifying period may also be taken into account

Nomination Process: Candidates for Sportsman of the Year must be nominated by the:

- National Federations

The Awards Judges Panel must decide on a shortlist of 3 finalists from the nominations received.

The Awards Judges Panel must subsequently decide on the eventual winner from the shortlist of 3 finalists.

2.3 SPORTSWOMAN OF THE YEAR

A Sportswoman of the Year may be nominated and considered for an award for an athlete who has during the Awards qualifying period -

- Has produced a world-class performance on a National, Continental and Global arena
- Continuously set world records;
- Displayed reasonable code of conduct
- Conformed and complied with all applicable ethical codes.
- Is a Namibian Citizen
- In addition to the criteria referred to above, any other awards received by the nominated candidate during the Awards qualifying period may also be taken into account.

Nomination Process: Candidates for Sportswoman of the Year must be nominated by the:

- National Federations

The Awards Judges Panel must decide on a shortlist of 3 finalists from the nominations received. The Awards Judges Panel must subsequently decide on the eventual winner from the shortlist of 3 finalists.

2.4 JUNIOR SPORTSMAN OF THE YEAR

A Junior Sportsman of the Year may be nominated and considered for an award for an athlete who has during the Awards qualifying period -

- Has produced a world-class performance on a National, Continental and Global arena
- Continuously set world records;
- Displayed reasonable code of conduct
- Conformed and complied with all applicable ethical codes.
- Is a Namibian Citizen under the age of 19
- In addition to the criteria referred to above, any other awards received by the nominated candidate during the Awards qualifying period may also be taken into account.

Nomination Process: Candidates for Sportswoman of the Year must be nominated by the:

- National Federations

The Awards Judges Panel must decide on a shortlist of 3 finalists from the nominations received. The Awards Judges Panel must subsequently decide on the eventual winner from the shortlist of 3 finalists.

2.5 JUNIOR SPORTSWOMAN OF THE YEAR

A Junior Sportswoman of the Year may be nominated and considered for an award for an athlete who has during the Awards qualifying period -

- Produced a world-class performance on a National, Continental and Global arena
- Continuously set world records;
- Displayed reasonable code of conduct
- Conformed and complied with all applicable ethical codes.
- Is a female Namibian Citizen under the age of 19
- In addition to the criteria referred to above, any other awards received by the nominated candidate during the Awards qualifying period may also be taken into account.

Nomination Process: Candidates for Junior Sportswoman of the Year must be nominated by the:

- National Federations

The Awards Judges Panel must decide on a shortlist of 3 finalists from the nominations received. The Awards Judges Panel must subsequently decide on the eventual winner from the shortlist of 3 finalists.

2.6 SPORTSMAN WITH DISABILITY OF THE YEAR

A Sportsman with disability of the Year may be nominated and considered for an award to an athlete who has during the Awards qualifying period -

- Has produced world-class performance at National, Continental and Global arena and or international level.
- Continuously set world records
- Displayed reasonable code of conduct; and
- Conformed and complied with all applicable ethical codes
- Is a Namibian Citizen.

Nomination Process: Candidates for Sportsman of the Year with a Disability must be nominated by the:

- National Sports Federations

The Awards Judges Panel must decide on a shortlist of 3 finalists from the nominations received. The Awards Judges Panel must subsequently decide on the eventual winner from the shortlist of 3 finalists.

2.7 SPORTSWOMAN WITH DIASBILITY OF THE YEAR

A Sportswoman with disability of the Year may be nominated and considered for an award to an athlete who has during the Awards qualifying period -

- Has produced world-class performance at National, Continental and Global arena
- Continuously set world records
- Displayed reasonable code of conduct; and
- Conformed and complied with all applicable ethical codes
- Must be a Namibian Citizen.
- In addition to the criteria referred to above, any other awards received by the nominated candidate during the Awards qualifying period may also be taken into account.

Nomination Process: Candidates for Sportswoman of the Year with a Disability must be nominated by the:

- National Sports Federations

The Awards Judges Panel must decide on a shortlist of 3 finalists from the nominations received. The Awards Judges Panel must subsequently decide on the eventual winner from the shortlist of 3 finalists.

2.8 JUNIOR SPORTSMAN WITH DISABILITY OF THE YEAR

A Junior Sportsman with disability of the Year may be nominated and considered for an award for an athlete who has during the Awards qualifying period -

- Has produced a world-class performance on a National, Continental and Global arena
- Continuously set world records;
- Displayed reasonable code of conduct
- Conformed and complied with all applicable ethical codes.
- Is a Namibian Citizen under the age of 19
- In addition to the criteria referred to above, any other awards received by the nominated candidate during the Awards qualifying period may also be taken into account.

Nomination Process: Candidates for Sportswoman of the Year must be nominated by the:

- National Federations

The Awards Judges Panel must decide on a shortlist of 3 finalists from the nominations received. The Awards Judges Panel must subsequently decide on the eventual winner from the shortlist of 3 finalists.

2.9 JUNIOR SPORTSWOMAN WITH DISABILITY OF THE YEAR

A Junior Sportswoman with disability of the Year may be nominated and considered for an award for an athlete who has during the Awards qualifying period -

- Has produced a world-class performance on a National, Continental and Global arena
- Continuously set world records;
- Displayed reasonable code of conduct
- Conformed and complied with all applicable ethical codes.
- Is a Namibian Citizen under the age of 19
- In addition to the criteria referred to above, any other awards received by the nominated candidate during the Awards qualifying period may also be taken into account.

Nomination Process: Candidates for Sportswoman of the Year must be nominated by the:

- National Federations

The Awards Judges Panel must decide on a shortlist of 3 finalists from the nominations received. The Awards Judges Panel must subsequently decide on the eventual winner from the shortlist of 3 finalists.

2.10 TAFEL LAGER SPORTS TEAM OF THE YEAR

A local or national sport team officially recognised as a team sport in terms of the International Federation's regulations (irrespective of gender or disability) of the Year may be nominated and considered for an award has during the Awards qualifying period–

- Produced extraordinary consistency in their performance as sports team;
- Conquered against all odds with limited resources; and
- Proven essential values of teamwork and Excellency
- Displayed reasonable code of conduct; and
- Conformed and complied with all applicable ethical codes.
- Is comprised of Namibian Citizens.

Nomination Process: Contenders for Sports Team of the Year must be nominated by the:

- National Federations

The Awards Judges Panel must decide on a shortlist of 3 finalists from the nominations received. The Awards Judges Panel must subsequently decide on the eventual winner from the shortlist of 3 finalists.

2.11 COACH OF THE YEAR

A Coach of the Year may be nominated and considered for an award for a coach who has during the Awards qualifying period-

- Plied his or her trade in the Republic of Namibia either with a team or individual athlete;
- Produced world-class results internationally or sets the benchmark regarding results locally; and
- Demonstrated that the team or individual/s coached by him or her are disciplined and practise fair play.
- May not necessarily be a Namibian citizen, but must have coached a Namibian athlete or team during the year under review.

Nomination Process: Candidates for Coach of the Year must be nominated by the -

- National Federations

The Awards Judges Panel must decide on a shortlist of 3 finalists from the nominations received. The Awards Voting Panel must subsequently decide on the eventual winner from the shortlist of 3 finalists.

2.12 UMPIRE/REFEREE OF THE YEAR

Any Umpire/Referee of a National Federation, Premier League Club, or a sport confederation or a duly recognised sport body may be nominated and considered for this award. The nominee will be an individual who has during the Awards qualifying period contributed immensely within/in sport demonstrating and displaying the following skills, amongst others:

- Leadership; Male or female
- Passion, love for sport and must have demonstrated fair play during the period under review
- Willingness and dedication whilst officiating sports games.
- Proven organizational & communication skills, on and off the field of play
- Submission of Activity or game reports officiated during the period under review, accolades or certificates will be an added advantage

In addition to the above, there must be visible evidence –

- Of the positive impact of the contribution the Umpire/referee has made in the above regard; and
- The focus of his / her work should extend country wide beyond the city of Windhoek circles.
- He/she must have demonstrated willingness to transfer and empower his/her skills to other fellow Namibians in the sport domain.

Nomination Process: Contenders for Umpire/Referee of the Year must be nominated by:

- National Federations and Sports Media

The Awards Judges Panel must decide on a shortlist of 3 finalists from the nominations received. The Awards Judges Panel must subsequently decide on the eventual winner from the shortlist of 3 finalists.

2.13 THE NAMIBIAN SPORTS JOURNALIST OF THE YEAR

Sports Journalist of the Year may be nominated and considered for an award that has during the Awards qualifying period –

- Reported consistently on both development and elite sport efforts and challenges experienced;

- Profiled up-and-coming athletes during the Awards qualifying period;
- Reported on success stories that are achieved despite the odds; and
- Assisted to bring inspiration and hope where there is none

Nomination Process: Candidates for Journalist of the Year must be nominated by the –

- Media companies
- National Federations

The Awards Judges Panel must decide on a shortlist of 3 finalists from the nominations received in terms of the above. The Awards Voting Panel must subsequently decide on the eventual winner from the shortlist of 3 finalists.

2.14 STANDARD BANK SPORTS DEVELOPMENT PROGRAMME OF THE YEAR

A Sports Development Program of the Year may be nominated and considered for an award for a sports development program that has during the Awards qualifying period –

- ☐ Has addressed sports development programs at grassroots levels from the rural, urban or historically previously disadvantaged and less privileged areas of the Namibian society
- ☐ The program should address relevant aspects of development and show positive, tangible and measurable progress at both school and community levels and should have addressed sports activities which incorporates the previously disadvantaged Namibians into the program.

- Have managed to conquer against all odds with limited resources; and
- Demonstrated essential values of teamwork, resilience, courage and Excellency.

Nomination Process: Contenders for the Development Program of the Year must be nominated by the –

- National Federations and Umbrella Bodies
- Regional Sports Confederations; and Associations
- Regional Schools Sport Code Committees
- Sports Media

The Awards Judges Panel must subsequently decide on a shortlist of 3 finalists from the nominations received in terms of par 2.14

The Awards Judges Panel in consultation with the NSC Chief Administrator and secretariat (responsible for administration, sports development, marketing and communication and international relations) must subsequently decide on the eventual winner from the shortlist of 3 finalists.

2.15 NAMIBIA SPORTS COMMISSION LIFETIME ACHIEVEMENT AWARD

A Namibia Sports Commission Lifetime Achievement Award may be considered to be awarded to persons that have;

- Over a period of 20 to 30 years or longer dedicated his or her life to make a difference in Namibian Sport; and
- Been involved in any facet of sport, either as –
- An athlete;
- An administrator;
- A technical official
- An Academic within the Sports
- A manager;
- Coach.

Nomination Process: Candidates for the Namibia Sports Commission Lifetime Achievement Award must be nominated in writing by –

- The Ministry of Youth, Sports and Social Services through the Director of Sports;
- Namibia Sports Commission through the Chief Administrator: and
- The Judges Panel

The Sports Commissioners decides which candidates to honour from the shortlist of 5 finalists presented to them.

2.16 PEOPLE'S CHOICE SPORTS STAR OF THE YEAR

A People's Choice Sports Star of the Year may be considered for an award that has;

- been voted for 100% by the millions of sport mad Namibians who vote for the sport person who they believe has excelled the most in his or her respective sporting code or discipline during the Awards qualifying period;
- Namibian citizenship;
- Has been Namibia's most popular athlete during the Awards qualifying period.

Nomination Process: Any sports person shortlisted as a nominee in any category automatically qualifies as a candidate for the People's Choice Sports Star of the Year.

The public must subsequently decide on the eventual winner via an SMS voting line. After the votes of the public have been counted, the Awards Judge's Panel must announce the winner indicative of the majority vote of the public.

i. The Sport Awards Judges Panel

The Sports Awards Judges Panel –

- Has been set up to allow for maximum participation of all stakeholders involved in sport in the Republic of Namibia;
- Members of the panel are selected from Sport personalities who range from Sport Administrators from National Federations, Sport Journalists, Sport Commentators, Sport Legends, Sport Writers and Academics who are in the field of Sport;
- Must shortlist nominees, vote for the semi-finals and eventual winners of the different categories except for the People's Choice Sports Star of the Year, as it is public voted as contemplated in this rulebook;
- May nominate deserving candidates who have performed with excellence but have not been nominated by the respective nominating bodies and
- Must submit their recommendations to the Auditors appointed by the NSC and later to the NSC to rectify and approve the winners of each award category.

ii. Nomination Process

Nominations for the awards are limited in number. Sports Federations may, therefore nominate only nominate one athlete per respective award categories. It is therefore advised to enter the best from the federation in the respective categories.

2.17 LIFETIME ACHIEVEMENT AWARD

A Lifetime Achievement Award may be considered to be awarded to persons that have-

- Over a period of 15 years or longer dedicated his or her life to make a difference in Namibia Sport; and
- Have been involved in any facet of sport, either as –
 - An athlete;
 - An administrator;
 - A manager; or.
 - Coach.

Nomination Process: Contenders for the Dr Hage Geingob or Daniel Tjongarero Lifetime Achievement Award must be nominated in writing by –

- The Directorate of Sport through its Director of Sport;
- NSC through its Chief Executive Officer : and
- The Judges Panel

GENERIC CRITERIA FOR NOMINATION:

A Nominee must –

- Be a Namibian Citizen
- Conforms to the definition of a National Federation in terms of the Namibia Sports Act, 2003 (Act No. 12 of 2003) if applicable;
- Be a registered member of a National Federation recognised by the Namibia Sports Commission and the Professional Leagues of recognised national federation), where applicable;
- Have excelled in the considered Awards qualifying period; and
- Be recognised and registered as a school by the Ministry of Educations Arts and Culture and/or Higher Education, Training and Innovation and Ministry of Education), if applicable.

iii. Nominating Body:

- The attached Awards Nomination Form must be completed for each nominee by nominating body.
- Nominations for the awards must be submitted to the Namibia Sports Commission at the Namibia Sports Commission office no later than 16h00 on the date so decided.
- All nominating organizations must submit a motivation letter with the letter head of the nominating body with a signature for the candidate/candidates they are nominating and 2x recent passport photos in national colours attached.
- No nominations will be accepted after the closing date
- All nominations must be submitted in the prescribed form with the supporting formal letter with a signature and organization stamp.
- All nomination forms that are not accompanied by official letter, stamp and signature will be disqualified.
- All late submission will not be accepted and will be disqualified and will therefore not be considered for shortlisting.

Should nominating bodies or nominated candidates have any queries with regards to the nomination process and requirements? Please contact

Awards Committee

Email: awards@namibiasport.org

Tel: +264 61 246 105

iv. VOTING PROCEDURE

There shall be 2 (two) rounds of voting – the first round will determine the 3 (three) finalists in each award category and the second round will determine the final winner for each award.

The public will vote 100% for the winner of the People’s Choice Sport Star of the Year Award as contemplated.

PWC as appointed by the Namibia Sports Commission shall verify–

- All the nominations submitted; and
- The results of the two rounds of voting.

v. Voting shall take place as follows:

STEP 1 – Nominations for the award categories must;

- Be submitted by Friday, 7th of September 2018 at 16h00; and
- Verification of nominees by the auditors.
- Adjudication of the nominees for the first and second round of voting

vi. The judging of the nominees for the first and second round of voting

STEP 2 – The members of the Awards Judges Panel must;

- Determine the 3 finalists in each relevant category by no later than the announced date;
- Vote for their winner in each category; and
- Send these votes to the auditors directly no later than a week prior to main event.
- Subject to the results having been verified by auditors, the names of the finalists shall be **announced to the media and the public at the main event.**

Nomination Form



NAMIBIA SPORTS COMMISSION

Established in terms of the Sports Act (12 of 2003)

Tel: +264-61-246105 / 246959

P.O. Box 86573

Fax: +264-61-249784

Eros

E-mail: awards@namibiasport.org

NAMIBIA

C/o General Murtala Mohammed Avenue and Khan Street

Nomination Form for Namibia Sports Awards

Name/Federation/Team/School:Year:

NOMINEE:	
	Attach Photo of Nominee: Nomination Forms that are not accompanied by the Photo and motivation letter will automatically be disqualified.
<u>Personal Information:</u> Please remember that once nominated, the panel has rather short space of time to contact and confirm with the nominees before the final announcement. It is therefore important that accurate and current contact details of the nominees or his/her manager is provided.	
Date of Birth:	
Nationality:	
Contact Telephone Number	

Nominee's Manager Contact Details	Relationship with the Nominee: Contact number: _____ email: _____ cell _____ Nominee's physical address as at end September 2017/2018 _____ _____ _____
CATEGORY:	
Sport Code:	
<u>RESULTS/ACCOMPLISHMENTS</u>	
National Competitions: Competition name, date, Country and City.	<ul style="list-style-type: none"> • • • •
International Competitions: Competition name, date, Country and City.	<ul style="list-style-type: none"> • • • •
Any other notable achievements: Competition name, date, Country and City.	<ul style="list-style-type: none"> • • • •
<p><u>Motivation for Sports Award Nomination:</u> Motivation for Nomination 2017 – 2018. The nominating body to submit</p> <p>Candidate to submit one page document in support of their candidate/ team / school / club etc. The motivation letter must be attached to the nomination form.</p>	

Nominated by:.....

Title:.....

Signature:.....

Date:.....

Docu ment Attach ed: YES / NO	DOCUMENT TYPE	Docu ment Attach ed: YES / NO	DOCUMENT TYPE
	Identity Document (ID/Passport or Driver's License)		Nationality of Nominee verified
	Proof of National/Regional/International		Employment status of Volunteer of the Year verified

Nominated by:.....

Title:.....

Signature:.....

Date:.....

Docu ment Attach ed: YES / NO	DOCUMENT TYPE	Docu ment Attach ed: YES / NO	DOCUMENT TYPE
	Identity Document (ID/Passport or Driver's License)		Nationality of Nominee verified
	Proof of National/Regional/International		Employment status of Volunteer of the Year verified

	Participation		
	Proof of awards/results received at competitions		Nominees not self-nominated
	Audited Financial Results 2013/Applicable to Federation of the Year		Nominee eligible for age category (Applicable to Junior Categories)
	12 Month Development/Activity Programme		Detailed motivation for award category provided
	Federation / Affiliate Detail & Stamp (Compulsory)		Photo of Nominee (Attached)
	ID Number		Telephone Details/E-mail Address for both nominees and manager

vii. Nomination and awards disputes

A decision taken to;

- Facilitate any action or process required;
- Nominate candidates to be considered for any awards; and
- Shortlist the said candidates; and
- Make an award

In terms of this rulebook relative to-

- the Parties; and
- the Sports Awards Event;
- any nominated athletes and bodies; and
- the winners decided upon to receive such awards

Shall be final and binding, subject to –

- any aggrieved party exhausting the dispute resolution procedure as contemplated in par. hereunder; and
- A final resolution pertaining to the dispute has been made by the arbitrator in writing as contemplated in par.x.

viii. Dispute Resolution

- The Namibia Sports Commission will appoint an Adjudication Committee whose responsibility will be Administration of appeals and any disputes that emanate from the nomination process and the Sports Awards event.
- Except in respect of those provisions of this rulebook which provide for their own remedy, any dispute arising out of or in connection with the Sports Awards event or the subject matter of this rulebook (other than where an interdict is sought or urgent relief may be obtained from a court of competent jurisdiction), shall be finally resolved in accordance with the rules of, and by an Adjudication Committee comprising 5 members appointed by the Namibia Sports Commission in writing.
- Any person, athlete, body, team or federation that is not satisfied with a decision taken for or against him, her or it under this rulebook or otherwise, may within 24 hours after the decision had been taken, lodge a written grievance with the Adjudication Committee established under section 35 (1-13) of the Namibia Sports Act no. 12, 2003.
- The grievance contemplated in Section 35 (4) must be submitted with a written statement to the Chairperson of the Adjudication Committee setting out the grounds upon which the grievance is based.
- Until any grievance has been decided by the Adjudication Committee, the decision must be regarded to have been validly made or given.

The Adjudication Committee must promptly within 48 hours after receiving a grievance –

- Decide and dispose of a grievance lodged before it and in any case must ensure that the object of lodging the grievance is not defeated by the Adjudication Committee's delay in reaching its decision; and
- advise the aggrieved party and the parties of its ruling in the above regard in writing which must include the reasons for its decision
- Provided that nothing contained herein shall be construed to debar the Adjudication Committee from requesting–
- any additional information from the aggrieved party or any other party or person for that matter; and
- The aggrieved party or any other party or person for that matter to appear before it as it deems fit.

ix. Disqualification of nominees and winners and revoking of nominations and awards of identified winners

Subject to the provisions of this Awards rule book, a nomination for an award at the Sport Awards event as contemplated in this rulebook, may be –

- disqualified by the Awards Judges Panel as a nomination of a particular category of award; or
- compelled by the Awards Judges Panel to withdraw his, her or its nomination of an athlete, team or federation, if the nominee has-
- been found guilty of a criminal offence;
- acted in contravention with the Anti-Corruption Act, 2003 (Act No. 8 of 2003

GLOSSARY: NSC SPORT AWARDS RULEBOOK

“Athlete” means any sport person or player who is participating in any form of sport;

“Appeals Committee” means the committee established and contemplated in terms of the Namibia Sports Act no.12 of 2003.

“Awards qualifying period” means the period as from **the 1st September of the preceding year to 31st September Of the year under review.**

“Awards Judges Panel” means the Namibia Sport Awards Judges Panel;

“National Federation” or **“Federation”** means a Federation which is a sport body or organization that conforms to the definition of a “national federation” from a sport perspective as contemplated in the Namibia Sports Act. No 12 of 2003.

