



**2008**  
**COACHING MANITOBA**  
**EXCELLENCE AWARDS**

*"Recognizing a history of dedication to coaching in Manitoba"*

**NOMINATION FORM**

**NOMINATION DEADLINE: FEBRUARY 29, 2008**

Awards Banquet will be held at the Hilton Suites  
Winnipeg Airport  
Saturday, April 12, 2008  
~Winnipeg~

**2008**  
**COACHING MANITOBA EXCELLENCE AWARDS**  
**~INFORMATION~**

**PURPOSE**

The Coaching Manitoba Excellence Awards aim to recognize and celebrate the outstanding achievements and significant contributions coaches have made to their athletes and their sport through coaching. The selection of recipients is based on their unique contribution to sport through the continued development of their athletes. The award does not reflect the accomplishments and contributions of a coach in any one-year; rather, the awards are designed to acknowledge the contributions a coach has made to his/her sport and athletes over a number of years.

**AWARD CATEGORIES**

The category refers to the type of athlete the coach is primarily responsible for, with the exception of the School System category, which refers to a coach who is a paid employee of a school.

**Grassroots Athletes - Vince Leah Award**

Individuals who coach grassroots athletes of any age.

The coaching environment at this level is primarily non-competitive, with an emphasis on participation and having fun.

**Developmental Athletes - Dr. Jack Hunt Award**

Coaches who are responsible for athletes developing competitive skills and preparing for competition at higher levels (i.e. regional, provincial, university, or Canada Games).

**High Performance Athletes - Peter Williamson Award**

Coaches who primarily work with athletes that compete at the national or international level.

**School System Athletes - Peter Dick Award**

These coaches are paid employees of a school (i.e. teacher, guidance counselor, principal) who coach as an extra-curricular activity. This award is open to those individuals who coach at all grade levels from elementary through middle years and high school.

**Years of Service Recognition**

Coaches who have dedicated a minimum of 30 years to coaching at any level. To be recognized for this award, the coach must be nominated through their Provincial Sport Governing Body.

**International Coach Recognition**

Manitoba coaches who have coached at International Events in 2007. The coach must have coached an International Event, in Canada or overseas.

**NOMINATION CRITERIA**

To be eligible to receive a Coaching Manitoba Excellence Award, coaches must:

1. Coach amateur athletes.
2. Be actively coaching at the time of the nomination.
3. Have a minimum five (5) years coaching experience in Manitoba.
4. Be, at minimum, a fully certified Level 1 Coach with the National Coaching Certification Program (Technical, Theory & Practical). Please contact Coaching Manitoba if you are unsure as to whether the coach you are nominating is a fully certified Level 1 Coach.
5. The nominated coach must consent to the nomination.
6. The nominated coach, if chosen as a finalist, must consent to a video recording or provide suitable photos/ video footage of a practice for the awards presentation.

**\*Please note: ONLY TYPED NOMINATIONS WILL BE ACCEPTED.**

## HOW TO NOMINATE

### *BY MAIL:*

1. Complete all sections of the enclosed nomination form.
2. If a section does not apply to the sport and/or nominee, please indicate "n/a."
3. Attach any supporting documents (i.e. letters of reference, news articles, photos etc.) to the nomination form.
4. Ensure that the Nominator and Nominee Information is filled out, signed and sent in along with the nomination form to Coaching Manitoba ATTN: CMEA, c/o Coaching Manitoba, 200 Main Street Winnipeg, Manitoba R3C 4M2.

### *ON-LINE:*

1. Nominate on-line by downloading a nomination form (word document) from our website and submit it as an attached document by email to Coaching Manitoba.
2. Any additional information accompanying an on-line submission can be FAXED to (204) 925-5916. Please indicate clearly the name of the nominated coach and a list of items being faxed on an accompanying letter.
3. Fax in the contact details and **signed consent form** by the nominated coach.

## RESUBMISSION

Nominations will be kept on file for two years. For an individual's nomination to be considered for a second year, the nominator must send a letter that (i) outlines the most recent accomplishments of the nominee, and (ii) is authorized by the nominee for resubmission by filling out the Nominee/ Nominator Information and Consent page of the 2008 Nomination Form.

**Please review GUIDELINES and DIRECTIONS for help.**

## GUIDELINES

Below are helpful hints to assist you in submitting a completed nomination form:

1. *Be brief and to the point.* Please keep each answer to less than one TYPED page (8.5"x 11").
2. *Provide specific examples of the coach's actions;* for example, instead of indicating 'the coach teaches respect to their athletes', state an example of how they incorporate respect into their coaching.
3. *Interview the coach.* Ensure complete and accurate information is included.
4. *Collaborate* with other clubs or organizations the coach is/has been involved with to gather as much coaching history as possible (other community clubs, Provincial Sport Governing Body, Regional Sport Council, schools).
5. *Include* letters of reference from athletes, parents, officials, administrators, and/or peers; also include any articles about the coach or his/her athlete(s), or other supporting documents.
6. Complete nominations must not exceed more than 20 letter size pages (8.5"x 11").
7. A Coach can be nominated in two categories; however, nominator(s) must complete two nominations (one for each category). For example, if nominated in the school system as well as another category, it is recommended the nominator contact someone from the school to complete the other nomination package.
8. If the selection committee feels the nominee is more suited to another category, the Coach Development and Recognition Coordinator will be contacted and in turn, contact the Nominator, to have an additional nomination package completed reflecting the Coaches' experience in that particular category.

## **DIRECTIONS**

- Read questions carefully and type your answers on a separate single sided 8.5"x 11" sheet of paper.
- Indicate the Question Number and Letter at the beginning of each answer (i.e. 4 A.).
- Keep answers to each question less than one typed page and the entire nomination form to less than 20 single sided 8.5" x 11" pages.
- Ensure that the last page (Nominator and Nominee information) is complete and the Nominee has signed the form.
- Please see Guidelines and Checklist to ensure all appropriate material is sent in with your nomination.

## **2008 COACHING MANITOBA EXCELLENCE AWARDS NOMINATION FORM**

### **1. CONTRIBUTION TO SPORT**

- 1A. Total number of years the coach has been coaching.
- 1B. Indicate any NCCP course conducting, professional development presentation or any other contributions that the coach has made to the sport (i.e. initiation/implementation of athlete development programs).

### **2. PERSONAL DEVELOPMENT**

- 2A. Indicate the level(s) of certification the coach has attained through the National Coaching Certification Program (NCCP). Be sure to include all levels of certification for Theory / Multisport Modules, Technical (list sport) and Practical (list sport).
- 2B. List any other clinics, seminars or coaching education programs the coach has attended.
- 2C. What recognition (i.e. awards, trophies) has the coach received for his or her contribution to sport?

### **3. COACHING EFFECTIVENESS**

- 3A. What have been the significant accomplishments (i.e. placings, rankings, records) of the coach's teams or athletes over the past 5 years? List any others that may be appropriate.  
Please list accomplishments in the following way:  
Team / Athlete      Sport      Year(s)      Significant Accomplishments
- 3B. How have the coach's teams or athletes demonstrated improvement?  
Provide *specific examples* of athlete/team improvement and achievement of goals.
- 3C. Provide *specific examples* of how the coach demonstrates concern for the all-round development of the athlete in assisting the individual in balancing sport, social and educational needs, and in developing confidence, self-discipline, and respect.

#### 4. LEADERSHIP

##### *CPCA Coaching Code of Ethics*

~ The coaches' statement of values ~

***Integrity:*** The coach must act with integrity (honest, sincere, and honourable) in performing all duties owed to athletes, the sport, other members of the coaching profession, and the public.

***Competence:*** The coach must strive to be well prepared and current in order to fulfill all duties in the respective discipline with competence.

***Athlete's Interest:*** The coach must act in the best interest of the athlete's development as a whole person.

***Respect for the Rules:*** The coach must accept both the letter and the spirit of the rules that define and govern sport.

***Respect for Officials:*** The coach must accept the role of officials in providing judgment to ensure that competitions are conducted fairly and according to the established rules.

***Responsibility to Other Coaches:*** The coach's conduct toward other coaches must be characterized by courtesy, good faith, and respect.

***Personal Conduct:*** The coach must maintain the highest standards of personal conduct and support the principles of fair play.

- 4A. Provide *specific examples* to demonstrate how the coach has promoted or integrated the Coaching Code of Ethics in each of the areas listed above.

#### **ADDITIONAL INFORMATION**

Please attach any supporting documentation.

**The Nomination Deadline is February 29, 2008**

**MAIL TO:  
CMEA  
c/o COACHING MANITOBA  
200 MAIN STREET  
WINNIPEG, MANITOBA  
R3C 4M2**

# 2008 Coaching Manitoba Excellence Awards

## ~ Recognizing a history of dedication to coaching in Manitoba ~

\*This page must be filled out, signed and sent in with the nomination

### Nomination Category: (Check one category only)

- Category I – Grassroots, Vince Leah Award  
 Category II – Developmental, Dr. Jack Hunt Award  
 Category III – High Performance, Peter Williamson Award  
 Category IV – School System, Peter Dick Award  
 Category V – Years of Service Recognition (only to be nominated by the Provincial Sport Governing Body)  
 Category VI – International Coach Recognition  
 **Please check this box if permission is granted to move coach to a more suitable category.**

### Nominee Information:

Name \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
City \_\_\_\_\_ Email \_\_\_\_\_  
Telephone (daytime) \_\_\_\_\_ CC# \_\_\_\_\_

Did the nominee graduate from a Manitoba University Physical Education Degree Program?  
**YES / NO**

### Consent of Nominated Coach:

I, (please print) \_\_\_\_\_ have been consulted and I have reviewed the information contained herein. I certify it to be true and correct and I hereby allow my name to stand for nomination.  
Signature of Nominated Coach  
\_\_\_\_\_

### Nominator Information:

Name \_\_\_\_\_ Organization \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone (daytime) \_\_\_\_\_ Email \_\_\_\_\_

I would like to receive Coaching information via email

Relationship to Coach \_\_\_\_\_

Signature of the Nominator \_\_\_\_\_

### References:

Please provide the names and telephone numbers of two additional references in support of the nominated coach.

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_



**Good Coaches Build Better People**



# International Coach Recognition Form

## 2008 Coaching Manitoba Excellence Awards

### Objective

This recognition acknowledges Manitoba coaches who have coached at International Events in 2007.

### Eligibility

The coach must have coached an International Event, in Canada or overseas.

### Coach Information

Name \_\_\_\_\_ Organization (Sport) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Event \_\_\_\_\_

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Dates \_\_\_\_\_

Ranking \_\_\_\_\_

### Reference:

Name \_\_\_\_\_ Organization (Sport) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

I would like to receive Coaching information via email

**Nomination Deadline: February 29, 2008**



Good Coaches Build Better People



### **CHECKLIST**

- Nomination form is TYPED.**
- Completed nomination is no more than 20 one-sided (8.5" x 11") pages.**
- All additional information/ material is included in the mail-in form or additional information is sent by fax to (204) 925-5916 Attn: CMEA.**
- An action-shot photo of the coach is included (digital copy or original).**
- The nominated coach is actively coaching.**
- The nominator and nominee information/ consent form is filled out, signed and included in the application package.**

**Good Coaches Build Better People**