

## SCA NATIONAL AWARDS 2018 HANDBOOK

### IMPORTANT DATES, INFORMATION AND CATEGORY CRITERIA

#### Friday 27 April 2018

This is the date by which the "Notice of Intention to Enter" (**Page 5 of this handbook**) is to reach:

- Mrs. Jan Teasdale, Co-ordinator SCA National Awards.  
PO Box 968 Cloverdale WA 6985  
Phone: (08) 9470 2664  
Mobile: 0407 442 136  
E-mail: jan.teasdale@sistercitiesaustralia.com

Please print out the 'Notice of Intention to Enter' page, insert the required information and then either scan and email the form or mail a copy of the completed form to Jan. If mailing the document please ensure that you allow sufficient time for it to reach Jan by the closing date above. You will receive the appropriate templates for the categories you have nominated for in the completed 'Notice of Intention to Enter' form by return email.

#### Friday 3 August 2018

This is the date by which submissions must reach the Judges.

- **Email all completed entry forms, and any other relevant files used as supporting evidence, to:**  
Mr Mike Jakins, Senior Judge - SCA National Awards  
mike.jakins@sistercitiesaustralia.com

The judging panel will consist of:

- Chief Judge - Mike Jakins from Rockingham, WA
- Judge - Colleen Kime, Blue Mountains, NSW
- Judge - Michael Greenwood, Parkes, NSW

There will be no extension to the entry deadline. Therefore any forms received by the Chief Judge after the closing date will not be considered by the judges in this year's awards.

The Chief Judge will forward a copy of the received entries to the other members of the judging panel.

### 2018 SCA National Conference – VENUE AND CITY TBC

#### DATES TO-BE-CONFIRMED FOR 2018

Each year an important feature of the Annual Conference is the National Awards Program. These awards aim to encourage and reward excellence and innovation in sister city activities to develop a permanent information resource for members and to provide a forum for information exchange.

The National Awards Program comprises the following members of the National Executive of SCA Inc.

**Co-ordinator**, Mrs. Jan Teasdale; **email**: jan.teasdale@sistercitiesaustralia.com; **phone**: (08) 9470 2664; **mobile**: 0407 442 136  
**Chief Judge**, Mr Mike Jakins; **email**: mike.jakins@sistercitiesaustralia.com; **phone**: (08) 9524 1668; **mobile**: 0417 176 568

Entry in the National Awards is easy - there are set criteria for each category and any entry, no matter how small or simple, is encouraged and welcomed. The three independent Judges' decisions are not made on how much money has been spent or how sophisticated the project has been, but are based on how well each entry meets the criteria as outlined for each category in this handbook. Entrants are required to follow the criteria set out for the various categories in the order in which they appear using the SCA Category Entry Form for those categories you are submitting an entry for.

Copies of the Category Entry Forms can be obtained from Jan Teasdale or Mike Jakins. Guidelines on using the Forms are included on each one, however should you have any questions please contact Mike. The forms are designed for use with MS Word in 'Edit Document' mode and are protected to only allow entering data to support each entry in the specified areas on the form.

# SCA NATIONAL AWARDS 2018 HANDBOOK

## IMPORTANT DATES, INFORMATION AND CATEGORY CRITERIA

### 2018 SCA NATIONAL AWARDS - CONDITIONS OF ENTRY

**ELIGIBILITY PERIOD 2018: 1 APRIL 2017 TO 31 MARCH 2018.**

**Projects within this time-period only are eligible for entry into the 2018 National Awards**

- All Committees and Associations wishing to enter **must** be financial members of SCA Inc.
- Members may enter more than one project in each category.
- Demonstrable change/development **must** be shown if entering a previously entered project.
- A project may be entered in multiple categories.
- The judges have the discretion to transferring entries within categories if they believe it is more suited to the nature of the entry.
- All entries must be submitted on the SCA approved electronic Category Entry Forms and sent to the Chief Judge by the closing date. Guidelines for using the Entry Forms are included on each form, please read carefully before completing your entries.

The following items are to be forwarded by the Chief Judge to the Co-ordinator of the SCA National Awards by no later than **Friday 3 August 2018**.

- **One USB Thumb Drive** containing full details of **all** entries submitted. This will be retained by SCA Inc. as an historical record and on request be made available to members as resource material.
- A copy of the one (1) page Summary for each project entered shall be emailed to the Co-ordinator of the SCA National Awards.

**The Judges decisions shall be final.**

**No correspondence shall be entered into.**

#### **STATIC DISPLAY**

All entrants in the Awards are encouraged to have a Static Display at the Annual SCA National Conference Venue in order to promote their project(s).

Each entrant mounting a display is provided with a display board that is approximately 2m wide x 2m high.

Only material **supporting an entry** in the National Awards is permitted to be placed in the static display. (e.g. photographs, photocopies, maps etc.)

The assembly and disassembly of all static display material is the sole responsibility of the exhibiting member.

### Category No. 1 Community Involvement

**This award is presented for a project that demonstrates the widest possible community participation involving cultural differences or sporting activities between sister cities during the relevant period.**

Refer: 2018 Conditions of Entry on Page 2

**Criteria:** the nomination should be accompanied by the following information.

1. Details and aims of the specific project or projects for which the award is sought.
2. Details of the influence of the project on the community, also the impact on economic and social development.
3. Was any cost involved in the project? Give details.
4. What income, if any, was received? Give details.
5. Details of the cross-section of the community involved in the project, eg: schools, churches, sporting clubs, T.V. or radio stations, etc.
6. An assessment of the effectiveness of the project.
7. Any further details that may be considered appropriate.

### Category No. 2 Youth Project

**This award is presented for a significant youth project that encouraged and stimulated youth participation in the local sister cities program. The project may include any number of activities including sporting, cultural, educational and fundraising projects during the relevant period.**

Refer: 2018 Conditions of Entry on Page 2

**Criteria:** the nomination should be accompanied by the following information.

1. Details and aims of the specific project for which the award is sought.
2. Details of the influence of the project on the community and its impact on economic and social development.
3. Was any cost involved in the project? Give details.
4. What income, if any, was received? Give details.
5. An assessment as to how this youth project encouraged and stimulated participation of youth in the sister cities program.
6. If the project was conducted by young people give an assessment as to how the project contributed significantly to the overall local sister city program.
7. Any further details that may be considered appropriate.

### Category No. 3 New Affiliation

**This award is presented in recognition of new affiliations either completed or well under way during the period under review.**

Refer: 2018 Conditions of Entry on Page 2

**Criteria:** the nomination should be accompanied by the following information.

1. How the decision was made to seek a new affiliation.
2. How the initial contact was made.
3. Provide an analysis of your community and that of the prospective sister-city.
4. Detail how this information was obtained and analysed.
5. What criteria was considered and used in the selection process.
6. Detail how the relationship was formalized.

## IMPORTANT DATES, INFORMATION AND CATEGORY CRITERIA

7. Detail any difficulties encountered and if so how were they overcome?
8. Was any cost involved in establishing the affiliation? Give details.
9. How were these establishment costs funded? Give details.
10. Details of the committee's involvement in the establishment.
11. Outline the aims, both long and short term, of the relationship.
12. Detail of the influence of the project on the community and the impact on economic and social development.
13. Any further details that may be considered appropriate.

### Category No. 4 Trade and Tourism Project

**This award is presented for an imaginative project that furthers the development of tourism and trade between sister cities whilst at the same time promoting the ideals of people-to-people contact during the eligible period.**

Refer: 2018 Conditions of Entry on Page 2

**Criteria:** the nomination should be accompanied by the following information.

1. Full details of the project and its aims.
2. Details of the influence of the project on the community, also details of the impact on tourism, trade and social development.
3. Indicate the extent of community involvement in the program.
4. Detail the extent of the program and sources of funding if applicable.
5. Detail any benefits to the community.
6. Provide an evaluation of the effectiveness of the program.
7. Any further details that may be considered appropriate.

### Category No. 5 Overall Program

**If you have entered this category in earlier years, and are trying again –it is essential that you tell us how each aspect has progressed with the passing of time. Any ongoing project may be entered in subsequent years providing there has been "demonstrable change or development".**

**The "Overall Program Award" is presented to the member that has been able to demonstrate continuity of activity, citizen and community involvement at all levels and shown imagination in a wide range of projects and activities.**

Refer: 2018 Conditions of Entry on Page 2

**Criteria:** the nomination should be accompanied by the following information.

1. Full details of the overall program and its aims.
2. Details of the influence of the project on the community and the impact on economic and social development.
3. Details of the extent and nature of the community involvement in each project.
4. The cost of the various projects including how each project was funded.
5. Provide an evaluation as to the success of the overall program.
6. Provide an indication as to the continuity of the individual projects.
7. Any further details that may be considered appropriate.

# SCA NATIONAL AWARDS 2018

## NOTICE OF INTENTION TO ENTER

Conducted in conjunction with the SCA 2018 Annual Conference to be held in the City of **to-be-announced!**



### Dates to-be-confirmed for 2018

Eligible projects are those that take place between **1<sup>st</sup> April 2017 and 31<sup>st</sup> March 2018**

This form to be completed and sent to Mrs. Jan Teasdale, Co-ordinator, SCA National Awards, no later than **Fri 27<sup>th</sup> April 2018**.  
PO Box 968 Cloverdale WA 6985. Phone: (08) 9470 2664, Mobile: 0407 442 136, Email: jan.teasdale@sistercitiesaustralia.com

(PLEASE PRINT)

Contact Person:	Position Held:	
Name of SCA Member Council/Association:		
Address:		
City:	Postcode:	State:
Phone:	Mobile:	
Email:		

### CATEGORY/CATEGORIES ENTERED

1: COMMUNITY INVOLVEMENT

4: TRADE & TOURISM PROJECT

2: YOUTH PROJECT

5: OVERALL PROGRAM

3: NEW AFFILIATION

**A template for each category entered will be emailed to you on receipt of your completed Notice of Intention form.**

**The final day for 2018 entries to be in the hands of the judges is FRIDAY 3<sup>th</sup> AUGUST, 2018**

**NOTE:** From 2017 all entries are to be completed using the approved SCA Entry Forms that will be made available for each of the five categories. Completed forms are to be sent to the Chief Judge whose details are included on the Entry Form. You will no longer need to print and mail copies of your entries. Full details are in this 2018 Awards Handbook.

The copy of all entries sent to the National Awards Co-ordinator on USB is to be retained by SCA as members' resource material.

The winners of the various categories will be announced, and trophies presented, at the Annual Conference Dinner.

The conference will include a number of opportunities where some of the entrants will be given brief and pointed exposure. If you would like to have your entry considered please indicate below. Time will not permit all to be included and those selected will be strictly limited to a maximum of **5** minutes per presentation.

Do you wish to have your city considered to give a brief presentation? YES  NO

### PROMOTION OF ENTRIES AT THE ANNUAL CONFERENCE

To assist each entrant in mounting a static display (encouraged to promote your entry) at the Conference, display panels approximately 2m high x 2m wide will be provided. Equipment such as TV, video and IT aids may be available for hire at your cost.

Please indicate by ticking the appropriate box below if you require the organisers to reserve for hire any of the following items:

TV/MONITOR

VIDEO/DVD PLAYER

OTHER IT EQUIPMENT (if available, please specify your requirements below:

**PLEASE PRINT, FILL AND RETURN – EITHER SCAN AND EMAIL OR POST**