



# ENTRY GUIDE

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**Welcome to the ukactive Awards.** The largest and most prestigious accolades of their kind, these awards are designed to recognise and celebrate excellence and innovation across health, wellbeing and fitness in the UK. Judged by independent panels of leaders and experts from a range of sectors and industries, they shine a light on outstanding achievement and honour the best of the best.

Enter the ukactive Awards to champion the added value that you bring to the physical activity sector by promoting the importance of leading a healthy lifestyle and getting more people, more active, more often.

#### Key dates

Stage 1 Entry Deadline	5pm - Friday 15th March
Stage 1 Survey Deadline*	Monday 8th April
Finalists Announced	Wednesday 10th April
Stage 2 Mystery Shops/Digital Review**	Monday 15th April - Sunday 12th May
Stage 2 Panel Presentations	Week commencing - 29th April
ukactive Awards Ceremony	Thursday 6th June

*\*These dates are subject to change. Please keep an eye on your emails for any updates should there be any*

\*only applicable for A1 Club/Centre and A4 Workplace Wellbeing

\*\* only applicable for A1 Club/Centre Finalists

#### Award categories

The categories are divided into 3 award groups: **Business Excellence, Specialist Impact and Individual Achievement.**

#### Group A: Business Excellence

- A1. ukactive Regional and National Club/Centre of the Year
- A2. ukactive Supplier of the Year
- A3. ukactive New Concept, Build or Design of the Year
- A4. ukactive Workplace Wellbeing Programme of the Year

#### Group B: Specialist Impact

- B5 - ukactive Kids
- B6 - ukactive Healthy Communities
- B7 - ukactive Activation of the Year
- B8 - ukactive Marketing Campaign of the Year
- B9 - ukactive Inclusion and Disability
- B10 - ukactive Insight of the Year
- B11 - ukactive Digital Transformation of the Year

#### Group C: Individual Achievement

- C12 - ukactive Physical Activity Champion of the Year
- C13 - ukactive Transformational Leadership
- C14 - ukactive Unsung Hero
- C15 - ukactive Personality of the Year

**ukactive Outstanding Organisation of the Year** - entry into this category is automatic for any organisation that submits 3 or more entries into any of the A or B group award categories. Assessment will be based on performance, impact and sustainability as demonstrated across the categories entered.

#### Entry cost

£195 + VAT for ukactive members

£295 + VAT for non-members

\*if interested in becoming a member click **HERE**

## Group A: Business Excellence

### A1. ukactive Regional & National Club/Centre of the Year

Is your facility one to shout about? Can you demonstrate a passion for and commitment to your business, members and staff that makes you stand out from the crowd?

#### Who should enter?

This category is open to any UK based club or centre - from small independents, studios and boutiques, through to low-cost budget gyms, local authority/leisure trust operated centres, and clubs that are part of a nationwide chain. The only stipulation is that you must have been operating for at least 12 months by 31st December 2018.

You need not have the biggest facility, or the widest offer; this award is suitable for all types of facilities in the sector with the focus on the degree to which they meet the needs of their customers, staff and the local community.

Entry is according to the region where your club is located, either:

- I. Scotland
- II. Wales & Northern Ireland
- III. North
- IV. Midlands
- V. South
- VI. London

There will be one winner from each of the above regions. The 6 regional winners will also go head to head to decide on the National Club/Centre of the Year winner.

#### Entry cost

£195 + VAT for ukactive members

£295 + VAT for non-members

\*if interested in becoming a member click [HERE](#)

#### What are the judges looking for?

This award is about running a great business that your customers love going to and your staff love working at - irrespective of the size of the facility, range of services on offer, or the part of the market you serve.

#### Next steps?

Register and pay for your entry and you'll be able to access and complete the written submission. The deadline for receipt of your entry is **Friday 15th March**.

As part of the process, we also want to hear what your customers/members have to say. Once entries close you'll be sent a survey link and full details on how to promote and distribute as widely as possible. You will then be required to send the link to your members aiming to achieve as diverse a response rate as possible. Surveys will close on **Monday 8th April**.

Clubs/centres with the highest scores coming out of the survey process (up to 6 per region) will go forward as finalists to stage 2 of the assessment, which will be a mystery shop and digital review. This will take place between **Monday 15th April and Sunday 12th May** and full details will be sent out to all finalists after the announcement on **Wednesday 10th April**.

The clubs/centres with the highest combined scores from the above two stages will be the Regional Club/Centre of the Year winners within their respective regions and will automatically go forward to a third and final assessment to decide on the National Club/Centre of the Year winner.

## Group A: Business Excellence

### A2. ukactive Supplier of the Year

Are you a role model supplier leading the way with your outstanding products or services and positive, can-do attitude? Are you always looking for ways to improve and broaden impact and never standing still?

#### Who should enter?

This category is open to any organisation providing a product or service in the fitness, wellbeing and physical activity sector to support organisations delivering frontline services.

#### These include:

Fitness Equipment  
Club Management  
Technology Providers (including business and fitness technology)  
Learning & Development  
Professional & Platform Business Services  
Apparel Supplier

There are a vast number of vital products and services provided to the sector – you might be an equipment supplier, a training or technology provider, a recruitment or a design specialist. This isn't about what you do – it's how well you do it. You must however have been supplying your product or service to the sector for at least 12 months by 31st December 2018.

#### Entry cost

£195 + VAT for ukactive members

£295 + VAT for non-members

\*if interested in becoming a member click [HERE](#)

#### What are the judges looking for?

This award is about being a stand-out supplier, striving for excellence and determined to do the very best for your customers.

#### Next steps?

Register and pay for your entry and you'll be able to access and complete the written submission. The deadline for the written submission is the **15th March**.

Stage 1 is an assessment of your written submission and finalists will be chosen to go through to stage 2. If you make the shortlist and through to stage 2, you'll be invited to present to our judging panel in London **week commencing 29th April**.

## Group A: Business Excellence

### A3. ukactive New Concept, Build or Design of the Year

Are you responsible for a creative, intelligent and innovative new concept, build or design that is changing the way people feel about and engage with physical activity?

#### Who should enter?

This category is open to architects, designers, builders, owners- anyone taking the lead in the re-imagining, re-energising or re-design process, and leaving behind compelling environments that serve to inspire more people, to be more active, more often.

This is about innovative, new approaches that push the boundaries. You need not have been operating for a 12-month period or even be permanent in nature - but we do need to see evidence of successful implementation/delivery.

#### Entry cost

£195 + VAT for ukactive members

£295 + VAT for non-members

\*if interested in becoming a member click [HERE](#)

#### What are the judges looking for?

This is about a stand out, game-changing project - both the idea and its development and execution.

#### Next steps?

Register and pay for your entry and you'll be able to access and complete the written submission. The deadline for the written submission is the **15th March**.

Stage 1 is an assessment of your written submission and finalists will be chosen to go through to stage 2. If you make the shortlist and through to stage 2, you'll be invited to present to our judging panel in London **week commencing 29th April**.

## Group A: Business Excellence

### A4. ukactive Workplace Wellbeing Programme of the Year

Is employee wellbeing a priority for your business? Are you proud of your organisation's approach to promoting an active, healthy, and happy workplace?

#### Who should enter?

This category is open to any UK based employer with a Wellbeing Programme that truly adds value and makes a tangible difference to the health, happiness and productivity of their staff.

You can be a small, medium or large organisation working in any sector as long as you can evidence a commitment to providing holistic and organisation-wide wellbeing initiatives. We want to hear about the very best approaches, and the very best results, wherever they come from.

#### Entry cost

£195 + VAT for ukactive members

£295 + VAT for non-members

\*if interested in becoming a member click **HERE**

#### What are the judges looking for?

Are you a stand-out employer working with and for your employees? Judges will be looking at how you've taken the views of your employees on board to develop and deliver a programme that helps to foster a workplace environment where people thrive.

#### Next steps?

Register and pay for your entry and you'll be able to access and complete the written submission. The deadline for the written submission is the **15th March**.

As part of the process we also want to hear what your employees have to say. Once entries close you'll be sent a survey link and full details on how to promote and distribute as widely as possible. You will then be required to send the link to your employees aiming to achieve as diverse a response rate as possible. Surveys will close on **Monday 8th April**.

Stage 1 is an assessment of your written submission and the survey. Finalists will be chosen to go through to stage 2 from these results.

If you make the shortlist and through to stage 2, you'll be invited to present to our judging panel in London **week commencing 29th April**.

### Group B: Specialist Impact

#### B5. ukactive Kids

Do you truly inspire children and young people to be more active, more often? Does your product or programme provide the spark that gets children and young people motivated and excited to be active - at home, at school or in their community?

#### Who should enter?

This award is open to any high impact product, programme or service that effectively and innovatively engages, promotes and sustains physical activity behaviours amongst children and young people.

#### Entry cost

£195 + VAT for ukactive members

£295 + VAT for non-members

\*if interested in becoming a member click **HERE**

#### What are the judges looking for?

This is about grabbing the judges' attention with your ideas and execution. Can you demonstrate your commitment to improving the lives of children and young people, encouraging them to adopt and maintain a physically active lifestyle? Can you evidence the positive impact you have had on young lives to date?

#### Next steps?

Register and pay for your entry and you'll be able to access and complete the written submission. The deadline for the written submission is the **15th March**.

Stage 1 is an assessment of your written submission and finalists will be chosen to go through to stage 2. If you make the shortlist and through to stage 2, you'll be invited to present to our judging panel in London **week commencing 29th April**.



## Group B: Specialist Impact

### B6. ukactive Healthy Communities

Are you working on a project that has focussed on getting communities healthier and more active? Are you able to demonstrate tangible success?

#### Who should enter?

This category is open to any organisation leading/delivering a physical activity focused programme, product or initiative that benefits the wider community, and has been operating for a minimum of 12 months by 31st December 2018.

It doesn't matter how big or small your effort may be, what we are looking for is tangible and measurable outcomes, and widespread backing from your beneficiaries or local stakeholders.

#### Entry cost

£195 + VAT for ukactive members

£295 + VAT for non-members

\*if interested in becoming a member click [HERE](#)

#### What are the judges looking for?

This is about working to inspire the wider community to make physical activity a part of its DNA. Judges will be looking at the ways you engage with communities and how you've used their specific needs to shape your initiative and deliver significant results.

#### Next steps?

Register and pay for your entry and you'll be able to access and complete the written submission. The deadline for the written submission is the **15th March**.

Stage 1 is an assessment of your written submission and finalists will be chosen to go through to stage 2. If you make the shortlist and through to stage 2, you'll be invited to present to our judging panel in London **week commencing 29th April**.

### Group B: Specialist Impact

#### B7. ukactive Activation of the Year

Have you successfully activated an event, campaign or activity that has helped to inspire people to be more active?

#### Who should enter?

This category is open to any organisation that has activated an event or campaign in the last 12 months that has inspired people to be more active in any setting: whether that be in their home, in the gym or leisure centre, on the way to or at work, or outdoors.

#### Entry cost

£195 + VAT for ukactive members

£295 + VAT for non-members

\*if interested in becoming a member click **HERE**

#### What are the judges looking for?

The judges will be looking to see if your event, campaign or activity has successfully implemented and inspired more people to be more active. Key areas they will be looking at are:

1. What reach your activation has had.
2. How you implemented your event, campaign or activity? Include stakeholder engagement and how you delivered your communications and engagement in the run up.
3. What impact did your activation have and what measurements and evaluations did you undertake.

#### Next steps?

Register and pay for your entry and you'll be able to access and complete the written submission. The deadline for the written submission is the **15th March**.

Stage 1 is an assessment of your written submission and finalists will be chosen to go through to stage 2. If you make the shortlist and through to stage 2, you'll be invited to present to our judging panel in London **week commencing 29th April**.

### Group B: Specialist Impact

#### B8. ukactive Marketing Campaign of the Year

Did you deliver an innovating marketing campaign which highlighted the role of physical activity to society whilst helping you deliver your business objectives?

#### Who should enter?

This category is open to any organisation that has delivered an advertising or wider marketing campaign over the last 12 months which has been creative, innovative and helped raise the profile of physical activity, whilst meeting the wider campaign objectives to your business.

#### Entry cost

£195 + VAT for ukactive members

£295 + VAT for non-members

\*if interested in becoming a member click **HERE**

#### What are the judges looking for?

The judges will be looking to see if you have successfully delivered an innovative marketing campaign to highlight the role of physical activity which in turn has helped deliver your business objectives. Key areas they will be looking at are:

1. What reach your marketing campaign has had and the channels you chose to engage with your audience.
2. What impact the marketing campaign has had on your business and audience.
3. What you are doing to evolve your marketing campaign in the future

#### Next steps?

Register and pay for your entry and you'll be able to access and complete the written submission. The deadline for the written submission is the **15th March**.

Stage 1 is an assessment of your written submission and finalists will be chosen to go through to stage 2. If you make the shortlist and through to stage 2, you'll be invited to present to our judging panel in London **week commencing 29th April**.

### Group B: Specialist Impact

#### B9: ukactive Inclusion and Disability

Is your focus on removing barriers to physical activity and increasing engagement for those with a physical or mental disability?

#### Who should enter?

This award recognises any organisation with a programme, project or initiative that embodies the very best of an inclusive mindset and is able to demonstrate a disabled customer or colleague strategy that welcomes people from all backgrounds and circumstances.

#### Entry cost

£195 + VAT for ukactive members

£295 + VAT for non-members

\*if interested in becoming a member click **HERE**

#### What are the judges looking for?

This is about your dedication to broadening opportunities for those with a physical or mental disability - for your customers, your workforce or both. Our judges want to know what inclusivity and diversity means to your organisation, what you do, the challenges you face and the difference you have made.

#### Next steps?

Register and pay for your entry and you'll be able to access and complete the written submission. The deadline for the written submission is the **15th March**.

Stage 1 is an assessment of your written submission and finalists will be chosen to go through to stage 2. If you make the shortlist and through to stage 2, you'll be invited to present to our judging panel in London **week commencing 29th April**.

### Group B: Specialist Impact

#### B10: ukactive Insight of the Year

Have you undertaken or commissioned a research project that has made a notable impact through driving forward the physical activity agenda?

#### Who should enter?

This category is open to any organisation or individual who has undertaken high quality research and/or analysis over the last 12 months that has/will help inform the physical activity agenda, drive change and support ukactive's aim of getting more people, more active, more often.

If you have been involved in a proactive evaluation or research project in the last 12 months, tell us about it.

#### Entry cost

£195 + VAT for ukactive members

£295 + VAT for non-members

\*if interested in becoming a member click [HERE](#)

#### What are the judges looking for?

Judges are looking for projects, individuals or teams that embody the ethos of the ukactive Research Institute to grow the evidence base for physical activity, translating academic expertise into real world impact.

#### Next steps?

Register and pay for your entry and you'll be able to access and complete the written submission. The deadline for the written submission is the **15th March**.

Stage 1 is an assessment of your written submission and finalists will be chosen to go through to stage 2. If you make the shortlist and through to stage 2, you'll be invited to present to our judging panel in London **week commencing 29th April**.

### Group B: Specialist Impact

#### B11: ukactive Digital Transformation of the Year

Have you developed and / or adopted a digital approach, or been on a journey of digital transformation, that has transformed your operations, performance and service? Can you evidence the impact that it has made?

#### Who should enter?

This category is open to any organisation that has successfully developed, adopted and / or delivered a digital approach within their business, or been on a journey of digital transformation. This could be digital technologies that enable better business operations, increased performance, deeper insight and enhanced experiences, ultimately getting more people, more active, more often. Whilst we want to hear about the implementation of digitally led product innovations, we are especially interested in hearing about stories of digital journeys that have led to fundamental changes in mindset, operation and performance at all levels of the business. Have you got a story to tell which can inspire others, and demonstrate the position of the sport and physical activity sector at the vanguard of the digital industrial revolution?

#### Entry cost

£195 + VAT for ukactive members

£295 + VAT for non-members

\*if interested in becoming a member click [HERE](#)

#### What are the judges looking for?

Judges in the Digital Transformation category are looking for applications from businesses who have successfully used digital technologies to create positive and long-lasting impact within their businesses.

#### Next steps?

Register and pay for your entry and you'll be able to access and complete the written submission. The deadline for the written submission is the **15th March**.

Stage 1 is an assessment of your written submission and finalists will be chosen to go through to stage 2. If you make the shortlist and through to stage 2, you'll be invited to present to our judging panel in London **week commencing 29th April**.

### Group C: Individual Achievement

#### C12. ukactive Physical Activity Champion of the Year

Do you know a superstar individual who is able to demonstrate an awesome dedication to physical activity, as well as a tireless ability to inspire and motivate people to be more active?

#### Who should enter?

This category is open to any standout, frontline volunteer, instructor or trainer.

#### Entry Cost:

For each paid-for entry in the A or B category groups, you are entitled to submit one entry into either C12, C13 or C14 free of charge. If you have not entered any of the paid for categories, the charge will be as follows:

£195 + VAT for ukactive members

£295 + VAT for non-members\*

\*if interested in becoming a member click [HERE](#)

#### What are the judges looking for?

Our judges want to hear about those special people who change lives; those inspirational, tireless activists and people upon whom our mission of getting more people, more active, more often relies. This is for those people who know no other option than going the extra mile for their customers, communities, colleagues. Judges will be looking for individuals who are the very embodiment of the ukactive mission, with an extensive track record of showing the impact that they have achieved.

#### Next steps?

Please complete the written nomination. The deadline for the written submission is the **15th March**.

You'll be asked to supply a photo of your nominee along with a summary of their key achievements and why you believe they deserve to win this award.

**Please be sure to ask for your nominee's permission first.**

Stage 1 will be an assessment of the written submission for the nominee, from this a shortlist will be created. The nominees in this shortlist will enter stage 2 which is a public vote via the ukactive Awards website.

The person who submitted the nomination will receive a link to the public vote and it is up to you how this link is shared to maximise votes.

Please note that votes are limited to one vote per person and any evidence of not adhering to this will result in disqualification. The votes will be open from **Monday 15th April to Monday 29th April**.

### Group C: Individual Achievement

#### C13. ukactive Transformational Leadership

This category recognises a high-performing management team that can demonstrate how they have overcome a significant organisational challenge through a combination of effective strategy, staff development and inspirational leadership.

#### Who should enter?

This award is open to all companies and could be a local authority operator which has harnessed innovation to transform their delivery, a supplier which has made huge strides expanding into challenging new markets or a not-for-profit which has broken new ground to divest from reliance on traditional funding streams.

#### Entry cost

For each paid-for entry in the A or B category groups, you are entitled to submit one entry into either C12, C13 or C14 free of charge. If you have not entered any of the paid for categories, the charge will be as follows:

£195 + VAT for ukactive members

£295 + VAT for non-members\*

\*if interested in becoming a member click [HERE](#)

#### What are the judges looking for?

Judges will be particularly keen to learn how the team worked with colleagues and partners to develop the skills and competencies required to address the challenge, whilst delivering tangible strategies and goals through motivational leadership.

Please note that ukactive will work with successful applicants to develop a series of best practice case studies that can be used to help train and shape the future of the sector. Your permission to take this forward will be an entry requirement, although sensitive information can be redacted.

#### Next steps?

Register and pay for your entry and you'll be able to access and complete the written submission. The deadline for the written submission is the **15th March**.

Stage 1 is an assessment of your written submission and finalists will be chosen to go through to stage 2. If you make the shortlist and through to stage 2, you'll be invited to present to our judging panel in London **week commencing 29th April**.



### Group C: Individual Achievement

#### C14. ukactive **Unsung Hero**

Do you know someone with a truly inspirational story that will make everyone sit up and listen?

#### Who should enter?

This category is open to any individual with a story to tell around physical activity and fitness and what it means to them and is free to enter if you have entered one of the paid-for categories in the A or B group of awards.

Entrants could be drawn from the millions of people for whom physical activity is now an essential part of their life. What special, inspirational people do you have using your facilities or services who fit the bill? Tell us about them! We want these 'ukactivists' to help inspire the nation proving that physical activity can have a transformational impact on health, happiness and wellbeing.

#### Entry Cost:

For each paid-for entry in the A or B category groups, you are entitled to submit one entry into either C12, C13 or C14 free of charge. If you have not entered any of the paid for categories, the charge will be as follows:

£195 + VAT for ukactive members

£295 + VAT for non-members\*

\*if interested in becoming a member click **HERE**

#### What are the judges looking for?

Our judges want to hear about inspirational, go-getting individuals - their goals, motivation, challenges and success.

#### Next steps?

Please complete the written submission online by the deadline of **15th March**. After this date the submission will be read and assessed by a specialist panel who will decide on the winner of this category.

**Please be sure to ask for your nominee's permission first.**

### Group C: Individual Achievement

#### C15. ukactive Personality of the Year

This is a special award that lies within the gift of the ukactive Board and will be presented to a well-known personality in recognition of their outstanding contribution to raising the value and importance of physical activity to society. It seeks to recognise a public figure who embodies the values of ukactive and works tirelessly throughout the year to spread its mission.

#### Next steps?

Do you know someone who fits the bill? All entrants into the 2019 ukactive Awards will be able to submit a nomination upon completion of their written submission. **All nominations are free of charge.**

All nominations received will be reviewed and assessed by a senior ukactive panel and the recipient will be revealed at the Awards Ceremony on **Thursday 6th June.**

**ukactive Outstanding Organisation of the Year**

**This is the big one, our Grand Prix, and the most coveted award in the sector.**

Entry into this category is automatic for any organisation that submits 3 or more entries into any of the A or B group award categories.

Assessment will be based on performance, impact and sustainability as demonstrated across the categories entered. The winner will be selected by a special jury chaired by Baroness Tanni Grey-Thompson, Chair of ukactive's Board of Directors.

The winning organisation will be revealed at the finale of the 2019 ukactive Awards Ceremony on **Thursday 6th June**.

ukactive will contact all entrants who are eligible for consideration once all the entries have been received in **March 2019**.

### Why enter?

- **Raise your profile** and showcase your achievements to your customers, employees, stakeholders and competitors.
- **Benchmark yourself** against the very best in the sector. Taking part will give you a unique insight into the performance of your organisation against others.
- **Boost morale throughout your organisation and reward hard working teams and individuals.**
- **Celebrate excellence** - join like-minded friends and colleagues at the glittering ukactive Awards Ceremony, taking place on the evening of Thursday 6th June at our stunning new home, Manchester Central!

### How to enter

All categories require a written submission and all entries must be made online via the Active Uprising website.

Please note: there is a different submission template for each category, with different criteria and focus areas.

There are no restrictions on the number of categories you can enter, and entries are welcomed from ukactive members and non-members alike.

Please follow the step-by-step process outlined below:

1. Read through the full list of award categories, definitions and entry criteria.
2. Decide on the category/categories you wish to enter.
3. Register and pay
4. Once payment has been received, you will be able to access the online submission templates and all the information you 'll need to complete and submit your entry/entries.
5. All entries must be submitted by **5pm on Friday 15th March**

# How to enter the ukactive Awards

Need some help to get your head around the process?

See the step by step visual below:



## The entry and assessment process

### Entry

A written submission is required for all categories. This is your opportunity to tell us about your achievements and what sets you apart, so make sure you read through the questions carefully and spend some time formulating your answers. All word limits are on each question so please do keep this in mind when drafting your application.

When you are satisfied with the information you have provided and are ready to submit your entry, you'll need to upload a high-resolution company logo (EPS. format no less than 300dpi) or, if you are submitting a nomination for either the **ukactive Physical Activity Champion of the Year**, or the **ukactive Unsung Hero**, an image of the nominated individual (JPEG/PNG format, no less than 300dpi).

Please note: as part of the process, the following categories:

**A1 ukactive Club/Centre of the Year and A4 ukactive Workplace Wellbeing Programme of the Year** also require surveys. Once entries close on **Friday 15th March**, you'll be sent a survey link and full details on how to promote and distribute as widely as possible. You will then be required to send the link to your members/employees aiming to achieve as diverse a response rate as possible. Surveys will close on **Monday 8th April**.

### Assessment

#### Category A1 - ukactive Club/Centre of the Year

There is no formal judging process for this category. Assessment will be based on the scores allocated via the customer insight survey. The highest scoring entries (up to 6 per region) will be announced as finalists on **Wednesday 10th April**.

Finalists will go forward to stage 2 of the assessment process – a mystery shop and digital review, which will take place between **Monday 15th April** and **Sunday 12th May**. Full details of the process and requirements will be shared with all shortlisted entrants when they're notified of their success on **10th April**.

The six entries with the highest combined scores from the above two stages will be the **ukactive Club/Centre of the Year** winners within their respective regions.

All six regional winners will automatically go forward to a third and final assessment to decide on the **National Club/Centre of the Year** winner, which will be the club with the highest combined score from amongst the 6 regional winners.

#### Categories A2 - B11 & C13

Submissions into categories A2 - B11 & C13 will undergo an initial assessment by external independent panels. Each panel will draw up a shortlist of up to 8 finalists per category to go forward to the next stage. Finalists will be announced on **Wednesday 10th April**.

For stage 2 of the assessment, representatives from each finalist organisation will be invited to present to an expert judging panel in London **week commencing 29th April**. The judges will decide on one winner per award category.

Finalists will receive guidance from ukactive on the format and length of the presentations, what should be included, and the topics they should be prepared to answer questions on when they are notified of their success.

If a finalist cannot make the scheduled date in person, we will endeavour to arrange a video conference as an alternative. Please note that finalists are responsible for meeting any travel and accommodation costs incurred when attending the panel presentation.

### Categories C12 & C14

All entries will be reviewed by our judges and up to 8 finalists will be agreed across each of the award categories. Winners will be decided by public vote (C12), and panel review (C14).

### ukactive Outstanding Organisation of the Year

Entry into this category is automatic for any organisation that submits 3 or more entries into any of the A or B group categories.

Assessment will be based on performance, impact and sustainability as demonstrated across the categories entered. The winner will be selected by a special jury chaired by Baroness Tanni Grey-Thompson, Chair of ukactive's Board of Directors.

All winners will be revealed at the Awards Ceremony on the evening of **Thursday 6th June**.

If you have any questions about the entry or assessment process, please contact the events team on [events@ukactive.org.uk](mailto:events@ukactive.org.uk) or call 020 7400 8600.

### Payment

Payment must be made when you register, and in advance of submitting your entry/entries - either by credit card, or within 30 days of receipt of your invoice if you are a ukactive member. If payment is not received in full by the stated deadline 15th April 2019 (or before depending on application if paying by card) or as per the 30 day payment policy of the invoice created, entries may be disqualified and removed from the assessment/judging process.

Once you've registered and paid, you'll receive a confirmation email and will have full access to the online entry platform, submission templates and all the information you'll need to progress your entry/entries. This online portal will allow you to start your submission, save your progress and if necessary complete at a later date."

Please be sure you read through the category definitions, entry criteria and Terms and Conditions carefully in advance of registering and paying for your entry/entries. Once payment has been made, no refunds can be given.

### Costs

£195 + VAT for ukactive members

£295 + VAT for non-members\*

\*if interested in becoming a member click **HERE**

\*Please note for each paid-for entry within the A or B group of awards, you can submit one entry into Physical Activity Champion of the Year (C12), Transformational Leadership of the Year (C13) or Unsung Hero Award (C14) free of charge. If you are not submitting any other entries, the charge will be as stated above.

### Entry tips

We appreciate that entering Awards is a time-consuming undertaking. While there's no secret formula that will guarantee success, below are a few pointers that we hope will make the process a little easier.

- There are some new opportunities and updates for 2019 so when deciding which category or categories to enter make sure you take the time to carefully read through the list of categories and criteria to decide on your best fit.
- All categories require a written submission and answers can be given in prose or bullet format. This is your showcase - make sure it reflects the very best of what you do. To view the submission templates in advance of registering and submitting payment, please visit the awards website - [www.activeuprising.com](http://www.activeuprising.com)
- Space is limited, so please be clear, succinct and specific. Identify your offer and what you deliver and tell us what's great about it!
- Please provide tangible evidence of success. Shower us in statistics, anecdotes, facts and figures. Evidence should be concise and stand up to scrutiny.
- Judges will be looking to reward recent success and will therefore expect to see evidence relating to achievements between January 2018 and end of February 2019. While the programme/project/initiative does not necessarily need to be 'new' or 'recent', make sure the successes outlined within your submission fall within these dates.
- Please note the word count for each section. Any words that exceed the limit may not be considered. Keep it relevant and make sure every detail you supply counts.
- If you are embedding website or video links within your written summaries, these will be noted but not studied in detail by the judges. This part of the assessment is about capturing information and providing context through the written process and within the word count.
- Don't forget that awards are never given to people or organisations simply doing their jobs and the ukactive Awards are no different. There has to be something that sets your entry apart and makes it stand out from the crowd. First and foremost, these awards exist to reward and celebrate excellence and innovation.
- And finally... when you've finished putting your entry together, why not ask someone who wasn't involved in the process to have a read through it? Sometimes a fresh pair of eyes can add valuable perspective and make all the difference.



## FAQ Page

### I'm not sure which category to enter?

We would encourage you to read the criteria for each relevant category to see which one(s) are right for you. If you're still not sure, please feel free to call **0207 400 8600** and someone will be happy to help.

### What are the key dates?

Entries open: Now!

Entries deadline: Friday 15th March 2019

Finalists Announced: 10th April 2019

Judges' House & Drinks Reception: w/c 29th April 2019

### How much does it cost to enter?

£195 + VAT for ukactive members

£295 + VAT for non-members\*

\*if interested in becoming a member click **HERE**

Please note that the following categories - C12 Physical Activity Champion, C13 Transformational Leadership and C14 Unsung Hero are free to enter if you have entered any of the other paid-for awards within groups A or B.

### How do I enter?

You can view all the categories available to enter **HERE** or download our **ENTRY GUIDE**. You can find out more information about each category by clicking on **FIND OUT MORE** at the bottom of each category. This will provide you with the cost of entering, what the judges will be looking for and next steps. To enter that specific award, select the **ENTER NOW** button where you will be able to complete a registration form giving you access to the application form.

### I've submitted my registration online and paid for my entry, now what?

Once you have completed the registration form and paid for your entry, you will receive an automated email from ukactive events with a link to the application form and your login details. Follow the link and enter your login details, this will give you access to completing the application form for the category you would like to enter.

If you have paid for more than one entry you will be able to complete two application forms for the categories you would like to enter.

### I've submitted my information online, but I haven't received an email?

Please check your junk mail. If you still don't have an email please contact [events@ukactive.org.uk](mailto:events@ukactive.org.uk)

### Will I receive feedback if my entry is not shortlisted?

Yes, we will be collating all feedback from each stage and will issue it out after the awards ceremony. All award entries will receive feedback by the end of June.

### I have started my application but not finished it, can I come back to it?

Absolutely. If you have started your application and want to come back to it, hit the 'save' button and you can return to your application later on.

### Can't find what you're looking for?

Please contact the ukactive Events team on [events@ukactive.org.uk](mailto:events@ukactive.org.uk) with any further questions.

### Terms & Conditions of Entry

These are the terms and conditions upon which each entry into the ukactive Awards 2019 shall be subject.

All entrants shall be bound by these terms and conditions and all entries shall be considered and judged in accordance with these terms. ukactive reserves the right to amend these terms and conditions at any time, and such changes shall be deemed notified to entrants by their publication online.

1. By submitting an entry/entries, you confirm that you accept these terms and conditions and that you have the agreement of all associated parties the submission/s be made.
2. Each entry must be completed in full and received on or before the closing date of 5pm, Friday 15 March 2019. ukactive cannot guarantee that entries received after this deadline will be considered.
3. You may enter multiple categories. Each time an entry is submitted, the entry fee is payable.
4. Payment must be made when you register, prior to creating and completing your entry/entries (please see the How to Enter and Payment sections of the Entry Guide and the ukactive Awards website for further details).
5. Entrants may make payment of the stipulated amount by credit card, or within 30 days of receipt of the ukactive invoice if this is the chosen payment method (for ukactive members only). If payment is not received in full by the stated deadline 15th April 2019 (or before depending on application if paying by card) or as per the 30 day payment policy of the invoice created, entries may be disqualified and removed from the assessment/judging process.
6. Once payment has been made no refunds can be issued.
7. ukactive reserves the right to cancel the Awards at any stage. In the event of such cancellation, entry fees received will be fully refunded. For the avoidance of doubt, ukactive shall not be liable to entrants in respect of any additional costs or consequential losses incurred by entrants as a result of any such cancellation.
8. By submitting an entry you agree to participate according to the assessment and judging processes outlined in the Entry Guide and on the ukactive Awards website.
9. Entrants must not seek to make contact with, or attempt to influence the judges in any way. If this is evident, the entrants and corresponding application will be disqualified from the process
10. In the course of assessing an entry, the judges may request further information about the entry from the person named as the primary contact at the point of registration.
11. Upon submitting an entry/entries, entrants automatically confirm that the information supplied is truthful and accurate. If this information is subsequently found to be incorrect, the entry or entries may be disqualified and withdrawn from the awards competition. In the event of disqualification through the provision of inaccurate information or materials, the entry fee will not be refunded.
12. ukactive reserves the right to (i) disqualify entries which do not comply with these conditions, (ii) remove categories without notice and (iii) move an entry to another category without notice if we feel it would be better suited in that category.
13. No commercial confidences will be broken – all ukactive awards judges and third parties involved with the judging process operate on an NDA basis.
14. All decisions relating to the shortlisting and granting of awards in the course of the judging of the ukactive Awards will be final, and no correspondence or discussion will be entered into by the judges or the ukactive team in relation to those
15. Personal information relating to individuals provided by the entrant shall be stored and processed by ukactive for use solely in connection with the Awards and such information shall not be distributed to third parties, not related to the judging process, without the relevant individual's prior consent. Such information will only be disclosed to a third party with prior notice when ukactive believes such disclosure to be required by law or regulation or to be necessary to defend the rights of ukactive, the safety of the public or other entrants.

16. Should an entry progress to finalist status in any category, ukactive will pass entrants' contact details on to the awards' sponsors/partners and facilitate introductions to those sponsors/partners with all category winners. Your agreement to this was/will be sought when you register and pay for your entry/entries.
17. By entering the ukactive Awards, entrants, should they progress to finalist status, agree to participate in publicity and material resulting from the Awards if requested to do so by ukactive (in the run-up to the awards evening, on the date of the Awards Ceremony and subsequently in any publicity regarding the ukactive Awards) and ukactive reserves the right to use the details of successful entrants in any publicity or material.
18. ukactive will work with successful entrants to develop a series of best practice case studies to be shared at future events, in varying formats, to promote and facilitate ongoing sector learning and development. Entrants' permission to take this forward will be assumed upon receipt of entry, although any confidential/sensitive information provided can be redacted on request.
19. ukactive or pre-authorised sponsors and partners may record or photograph part of, or the entire assessment process and the event, and it is possible that you will be filmed, photographed or recorded. ukactive and its partners retain the right to use any such media for promotional/PR purposes.
20. ukactive will not share any information marked 'confidential' from any entrant's application
21. Entrants will not seek to penalise, prosecute or claim compensation from the organisers, sponsors, presenters or participants for injury, loss or damage, throughout the assessment process, mystery shops or awards evening.
22. The Awards and these Terms and Conditions are governed by the laws of England and Wales and are subject to the exclusive jurisdiction of the Courts of England and Wales.

If you have any additional questions regarding the entry process, please contact Events Team at [events@ukactive.org.uk](mailto:events@ukactive.org.uk) or call **0207 400 8600**

### Contact Us

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T 020 7400 8600  
E [info@ukactive.org.uk](mailto:info@ukactive.org.uk)

### About ukactive

ukactive is a not-for-profit body comprised of 4000+ members and partners from across the UK active lifestyle sector. Our focus is a long standing and uncompromising vision to get more people, more active, more often.

If you are interested in learning more about ukactive and the many benefits of becoming a member, please contact the membership team by calling **020 7400 8600**.

If you have any questions regarding your eligibility or putting together an entry, please contact the Events Team at [events@ukactive.org.uk](mailto:events@ukactive.org.uk) or call **020 7400 8600**.