

## **Doc 01    General Submissions Guidelines**

### **SAGTA Awards Program**

Thank you for your interest in nominating a person for a SAGTA Award. This document provides Additional Submission Guidelines for your nomination. Please read each section carefully, and sign where directed on the Contact Information form, that you have read and have complied with these directives. This is a *must read* document for your nomination.

Application guidelines found at [www.sagta.org.za/Awards](http://www.sagta.org.za/Awards).

### **Purpose of the SAGTA Awards**

The Southern African Geography Teachers' Association (SAGTA) strives to recognise contributions and accomplishments of SAGTA members. SAGTA places a high regard and value on recognising and honouring those who have made significant, tangible contributions to SAGTA, the empowerment of Geography Teachers and the promotion of the teaching of Geography in Southern Africa.

### **Application Deadlines**

The 'call for nominations' begins 1 January of each year. The deadline to submit nominations is as follows:

- 30 June – Nominations for 'Contribution to Geography' Award
- 30 June - Special Awards – 'Tony Hambly Fellowship Award'
- 30 September – Grant to attend an AAG Annual Conference / or other suitable academic conference in the following year (2021)
- 31 August - Excellence in Mentoring Award, AAG. Submission to SAGTA for approval
- 15 September – Closing date for AAG – Excellence in Mentoring Award

### **Eligibility**

- Eligibility differs for each award.
- For additional information, refer to each individual award guidelines.
- The awards committee may also use their discretion to present an award to a non-SAGTA Geographer who has fulfilled the criteria for the 'Contribution to Geography' Award. This will recognise commitment and service to the wider Geography Community.

### **Not Eligible**

- Eligibility differs for each award.
- Sitting members of SAGTA committee who are nominees shall not participate in the nomination or evaluation process of the award for which they are nominated.
- Individuals or organisations that have failed to comply with SACE policies and procedures, including their Code of Ethics and Professional Conduct, will not be considered.

- For additional information, refer to each individual award guidelines document.

### **Number of Awards**

- The number of recipients differs for each award.
- SAGTA reserves the right not to select any recipients for a particular year if the evaluations performed indicate that nominations do not meet the stated criteria.
- For additional information, refer to each individual award guidelines document.

### **Criteria**

- Specific criteria are outlined in each award Application.
- Submissions **must** address each of the criterion elements.
- For additional information, refer to each individual award guidelines document.

### **Nomination Procedures**

There shall be **one designated proposed / lead nominator** with whom SAGTA will communicate regarding the nomination.

### **Lead Nominator's responsibilities:**

- Must have knowledge of the nominated application, research, contribution or nominee and the socio-economic benefits and principles applied
- Must document any direct/indirect personal or professional relationship of the lead nominator to the nominated application, product, research or nominee.
- Must ensure the nomination package is complete at the time of submission; incomplete nomination packages will not be evaluated.
- Must review the specific eligibility, restrictions and content outlined on each award document.
- Must ensure the following documents are included with the submission. Failure to provide the necessary forms will eliminate the nomination from consideration.

### **SAGTA Permissions and Release Form**

The nominee/owner of any product or application being considered for a SAGTA Award must complete and sign the form confirming that the information presentation is a true representation of the nominee, product, application, research or service.

Lead Nominators (unless you are also the nominee / owner of the product, application, and research) must forward this form to the nominee and ensure that the nominee signs, dates, and returns the form that must be included in the nomination package. The form will not count toward the stated page count maximum.

### **SAGTA Contact Information Form**

This document lists the contact information for the lead nominator, seconder and nominee, etc. This form, available on each awards web page, will not count toward the stated page count maximum.

### **Nomination Requirements**

- Nominations must be sent electronically to awards@sagta.org.za and must be received no later than the due date shown under 'Application Deadline'.
- All submitted material must be in English with a minimum of a 12-pt. font, in 8 1/2" x 11" letter or A4 in **pdf** format.
- Specific submission and criteria page count maximums are outlined on each individual awards and application document. Submissions that exceed the documented page count maximum will not be evaluated.
- Any additional documentation in alternate media formats, such as multimedia exceeding 5 minutes, will not be evaluated.
- Nomination packages that are incomplete or are received after the submission deadline will not be reviewed.
- There are no application fees to apply for any of the SAGTA Awards.
- For additional information, please refer to each award's Application document.

### **Nomination Package Content**

All nominations must contain the following:

- Application Documentation
- SAGTA Award Nomination Form\*

\* These documents do not count toward the page count maximum.

### **Additional Nomination Package Content Details**

- Nominations and all supporting material (if requested) must be in English.
- Supporting Documents (if applicable): Supporting documents (photographs, newspaper articles, organizational charts, etc.) count toward the page count maximum.
- Letters of support: Included in the page count maximum unless noted otherwise in the individual Awards Guidelines.
- Web Pages, Video, CDs: the criteria should be answered in the nomination; review of any web pages, video and/or CDs would be at the option of the evaluator unless specifically requested by the nominee in relation to the criteria.
- SAGTA may use submitted copyrighted materials for any business-related purpose, including press releases, and other marketing and promotional materials, including but not limited to videos as well as case studies.
- SAGTA will not reimburse any expenses for assembling the nomination package or for any presentation materials that may need to be created.
- For additional information, please refer to the individual awards Guidelines document.

### **Verification, Evaluation and Selection**

- The SAGTA Awards Administrator will contact the lead nominator to confirm receipt and eligibility of the nomination package.
- The SAGTA Awards Administrator, and/or designee will verify the nominations eligibility.
- The SAGTA Awards Administrator will send the nomination package to the Awards Committee of evaluators, who are subject matter experts, for evaluation.
- The nominations, evaluation process and scores are proprietary to GISSA and will not be disclosed to nominators or nominees.
- The Lead Nominator and Nominee will be notified of the status of the nomination at the conclusion of the evaluation process.
- Selection and communication of nomination status shall take place no later than the second quarter of the year.

### **Presentation of the Award**

- All awards are presented at the either the annual Cocktail Party; the biennial Field Conference or the biennial Academic Conference.
- SAGTA reserves the right within its sole discretion, and at any time up to the time of the presentation of the award, to determine that a nominee is or has become ineligible for the award. In any such case, SAGTA will notify the nominee and/or lead nominator of its decision as soon as possible prior to the award presentation.
- The award recipient will be publicised through SAGTA communication channels and external media after the presentation of the award. A recipient may also coordinate additional publicity with SAGTA after the presentation event.
- An award maybe be made to a non-SAGTA member in recognition of meritorious service to the wider Geography Community in Southern Africa. This award remains at the discretion of the Awards committee, in consultation with the SAGTA Chair.

### **Program Inquiries**

Thank you for your interest and support of the SAGTA Awards Program.

- Please direct all inquiries, comments and submissions to [secretary@sagta.org.za](mailto:secretary@sagta.org.za)
- Web site address: [www.sagta.org.za/Awards](http://www.sagta.org.za/Awards)

### **2019/2020 SAGTA Awards Committee**

Pamela Esterhuysen (Chair and *SAGTA Chair*), Heather Auchterlonie and Cynthia Dibben.