



# NWMAF Policy On Award Process

Adopted October 16, 2011

Page 1 of 10

## 1 Introduction

The NWMAF presents awards to recognize and honor women martial artists who have distinguished themselves by their attitudes and actions. This document provides information on the awards process and the information needed to submit a nomination.

### Table of Contents

1	Introduction.....	1
2	Revision History .....	2
3	Bylaws.....	3
4	Award Descriptions .....	3
4.1	The Award of Excellence .....	3
4.2	The Coleen Gragen Award of Inspiration .....	3
4.3	Member of the Year Award.....	3
5	Awards Recipient Selection.....	3
5.1	Awards Committee.....	4
6	Nominee Minimum Qualifications .....	4
6.1	Award of Excellence .....	4
6.2	Award of Inspiration .....	4
6.3	Member of the Year .....	4
6.4	Posthumous Awards.....	4
7	Nomination Process for The Award of Excellence and The Coleen Gragen Award of Inspiration .....	4
7.1	Submission Guidelines .....	4
7.2	Nomination Contents.....	5
8	Nominee Evaluation Process for The Award of Excellence and The Coleen Gragen Award of Inspiration .....	5
8.1	Evaluation Grid .....	5
8.2	References .....	5
8.3	Record Keeping.....	6
8.4	Decision Deadline .....	6
9	Nominee Evaluation Process for Member of the Year .....	6
10	Presentation.....	6
11	Appendix A – Cover Page Outline .....	7
12	Appendix B – Nominee Evaluation Grid for Award of Excellence and Coleen Gragen Award of Inspiration .....	8
13	Appendix C – Member of the Year Evaluation Grid.....	10



# NWMAF Policy On Award Process

Adopted October 16, 2011

Page 2 of 10

## 2 Revision History

<b>Revision Number</b>	<b>Description of changes</b>
0	Initial release based on Award of Excellence Guidelines created by the Awards Committee in 2009 combined with material developed during the October 2010 Board meeting.
1	Criminal Background Check removed from Appendix A (in order to allow full development of the idea this was removed from the main document before the initial release but was overlooked in the appendix)
2	Addition of Member of the Year (MOY) Award Section 3 Updated to reflect removal of bylaws material from the Awards Process Section 4.3 Added Section 5 Renamed and reorganized to include MOY Award Section 6.3 Added Section 7 and 8 Renamed Section 8.1 Clarified that a score of 85 does not guarantee an award. Section 8.4 Moved second paragraph to section 8.3 Section 9 Added Section 10 MOY Award added. Removed providing pictures and DVDs to recipients due to logistical problems. Section 13 Appendix C Added Removed Appendix D



# NWMAF

## Policy On Award Process

Adopted October 16, 2011

Page 3 of 10

### 3 Bylaws

Refer to the NWMAF Bylaws for information on Awards Conferred, Awards Guidelines, and Awards Benefits.

### 4 Award Descriptions

#### 4.1 The Award of Excellence

The Award of Excellence recognizes women who have demonstrated martial arts technical expertise, a remarkable teaching career, inspirational leadership, and meaningful contributions to community. These women promote healthy martial arts practice for women and girls, build self-defense skills to support personal safety, and assume leadership roles beyond their individual school by reaching out to their community and to a broader martial arts family. Those selected for this award exemplify a life of integrity and martial arts skill and serve as a role model for our membership.

#### 4.2 The Coleen Gragen Award of Inspiration

The Coleen Gragen Award of Inspiration is given to NWMAF members who have influenced and motivated other women martial arts by their actions, attitudes, and response to adversity in their lives. This award was created in 2001 and formally named during Special Training 2002:

*Last year NWMAF created the Award of Inspiration to honor Coleen Gragen. Considering the severity of her illness we were concerned we would not have the chance to offer this honor in the future.*

*We decided on this particular, special award because of the many women martial artists Coleen inspired through her teaching, her martial arts skill, her philosophy, her vision, and her charisma. But we had not formally named it after her. We do so now, the Coleen Gragen Award of Inspiration, to remember the martial artist, teacher, and friend who inspired so many of us.*

#### 4.3 Member of the Year Award

The Member of the Year Award is given to members who demonstratively support NWMAF's mission.

### 5 Awards Recipient Selection

Recipients of the Award of Excellence and the Coleen Gragen Award of Inspiration shall be selected by the Awards Committee. Recipients of the Member of the Year award shall be selected by the NWMAF Board of Directors.



# NWMAF Policy On Award Process

Adopted October 16, 2011

Page 4 of 10

## 5.1 Awards Committee

The Awards Committee will consist of no less than three and no more than five women from the NWMAF membership who are appointed by the Board of Directors for a term of one to three years. The Board will ensure that the committee represents the membership through diversity in martial arts style, age, ethnicity, and experience. Each member of the committee shall have 15-25 years of consistent training in order to serve.

## 6 Nominee Minimum Qualifications

Candidates will have the following minimum qualifications:

### 6.1 Award of Excellence

- At least 30 years martial arts experience
- Actively teaching and training
- Contribution to the culture of integrity of women in the martial arts
- Demonstration of excellence in martial arts leadership

### 6.2 Award of Inspiration

- Minimum of 5 years of training
- Currently training and/or teaching
- NWMAF member for at least 5 years
- Current NWMAF member

### 6.3 Member of the Year

- Current NWMAF member

### 6.4 Posthumous Awards

In extraordinary circumstances an award may be made posthumously. The lifetime contribution and expectations of would be identical to those of a living candidate.

## 7 Nomination Process for The Award of Excellence and The Coleen Gragen Award of Inspiration

Candidates for The Award of Excellence and The Coleen Gragen Award of Inspiration may be nominated by individual NWMAF members. Awards Committee members may conduct outreach to invite nominations from members, but may not put forward nominations themselves. If a candidate is declined she can not be nominated again for 2 years.

### 7.1 Submission Guidelines

- A nomination must be submitted as a complete package (i.e. all of the contents submitted at one time), unless other arrangements have been made with the Awards Committee.
- A nomination must be accompanied by a cover sheet. Please use the outline in Appendix A – Cover Page Outline to create your cover sheet.



# NWMAF Policy On Award Process

Adopted October 16, 2011

Page 5 of 10

- Whenever possible, file formats should be plain text or pdf. Photos and other graphics should be of the best quality available, and in formats easily opened, such as jpg and tif (avoid proprietary formats such as Photoshop psd files)

## **7.2 Nomination Contents**

- Contact information for the woman making the nomination – phone, email, and postal address, at a minimum
- Nomination Letter - letter of support from the woman making the nomination. Letter must include description of how the nominator and nominee are related, and a statement of why the nominator believes this woman should receive the award she is being nominated for.
- Contact information for the nominee (except in the case of a posthumous nomination) – phone at a minimum, email and postal address also desired
- A resume of the nominee's martial arts career and accomplishments
- A photograph(s) of the nominee – high quality preferred, in common formats (jpg, tiff)
- Letter(s) of recommendation – must include contact information for writer
- A list of references with contact information for people who know the nominee and can speak to her accomplishments in the community and as a leader and teacher in the martial arts
- (Optional) Other materials, which may include electronic media, audio-visual media, web links, magazine articles, publications, or any other additional material in support of the woman being nominated. This is a key area in the nomination where you can highlight the nominee's qualifications as they relate to the items in the evaluation grid.

## **8 Nominee Evaluation Process for The Award of Excellence and The Coleen Gragen Award of Inspiration**

Nomination materials will be delivered to all Awards Committee members. The committee is obligated to review all nominations in accordance with the criteria set forth in this policy.

### **8.1 Evaluation Grid**

The Awards Committee will use the evaluation grid (Appendix B – Nominee Evaluation Grid) to score each nominee. The same evaluation criteria are used for both awards, but the criteria are weighted differently for each award to emphasis the corresponding characteristics. A minimum score of 85 is required for the nominee to be considered further. A score of 85 does not guarantee that the nominee will be given an award.

### **8.2 References**

The committee will collect information and validate the credentials of all the candidates to establish that the nomination criteria have been fulfilled. Reference checks will be conducted to ensure that the candidate's record is free from actions and associations that may do harm if associated with the NWMAF. The Awards Committee will interview the references to deepen their knowledge of the work performed by the candidates and the



# NWMAF Policy On Award Process

Adopted October 16, 2011

Page 6 of 10

impact on their communities. References will be asked identical questions and the answers will be documented to become a part of the archive of the selection process.

### **8.3 Record Keeping**

The Awards Committee shall create a file for each nominee and retain all the nomination and vetting materials for each nominee. At the end of the award evaluation process the Awards Committee Chair shall turn these files over to the Board so they may be referenced in the event of the same person being nominated in future years.

If the committee is not satisfied that any of the candidates meet the Award of Excellence criteria, they may opt to not make an award that year. In addition, the committee will provide full documentation to the Board as to why an award will not be given.

### **8.4 Decision Deadline**

The committee will make their selection no later than April 1<sup>st</sup> each year. The Board of Directors will reserve the right to review the decision and veto the selection if they deem it inappropriate. The winner of the award will be notified no later than April 15<sup>th</sup>.

## **9 Nominee Evaluation Process for Member of the Year**

The Board will use the evaluation grid (Appendix C – Member of the Year Evaluation Grid) to score each nominee. If none of the nominees are qualified the Board may choose to not make an award that year. If more than one nominee is highly qualified the Board may choose to make more than one award that year.

## **10 Presentation**

Awards shall be presented at Special Training the year that they are conferred.

The Award of Excellence and the Coleen Gragen Award of Inspiration recipients will be notified and announced in advance of Special Training. Member of the Year Award recipients will not be notified or announced until the award is presented at Special Training, at a time decided by the Board.

NWMAF may invite the press to the award ceremony to bring public attention to the recipient's accomplishment, to the mission of NWMAF, and to integrity and greatness of women practicing and teaching martial arts.



# NWMAF Policy On Award Process

Adopted October 16, 2011

Page 7 of 10

## 11 Appendix A – Cover Page Outline

Use the following list, in the order given, to create your application cover page. Include all items in bold. If you compile your application into 1 file, insert the page number of the corresponding section where it indicates to insert the file name.

- **Nomination of** <insert nominee's name> **for the** <insert name of award you are nominating her for>
- **Nominated by:** <insert your contact information – phone number(s), email, and postal address, at a minimum>
- **Nominee's Contact information:** <insert nominee's phone number at a minimum, email and postal address also desired> (except in the case of a posthumous nomination)
- **Nominee's martial arts resume:** <insert file name of resume>
- **Photograph(s) of nominee:** <insert file name(s) of photograph>
- **Letter(s) of recommendation:** <insert file name(s) of letter's of recommendation. Each letter must contain contact information for the writer>
- **References:** <insert file name that contains the list of references. Include as much contact information as you have available for each reference>
- **Other Materials:** <insert file name(s) and descriptions of any additional materials you are submitting in support of the application. If you are not submitting additional information indicate that here>



# NWMAF Policy On Award Process

Adopted October 16, 2011

## 12 Appendix B – Nominee Evaluation Grid for Award of Excellence and Coleen Gragen Award of Inspiration

The following criteria are used by the Awards Committee to score each nominee. The same criteria are used for both awards, but weighted differently. Letters of recommendation, optional support materials, reference interviews and other sources can be used to show how the nominee meets these criteria. The examples given are not meant to be all-inclusive, and the Awards Committee may have additional interpretations.

<b>Evaluation Criteria</b>	<b>Weighting</b>	
	<b>Award of Excellence</b>	<b>Award of Inspiration</b>
Service to NWMAF (membership and contribution) This may include actions such as support of NWMAF through membership, participation in volunteer or leadership roles, public support of NWMAF, and other related activities	5	10
Martial arts skill Technical performance in her martial art(s)	9	3
Demonstrates Ethical Behavior Shown by following the laws and rules of the organizations she belongs to and the societies she lives in	7	10
Demonstrates Personal Integrity Relating to her personal code of conduct, the rules she holds herself accountable to	7	10
Teaching experience (depth and duration) Formal martial arts teaching experience	7	1
Community service What has she done to give back to her communities? Could include things like volunteer activities, financial support, or organizational efforts	3	7
Positive impact on others in martial arts Does she inspire other women to continue their martial arts training or to start it? Have other women martial artists benefitted from associating with her, or benefitted from actions that she has taken?	5	12
Peer recognition Do her peers know her and her accomplishments? This may or may not include awards or other formal recognition.	7	5
Response to adversity and demonstrable personal growth Has she shown strength and perseverance in the face of adversity? Did she start or continue her martial arts training even though she faced adversity?	3	11



# NWMAF Policy On Award Process

Adopted October 16, 2011

Page 9 of 10

Prior recognition and honors received		
Recognition could include awards given to the nominee and articles published about her, internal or external to NWMAF	5	1
Mentoring of other teachers		
Does she support other teachers?	5	1
Compassion and fostering of safe environments		
Can be demonstrated in the class room, in meetings, in leadership roles, and in organizations that she runs or creates	5	9
Demonstration of leadership		
This may include formal leadership roles (elected or volunteer positions in organizations) or informal roles	7	9
Publications authored/martial arts scholarship		
	2	1
Level in organization and rank		
Does she hold advanced rank or position in her martial arts organization?	7	3
Martial arts lineage		
Is she a member of an established martial arts organization?	2	0
Mentoring students to high levels in the style		
Does she support her students and develop their martial arts skills and attitudes? Does she motivate her students in their training and encourage their continued martial arts training?	7	1
Innovation in martial arts		
Examples could be developing new ways for differently-abled students (or herself) to work within her style, or finding new ways of reaching out to underserved populations, or development of new curriculum within her style	5	5
Martial arts service to country		
Participation on national martial arts teams, promotion of martial arts within and external to her country	2	1
Total	100	100



# NWMAF

## Policy On Award Process

Adopted October 16, 2011

Page 10 of 10

### 13 Appendix C – Member of the Year Evaluation Grid

The following criteria are used by the Board to rate each Member of the Year nominee. The examples given are not meant to be all-inclusive, and the Board may have additional interpretations.

- NWMAF service
- Raising of funds for NWMAF or for support of women and girls in martial arts and self-defense
- Positive role model, not divisive
- Passion for promoting NWMAF
- Mentoring of women and girl martial artists
- Selfless service
- Integrity/High Ethical standards
- Support of martial arts and self-defense activities for women and girls
  - Regional activities
  - Women's black belt circles
  - Women's tournaments