



# **POLICIES AND GUIDELINES MANUAL FOR AWARDS**

July 2014

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## PURPOSE STATEMENT

The purpose of this policy manual for awards is to provide a working document that details the structure and organization of the awards of the International Society of Biomechanics in Sports (ISBS). Specifically it provides a description of the roles and responsibilities of the Vice President (VP) of Awards. The role of the VP of Awards includes the organisation and management of the election for the

- Geoffrey Dyson Award,
- Hans Gros Emerging Researcher Award,
- New Investigators Award (oral and posters),

and to review and manage the applications for Fellow and Life Members.

## AWARDS COMMITTEE

The VP of Awards will convene an Awards Committee (AC), which he/she will chair. The AC is made up of eight to 12 active members of ISBS. They will be nominated, with their consent, by the VP of Awards. The AC nominations will be circulated at the post conference meeting for them to serve for the next ISBS conference. Members of the Board of Directors will then vote on the AC.

The AC will review the Geoffrey Dyson Award Nominations, Hans Gros Emerging Researchers Award, and the New Investigators Award (NIA). For the NIA the AC will shortlist the finalists' pre-conference and once the finalists have been selected a subcommittee of the AC will be invited to undertake the 'at conference' judging along with the VP of Awards. The subcommittee will include those members of the AC that will be attending the conference and whom are available to judge during the NIA sessions. Members of the AC whom have a 'conflict of interest' (e.g. currently working at the same institution as a candidate, past or present supervisor of a NIA candidate, co- author of a NIA paper,) will be excused from reviewing or judging for the specific award affected.

## **NEW INVESTIGATOR AWARD**

The purpose of the New Investigator Award (NIA) is to recognise new researchers in Sports Biomechanics and to encourage them to become productive members of ISBS by expanding the base of knowledge of Sports Biomechanics through study and dissemination of information. The NIA was first awarded in Prague, Czechoslovakia as part of the 8th Symposium of ISBS. Since its inception, it has been contested on an annual basis as part of the annual conference.

### **Call for Applications**

The VP of Awards will provide information on the award and how to apply in the October edition of the ISBS newsletter, and via the ISBS email group in December and January. The applicant must indicate that they would like to be considered for the NIA when they submit their conference paper on the conference website. The applicants must also send their supporting documents to the VP of Awards by the closing date for paper submission for that year's conference.

### **Award Criteria**

The entrance criteria for the New Investigator Award are as follows:

1. The applicant must be a member of ISBS at the time of that year's annual conference,
2. The applicant must provide documentary evidence at the time of that year's annual conference that they are:
  - a) currently enrolled in an undergraduate (Honors) or postgraduate program,  
or
  - b) have graduated with their terminal degree (Master's or Doctoral) within the last two years.
3. The applicant must submit a paper for that year's annual conference,
4. The applicant must be the lead author of the submitted paper,
5. The applicant can only enter for one type of award (oral or poster).
6. The applicant, if selected as a finalist in the oral or poster competition, must attend the closing banquet of that year's annual conference.

## **Review of Applications**

The NIA papers will be subject to the normal peer-review process for that year's conference to determine appropriateness for inclusion in the conference scientific programme. The conference chair will be responsible for forwarding all NIA papers (final versions i.e. after revision) to the VP of Awards. Applications will be reviewed by the VP of Awards. Applications not adhering to the award criteria will not be judged. Applications adhering to the award criteria will be forwarded to the Awards Committee (AC).

The AC will review the NIA papers and shortlist the finalists' pre conference (Appendix A) for the oral and poster competition categories. The finalists will usually be restricted to 8 presentations in each category; however the AC may, in justified cases, advance additional papers to the finals. When only a small number of applications are received in one category of the competition, the VP of Awards can invite applicants to transfer to the other category (e.g. if only 7 applications are received in the poster category, the paper ranked 9<sup>th</sup> in the oral category may be invited to transfer to the poster finals). The VP of Awards is responsible for notifying all applicants of the outcome for their paper.

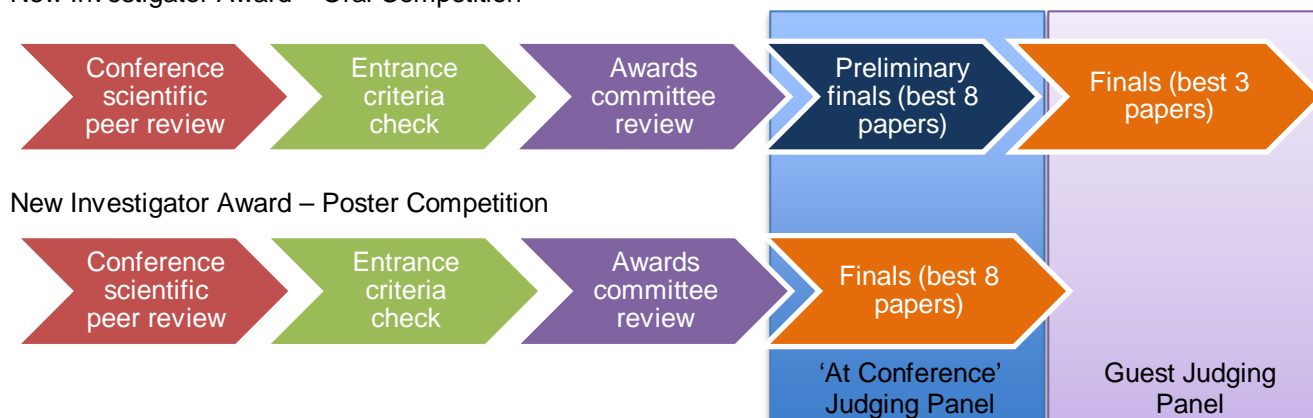
The conference host will allocate two sessions for the NIA oral preliminary finals, one session for the NIA oral finals, and one session for NIA poster session (the poster session may be part of a larger session). The NIA oral final session does not include question time and is restricted to the top 3 presentations, determined from the preliminary finals.

A sub-committee of the AC will undertake the 'at conference' judging along with the VP of Awards, and will attend all of the NIA presentations for each competition category (preliminary finals for the oral competition and finals for the poster competition). The 'at conference' judging panel will typically comprise of 3-5 judges (including the VP of Awards). The judges are given priority by the session chair during question time for each candidate. The 'at conference' judging panel will rank the presentations and will identify the top 3 presentations in the oral competition and the award winners for the poster competition (Appendix B & C). The VP of Awards is responsible for notifying the applicants whom will present in the final session for the oral competition.

A guest panel will judge the final session in the oral competition with the VP of Awards. The guest judging panel will typically comprise of 3 judges (including the VP of Awards).

The guest judges may include executive members of the ISBS board, ISBS Life Members, ISBS Fellows, the conference chair, the editor of the ISBS affiliated journal, or other esteemed guests (e.g. Geoffrey Dyson lecturer). It is preferable that members of the 'At Conference' judging panel are not included in the guest judging panel with the exception of the VP of Awards. The guest judging panel will rank the presentations and identify the award winners for the oral competition (Appendix D).

#### New Investigator Award – Oral Competition



In the case of a tie for the award (first, second or third-place) in either category (oral or poster), the average score from the first, pre-conference review (paper-based) will be used to identify the winner. The decision of the AC, and the 'at conference' and guest judging panels is final in all cases and no correspondence will be entered into.

#### Award Prize

The New Investigator Award includes a certificate, and a monetary award of

Oral: 1<sup>st</sup> € 400; 2<sup>nd</sup> = € 300; 3<sup>rd</sup> € 200

Poster: 1<sup>st</sup> € 300; 2<sup>nd</sup> = € 200; 3<sup>rd</sup> € 100

The conference organiser is responsible for printing the certificate (Appendix H), and the ISBS treasurer is responsible for organising the monetary award (€1500 in total).

The VP of Awards will announce the winners at the closing banquet of the annual conference.

## HANS GROS EMERGING RESEARCHER AWARD

The Hans Gros Emerging Researcher Award recognizes excellence in early career research. This prestigious award is given annually to an individual who has excelled in their early research career (2-5 years post PhD) and has embodied the ISBS philosophy of applied science and 'bridging the gap' between research and application in practice. The Hans Gros Emerging Researcher Award was first awarded in Taipei, Taiwan as part of the 31st ISBS conference. The winner is invited to present a lecture on his/her research at that year's ISBS conference.



The award was named to commemorate Hans Gros for his contribution to ISBS. Hans Gros was a founding member of ISBS and was President in 1998-1999. Hans established the first ISBS website and was awarded Life Membership in 2001 in San Francisco. He was a faculty member at the University of Stuttgart in Germany and taught biomechanics, skiing, and track and field. His research interests focused on sports equipment design for gymnastics, archery, and the biomechanics of track and field.

### Call for Applications

The VP of Awards will provide information on the award and how to apply in the October edition of the ISBS newsletter, and via the ISBS email group in December and January. The applicant must submit the application form (Appendix E), 250-word abstract, and supporting documentation to the VP of Awards by January 31<sup>st</sup>. If successful, the applicant will present their research at that year's conference.

### Award Criteria

The entrance criteria for the Hans Gros Emerging Research Award are as follows:

1. The applicant must be a current full member of ISBS for at least two consecutive years at the time of that year's annual conference.
2. The applicant must be within two to five years of graduating with a PhD at the time of that year's annual conference.

E.g. If the applicant graduated in 2013, then he/she can apply in the years 2015-2018.

Applicants whom have had a significant career interruption (e.g. maternity or paternity leave) during their first six years after graduating with a PhD should provide evidential documentation as a part of their application that includes the dates when they were on leave. A maximum of one additional year of eligibility can be granted by the Awards Committee due to a significant career interruption.

3. The applicant must have a record of successful research esteem and publications.
4. A letter of support from an established researcher in the field of Sports Biomechanics with a clear statement that he/she supports the application for the ISBS Hans Gros Emerging Researcher Award. The letter must accompany the application form.
5. A 250-word abstract outlining the proposed presentation topic. The proposed presentation should address a topic suitable for the ISBS audience.
6. The applicant, if selected, must attend the closing banquet for that year's annual conference.

### **Review of Applications**

Applications will be reviewed by the VP of Awards. Applications not adhering to the award criteria will not be judged. Applications adhering to the award criteria will be forwarded to the Awards Committee (AC). The applications will be judged (Appendix F) based on the submitted application only and will be reviewed using the following criteria:

- scientific merit of the abstract,
- suitability of the presentation topic for the ISBS conference,
- presentation topic is within the applicant's area of expertise, as evidenced by their research record,
- record of academic publications and contributions at conferences,
- evidence of developing and leading innovative research projects,
- evidence of impact of research,
- evidence of awards and grants to support research, and
- evidence of esteem indicators.

The scores, based on the judging template (Appendix F), from each AC member will be averaged for each candidate. The preferred (best) candidate and a reserve, based on the highest scores, will be selected. The decision of the AC is final in all cases and no correspondence will be entered into.

The VP of Awards is responsible for contacting the preferred candidate. If the preferred



candidate accepts the award, then the recipient can be announced to the ISBS. The recipient of the Hans Gros Emerging Researcher can be announced via an email to ISBS members from the VP of Awards, a report in the March edition of the ISBS newsletter, and/or via an email to ISBS members from the conference organising committee as part of their conference promotion plan.

The recipient of the award is then invited to write a conference paper based on the 250-word abstract for submission to the conference organiser.

### **Award Prize**

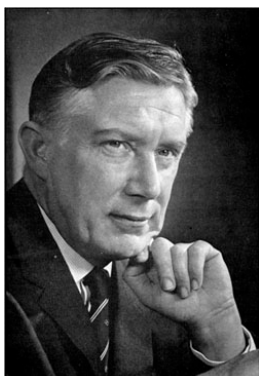
The Hans Gros Emerging Researcher Award includes a certificate, monetary award of € 1000 (covered by ISBS) and complimentary registration at that year's conference (provided by the conference organiser). The award prize is awarded at the closing banquet at that year's conference. The conference organiser is responsible for printing the certificate (Appendix H), and the ISBS treasurer is responsible for organising the monetary award. The certificate template is provided by the ISBS VP of Awards in consultation with the VP of Public Relations.

## GEOFFREY DYSON AWARD

The Geoffrey Dyson Award and Keynote Presentation is the most prestigious award offered by ISBS. It is awarded to an individual who through his/her professional career has embodied and carried out the mission of ISBS. The mission of ISBS is:

*To encourage excellence in the study of biomechanics related to coaching, teaching, training and performance of sport and exercise.*

The recipient of the Geoffrey Dyson Award is invited to present the opening lecture at the annual conference. The recipient of the Geoffrey Dyson Award is decided in the previous year, but may be announced at the closing banquet provided that the nominee has accepted.



The award is named after one of the founding fathers of Sports Biomechanics, Geoffrey Dyson. Geoffrey Dyson had a long and strong academic and coaching career. He was the coach of the British Olympic Team in 1952, 1956, and 1960. In 1962, he first published his book on the Mechanics of Athletics. He was a speaker for the International Olympic Academy and conducted athletic courses in 14 countries. According to John Disley, one of Geoffrey Dyson's favourite pupils, "he devoted his life to making coaching a science and to exposing the charlatan whose only effective advice was Do it again, but harder".

### Call for Nominations

The VP of Awards will provide information on the award and how to apply in the March edition of the ISBS newsletter, and via the ISBS email group in April. Geoffrey Dyson Lecturer nominations will be solicited from the ISBS membership<sup>1</sup>. Members must have the consent of the candidate for the nomination, and will provide a letter of support (maximum of 4 pages) outlining the research profile and major achievements of the candidate by the 30<sup>th</sup> of April. The letter of support should also include the candidates contact details. All nominations will be added to the list for consideration; however, after three years they will be removed unless re-nominated (e.g. a nomination received in 2014 is valid until 2016). It is the responsibility of the VP of Awards to ensure the list is accurate and timely.

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<sup>1</sup> Members may only nominate one person for the Geoffrey Dyson award each year

## **Award Criteria**

The criteria for selection for the Geoffrey Dyson Lecturer are as follows:

- The candidate must have an international reputation in the field of Sports Biomechanics in keeping with the reputation of Geoffrey Dyson himself.
- The candidate must have an interest in the applied nature of Sports Biomechanics and an ability to communicate with both the researcher and the practitioner.
- A condition of acceptance shall be that the candidate delivers personally the Geoffrey Dyson Lecture at the ISBS conference in the following year.

## **Review of Applications**

A committee will be convened, chaired by the VP of Awards, which will include the President, Past President/President Elect, Secretary General, and the members of the AC. There will follow a two-stage selection process.

Stage 1: The committee will rank their top five candidates from the list supplied, ranking the 1 = first choice through to their 5<sup>th</sup> choice. Each ranking will be converted by the VP of Awards into a score where rank 1 is 5 points through to rank 5 which is 1 point. The average score across the panel for each candidate will be calculated. The three candidates with the highest average score will go forward to the second round. In the case of a tie for 3<sup>rd</sup> the ranked scores will be summed and the highest total will go forward. If both totals are the same, then both candidates will go forward to round 2.

Stage 2: The 3 candidates are circulated to the committee. The committee will rank the candidates ranking the 1 = first choice through to their 3<sup>rd</sup> choice. Each ranking will be converted by the VP of Awards into a score where rank 1 is 3 points through to rank 3 which is 1 point. The rankings are summed per candidate and the highest total will be selected as the Geoffrey Dyson Lecturer. The candidate with the second highest total will be the reserve choice. In the case of a tie, then the candidate with the greater number of first place votes will be selected. If candidates also have the same number of first place votes, then the number of second place votes (and so on) will be considered.

The decision of the ISBS Executive and the AC is final in all cases and no correspondence will be entered into.

The VP of Awards is responsible for contacting the preferred candidate. If the preferred candidate accepts the award, then the recipient can be announced to the ISBS members. The recipient of the Geoffrey Dyson Award is usually announced at the Closing Banquet of the ISBS conference in the previous year.

### **Geoffrey Dyson Award at the Conference**

The host will give time for the VP of Awards to introduce the award. The Geoffrey Dyson Lecture is co-chaired by the VP of Awards and a nominated attendee, who has a good professional relationship with the awardee.

### **Award Prize**

Conference Registration of the Geoffrey Dyson Lecturer is covered by the conference host, whilst travel expenses and accommodation are covered by ISBS. The Geoffrey Dyson Lecturer is also awarded an engraved crystal trophy (exact trophy subject to availability) that is presented at the conclusion of the Geoffrey Dyson lecture. The VP of Awards is responsible for ordering, engraving and presenting the crystal trophy. Currently it is sourced from Austria.

## FELLOW OF ISBS

The Fellow award of the International Society of Biomechanics in Sports (ISBS) recognises substantial scholarly and service contributions to ISBS and Sports Biomechanics.

### Call for Applications

The VP of Awards will provide information on the award and how to apply in the March edition of the ISBS newsletter, and via the ISBS email group in April. The applicant must submit the application form (Appendix F) to the VP of Awards by the 30<sup>th</sup> of April.

### Award Criteria

The criteria for Fellow status are as follows:

1. The applicant must be a full member of ISBS for at least five consecutive years at the time of that year's annual conference,
2. The applicant must have presented at least one paper in an oral session at two ISBS conferences,
3. The applicant must have published at least five Sports Biomechanics paper (minimum of three as the first author) in English, peer-reviewed scientific journals,

*Papers submitted in support of Fellow nomination should be consistent with the ISBS focus on sport and bridging the gap between science and the coach/athlete. Therefore submitted papers should include biomechanical principles applied to a sport or sports, recovery from sports injury, physical activity/exercise that could lead to improved performance. Candidates for Fellow should state why their papers are relevant to sports biomechanics if it is not clear from the title.*

4. The applicant must have served ISBS as either, (a) conference host, (b) executive board member, (c) board director, (d) editor-in-chief or associate editor of the Sports Biomechanics journal, (e) executive editorial board or editorial advisory board member of the Sports Biomechanics journal, or (f) a significant contributor to the application of biomechanics in sport, exercise, and dance,

5. The applicant must have been nominated by an executive member, board director, or Fellow of ISBS<sup>2</sup>.
6. The applicant must attend the closing banquet for that year's annual conference.

### **Review of Applications**

Applications will be reviewed by the VP of Awards. All applicants will be considered based on the application form. Due to the nature of this award consultation beyond the VP of Awards is rarely needed. In the event that an application is unclear, the application will be forwarded to the AC for consideration.

The decision of the VP of Awards and the AC is final in all cases and no correspondence will be entered into.

### **Award**

ISBS members receiving the Fellow Award will be announced at the Closing Banquet of the annual ISBS conference and presented with a certificate (Appendix G). Members receiving the Fellow Award may use the title *Fellow of the International Society of Biomechanics in Sports* (FISBS).

Fellows elected prior to 2006 are exempt from Conference registration fees (covered by ISBS) and annual membership fees (Appendix K).

The conference organiser is responsible for printing the certificate (Appendix H). The certificate template is provided by the ISBS VP of Awards in consultation with the VP of Public Relations.

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<sup>2</sup> An executive member, board director or fellow may only nominate one person for fellow each year

## LIFE MEMBER OF ISBS

A special membership category that is reserved for members who have made outstanding contributions to ISBS. The work of the member should have enabled ISBS to further develop and thrive. This work is typically not academic (research-related) and is therefore not covered by other ISBS awards. A Life member has all of the privileges of membership but does not pay annual membership fees. A maximum of one Life membership will be awarded in a given year.

### Call for Applications

The VP of Awards will provide information on the award and how to apply in the March edition of the ISBS newsletter, and via the ISBS email group in April. Applications should include a two-page narrative from both nominators about how the candidate has contributed to ISBS. The application should be submitted to the VP of Awards by the 30<sup>th</sup> of April.

### Award Criteria

The criteria for Life membership are as follows:

1. The candidate must be a full member of ISBS for at least ten consecutive years at the time of that year's annual conference,
2. The candidate must have two nominators, one of which must be an officer of ISBS (executive board member or board director<sup>3</sup>),
3. The candidate must have made a significant contribution to ISBS. The categories may include, but are not limited to: (a) service to ISBS as an Executive Board member or Board Director, (b) service to ISBS as a conference host, and (c) a founding member of ISBS.

### Review of Applications

A committee will be convened, chaired by the VP of Awards, which will include the Executive Board members and two Life members. A maximum of one Life membership will be awarded in a given year. The committee has the discretion to decide to not award a Life membership in a given year.

Where more than one nomination is received which meet the minimum criteria, the

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<sup>3</sup> An executive member or board director may only nominate one person for Life member each year

committee will be asked to rank the candidates from 1=first choice through to their 3<sup>rd</sup> choice (maximum number of choices). Each ranking will be converted by the VP of Awards into a score where rank 1 is 3 points through to rank 3 which is 1 point. The scores are summed per candidate and the candidate with the highest score will be selected as Life member for that year. In the case of a tie, then the applicant with the greater number of first ranked votes will be selected. If applicants also have the same number of first ranked votes, then the number of second ranked votes (and so on) will be considered.

The decision of the committee is final in all cases and no correspondence will be entered into.

### **Award Prize**

ISBS members receiving Life membership will be announced at the Closing Banquet of the annual ISBS conference and presented with a certificate (Appendix H). Members received Life member status for ISBS are exempt from paying annual membership fees.

The conference organiser is responsible for printing the certificate (Appendix H). The certificate template is provided by the ISBS VP of Awards in consultation with the VP of Public Relations.



## PRESENTATION OF AWARDS

### Awards Ceremony

The awards ceremony is held during the closing banquet of the annual ISBS conference. Central to the presentations is giving thanks to our sponsors. An up-to-date list of sponsors is available on the ISBS website or via the VP of Public Relations. Consideration of sponsors should be made when preparing certificates and during the presentations. The presentations to be made include:

- ISBS Fellow
- ISBS Life Member
- New Investigator Awards
- Hans Gros Emerging Researcher Award
- Announcement of the next Dyson Lecturer (only if confirmation has been obtained from the winner).

## SUMMARY OF AWARDS

Award	Promotion					Application Deadline	Assessors	Award
	October Newsletter	March Newsletter	December & January ISBS Emails	April ISBS Email	Conference Website			
New Investigator Award	•		•		•	Conference paper submission deadline	VP of Awards and AC after paper acceptance from conference organisers	Certificate and monetary
Hans Gros Emerging Researcher Award	•	Announce recipient	•		Announce recipient	31 <sup>st</sup> January	VP of Awards and AC	Certificate, monetary and complimentary conference registration
Geoffrey Dyson Award		•		•		30 <sup>th</sup> April	VP of Awards, President, Past President/President Elect, Secretary General, and AC	Crystal trophy, complimentary conference registration, and travel and accommodation expenses
Fellow Award		•		•		30 <sup>th</sup> April	VP of Awards	Certificate
Life Member Award		•		•		30 <sup>th</sup> April	VP of Awards, Executive Board members and two Life members	Certificate and waiver of annual ISBS membership fees