



## President's Awards 2025 Award Guidelines

*Honouring exceptional dedication and long-service to RDA.*

# Contents

- Overview ..... 3
- Purpose..... 3
- Eligibility Criteria ..... 3
- Nomination Process ..... 4
  - Who can nominate? ..... 4
  - All submissions must include: ..... 4
  - Nomination can be made via: ..... 4
- Selection Process ..... 5
  - Nomination Panel: ..... 5
  - Judging Criteria: ..... 5
  - Panel Decision: ..... 5
  - Notification and Acceptance: ..... 5
- Presentation of Awards..... 6
- Key Dates ..... 7
  - Nomination Period ..... 7
  - Judging Panel ..... 7
  - Award Presentations ..... 7
- Frequently Asked Questions ..... 8

## Overview

The RDA President's Award is the most prestigious accolade within the Riding for the Disabled Association (RDA), honouring extraordinary volunteers who have shown exceptional dedication to RDA for 30 years or more.

Established in 2010 to celebrate RDA's 40th anniversary, this award is presented annually by Her Royal Highness The Princess Royal, recognising remarkable contributions to the RDA.

RDA National Office administers the award under the authority of Mrs Jane Holderness-Roddam CVO CBE, the terms and conditions must reflect Her Royal Highness's wishes.

## Purpose

The RDA President's Award recognises and celebrates individuals who have demonstrated a lifetime commitment to RDA through voluntary service, contributing to the ongoing success and growth of the organisation.

## Eligibility Criteria

To be eligible for the President's Award, nominees must meet the following criteria:

- **Length of Service:** A minimum of 30 years of voluntary service to RDA.
- **Exceptional Contribution:** Nominees must have demonstrated exceptional dedication to RDA or one of its Member Groups.
- **Exclusions:** Current members of the RDA UK Board of Trustees are not eligible for nomination.

# Nomination Process

## Who can nominate?

Anyone can make a nomination for a President's Award; however, nominations must be endorsed by the relevant RDA representative if appropriate, as outlined below.

## All submissions must include:

1. A completed nomination form
2. A citation made up of:
  - a. Part 1- Reasons for nomination:  
A maximum of 300 words outlining the reasons for the nomination, highlighting the nominee's exceptional service.
  - b. Part 2 – Outline of Exceptional Service:  
A brief summary of the nominee's service (100 words maximum)
3. Endorsement:
  - a. Nominations must be endorsed by the nominee's Regional Chair or a National-Level volunteer if the nominator does not hold either of these roles.
  - b. If the nominee is a Regional Chair the endorsement should come from the Chair of Regional Chairs or a National Level volunteer.

## Nomination can be made via:

Online Submission: an online form is now available - [complete your nomination online here.](#)

Typed Microsoft Word Form: Download and complete the nomination form in Microsoft Word, then submit via email to [volunteer@RDA.org.uk](mailto:volunteer@RDA.org.uk) or by post to the address provided on the form - [click here to download the 2025 President's Award nomination form.](#)

## Selection Process

### Nomination Panel:

Chaired by Jane Holderness-Roddam CVO CBE, the panel typically includes:

- An RDA UK Trustee
- A Regional Chair
- A member of RDA National Office staff

If Jane Holderness-Roddam cannot attend in person, she will review nominations remotely.

### Judging Criteria:

- The panel assesses nominations based on the nominee's length of service and their exceptional contributions.
- A maximum of 12 volunteers are selected each year.

### Panel Decision:

- The panel's decision is final. Successful nominees will be notified by the Volunteering Team at National Office.
- The nominee's Regional Chair, Group Chair/Contact, and Nominator will also be informed.

### Notification and Acceptance:

- Successful nominees will be asked to confirm acceptance of the award.
- They will be asked to provide personal details and specify the name they would like on the award certificate.
- Award recipients will also be asked to provide a photograph and a short quote about their time at RDA, sharing what it means to them and their group to be recognised for a President's Award.

## Presentation of Awards

- The President's Award certificates are hand-calligraphed and then signed by Her Royal Highness The Princess Royal.
- Awards are presented throughout the year at events like the National Championships, RDA groups special events and celebrations, or the RDA AGM, depending on Her Royal Highness's schedule.
- The President's Award must be presented in the same year it is awarded.
- If Her Royal Highness is unable to present the awards, another senior representative, such as the Chair of Trustees, may present it on her behalf.
- Due to the unpredictability of Royal Visits, it is highly advised that award winners take the first available opportunity for the presentation of their award by HRH. There is no guarantee that a second opportunity will be available during the same calendar year.
- We will strive to provide recipients with as much notice as possible regarding the dates and locations of award presentation opportunities by HRH. While Royal Visits can sometimes be confirmed at short notice, our team will do all that we can to ensure sufficient planning time for recipients.
- If recipients have specific accessibility needs or face any hardship related to travel for receiving their award, please contact the Volunteering Team to discuss possible support.

## Key Dates

### Nomination Period

Nominations Open: Wednesday 18<sup>th</sup> September 2024

Nominations Close: Midnight on Sunday 10<sup>th</sup> November 2024

### Judging Panel

The judging panel will meet in November, with final decisions made and recipients, along with key stakeholders, being notified by December.

### Award Presentations

The President's Awards will be presented during 2025, depending on Her Royal Highness's schedule. Recipients will be notified as far in advance as possible when a Royal Visit is confirmed. We expect to provide an update to recipients by January 2025.

## Frequently Asked Questions

1. *Can I nominate someone who has volunteered for less than 30 years?*

No, the President's Award is specifically for volunteers who have contributed 30 years or more to RDA.

2. *What does it mean to have a nomination endorsed?*

An endorsement confirms that the nominee meets the award criteria. It must be provided by a Regional Chair or a National-Level volunteer. This ensures that nominations are valid and accurately reflect the nominee's contributions.

3. *Who should endorse my nomination?*

Nominations must be endorsed by the nominee's Regional Chair or a National-Level volunteer. If the nominee is a Regional Chair, the endorsement should come from the Chair of Regional Chairs or a National-Level volunteer.

4. *Why has the Microsoft Word nomination form changed for 2025?*

The 2025 nomination form has been updated with accessibility in mind, making the nomination process more inclusive. The new format ensures that the form is accessible for a wider range of individuals, including those with access needs.

In addition to the online submission option, we still offer a downloadable, typed Microsoft word form for those who prefer this method. Our goal is to make it as simple as possible for all nominators to submit their forms, ensuring that no deserving volunteer is overlooked due to barriers in the process.



5. *How will I know if my nomination has been successful?*

You will be informed by the National Office Volunteering Team after the judging panel reviews all submissions. The recipient, the nominator, and the nominee's Regional Chair and Group Chair will be notified by December.

6. *When are the awards presented?*

The President's Award's are presented at events such as The National Championships, Royal visits, or the RDA AGM, depending on Her Royal Highness's schedule.

7. *Can a current RDA UK Board Trustee be nominated?*

No, serving members of the RDA UK Board of Trustees are not eligible for the award

8. *What happens if an award recipient is unable to attend the presentation by HRH?*

The President's Award must be presented within the same calendar year it is awarded. Due to the unpredictability of Royal Visits, we encourage recipients to accept the first available opportunity as there may not always be a second opportunity for HRH to present the award within the same calendar year.

9. *Can I submit a handwritten nomination form?*

No, nominations must be submitted through the online form or via a typed form sent by email or post to National Office.

10. *I've never made a nomination before—what support is available for me?*

If you need support with the nomination process, you can reach out your Regional Chair for guidance, or you can contact the Volunteering Team at [volunteer@RDA.org.uk](mailto:volunteer@RDA.org.uk).

11. *Will I receive advance notice for the award presentation?*

We strive to provide as much advance notice as possible regarding presentation opportunities with HRH. However, due to the nature of Royal Visits, some events may be confirmed at short notice. We will do our best to ensure recipients have ample time to plan.

12. *What if I face accessibility or travel challenges for receiving the award?*

If you have specific accessibility requirements or are facing financial hardship that affects your ability to attend the award presentation, please reach out to the Volunteering Team. We are committed to ensuring all recipients can attend and will provide support where possible.

13. *Can a group submit a joint nomination for a volunteer?*

Yes, groups can collaborate on a single nomination. However, the nomination form must be completed in full, with one individual listed as the primary contact, and still requires endorsement by the nominee's Regional Chair or a National-Level volunteer.

14. *What if a nominee has volunteered for multiple RDA groups—how should this be reflected?*

If the nominee has contributed to multiple RDA groups, their service at each group should be mentioned in the citation. Highlight their overall contribution and impact across the different groups.

15. *Is there a limit to how many nominations can be submitted per group?*

There is no formal limit on the number of nominations a group can submit. However, each nomination must meet the criteria, and only 12 President's Awards are granted annually.

16. *Can past recipients of the President's Award be nominated again?*

No, past recipients of the President's Award are not eligible for nomination a second time, as this award recognises lifetime achievement.

17. *What happens if the nominee is unable to accept the award in person?*

If a nominee cannot attend the award presentation due to personal circumstances, an alternative arrangement can be made, such as having a senior RDA representative present the award at a more accessible location or event.

18. *What should I do if I'm unsure whether my nominee qualifies?*

If you're unsure about a nominee's eligibility, you can reach out to your Regional Chair or the Volunteering Team for clarification. They will be able to guide you on whether the nominee meets the criteria before you submit the nomination.