

NOMINATION GUIDELINES

Asia Triathlon Women's Excellence Award

Celebrating Leadership, Impact & Inspiration in Asian Triathlon

This document outlines the purpose, eligibility criteria, selection process, and submission requirements for the inaugural Asia Triathlon Women's Excellence Award, to be announced on International Women's Day — 8 March 2025.

Submissions close: **TBD** | Contact: womensaward@asiatriathlon.org

Introduction

Asia Triathlon is proud to introduce the **Women's Excellence Award** — a landmark recognition programme dedicated to honouring outstanding women who have demonstrated exceptional leadership, innovation, mentorship, and community engagement within the triathlon movement across Asia.

Announced annually on **International Women's Day (8 March)**, this award shines a spotlight on the individuals and organisations whose tireless efforts are shaping a more inclusive and vibrant future for the sport.

Award Objectives

- Recognise and celebrate women who are making a measurable difference in triathlon across Asia.
- Inspire the next generation of female athletes, coaches, officials, and administrators.
- Promote gender equity, diversity, and inclusive practices within National Federations (NFs) and the wider triathlon community.
- Amplify the voices and achievements of women at both grassroots and elite levels.

Who Can Be Nominated?

Nominations are open to **individuals or organisations** who meet the following general criteria:

- Active within the triathlon community in an Asian country affiliated with Asia Triathlon.
- Demonstrated contribution in one or more of the five award criteria (see Section 3).
- Nominated by an official National Federation (NF) or an Asia Triathlon Executive Board (EB) member.
- No restriction on age, nationality, or specific role — athletes, coaches, officials, volunteers, administrators, and advocates are all eligible.

Selection Criteria

All nominations will be evaluated by the Selection Committee against five criteria, weighted as shown below to reflect the priorities of the award.



Note: The Selection Committee reserves the right to request additional supporting information from nominators where required.

Nomination Process

Step 1: Official Request to NFs

Asia Triathlon will send an Official Nomination Request Letter to all affiliated National Federations (NFs) via the Secretariat. NFs are encouraged to identify and nominate outstanding candidates within their country.

Step 2: Complete the Nomination Form

Nominators must submit the Digital Nomination Form with all required information (see Section 5). Incomplete submissions will not be considered.

Step 3: Endorsement

Each nomination must include a signed Endorsement Letter from an authorised NF representative or an Asia Triathlon Executive Board (EB) member.

Step 4: Submission

All completed nominations must be submitted to **womensaward@asiatriathlon.org** by the stated deadline. Confirmation of receipt will be sent within 5 business days.

Step 5: Selection Committee Review

The Selection Committee will assess all eligible nominations using the five criteria (Section 3). Shortlisted candidates may be contacted for further information.

Step 6: Announcement

The award recipient will be announced on **International Women's Day, 8 March 2025**, via Asia Triathlon's official website and social media channels.

Required Submission Materials

Each nomination package must include all of the following items. Incomplete submissions will be disqualified.

01 Nominee Profile

Full name, nationality, current role/organisation, and contact information of the nominee (individual or organisation).

02 Achievement Statement

A written statement of no more than **500 words** describing the nominee's contributions and impact, aligned with the five selection criteria.

03 Supporting Materials

Optional but encouraged: photographs, media articles, links to relevant content, letters of support, or any other materials that substantiate the nomination.

04 Endorsement Letter

A signed letter from an authorised representative of the nominating National Federation (NF) or an Asia Triathlon Executive Board (EB) member, confirming the nomination is official.

Submission Deadline & Contact

Submission Email	womensaward@asiatriathlon.org
Deadline	To be confirmed — watch for the Official Request Letter from Asia Triathlon Secretariat
Language	English (all submissions must be in English)
Format	PDF or Word document; photos in JPEG/PNG (max 5 MB per file)

Terms & Conditions

- Nominators must ensure they have obtained the consent of the nominee before submitting a nomination.
- Asia Triathlon reserves the right to verify information provided in the nomination and to disqualify any submission found to be inaccurate or misleading.
- The Selection Committee's decision is final. No correspondence will be entered into regarding the outcome.
- Personal data collected through the nomination process will be used solely for the purposes of this award and handled in accordance with applicable data protection regulations.
- Asia Triathlon may use the name, photo, and summary of achievements of nominees and the award recipient for promotional purposes, with prior consent.
- In the event that no nomination meets the required standard, Asia Triathlon reserves the right to withhold the award.
- This award is non-transferable and carries no monetary value unless otherwise stated.

About Asia Triathlon

Asia Triathlon is the continental governing body for triathlon in Asia, affiliated with World Triathlon. It oversees the development, promotion, and governance of triathlon, duathlon, aquathlon, and related multisport disciplines across the Asian continent, working closely with National Federations to grow the sport at all levels.

Ready to nominate?

Send your completed nomination package to:

womensaward@asiatriathlon.org