

# LCBT ANNUAL AWARDS 2011 GENERAL CRITERIA AND RULES



**The closing date for entries is 30 September 2011**

## Introduction

**Vision:** The Lowveld Chamber of Business and Tourism (LCBT) will strive to become a unified, relevant and representative business entity for the Southern Lowveld region that will seek to identify, develop and promote economic and tourism opportunities in the region and develop strong relationships in the business, political and labour environments locally, regionally and nationally.

**Area of Jurisdiction:** The primary focus of the LCBT will be in the Southern Lowveld region that includes the Mbombela Local Municipal area as well as a large section of the Ehlanzeni District Municipality area.

## 1. GENERAL RULES

**The following rules are applicable to all Categories:**

- 1.1 The awards will adopt the following process: awareness; invitation to participate; application; customer survey analysis; short listing;
- 1.2 An additional interview by a panel should the scoring outcome of the customer survey be equal to that of another contestant in the same category, and finally presentation of the Awards at a Gala Banquet event.
- 1.3 A standard application form will be used for all categories, except for the Special Awards.
- 1.4 An organization may apply for more than one award. However, no organization will be short listed for more than one award.
- 1.5 Participating businesses / organisations will be required to sign a declaration as part of the "Entry form", declaring that the organisation / business have not been declared insolvent in the past two years.
- 1.6 Participating businesses / organisations are not aware of any material claims against their business / organisation. This includes that your business / organisation is not currently involved in any legal lawsuits pertaining to the financial matters against your business / organisation.
- 1.7 The LCBT reserves the right to make or not to make awards in any of the said categories.
- 1.8 The decisions of the various panels will be made on a consensus basis and will be accepted as decisions of the LCBT.
- 1.9 The decisions made at the panel meeting will be final and no further debate or discussion on the decisions will be entertained either in debate or in writing.
- 1.10 The outcome of the decisions by the selection panel is confidential and shall remain as such until the announcement at the Annual Awards Function. Information, with an embargo date and time, will however be shared with the media and identified functionaries in respect of arrangements of the Awards Function.
- 1.11 Members of the Board of Directors of the LCBT and Committee Members of the Business and Tourism Divisions of the LCBT may not participate in their individual or institutional capacity for any category.
- 1.12 Members of the Board of Directors of the LCBT and Committee Members of the Business and Tourism Divisions must declare their involvement, if any, with any one or more of the nominated candidates. In such case, in order to eliminate conflict of interest and if the Committee deems it appropriate, the member will withdraw from any further activity in connection with the awards for the current year until after the presentation of the awards.
- 1.13 The broader community will be informed of the awards structure on an annual basis.
- 1.14 Invitations to nominate will be sent out to individual members of the LCBT as well as via the local media.

- 1.15 A standard invitation, criteria and electronic copies of the nomination forms will be available on request at the offices of the LCBT.
- 1.16 All award winners will receive a trophy and a framed certificate. The Category, name of the award, year and recipient's name will be engraved on each trophy. Cash prizes or service vouchers may be allocated to specific awards, courtesy of the sponsor. The recipient will keep the trophy.
- 1.17 Certificates will be issued to short listed candidates, but certificates will not be handed out at the awards function. No special function will be arranged or further treatment provided for the short listed candidates.
- 1.18 All certificates and trophies are sponsored and the name and logo of the sponsors of all awards will be incorporated on the certificates and trophies. The design of the trophies and value of awards may differ.
- 1.19 The awards will be presented at the annual gala banquet of the LCBT.
- 1.20 The short listed candidates will be represented / showcased at the function by means of a visual display. A small take-away booklet (size A5) containing a 200-word summary on the short listed candidates will be available at each table.
- 1.21 The President of the LCBT or his / her appointed representative, assisted by the sponsors, will present the awards.
- 1.22 Recipients of awards will not have the opportunity to reply to the award at the award function.
- 1.23 Winners of previous years may not enter the same category for a period of two years.
- 1.24 An application / nomination fee of R250.00 including V.A.T. (Two hundred and fifty Rand) will be charged and will be reviewed annually.
- 1.25 Only businesses / organisations who falls within the jurisdiction of the LCBT as describe under "Area of jurisdiction" may enter the LCBT Annual Awards and only their applications will be accepted.

## **2. SPECIFIC CRITERIA AND RULES**

### **2.1 GENERAL CATEGORY OF AWARDS (Large, Medium & Small Enterprises)**

- 2.1.1 All business, within the field of general business, (e.g. financial, commerce, industry, agriculture, medical, services, tourism and the hospitality industry) may apply or be nominated for the three awards in the General Category.
- 2.1.2 The cut-off points between the awards in this category are as follows:
  - Large enterprises > R 20m turnover pa
  - Medium enterprises > R 5m - < R 20m turnover pa
  - Small enterprises < R 5m turnover pa
- 2.1.3 The cut off points of the awards in the General Category will be reviewed annually.

### **2.2 SPECIFIC CATEGORY OF AWARDS (Hospitality, Franchisee, Entrepreneur & Environmental)**

The Specific Category of awards is directed at a specific group and only those who operate within the boundaries of that specific group may apply or be nominated for that specific award.

#### **2.2.1 The Hospitality Award**

The Hospitality Industry is classified as business. However, the industry will be allowed to compete for a separate award in the Specific Category. This award is inclusive of all hospitality industries or organisations or the focus of the industry (e.g. food, accommodation, travel & tourism or entertainment.) and is categorised into three divisions' organisation or the focus of the industry (e.g. food, accommodation, travel & tourism or entertainment.)

### **2.2.1.1 The cut-off points between the awards in this category are as follows:**

- Hospitality - Large enterprises > R 7mil turnover pa.
- Hospitality - Medium enterprises > R 3mil - < R 7mil turnover pa.
- Hospitality - Small enterprises < R 3mil turnover pa.

### **2.2.2 The Franchisee Award**

Although franchised business organisations are classified as business, they will be allowed to compete for a separate award in the Specific Category, irrespective of the size of the organisation. The focus of evaluation will be on the principles of business and not on the popularity of the brand name.

### **2.2.3 The Entrepreneur Award**

The Entrepreneur Award will typically focus on the SMME sector. Businesses established more than 24 months prior to July of the year of the award are not eligible and should compete in another category. The creation of job opportunities through the business venture will count in favour of the participant, while emphasis will be placed on innovation and uniqueness of the enterprise and product. A voucher will be linked to the Entrepreneur Award to allow the recipient access to managerial and or financial advice.

### **2.2.4 The Environmental Award**

The Environmental Award will recognize excellence for those activities which are developed, planned and managed for the benefit of the sustainability of human society and the environment on which we depend.

## **2.3 SPECIAL CATEGORY AWARDS (Community Service, Tourism & Business Personalities and Leadership Awards)**

### **2.3.1 The Community Service Award**

The Community Service Award is awarded to a non-governmental, non-political, non-profit organisation, which focuses on the well being, community outreach and development of the community or a representative sector of the community. Community service organisation with a national basis, which delivers a service to the people and the community of the Mbombela- and Ehlanzeni District, may enter this category. The Community Service Award can be awarded to either an individual or an organisation.

ALTHOUGH THE TOURISM INDUSTRY IS CLASSIFIED AS BUSINESS, THIS CATEGORY DISCRIMINATES BETWEEN BUSINESS AND TOURISM IN RESPECT OF THE PERSONALITY AWARD.

### **2.3.2 The Tourism Personality Award**

To be able to compete for the Tourism Personality Award, the nominee should demonstrate a good sense for tourism, human relations and community involvement. The nominee is likely to be actively involved in the larger tourism environment and social community. Business success and the contribution that the person is making to the community at large should be note worthy and an inspiration to others.

### **2.3.3 The Business Personality Award**

To be able to compete for the Business Personality Award, the nominee should demonstrate a good sense for business, human relations and community involvement. The nominee is likely to be actively involved in the larger business environment and social community. Business success and the contribution that the person is making to the community at large should be note worthy and an inspiration to others.

### **2.3.4 The Leadership Award**

The Leadership Award will not necessarily be awarded every year. It should be seen and recognised as a unique and prestigious award. This award will recognise leadership and outstanding service by an individual in the community. A voucher for a certain amount will be linked to the Leadership award, allowing the recipient and spouse to break away to an identified holiday destination for a limited period.

**NOMINATIONS FOR THE PERSONALITIES AWARDS AND THE LEADERSHIP AWARD  
CANDIDATES WILL BE FORWARDED BY MEMBERS OF THE MANAGEMENT COMMITTEES OR  
THE BOARD OF DIRECTORS OF THE LCBT ONLY. SUCH NOMINATIONS WILL BE IN THE FORM  
OF A CITATION OF NOT MORE THAN THREE PAGES.**