

## VOLUNTEER ACHIEVEMENT AWARD

The volunteer often goes unrewarded for the many hours of work that they contribute to tennis. This award honours the volunteers within tennis, those people who foster relationships within and between their club and the community and for the contribution they make to the sport.

### Eligibility Criteria

Nominees must show that they:

- Are part of the club/association committee of management and have been for a minimum of 3 years
- Work on an entirely voluntary basis and have done so for the 12 months prior to nomination
- Have fostered relationships within and between the club/association and the community
- Have made a considerable contribution to the sport, specifically in the area of delivering more active players
- Have performed various roles within the club/association
- Have demonstrated achievement while in the roles held within the club/association
- The nomination is supported by at least one member of the current management committee and have provided documentary evidence provided to substantiate meeting of selection criteria, for example: letters of thanks, supporting evidence from current administrators of the club/association, publications depicting the nominee's position within the club/association

Members are encouraged to nominate colleagues.

Nominees may self-nominate or be nominated by another person (note: if you self-nominate you will require a seconder to support your nomination).

All entries must provide the following media to support their submission:

- Three (3) high-resolution photos (in RAW format or TIFF/JPEG in highest file size possible)

### Selection Criteria

The selection panel will give consideration to the following in assessing and comparing nominations:

1. Endorsement to be provided by executive committee, operating committee, working party or advisory body
2. The type and success of programs promoted, the level of increased community awareness and participation levels
3. The track record of increased participation levels from beginners to full playing members
4. The leadership qualities shown in building and/or maintaining facilities and/or operating procedures
5. The impact of the time spent both short term and long term and how that benefits the club, community and the sport
6. The contribution to making Tennis a welcoming and inclusive environment

## Selection Process

Only information provided by the nominee with their online nomination form will be considered by the selection panel. Nominees should attach any relevant additional information with their online nomination form.

All decisions in relation to the **Volunteer Achievement** award (including any questions in relation to eligibility) will be determined by the selection panel in its absolute discretion. All decisions are final and no correspondence will be entered into. Any matters which arise and which are not covered in this document will be determined by the selection panel in consultation with Tennis West Management

## Timeline

- Nominations open – Friday, 20 July 2018
- Nominations close – Friday, 31 August 2018
- Nominations are valid for the 2017/18 tennis season
- The WA Tennis Industry Awards Night will be held on Friday, 12 October 2018
- Winners of their respective categories at the WA Tennis Industry Awards will be nominated for the Newcombe Medal Australian Tennis Awards
- Newcombe Medal – Monday, 26 November 2018

## Requirements of Award Recipients

Successful recipients will be required to fulfil the following:

- Participate in marketing and promotional activities in the 12 months following the award; and
- Prepare an article for the Australian Tennis Magazine. Tennis Australia will provide editorial assistance.

## Nomination Submission

Nominations will be accepted **online only** and should be submitted to Tennis West by clicking [here](#) or by copying this link into a browser window: <https://www.surveymonkey.com/r/2018watennisindustryawards>.

Nominations should include:

- Executive Summary (approximately 200 words) – briefly summarise the key points of the Nomination Report.
- Nomination Report (no more than three A4 typed pages, minimum of 10 point font) – this should address all Selection Criteria for the award.
- Supporting Documents, if applicable (maximum of three pages) – as relevant to the award, e.g. letter of endorsement, posters/flyers, program information.
- Supporting Photographs, if applicable (minimum of three high resolution photos).

**Nominations are due by 5pm Friday, 31 August 2018.**

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