***Volunteer Achievement Award***

Eligibility criteria

Nominees must show they:

* Work on an entirely voluntary basis and have done so for the 12 months prior to nomination
* Are supported by at least one member of the current management committee by providing documented evidence to substantiate meeting the selection criteria (eg. letters of thanks, supporting evidence from current administrators of the club/association, publications depicting the nominee’s position within the club/association)

Assessment criteria

The selection panel will consider the following in assessing nominations:

|  |  |
| --- | --- |
| **No.** | **Description** |
| 1 | The leadership qualities shown in continuing to grow the club or facilitate successful change |
| 2 | The leadership qualities shown in building and / or maintaining facilities and / or operating procedures |
| 3 | The impact of the time spent both short term and long term and how that benefits the club, community and the sport |
| 4 | Evidence of fostered relationships within and between the club / association and the community |
| 5 | The contribution to making Tennis inclusive for diverse communities (ie. people with a disability, multicultural communities, Indigenous Australians, people who identify as LGBTI, low socio-economic communities. |
| 6 | Have made a considerable contribution to the sport, specifically in the area of delivering more active players |
| 7 | Have demonstrated significant achievement while in the roles held within the club / association |

**All** nominations for the 2019 Victorian Tennis Awards are to be submitted online via the links listed at

[https://www.tennis.com.au/vic/news-and-events/champions-dinner/victorian-tennis-awards.](https://www.tennis.com.au/vic/news-and-events/champions-dinner/victorian-tennis-awards. )

**The nomination form on page 3 of this document must be completed for your nomination to be assessed**.

Only information provided in the nomination forms and the supporting information attached to the submission will be considered by the selection panel.  For nomination forms and relevant supporting information to be considered, proposers **must** submit this information via the online process. A maximum of four (4) attachments may be submitted. One **must** be a high resolution photo of the nominee.

Tennis Victoria reserves the right to submit nominations for each award category.

All decisions in relation to the 2019 Victorian Tennis Awards (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.

Timeline

* The award period is 1 August 2018 – 31 July 2019.
* Nominations Open – Monday 22 July 2019
* Nominations Close – 12pm on Tuesday 13 August 2019
* All finalists will be notified in writing on Tuesday 3 September 2019
* Awards will be presented at the Tennis Victoria [Champions Dinner](https://www.tennis.com.au/vic/news-and-events/champions-dinner/the-event) on Friday 18 October 2019.

Requirements of award recipients

Successful recipients may be required to participate in marketing and promotional activities in the 12 months following the award.

The winner of this award will be nominated for the national Volunteer Achievement award to be presented at the 2019 Newcombe Medal.

Upon reasonable request, the national winner may be required to prepare an article for the Australian Tennis Magazine with editorial assistance from Tennis Australia.

Finalists will be entitled to one free of charge ticket to attend the event. Further tickets are available for purchase. [Click here](https://www.tennis.com.au/vic/files/2019/06/Booking-form.pdf) for the booking form.

***Nomination form:***

Provide your responses below, addressing each aspect of the criteria.

Please limit responses to 500 words per criteria.

|  |  |
| --- | --- |
| **No.** | **Description** |
| 1 | The leadership qualities shown in continuing to grow the club or facilitate successful change |
|  |
| 2 | The leadership qualities shown in building and / or maintaining facilities and / or operating procedures |
|  |
| 3 | The impact of time spent both short term and long term and how that benefits the club, community and the sport |
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| 4 | Evidence of fostered relationships within and between the club / association and the community |
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| 5 | The contribution to making Tennis inclusive for diverse communities (ie. people with a disability, multicultural communities, Indigenous Australians, people who identify as LGBTI, low socio-economic communities. |
|  |
| 6 | Have made a considerable contribution to the sport, specifically in the area of delivering more active players |
|  |
| 7 | Have demonstrated significant achievement while in the roles held within the club / association |
|  |

\*\* Complete responses in space provided above and attach supporting documentation separately\*\*