

# 2012 Awards for Excellence



The Clubs WA Awards for Excellence rewards and promotes excellence in the management and operation of licensed clubs in Western Australia.

The Award sets a benchmark for best practice and provides the opportunity for clubs to evaluate and measure their performances against industry peers.

We have in place a simpler and easier process of nominating your club to become a category finalist and to win an award! The 2012 Awards for Excellence will see unprecedented opportunities for [all](#) clubs to participate and share the chance to shine!

Its as simple as 1, 2, 3! You respond and we standardise the questions and processes!

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## Expression of Interest Introductory Pack

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- 1** Read through the Introductory Pack to choose the awards your club would like to enter.
- 2** Complete the enclosed Expression of Interest Form, indicating the awards of your choice and then return to Clubs WA.
- 3** We send you the nomination questions for the awards of your choice for you to complete / We contact you to provide assistance for each award you nominate for.
- 4** We check your nominations to ensure you have not missed out anything.
- 5** We visit your club to record your comment and additions to our evaluation.  
*Please host our representative.*

# Group 1 Award Categories

## 1. Best Club Function Facility (Small / Medium) Best Club Function Facility (Large)

This award recognises the best presentation and range of services offered by the club's function facility. This can be a designated facility used to hold functions or a multi purpose area that apart from others, hosts functions as well.

*Criteria for Small / Medium: Annual turnover under \$750,000*

*Criteria for Large: Annual turnover over \$750,000*

*Information Required : Examples of functions run, Seating capacity etc.*

## 2. Best Club Dining (Small / Medium) Best Club Dining (Large) **NEW!**

This award recognises the best food and dining experience the club serves its members.

*Criteria for Small / Medium: Annual turnover under \$750,000*

*Criteria for Large: Annual turnover over \$750,000*

*Information Required : Number of meals served per week, Type of dining services for members, Staff knowledge, Chef profile. etc.*

## 3. Best Club TAB

This award recognises the best example of a Club TAB within the Clubs WA network. The club must be able to demonstrate how they have sought to improve TAB services for their members during the qualifying period.

*Information Required : Percentage of growth in the past 12 months etc.*

# Group 2

## 4. Best Golf Club

This award recognises a golf club that is dedicated to the sport, has a presence in the community and provides the best golf club facilities for its members.

*Information Required : Golfing events hosted by the club, Club participation/success in golf competitions.*

Hall of Fame Recipient : Melville Glades Golf Club<sup>1</sup>

## 5. Best Bowling Club

This award recognises a bowling club that is dedicated to the sport, has a presence in the community and provides the best bowling club facilities for its members.

*Information Required : Bowling events hosted by the club, Club participation/success in bowls competitions.*

# Award Categories

## 6. Best Football Club

This award recognises a football club that is dedicated to the sport, has a presence in the community and provides the best football club facilities for its members.

*Information Required : Football events hosted by the club, Club participation/success in football competitions, etc.*

Hall of Fame Recipient : Subiaco Football Club<sup>1</sup>

## 7. Best Aquatic Club

This award recognises an aquatic/ angling/ boating/ sailing/ yachting club that is dedicated to the sport, has a presence in the community and provides the best club facilities for its members.

*Information Required : Aquatic events hosted by the club, Club participation/success in aquatic competitions, etc*

## 8. Best Sporting / Recreational Club

This award recognises a sporting / recreational club that is dedicated to its chosen sport / recreation, has a presence in the community and provides the best sporting / recreational club facilities for its members.

*Information Required : Sporting / Recreational events hosted by the club, Club participation/success in sporting / recreational competitions, etc*

## 9. Best Social / Cultural Club

This award recognises a social / cultural club that is dedicated to providing social / cultural activities, has a presence in the community and provides the best social / cultural club facilities for its members.

*Information Required : Social / Cultural events hosted by the club, Club participation/success in social / cultural competitions, etc*

## Group 3

### 10. Club Manager of the Year

This award recognises a Club Manager who has demonstrated exceptional leadership qualities in club management and consistently strives for the betterment of the club within the industry.

### 11. Bar Manager of the Year

**BACK BY POPULAR DEMAND!**

This award recognises a Bar Manager who has demonstrated exceptional leadership qualities in bar management / direction and consistently strives to produce excellence in bar management

# Award Categories

## 12. Employee of the Year\*

This award recognises an employee who has consistently demonstrated excellence in the workplace and has risen above their duties to contribute to the club.

*\* This award is open to any paid employee (excluding Bar Managers). Eg. F&B staff, office staff, greenskeepers, maintenance staff and other hospitality workers. \*Clubs may nominate more than one employee for this award. A separate nomination is required for each nominee.*

## 13. Volunteer Club Legend\*

This award recognises an individual who is dedicated to volunteering their time and effort to assist the club.

*\*Clubs may nominate more than one volunteer for this award. A separate nomination is required for each nominee.*

## Group 4

## 14. Outstanding Community Service

This award recognises a club that is dedicated to providing for and assisting the community.

*Information Required : Special services to members in need, Participation in community programs. etc.*

## 15. Spirit of the Outback

This award recognises a club that is dedicated to the outback spirit by supporting and assisting its local community. The club needs to be situated in regional Western Australia.

*Information Required : Special services to members in need, Participation in community programs. etc.*

## Club of the Year (Small / Medium)

## Club of the Year (Large)

This award recognises a club that has excelled in the club industry through consistent and strong leadership performance. Clubs that nominate in at least one award in each group, will automatically be in the running for their respective Club of the Year Award.

## People's Choice Award

**NEW!**

The opportunity for **your members** to nominate your club as the *best club* in Western Australia! The online voting portal (through [www.clubswa.com.au](http://www.clubswa.com.au)) will open at 10am Thursday 19th January 2012 and will close at 11.59pm on Monday, 5th March 2012. Voters can be members of the club or part of the club's community.

Voters must illustrate why they believe their club should win this award. Examples could include how the club tailors itself for its members, something specific done for one particular member, or specific fundraising achievements that were in the interest of the club's members etc. The voter must not reference examples from the club's community involvement (*as this is to be considered for the Outstanding Community Service Award*).

All entrants will go into a draw, with the most creative entry winning a prize. To ensure a fair result, the winning club will be determined by the percentage of entries the club receives in relation to the number of members it has. Each voter is only able to vote once.

# Important

## 2012 Awards for Excellence key dates

Task	Deadline
Expression of Interest forms to be sent to Clubs WA	Monday, 23rd January 2012
Nominations Close	Wednesday, 22nd February 2012
Judging Period	End February - March 2012
Finalists Announced	Friday, 9th March 2012
Winners Announced	Sunday, 25th March 2012 (Awards Night)

## Main Conditions of Entry

- The nominating club must be a current financial member of Clubs WA and situated within Western Australia.
- Qualifying period is 1st January 2011 - 31st December 2011. Information supplied in a submission must refer to activities and results in the qualifying period. Judges will not take into account achievements outside this time frame.
- When necessary, provide your most recent audited financial report.
- Clubs that have won the same category for three consecutive years will be inducted into the Clubs WA Hall of Fame and are required to have a two year cooling off period by not entering that specific award for those two years.

Completed Expression of Interest forms are to be returned to :

[PO Box 5101 South Lake WA 6164](mailto:events@clubswa.com.au) or

[events@clubswa.com.au](mailto:events@clubswa.com.au) or fax [1300 391 821](tel:1300391821) by **Monday, 23rd January 2012.**

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*Save the Date!*

2012 Clubs WA Awards for Excellence

Sunday, 25th March 2012

The Astral, Burswood Entertainment Complex!

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# Clubs WA's Hints & Tips

## Deciding to Enter

1. Involve your club's management and staff
2. Focus on what you do really well
3. Decide on the categories you wish to enter
4. Decide on who will be responsible for gathering the required information for your entry
5. Fill out the Expression of Interest Form and send it to Clubs WA by **Monday, January 23rd 2012**

## Preparing your Submissions

### Self Nominations

1. Clubs WA will send you the nomination questions on **Tuesday, January 24th 2012** by email / post.
1. Stay within the qualifying period : **1st January 2011 - 31st December 2011**
2. Take time to ensure you are not rushed with the deadline
3. Answer all parts of the questions asked. Incomplete entries will seriously disadvantage your nomination.
4. Follow all instructions in your nomination
5. Provide your answers within the given page limit (note: judges will not score submissions beyond the applicable page limit). Keep your answers logical, concise and relevant
6. Remember your passion for your club or employee and try and translate that into your responses.
7. Remember the judges are looking for outstanding clubs whether big or small that work for the benefits of their members and the community
8. Provide examples that distinguish your club from others
9. Provide supporting documentation as attachments
10. Allow time for mentoring/review process, proof-reading (by someone other than you) and editing
11. Check that you have completed all submission requirements as outlined in the Nomination Form Information & Guidelines (incl. required forms, signed declaration forms, checklist, supporting documents, photos etc)
12. Keep a copy of your submission prior to sending them to Clubs WA for future reference / post awards feedback (note: Clubs WA will NOT return entry submissions at the conclusion of the judging period)
13. Ensure you submit your nominations by the **Wednesday, 22nd February 2012**

### With Assistance from Clubs WA

1. Organise a manager or a club employee to participate in the phone interview with Clubs WA. Ensure this person is well informed about your nomination and can answer any questions regarding your club.
2. Clubs WA will contact you to set an appointment for a phone interview to assist you in completing your nominations. Ensure you pass on the name of your representative and his/her contact details to Clubs WA.
3. Clubs WA will send you the nomination questions.
4. Involve your club's management and staff when planning your content for the phone interview.
5. Clubs WA will conduct phone interview and will send you a draft copy of your nomination to approve.
6. Prepare supporting documentation
7. Prepare photos
8. Submit all required information to Clubs WA by **Wednesday 15th February 2012**, to allow Clubs WA time to put your nomination together.

## Preparing for Site Visits / Phone Interviews

1. The site visit allows the judges to verify your entry and see your club and how it functions and will only be around 20 to 30 minutes.
2. Organise a manager or club employee to meet with the judge. Ensure this person is well informed about your nomination and can answer any questions regarding your club.
3. Clubs WA will confirm site visit time with your club. Ensure you pass on the name of your representative and his/her contact details to Clubs WA.
4. For the individual awards, where a phone interview is necessary, check that all referees provided will be available during the judging period.

# Terms & Conditions of Entry

1. A nominating club must be a financial member of Clubs WA and situated within Western Australia.
2. Qualifying period is **1st January 2011 - 31st December 2011**. Information supplied in a submission must refer to activities and results in the qualifying period. Judges will not take into account achievements outside this time frame. When necessary, provide your **most recent audited financial report**.
3. Clubs that have won the same category for three consecutive years will be inducted into the Clubs WA Hall of Fame and are required to have a two year cooling off period by not entering that specific award for those two years.
4. Split-premises clubs, whether a result of amalgamation or split-premise, are to enter the Clubs WA Awards for Excellence in their own right and submit independent entries. Where a split-premise club is the recipient of an Award, any promotional material related to that Award must refer only to the split-premise club, and not to the amalgamated group to which it belongs to.
5. Clubs WA has the right to withdraw and replace award categories from year to year as well as amend dates for submissions and the gala dinner.
6. In consideration of Clubs WA accepting this entry, the entrant indemnifies Clubs WA against all claims, losses, suits and demands made against or suffered by the club, due to any negligent act of omission on the part of the entrant. Clubs WA, its staff, judges, sponsors, transport companies and the like cannot be held responsible for any damages and/or loss of materials that are submitted as an entry.
7. If at any time following submission of entry, the club being put forward goes into winding up, receivership, liquidation or bankruptcy, the entrant is required to advise Clubs WA and accepts that the submission will no longer be eligible for an award.
8. Clubs WA and its appointed judges will hold all information supplied by nominating clubs and individuals in the strictest of confidence. At the judges' discretion, Highly Commended awards may be given to entries that do not win their category yet demonstrate outstanding achievements or great innovation.
9. The entrant agrees to abide by the final decision of the judges and understands no additional correspondence will be entered and/or considered. Under no circumstances will judges be held responsible for any comment, viewpoint or expression, whether expressed or implied, concerning the standard or quality of an entrant's submission.
10. Clubs WA may use any photographs submitted by entrants to promote the Awards for Excellence to the media. Your contact details may be supplied to agencies on behalf of award organisers/committees for promotional/media purposes.
11. Clubs entering the Clubs WA Awards for Excellence must have a representative of their club in attendance at the presentation gala dinner on Sunday, 25th March 2012.
12. The entrant agrees that in the 12-month period following the Awards, should any action be brought against the club that may bring discredit to the Awards for Excellence, any award that has been presented, will be revoked.

# Congratulations!

## Winners of 2011 Clubs WA Awards for Excellence

Best Club Function Facility (Small / Medium):	Albany Club Inc.
Best Club Function Facility (Large)	: South of Perth Yacht Club
Best Club Dining Award	: The University Club of Western Australia
Best Club TAB	: Innaloo Sportsmens Club
Best Golf Club Award	: Melville Glades Golf Club
Best Bowling Club Award	: Dudley Park Bowling Club
Best Football Club	: Subiaco Football Club
Best Aquatic Club	: Hillarys Yacht Club
Best Sporting / Recreational Club Award	: Dunsborough Districts Country Club
Best Social / Cultural Club Award	: The University Club of Western Australia
Club Manager / Director of the Year Award	: Danny Rechichi, Hillarys Yacht Club
Employee of the Year Award	: Anthony O'Dea, Marmion Angling & Aquatic Club
Volunteer Club Legend	: Basil Fuller, Subiaco Football Club
Outstanding Community Service Award	: Royal Perth Yacht Club
Spirit of the Outback Award	: Moora Club Inc
Club of the Year (Small / Medium)	: Lesmurdie Club
Club of the Year (Large)	: Royal Perth Yacht Club

## Hall of Fame

<sup>1</sup>Congratulations to the Melville Glades Golf Club for winning the Best Golf Club Award and to the Subiaco Football Club for winning the Best Football Club Award, both for 3 years running!

These clubs will be presented with a Hall of Fame Award at the Awards Ceremony on Sunday, 25th March 2012. Hall of Fame recipients are to have a 2 year cooling off period and are not allowed to nominate in the said award for that period.