Give your club the opportunity to shine! Complete your expression of interest form today!

2016 Awards for Excellence

Introductory Pack

Awards Night - Saturday, 11th June 2016, Crown Perth

What to do next:

1. Read through the Introductory Pack to choose the awards your club would like to enter.

2. Complete the enclosed Expression of Interest (EOI) Form, indicating the awards of your choice and then return it to Clubs WA.

3. We then send you the nomination questions for the awards of your choice for you to complete. Clubs WA can also assist you with your nominations for each award you nominate for. You can request this on your EOI form.

4. We arrange your site inspections or phone interviews where required.
Award Categories

Awards qualifying period: 1st January 2015 - 31st December 2015

Definitions*:
Small Club: Annual turnover under $500,000
Medium Club: Annual turnover between $500,000 - $1,000,000
Large Club: Annual turnover over $1,000,000

*Please note that Clubs WA has the right to relocate clubs to the appropriate categories where applicable. Where applicable, when submitting your nominations, you will be required to disclose your approximate most recent annual turnover amount. Clubs WA reserves the right to request evidence.

Additional Note: The Chairman of judges reserves the right to award “Merit Certificates” to top award contenders in each award category.

1. 100 Year Club Award

This award recognises those clubs that have turned 100 years of age or more. No submissions are required for this award, only the year of the clubs official opening.

2. Best Club Function Facility Award (Small, Medium, Large)

These awards recognise the best presentation and range of services offered by the club’s function facilities. This can be a designated facility used to hold functions or a multi purpose area that apart from other services, hosts functions as well.

Information Required: Examples of functions held, run sheets, seating capacity, etc.

3. Best Club Chef/Cook Competitions

This chefs competition is open to qualified chefs as well as cooks from member clubs to participate in. More than one chef/cook is able to participate from each club. Chefs and cooks will be assessed based on presentation and taste as well as skill relevant to experience level.

Information Required: Qualified Chefs will be required to present proof of qualification and letter of employment from their club. Cooks will be required to present a letter of employment (voluntary or paid) from their club.

4. Best Club TAB Award

This award recognises the best example of a Club TAB within the Clubs WA network. This award does not require a submission and the winner will be determined by Racing and Wagering WA (RWWA) on the ability of a club to improve TAB services for their members during the qualifying period.
5. Best Club Members Night Award (Small, Medium, Large)

These awards recognise those clubs that put on the best Club Members Night in Western Australia.

*Information Required: Marketing to membership; type of event(s); key features of event(s); occurrence of event(s); unique features of the event(s).*

6. Best Club Media Story Award

Has a journalist or reporter (paper or electronic media) promoted your club, local club event, or reported a story of interest regarding your club? If so, then nominate them for this award! Journalists are able to nominate themselves for this award as long as permission has been received by the club.

*Information Required: Evidence of story.*

7. Best Industry Supplier Award

Nominate your favourite supplier for this award. Only one vote per person will be accepted. Votes can be conducted on-line through Clubs WA throughout the year and close on the 8th April 2016, via our website www.clubswa.com.au or alternatively you can call 1300 640 616 to have your vote counted.

8. Employee of the Year Award

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 including Bar Managers, 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.

*Information Required: Roles and responsibilities, qualifications, team work examples, and various other demonstrations of leadership initiatives.*

9. Amateur Sportsperson of the Year Award

This award category is available for all member clubs to nominate for. Judges will be looking for an individual, 18 years or older (please note qualifying period) that has made achievements over the past year; promoted their club or their sport; been provided support by their club; and been a role model to other sportspeople and members in your club.

*Information Required: Evidence of achievements by individual; evidence of support provided by club.*

10. Junior Amateur Sportsperson of the Year Award

This award category is available for all member clubs to nominate for. Judges will be looking for one junior sportsperson under the age of 18 (please note qualifying period) that has made achievements over the past year; promoted their club or their sport; been provided support by their club; and been a role model to other sportspeople and members in your club.

*Information Required: Evidence of achievements by individual; evidence of support provided by club.*
11. Amateur Sports Team of the Year Award

This award category is available for all member clubs to nominate for. Judges will be looking for a team that has: made achievements over the past year; promoted their club or their sport; been provided support by their club; been a role model to other sportspeople in your club.

*Information Required: Evidence of achievements by team; evidence of support provided by club.*

12. Clubs in the Community - Special Projects

This award category focuses on clubs that have held one-off events, for example, disaster recovery, one-off fundraising for a particular person or group etc. All member clubs can nominate for this award which aims to promote the vital role that clubs play in their local and internal communities, through events such as these.

*Information Required: Evidence of club participation; promotion of the event; benefits to the community from the event/project; publicity received for the event/project.*

13. Clubs in the Community - Community Partnerships

This award category focuses on clubs that have long term relationships with community organisations either by way of a regular event or ongoing promotion. All member clubs can nominate for this award which aims to promote the vital role that clubs play in their local and internal communities, with other community organisations.

*Information Required: Evidence of community and club participation; promotion of the project; benefits to the community from the event/project; publicity received for the event/project.*

14. Volunteer Contribution Award

This award recognises and honours a volunteer whose volunteering endeavours has brought about positive change to their club during the year 2015. Clubs may nominate more than one volunteer for this award. A separate nomination is required for each nominee. All finalists will be presented with a framed Certificate of Appreciation at the awards night in June. Please note previous Volunteer Contribution Award or Club Legend Award winners are not eligible for this award.

*Information Required: Roles and responsibilities, changes brought to club, team work examples, and various other demonstrations of leadership initiatives.*

15. Lifetime Contribution to Volunteering Award

This award recognises an individual who has demonstrated a life long contribution to volunteering in your club. Clubs may nominate more than one volunteer for this award. A separate nomination is required for each nominee. All finalists will be presented with a framed Certificate of Appreciation at the awards night in June. Please note previous Lifetime Contribution to Volunteering Award or Club Legend Award winners are not eligible for this award.

*Information Required: Roles and responsibilities, team work examples, and various other*
demonstrations of leadership initiatives.

16. Member’s Choice Club of the Year

The opportunity for your members to nominate your club as the best club in Western Australia! Members must illustrate why they believe your 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.

All votes will be read by the judges, with the most creative entry winning a prize for themselves and their club! Votes can be conducted on-line through Clubs WA throughout the year and close on the 13th May 2016, via our website www.clubswa.com.au or fax to 1300 503 907.

17. Club Inspiration Award - NEW!

This award recognises and honours a member(s) of the community who has inspired their club through overcoming or enduring a personal challenge, during the year 2015. Clubs can only nominate one person or group for this award.

Information Required: Testimonials from at least 3 people regarding the personal challenge.

18. Club of the Year (Small, Medium, Large) - (incorporating Club Manager)

All member clubs can nominate for this award which aims to encourage clubs to lead by good governance for the greater good of the local and internal communities. Clubs will need to demonstrate strong performance across their club programs and administration, environmental, training and development, community initiatives and club initiatives. This award will also recognise a Club Manager who has demonstrated exceptional leadership qualities in club management and consistently strives for the betterment of the club within the industry.

Information Required: Membership programs; training and development for members; marketing; healthy initiatives; environmentally friendly initiatives; local initiatives; staff training and development; and corporate governance. For the Club Manager, information regarding their roles and responsibilities, qualifications, team work examples, and various other demonstrations of leadership initiatives will be required.

19. President’s Choice for Club Achievement

This award will be decided by Clubs WA President, Mr Wally Maker, who will personally award the club that has made significant achievements in the past year. No nominations are required for this award.

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<thead>
<tr>
<th>Task</th>
<th>Deadline</th>
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<tr>
<td>Expression of Interest forms to be sent to Clubs WA</td>
<td>As soon as possible.</td>
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<tr>
<td>Nominations Close</td>
<td>Friday 8th April 2016</td>
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<tr>
<td>Judging Period</td>
<td>April - May 2016</td>
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<tr>
<td>Finalists Announced</td>
<td>Wednesday, 18th May 2016</td>
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<td>Winners Announced</td>
<td>Saturday, 11th June 2016 (Awards Night)</td>
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Clubs WA Hints & Tips

Deciding to Enter

1. Consider who deserves recognition in your club
2. Involve your club’s management and staff
3. Focus on what you do really well
4. Decide on the categories you wish to enter
5. Decide on who will be responsible for gathering the required information for your entry
6. Fill out the Expression of Interest Form and send it to Clubs WA ASAP so we can process your application

Preparing your Submissions

Self Nominations

1. Clubs WA will send you the nomination questions by email / post
2. Stay within the qualifying period: 1st January 2015 - 31st December 2015
3. Take time to ensure you are not rushed with the deadline
4. Review all questions as these may have changed from previous award programs
5. Answer all parts of the questions asked. Incomplete entries will seriously disadvantage your nomination
6. Follow all instructions in your nomination
7. Provide your answers within the space allocated (note: judges will not score submissions beyond the space provided). Keep your answers logical, concise and relevant
8. Remember your passion for your club or employee and try and translate that into your responses
9. Remember the judges are looking for outstanding clubs whether big or small that work for the benefit of their members and the community
10. Provide examples that distinguish your club from others
11. Provide supporting documentation as attachments
12. Allow time for mentoring/review process, proof-reading (by someone other than you) and editing
13. 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)
14. 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)
15. Ensure you submit your nominations by Friday 8th April 2016

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 the 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 Friday, 18th March 2016, 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, director 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 a 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 have been informed and 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 2015 - 31st December 2015**. 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.

3. Where necessary, provide your **most recent** audited financial report.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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 also be given to entries that do not win their category yet demonstrate outstanding achievements or great innovation.

10. The entrant agrees to abide by the final decision of the judges and understands that no additional correspondence will be entered into 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.

11. Clubs WA may use any photographs submitted by entrants to promote the Awards for Excellence to the media and community. Your contact details may be supplied to agencies on behalf of award organisers/committees for promotional/media purposes.

12. Clubs entering the Clubs WA Awards for Excellence must have a representative of their club in attendance at the presentation gala dinner on Saturday, 11th June 2016.

13. 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.
Member`s Choice Voting Form

The Member’s Choice Award allows your members to nominate your club as the best in this state!
The Members Choice Award will showcase your clubs involvement and support of your local community so make sure you get everyone involved in voting! All you have to do is get your members to tell us in 50 words or less why your club should win. There are prizes for the winning entrant and their club, so the more people voting for your club the better! Remember, the most unique/creative entry wins.

There are two ways to enter this award:
1. Online through www.clubswa.com.au or
2. Copy this form and get your members to complete it and fax it back to Clubs WA on 1300 503 907 or email to marketing@clubswa.com.au

Terms and Conditions
• Voters need to explain (in 50 words or less) why they believe your club deserves to win.
• The most creative entry will win a prize pack.
• The winning nominated club will also win a prize!
• Examples could include how the club tailors itself for its members, something specific done for one particular member of the community, or specific fundraising achievements that were in the interest of the club’s members etc.
• Voting will close at 11.59pm on 13th May 2016.
• Voters must be a member of the nominated club.
• The winning entry will be deemed the most ‘unique’ (original and creative) answer by the Clubs WA Judging Team.
• Each voter is only able to vote once.

Make copies of this form, get your members to complete the forms and then fax back completed forms before the 13th May 2016!

Member’s Name: ___________________________________________________
I am voting for the following club: _______________________________________
Voter’s email address: __________________________________________________
Voter’s best contact number: _____________________________________________
In 50 words or less, tell us “My club is the best because: _______________________
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