



# Rising Star Award



*This recognises a club who has an employee who has consistently demonstrated excellence in the workplace and has risen above their duties to contribute to the club between January 2019 and December 2020.*

*Judges are looking to find an employee who has been working for your club for up to and including 5 years that has had a significant impact on the club, the staff and volunteers.*

## Selection Criteria

*Nominations close at 5pm, Wednesday 31 March 2021*

- You may nominate more than one (1) employee for this award, providing you fill out a separate nomination form for each entry
- Nominees must have been employed at your club between January 2019 and December 2020
- Nominating clubs are required to submit the Required Attachments outlined below

## Required Attachments

- Two (2) written testimonials using the template provided below from staff/committee about your nominated employee
- At least one (1) high resolution photo of your nominee, suitable for display on the large screen at the Awards Ceremony **Maximum 3 attachments**
- Video footage of your nominee (optional)

**Note:** By supplying the photo(s) and video(s), you are granting Clubs WA permission to use these for promotional purposes associated with the awards program.

**Please send your completed form with attachments to:**

- Email: [events@clubswa.com.au](mailto:events@clubswa.com.au)
- Post: Clubs WA, PO Box 5101, South Lake WA 6164

If you have any queries regarding the nomination questions or process, please contact [events@clubswa.com.au](mailto:events@clubswa.com.au) or call the Events team on 9417 7149.





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## General Information

### Your information

Club	
Name of main contact	
Position	
Mobile	
Email	

### Employee information

Employee name	
Position	
Mobile	
Email	
Length of employment	

## Questions

Please answer in detail and provide as many examples as possible. Where applicable, suggested topics to address are listed under each question.

**Question One:** How long has your nominee been employed at the club?

*No marks allocated for this question*

*Please tick one:*

- Less than one (1) year
- One (1) to two (2) years
- Three (3) to five (5) years





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**Question Two:** Broadly detail your nominee's current job description, including key responsibilities.

*No marks allocated for this question*

*Please enter your response below:*

**Question Three:** Please describe how your nominee has gone above and beyond those duties and responsibilities.

*Suggested word count: 150 words (Maximum word count: 200 words)*

*Examples: Have they proactively implemented change that has benefited your club? Please include any specific examples where possible.*

*Please enter your response below:*

**Question Four:** How would your club be impacted if the employee left?

*Suggested word count: 100 words (Maximum word count: 150 words)*

*Note: Judges will be looking to see how reliant your club is on this employee and how much of an impact they have made.*

*Please enter your response below:*





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**Question Five:** How does the employee encourage other staff members and volunteers to pursue excellence?

*Suggested word count: 150 words (Maximum word count: 200 words)*

*Examples: leading by example; increased morale; greater use of facilities by members [detail]; increase in volunteering projects at club; note any measurable outcomes [such as increased membership/higher membership/staff retention] etc.*

*Please enter your response below:*

## Before you submit...

*Please ensure you have the following ready to send with your completed nomination:*

- Two (2) written testimonials using the template below from staff/committee about your nominated employee
- At least one (1) high resolution photo of your nominee, suitable for display on the large screen at the Awards Ceremony *Maximum 3 attachments*
- Video of your nominee (optional)





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## Testimonial #1

Please fill in the following form about the requested nominee in as much detail as possible. Note that your referee **will not be contacted** so please include as much information as you can about this nominee and why they are deserving of the award.

### Information

Your name	
Nominee name	
Nominee club	
Relation to nominee	

**Question One:** What has been the moment where the employee has impressed you the most between January 2019 and December 2020?

Suggested word count: 75 words (Maximum word count: 150 words)

*Please enter your response below:*

**Question Two:** Why does the nominee deserve to be awarded the Rising Star Award?

Suggested word count: 75 words (Maximum word count: 150 words)

*Please enter your response below:*

**Question Three:** What impact has the employee had on you personally within the club environment?

Suggested word count: 75 words (Maximum word count: 150 words)

*Please enter your response below:*

~ End of Testimonial ~





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## Testimonial #2

Please fill in the following form about the requested nominee in as much detail as possible. Note that your referee **will not be contacted** so please include as much information as you can about this nominee and why they are deserving of the award.

### Information

Your name	
Nominee name	
Nominee club	
Relation to nominee	

**Question One:** What has been the moment where the employee has impressed you the most between January 2019 and December 2020?

Suggested word count: 75 words (Maximum word count: 150 words)

*Please enter your response below:*

**Question Two:** Why does the nominee deserve to be awarded the Rising Star Award?

Suggested word count: 75 words (Maximum word count: 150 words)

*Please enter your response below:*

**Question Three:** What impact has the employee had on you personally within the club environment?

Suggested word count: 75 words (Maximum word count: 150 words)

*Please enter your response below:*

~ End of Testimonial ~

