

2024 Sport and Leisure Awards

Do you know a deserving volunteer within a local sport and leisure club that deserves to be recognised for their efforts? How about a local club that provides fantastic opportunities for Knox residents to be involved in sport and leisure activities? Why not nominate them for an award at the 2024 Knox Sport and Leisure Awards?

The Awards are dedicated to recognising and rewarding the hard working volunteers within our local sport and leisure clubs, as well as clubs that have worked hard to provide positive programs and opportunities for the Knox community.

Award Categories

There are a number of awards that you can nominate a club or individual for, including:

Club Awards

- Club of the Year; and
- Best Club Initiated Program

Individual Awards

- Club Person of the Year (Adult)
- Club Person of the Year (Junior)
- Women in Sport Leadership; and
- Years of Service Recognition

How to Nominate

Nominating a local club or volunteer is easy. All you need to do is pick which award category best reflects the work of the club/volunteer, and then complete the online nomination form. That's it!

You can nominate any volunteer, regardless of whether they are involved in your club or not. You can even nominate your own club.

Prior to starting a nomination form, please ensure you check the eligibility criteria. Nominators are also encouraged to consider the eligibility criteria when forming a response to the questions. The more information provided the better.

Assessments will be based on the applications provided, which will include the opportunity to submit a variety of supporting documentation including images, videos, letters of support, letter of thanks.

Make sure you get your nomination in by 12:00 p.m. Monday 4th March 2024. Applications received after this day and time will NOT be consider.

Award Rationale and criteria

Club of the Year

The Club of the Year Award will be awarded to a Knox based sport and leisure club who has implemented good governance structures, attended Council’s Club Development Workshops and are inclusive and supportive to their volunteers.

To be eligible to be nominated for this award:

- The club must be based in Knox;
- The club must not have won the Club of the Year Award in the last three years;
- The club must not have received a Breach of Tenancy from Council;
- The club must be incorporated;
- The club must report annually to Consumer Affairs Victoria; and
- The club must have a Childsafe Policy.

Successful nominations will consider the following items:

Question	Criteria
Contact details	Questions 1 to 3 require nominators to list the Club name, Club activity (Scouts, Football etc.), Club Incorporation Number as well as a contact name and email for the Club.
How does the Club demonstrate good governance?	List all areas that the club demonstrates good governance and outline how this is being implemented into the club’s day to day operations, and how effective this is. Provide detail how this meets the requirements of your relevant association.
Does the Club have a Volunteer Management Plan (VMP) or a volunteer recruitment and retention policy/strategy?	Attach the plan or policy here, or provide detail as to how your club engages with volunteers. Demonstrate how effective your club’s volunteer recruitment and retention is.
Does the Club field any teams, or run programs directly for under-represented groups?	Demonstrate how your club encourages participation for under-represented groups? Consider juniors, females, people with a disability, people from culturally and linguistically diverse background and older people. Provide any supporting documentation eg letter of support from governing body to show growth; data that

highlights the growth; details of strategies you've undertaken to support this growth.

Does the Club have people from under-represented groups in positions of leadership?

List which leadership positions are occupied by people from under-represented groups. Positions can include President, Coach, Official etc.

Does the club engage with the broader community?

Tell us how your club engages with the broader community to increase participation (e.g. schools, community events, festivals, clinics etc.)

[Nominate for the Club of the Year Award](#)

Best Club Initiated Program

The Best Club Initiated Program Award will be awarded to a Knox based sport and leisure club that has implemented an inclusive program that aligns with the goals outlined within the [Knox Community and Council Plans](#).

To be eligible to be nominated for this award:

- The club must be based in Knox;
- The club must not have won the Best Club Initiated Program Award in the last three years;
- The club must be incorporated; and
- The program must have been held/run within the last 12 months.

Successful nominations will consider the following items:

Question	Criteria
Contact details	Nominators will need to list the Club name, Club activity (Scouts, Football etc.), Club Incorporation Number as well as a contact name and email for the Club.
What were the dates that the program was implemented?	Provide detail on when the program was implemented (must be within last 12 months)
Briefly describe the program including its goals and objectives, and demonstrate how these have been met.	Provide an overview of what the program is and what the aims of the program are. What does the club seek to achieve from running the program?
Outline the benefits of the program for the club and the broader community.	Provide detail of the benefits the club has seen from the program, for both the club and the broader community.
Provide detail about the impact this program has had for participants.	Ensure you provide evidence of, or tell the story of, how this has had an impact on those participating in the program.

[Nominate for the Best Club Initiated Program Award](#)

Club Person of the Year (Adult)

The Club Person of the Year (Adult) Award is awarded to volunteers who are 18 years of age and over, who have made a significant contribution to their club.

To be eligible to be nominated for this award the individual:

- Must volunteer for a Knox based club;
- Must not have won any awards at the Knox Sport and Leisure Awards in the last three years;
- Must be a volunteer and not paid for their role, excluding reimbursement for expenses; and
- Must be 18 years of age or older on 12 June 2024.

Successful nominations will consider the following items:

Question	Criteria
Nominee’s contact details	Nominators will need to provide the Nominee’s name, email and contact number.
How has the nominee played an active role in the development and delivery of programs for the betterment of the club and community?	Consider whether the nominee has championed change in the club through developing new policies, strategies and plans, as well as developing new programs etc.
What are some of the key outcomes and benefits that have been achieved as a result of the nominees work at the club?	Within the response it is important to demonstrate what benefits have derived from the Nominee’s work. This could include an increase in participation, improved club culture, facility development, accessible and equitable programming etc. Provide examples to support nomination.

[Nominate for the Club Person of the Year \(Adult\) Award](#)

Club Person of the Year (Junior)

The Club Person of the Year (Junior) Award is awarded to volunteers who are 17 years of age and under, who have made a significant contribution to their club.

To be eligible to be nominated for this award the individual:

- Must volunteer for a Knox based club;
- Must not have won any awards at the Knox Sport and Leisure Awards in the last three years;
- Must be a volunteer and not paid for their role, excluding reimbursement for expenses; and
- Must be 17 years of age or younger on 12 June 2024.

Successful nominations will consider the following items:

Question	Criteria
Nominee’s contact details	Nominators will need to provide the Nominee’s name, email and contact number.
Provide detail about how has the nominee plays an active role at the club, that benefits the club and broader community?	Consider whether the nominee has championed change in the club, or perhaps they demonstrate strong leadership, or maybe they embody the values of the club.
What are some of the key outcomes that have been achieved as a result of the nominees work at the club?	Within the response it is important to demonstrate what benefits have derived from the Nominee’s work. This could include an increase in participation, improved club culture, facility development, accessible and equitable programming etc. Provide examples to support nomination.

[Nominate for the Club Person of the Year \(Junior\) Award](#)

Women in Sport Leadership

The Women in Sport Leadership Award is awarded to female volunteers who have made a significant contribution to their club whilst holding a position(s) of leadership such as a President, Coach or Official.

This award is open to people who identify as women. To be eligible to be nominated for this award the individual:

- Must volunteer for a Knox based club;
- Must not have won any awards at the Knox Sport and Leisure Awards in the last three years; and
- Must be a volunteer and not paid for their role, excluding reimbursement for expenses.

Successful nominations will consider the following items:

Question	Criteria
Nominee's contact details	Nominators will need to provide the Nominee's name, email and contact number.
Is the Nominee in a position of leadership at the club?	Provide detail of the position the Nominee holds, and any previous positions held.
How has the nominee played an active role in the development and delivery of programs for the betterment of the club and community?	Consider whether the nominee has championed change in the club through developing new policies, strategies and plans, as well as developing new programs etc.
What are some of the key outcomes that have been achieved as a result of the nominees work at the club?	Within the response it is important to demonstrate what benefits have derived from the Nominee's work. This could include an increase in participation, improved club culture, facility development, accessible and equitable programming etc. Provide examples to support nomination.

[Nominate for the Women in Sport Leadership Award](#)

Years of Service

Recognition for Years of Service is given to long standing volunteers within local sport and leisure clubs, with recognition commencing at 20 years of service and increasing in increments of 10 (e.g. 20, 30 etc.).

Nominees will be assessed for suitability in this category.

To be eligible to be nominated for Years of Service Recognition, the nominee:

- Must be nominated for their term at the club in a non-playing role (for example, if the nominee began playing for the club prior to their role as a volunteer, the term of service they are being nominated for *must* begin from the time they commenced in a volunteer capacity, and not when they first attended the club as a player);
- Must volunteer for a Knox based club;
- Must be a volunteer and not paid for their role, excluding reimbursement for expenses.

The nomination will require a brief timeline detailing the nominee's roles during their time volunteering at the club.

The Years of Service does not need to be consecutive years; it can be a total of accumulated years of voluntary service (not including the years that the nominee has had away from the club, or in a non-volunteering role.)

Nominate for Years of Service

What next?

Once your nomination form has been submitted, it will be assessed by a panel and ranked against a pre-determined criteria. All nominees will be invited to attend the awards evening (subject to capacity) with the winners announced at the event.

Got a Question?

If you have any questions regarding the Knox Sport and Leisure Awards or require assistance completing a nomination form, please contact Knox City Council's Leisure Services Department;

P: (03) 9298 8000

E: leisure.services@knox.vic.gov.au