

Sport & Leisure Awards 2020

Information booklet

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# Sport & Leisure Awards 2020

Nomination Information Booklet



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**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 2020 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.

Make sure you get your nomination in quick, as nominations close at 12:00pm (midday) Monday 30 March 2020. To access the nomination form, please click on the link below.

<http://www.knox.vic.gov.au/sportawards>

# Award rationale and criteria

## Club of the Year Award

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; and
- The club must report annually to Consumer Affairs Victoria.

Successful nominations will consider the following items:

Question	Criteria
1. List the Club's 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.
2. How does the Club demonstrate good governance?	Consider items such as Strategic Plans, transparency (making minutes available to members) and compliance to Child Safe Standards.
3. Does the Club have a volunteer recruitment and retention strategy?	Provide detail as to what the strategy entails. Attach strategy to application if available.
4. Does the Club field any teams or run programs directly for under-represented groups?	Under-represented groups includes juniors, females, people with a disability, people from culturally and linguistically diverse background and older people.
5. Does the Club have any policies or strategies in place to encourage greater participation from under-represented groups?	Provide details of the group's policies and strategies, and attach the documents is available.
6. 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.

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

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### Best Club Initiated Program Award

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 Plan 2017-2022.

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
1. List the Club's 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.
2. Briefly describe the program including its goals and objectives.	Provide an overview of what the program is and what the aims of the program are (what does the club want to achieve from running the program)?
3. Does the program align with any goals listed within the Knox Community and Council Plan 2017-2022?	View the plan by <a href="#">clicking here</a> . Ensure that if the program aligns with one of the goals within the plan, that there is an explanation as to why it is linked.
4. How many participants are involved in the program?	Ensure you provide an accurate number of people who are participating in the program.
5. Highlight the consistency rate for participation in the program	How many of the registered people are consistently attending the program?
6. Does the program encourage participation from under-represented groups?	Under-represented groups include juniors, females, people from culturally and linguistically diverse backgrounds, people with a disability and the elderly.

[Nominate now](#) for Best Club Initiated Program

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### Club Person of the Year (Adult) Award

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 10 June 2020.

Successful nominations will consider the following items:

#### Question

#### Criteria

1. List the Nominee's contact details

Nominators will need to list the Nominee's name, email and contact number.

2. How many hours would the Nominee volunteer per week?

Please record an accurate figure if known, otherwise record an estimate.

3. How has the nominee played an active role in the development and delivery of programs to either increase participation or 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.

4. What are some of the key outcomes that have been achieved as a result of the nominees work?

Within the response it is important to include what benefits have derived from the Nominee's work. This could include an increase in participation, improved club culture, facility development and accessible programming. Please also include in your response how many people have benefitted.

5. Is this volunteer actively involved in other clubs within Knox?

Consider the nominee's additional contributions to the Knox community through other sports outside your club.

[Nominate now](#) for the Club Person of the Year

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### Club Person of the Year (Junior) Award

The Club Person of the Year (Adult) 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 10 June 2020.

Successful nominations will consider the following items:

#### Question

#### Criteria

- |  |  |
|--|--|
| 1. List the Nominee's contact details  | Nominators will need to list the Nominee's name, email and contact number.   |
| 2. How many hours would the Nominee volunteer per week?  | Please record an accurate figure if known, otherwise record an estimate.   |
| 3. How has the Nominee played an active role in the development and delivery of programs for the betterment of the club and community? | Consider what the Nominee has done to improve the club. This could be volunteering to run water for the senior players, taking on coaching younger age groups or even being at every match to cheer on the players.  |
| 4. What are some of the key outcomes that have been achieved as a result of the nominees work?   | Within the response it is important to include what benefits have derived from the Nominee's work. This could include an improved club culture through the Nominee's support of the senior teams, young people enjoying being active through the Nominee coaching younger age groups, or even the club generating funds through the Nominee's fundraising efforts. Please also include in your response how many people have benefitted. |

[Nominate now](#) for the Club Person of the Year

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### Women in Sport Leadership Award

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

- |   |   |
|---|---|
| 1. List the Nominee's contact details   | Nominators will need to list the Nominee's name, email and contact number.  |
| 2. How many hours would the nominee volunteer per week?   | Please record an accurate figure if know, otherwise record an estimate.   |
| 3. How has the nominee played a lead role in the development and delivery of programs to either increase participation or for the betterment of the club and community? | The nominee must have played a key role promoting change within the club. This could be through the development of new policies and strategies or even strong leadership.   |
| 4. What are some of the key outcomes that have been achieved as a result of the nominees work?  | Within the response it is important to include what benefits have derived from the Nominee's work. This could include an increase in participation, improved club culture, facility development and accessible programming. Please also include in your response how many people have benefitted. |

[Nominate now](#) for Women in Sport Leadership



### Years of Service Recognition

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.). All volunteers nominated under this category will be recognised at the Awards evening.

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

- Must volunteer for a Knox based club; and
- Must be a volunteer and not paid for their role, excluding reimbursement for expenses.

[Nominate now](#) 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 Dayna Nicholas, Club Development Project Officer on 9298 8208 or via email at [dayna.nicholas@knox.vic.gov.au](mailto:dayna.nicholas@knox.vic.gov.au)