

2018 Club Awards Criteria

The following categories and corresponding criteria cover eligibility during the 2018 calendar year.

- Awards 1 - 10 need to be submitted by **Friday 14 December 2018**
- Awards 11 - 25 need to be submitted by **Friday 2 March 2019**

1st Round - Deadline **Friday 14 December 2018**

	Award Category	Criteria
1	Best Keno Club	For a Club whose Keno operations: <ul style="list-style-type: none"> • Are well presented with current marketing material, entry forms and pencils • Show evidence of regular cleaning and maintenance • Include well-presented staff with strong product knowledge who are able to advise customers of game features
2	Best Club TAB	For a Club whose wagering operations: <ul style="list-style-type: none"> • Display racing information walls which are well-presented with current information and marketing materials, entry forms and pencils • Show evidence of regular cleaning and maintenance including clean terminals and all monitors operating • Include well-presented staff with strong product knowledge who are able to a to customer needs
3	Best Metro Club Bistro	For a Club Bistro offering: <ul style="list-style-type: none"> • Well-appointed and professionally presented with appropriate ambience • Quality meals with good variety of beverage choices • An appropriate menu range for the membership base • Courteous, cleanly-attired staff wearing name tags
4	Best Regional Club Bistro	For a Club Bistro offering: <ul style="list-style-type: none"> • Well-appointed and professionally presented with appropriate ambience • Quality meals with good variety of beverage choices • An appropriate menu range for the membership base • Courteous, cleanly-attired staff wearing name tags
5	Best Club Restaurant	For a Club restaurant full table service offering: <ul style="list-style-type: none"> • Quality, well-maintained decor with appropriate ambience • Quality meals with good variety of beverage choices • An appropriate menu range for the membership base

		<ul style="list-style-type: none"> • Courteous, cleanly-attired staff wearing name tags who demonstrate good knowledge of the menu
6	Club Chef of the Year**	<p>For a Chef who has demonstrated:</p> <ul style="list-style-type: none"> • Consistent and quality output that aligns with club member demographics • An ability to capitalise on seasonal produce • Exemplary purchasing and storage to optimise presentation and minimise waste • Achievement of annual profit budgets • The ability to effectively manage and mentor kitchen and wait staff
7	Young Employee of the year	<p>An Employee that is under the age of 25 (by the end of 2018 calendar year), who:</p> <ul style="list-style-type: none"> • Is well-regarded by management and colleagues • Has shown initiative in their role above their job description • Attentive and helpful to members and with fellow staff
8	Club Official of the Year**	<p>For a Volunteer Secretary or Treasurer who has demonstrated outstanding service to their club over the past year. This may include:</p> <ul style="list-style-type: none"> • Many years of club service • Raised the profile of the Club within the community • Contributing beyond the call, and/or • Significant input into a special project
9	Best Club with Gaming	<p>For a community-focussed Club with Gaming that can demonstrate:</p> <ul style="list-style-type: none"> • An enjoyable and responsible gambling experience for members • A well-developed community engagement program & contributions • Welcoming, engaging and knowledgeable staff • Commitment to WHS and licensing compliance
10	Best Club Parma***	<p>A Club Parma that will be judged on a range of factors including:</p> <ul style="list-style-type: none"> • Quality of ingredients and flavour • Presentation • Value for money • Size, creativity, side options, etc. <p><i>***Nomination fees for this category will be donated to the Farmer's Drought Relief Fund***</i></p>

*Please note previous winners of individual awards cannot re-nominate for at least two years.

Awards 1-10 need to be submitted by **Friday 14 December 2018**

2nd Round – Deadline Friday 2 March 2019

	Award Category	Basis For Judging Award
11	Best Club Entertainment Program	For a Club offering: <ul style="list-style-type: none"> Reasonably priced and varied calendar of live entertainment events Entertainment that appeals to your Club's member base and local community Quality entertainment facilities
12	Best Club Refurbishment	For a Club that has completed a refurbishment in the 2018 calendar year which: <ul style="list-style-type: none"> Updated the decor with a quality finish and presentation Improved functionality or ambience for members
13	Best Club Renovation	For a Club that has completed a significant renovation in the 2018 calendar year which: <ul style="list-style-type: none"> Considerably improved the amenity or functionality for members Added extra facilities to attract a wider range of members A quality finish and presentation
14	Best Environmental Sustainability Project	For a Club that implemented an environmental project which: <ul style="list-style-type: none"> Delivered measurable benefits such as water savings, waste reduction, offset/reduce carbon emissions, OR Helped ensure preservation of the local ecosystem, OR Raised awareness for members, staff or local community (e.g. Club run beehives, no-waste cooking workshops, community composting, sustainable greening efforts, etc.)
15	Club Employee of the Year**	For a Club Employee who over the past year: <ul style="list-style-type: none"> Offered exemplary service levels with an enthusiastic 'can-do' attitude Helped raise the profile of the Club within the community The respect and admiration of members, management and colleagues A desire to continue to up-skill within the club/hospitality industry
16	Best Hospitality Team	For a Club Hospitality Team who: <ul style="list-style-type: none"> Demonstrate commitment to innovation, staff development and continual learning Plan and execute effective service strategies, team building, successful operating performance, and ensure member satisfaction Are an inspiration to our industry, bring credit to their Club and demonstrating commitment over and above the day to day operations.

		<ul style="list-style-type: none"> • Raise the profile of the Club within the community • Ensure WHS and licensing compliance
17	Best Youth Development Program	<p>For a Club that can demonstrate a program:</p> <ul style="list-style-type: none"> • Designed to foster youth participation in their related sports • That incorporates skills development and nurtures talent • Is in an environment committed to Child Safety Standards • Whose activities are guided by formalised programs
18	Best Social Inclusion Club	<p>For a Club that can demonstrate:</p> <ul style="list-style-type: none"> • An ongoing program which encourages involvement by all-ability participants in sport OR • Provides ongoing opportunity for more females to participate in sport (such as a project targeting women's needs, interests & the reasons why they aren't often able to engage in sport) OR • Dedication to ongoing work with disadvantaged groups (includes refugee communities, aged care, social disadvantage, etc.) OR • Encouragement of younger generation or broader community involvement within your Club
19	Best Family Club	<p>For a Club that can demonstrate:</p> <ul style="list-style-type: none"> • Above average or improved facilities for family groups that exceed those offered by other local venues, and/or • Newly developed playground / playroom facilities and • Menu range attractive to all ages
20	Best Community Support Project	<p>For a Club that can demonstrate a project in the 2018 calendar year which:</p> <ul style="list-style-type: none"> • Provided significant benefit to or advocacy in the broader community or local community group <p>Examples include: development of new facilities for local group, scholarship program, organised drive/campaign, disaster relief project, etc.</p>
21	Best Sports Club*	<p>For Bowling, Cricket, Golf, Tennis, Football, Surf, Etc. Clubs which:</p> <ul style="list-style-type: none"> • Provide excellent facilities and continues to invest in redeveloping facilities for their chosen sport(s) • Maintain high standards of social club facilities • Promote their sport to varied age-groups <p><i>*Individual awards for each sport to be awarded on the night.</i></p>

22	Media Story of the Year	<p>For a Club Story published / broadcasted in print or online during the 2018 calendar year that:</p> <ul style="list-style-type: none"> • Highlights their Club's achievements and/or focus on community groups, charities or local causes they are supporting to the general public • Raised the profile of the Club within its community
23	Community Service Award**	<p>A landmark award to recognise an individual or club's outstanding service to club and community (whether it be long standing service of volunteerism or to recognise an event-specific achievement such as assisting those in the community throughout times of crisis-fire/flood/family tragedy, etc.)</p> <p>*One or more of these awards might be awarded on the night. Clubs are invited to forward copies of local media coverage, video, testimonial, etc.</p>
24	President of the Year**	<p>For a Club President who over the past year has:</p> <ul style="list-style-type: none"> • Volunteered many hours supporting their Club and committee • Provided their Club with strong leadership • Demonstrated a strategic approach to their Club's sustainability
25	Assistant Manager/Supervisor of the Year**	<p>For an Assistant/Operations Manager or Supervisor who over the</p> <ul style="list-style-type: none"> • Demonstrated dedication to their work and their own personal development • The respect and admiration of management and staff • Introduced initiatives that have resulted in improved efficiencies or effectiveness at their Club
26	Club Manager of the Year**	<p>Club manager who over the past year has:</p> <ul style="list-style-type: none"> • Displayed a passion for furthering their Club's ongoing community involvement • Demonstrated commitment to their Club and has the respect and admiration of members and Board • Protected their Club's sustainability through competent management
27	Club of the Year	<p>The club can demonstrate benefit to its community through:</p> <ul style="list-style-type: none"> • The provision and promotion of services, competitions or other common interest facilities • Assistance to "outside" organisations • Employee skills development program • Commitment to WHS in all areas of operation and licensing compliance
	Hall of Fame	<p>Clubs that have won in the same award category for three (3) years, may be inducted to the Community Clubs Victoria Hall of Fame for that category. Inductees will no longer be eligible to nominate for that category for the following five (5) years.</p>

*Please note previous winners of individual awards cannot re-nominate for at least two years.

Awards 11 - 25 need to be submitted by **Friday 2 March 2019**

Nomination Guide 2018

Before you get started, ensure you have:

1. At least one high quality photo for each category in which you are nominating.

You can upload **3 files** for most categories to help illustrate your nomination – if you wish to send in more, please use the general rule of quality over quantity and email to: annie@ccv.net.au, clearly noting club name and which category.

If selected as a finalist we may use the photos supplied in the Awards Night presentation so please supply the highest possible resolution your camera allows - ideally **300 dpi**. (Right-clicking on the photo and selecting 'properties' will tell you the dpi.)

In addition to photos of the nominee, photos taken during a fundraiser or sporting events, renovation they were heavily involved in or coordinated also serve as great supportive material.

You can also attach PDFs of newspaper articles, letters, etc. as appropriate.

If you have more files that are essential to your submission, please send them to annie@ccv.net.au or if your files are too big to email, we suggest using WeTransfer.com.

2. A Word Document with a written description for each category that you've saved for your own records.

Once you start your submission, you will need to complete it as there is no 'save' option to return to it later. This is why we highly recommend you have your written text saved in a Word Document ahead of time.

You can quickly and easily fill out the form by then copy / pasting in the description fields on the form.

Again, use the general rule of quality over quantity, but give enough to paint the judges a picture.

Then fill out the online form here:

<https://communityclubsv.typeform.com/to/BU4c3K>