



# CCV AWARDS NIGHT NOMINATION BOOKLET 2024-2025



## Nomination Process for CCV Awards 2024

The CCV Gala Dinner and Awards Night is a prestigious event celebrating excellence in Victoria's club sector. Nominations for the 2024-2025 awards are open, allowing clubs and individuals to be recognised across 18 categories. Below is a step-by-step guide to the nomination process:

### Step 1: Review Eligibility and Categories

- **Eligibility:** Nominations are open to all CCV members who meet the specified criteria for each award category.
- **Categories:** Review the list of 18 award categories and select the ones relevant to your club or individual.

### Step 2: Prepare Your Submission

Ensure all elements of your submission are ready before starting the nomination process:

- **Written Submission:**
  - Address all required information for the selected category.
  - Stick to the 500-word limit.
  - Use the category-specific criteria as headings.
- **Photos:**
  - Include 2-5 high-resolution images (JPEG format) relevant to the club, event, or nominee.
  - Photos may feature prominently in the presentation during the gala night.
- **Additional Information:**
  - Ensure all invoicing details are accurate.
  - Clearly note the contact information for the person preparing the form, so we may contact them.

### Step 3: Complete the Online Form

- Visit the [CCV website and click the Nominate Now banner](#).
- Fill out the online nomination form, ensuring all fields are completed.
- Select the categories you wish to enter.
- Upload your written submission and photos.
- Provide the correct invoice address for nomination fees, if applicable.

### Step 4: Pay Nomination Fees

- Some categories require a \$30 nomination fee. Exceptions include the **Social Impact Award, Community Collaboration Award, and Club Person of the Year**, which are free to enter.
- Please record the contact details for invoicing your club, i.e. accounts payable contact details.

## Step 5: Submit Before the Deadline

- All nominations must be submitted online by **Wednesday 30<sup>th</sup> April 2025 by 11:59 PM.**

### Key Dates

- February 14th Nominations open.
- April 30th Nominations close.
- May 1st Judging process begins.
- May 12th Judging process finishes.
- May 23rd Finalists confirmed and notified via email.
- July 5<sup>th</sup> Winners announced.

### Tips for Success

- Start early to allow ample time for preparation and review.
- Elect a submission team or champion to coordinate the process.
- Read the nomination booklet thoroughly to understand the criteria and guidelines.
- Highlight measurable achievements and provide evidence to support your claims.

By following these steps, you'll be well-prepared to showcase your club's excellence and contribute to a memorable awards celebration.

## Introduction: How to Write Your Nomination for the Victorian Community Club Sector

Nominating your club, initiative, or individual in the club sector is an opportunity to showcase your club's dedication to creating a positive impact. Here are some key steps to craft a compelling nomination:

1. **Start Strong:** Open with a clear and engaging introduction, summarising your nominee's accomplishments and their alignment with the award criteria.

*"[Club Name] is proud to nominate its [initiative/team/person] for the [Award Category]. Through [specific achievement, e.g., "innovative sustainability practices," "unparalleled hospitality service," or "community-focused initiatives"], we have created a meaningful impact on our members and the broader community. This nomination highlights our commitment to [key value, e.g., innovation, inclusivity, or excellence], showcasing how we lead by example to inspire positive change."*

2. **Address the Criteria:** Use the award category's specific judging points as a framework for your nomination. Provide examples for each criterion.
3. **Showcase Community Impact:** Highlight how your nominee has positively influenced members, patrons, or the broader community.
4. **Provide Supporting Evidence:** Include data, testimonials, photos, and other proof to substantiate claims.
5. **Be Authentic and Passionate:** Write with sincerity to reflect the pride you feel in your club's achievements.

## Example 1 Nomination: Excellence in Innovation

**Nominee:** [Club Name]

**Category:** Excellence in Innovation

### Introduction:

In 2023, [Club Name] revolutionised its operations and member experience with the launch of [initiative name, e.g., "Smart Club Solutions"]. This innovative initiative technology streamlines administrative processes, improves member engagement, and fosters inclusivity addressing emerging needs the initiative has set new benchmarks in the Victorian community club sector.

### Achievements:

1. **Enhanced Member Engagement:**
  - Rolled out an intuitive app that offers personalised event recommendations.
  - Achieved a 30% increase in event attendance due to targeted member outreach.
2. **Operational Efficiency:**
  - Streamlined administrative workflows, reducing staff workload by 40%.
  - Reallocated resources to focus on member-centric service enhancements.
3. **Inclusivity:**
  - Integrated multilingual support into the app, catering to over 500 members from culturally and linguistically diverse backgrounds.
  - Promoted inclusivity by creating accessibility features for members with disabilities.

### Evidence:

- **Metrics:** A 30% increase in member satisfaction scores, tracked through post-implementation surveys.
- **Testimonials:** Positive feedback from members citing the ease of use and enhanced experience with the new app.
- **Visuals:** Screenshots and promotional materials showcasing the app's user interface and features.

### Closing Statement:

With [initiative name], [Club Name] has set a new standard for innovation within the community club sector. This project exemplifies our dedication to embracing technology for the betterment of our members and the wider community. We look forward to continuing to lead the way in transformative initiatives.

**\*Please note that this is a guideline only. Clubs should carefully review the criteria for the award to ensure that all requirements are addressed comprehensively. \***

## Example 2 Nomination: Regional Community Club Award

**Nominee:** [Club Name]

**Category:** Regional Community Club Award

### Introduction:

[Club Name] has been a cornerstone of its community, driving positive change through innovative programs and unwavering dedication to its members and the broader public. In 2023, the club implemented [initiative name], which transformed the way we engage with and support our community, particularly in the areas of [specific focus, e.g., youth development, cultural inclusion, or mental health support].

### Achievements:

1. **Engaging New Demographics:** Introduced programs targeting [specific group, e.g., local youth, culturally diverse families], resulting in a 50% increase in participation from these groups.
2. **Community Support:** Partnered with local organisations to provide essential services, including [examples, e.g., food drives, educational workshops].
3. **Workplace and Member Wellbeing:** Launched staff development programs and mental health support initiatives, earning a 90% satisfaction rate from employees and members.

### Evidence:

- Testimonials from community members and partners about the initiative's impact.
- Participation and engagement data showing increased community involvement.
- Photos and videos of the club's activities and events.

### Closing Statement:

Through its innovative programs and deep commitment to the community, [Club Name] has exemplified what it means to be a true regional community leader. We are proud to nominate [Club Name] for the Regional Community Club Award, as our efforts continue to inspire growth, resilience, and connection within our community.

**\*Please note that this is a guideline only. Clubs should carefully review the criteria for the award to ensure that all requirements are addressed comprehensively. \***