



Thank you for making the effort to nominate someone for the Bowls Hampshire Award for Outstanding Service. We know that forms can be daunting. These guidance notes are intended to make it a bit simpler, but if you're not sure about any part of the process, please don't be discouraged: just telephone the County Secretary on 01256 780418 and he will try to help.

GUIDANCE NOTES

1. WHO MAY MAKE A NOMINATION

Anyone may nominate anyone else by completing this form and forwarding it to Bowls Hampshire. It is not possible to nominate yourself.

2. COMPLETING THE NOMINATION FORM

Please complete the nomination form completely and accurately, following the instructions in each section. It is important that you provide as much information as possible. Don't just list jobs or posts held: try instead to explain what their actual contribution has been.

3. ABOUT THE AWARD

The Award is open to all Members of Clubs affiliated to Bowls Hampshire. The number of Awards available is strictly limited and therefore, however valuable their service, not everyone who is nominated will automatically receive recognition.

4. TIMING OF NOMINATIONS

The deadline for receipt of nominations is 31st August annually. All nominations are considered annually in September. Those who receive the Award are usually awarded at a public gathering, for example, a Club Dinner, and no advance notice of the award is given to the recipient. The nominator may be asked to assist Bowls Hampshire, confidentially, as to the availability of the recipient for receipt of the award.

5. CONFIDENTIALITY

All nominations for the Award will be treated in the strictest confidence. The nominee should not be told that they have been nominated, as it is not fair to raise their expectations. Bowls Hampshire will only liaise with you, as the nominator, and ask you to maintain confidentiality until such time as the person concerned has received the award.

6. SUPPORT LETTERS

You may optionally choose to include letters of support from people with first-hand knowledge of the nominee who can endorse their contribution.

7. ACKNOWLEDGEMENT AND PROGRESS OF NOMINATIONS

We will acknowledge receipt of your nomination, usually within five working days. At this stage, we may also ask you for any other information that we feel may be relevant in support of the application. We regret that we cannot enter into correspondence on the merits of a particular nomination.



The Bowls Hampshire Award for Outstanding Service recognises the work of volunteers to support the sport of bowls at all levels in Hampshire. It takes a wide range of extraordinary people to make our sport the great success it is. The award is open to anyone who is an affiliated member of a Bowls Hampshire Club (except for those who are Honorary Life members, Life Vice Presidents or Past Presidents of Bowls Hampshire)

APPLICATION FORM

Nominees Details

Full Name:	
Address:	
Postcode:	
Home Tel No:	
Mobile Tel No:	
E-mail:	
Club:	

Nominated By

Full Name:	
Address:	
Postcode:	
Home Tel No:	
Mobile Tel No:	
E-mail:	
Club:	

SUMMARY:

Please state in not more than 20 words why you consider that the nominee should receive the Bowls Hampshire Award for Outstanding Service.

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Please tell us how your nominee has made a significant contribution to the sport of bowls. You are asked to provide as much information as possible regarding the nominee – there are three categories with examples to assist your application. Please note that you do not have to complete all categories if they do not apply to your nominee. Any other supporting evidence regarding your nominee should be included within the 'Additional Information' section.

1. LENGTH OF SERVICE

Include within an outline of the time that the nominee has given to the sport of outdoor bowls at Club/County/National and International level as appropriate. Examples may include:

- *Administrative roles*
- *Playing achievements*
- *Other activities – i.e Coaching/Umpiring/Greens Maintenance*

Empty box for providing details of the nominee's length of service.

2. SPECIAL SERVICES

Include within this category details of any other activities undertaken at all levels that were not covered previously. Examples may include:

- *Fundraising*
- *Recruitment*
- *Development*
- *Facilities*
- *Team management*

3. OTHER SERVICES

Include within this category details of the nominee's activity in the following areas as relevant:

- *Coaching*
- *Umpiring*
- *Greenkeeping*
- *Catering*
- *Playing record*

4. ADDITIONAL INFORMATION

Please include details of any other information in support of this application for the nominee. Within this Section you may wish to include details on any other ways in which the nominee's contribution has been recognised elsewhere

5. LETTERS OF SUPPORT

You may wish to obtain two or more letters that endorse the nominee's contribution from people who are familiar with their services. Ideally these should be included with the submission but may be forwarded separately. Please tick the relevant box if the letter is to follow.

<i>Supporter's name</i>	<i>Role in which the supporter has known the nominee</i>	<i>Dates of knowledge (if known)</i>	<i>Please tick the box if their letter of support is to follow.</i>

Please return nomination form with any additional information to:

Secretary Bowls Hampshire, Amathus, Fox Lane, Oakley, Basingstoke, Hants, RG23 7BB

The closing date for applications is 31st August annually.