



Award of Merit

Thank you for making the effort to nominate someone for the Bowls Bedfordshire Award of Merit. We would like the process to be as simple as possible, but if you're not sure about anything please don't be discouraged: just telephone me, Keith Jones Tel: 01234 764320 or 07545 857317 (kj.countysecretary@gmail.com) and I will do my best to help.

GUIDANCE NOTES

1. WHO MAY MAKE A NOMINATION

The nomination should be made through the President, Chairperson or Secretary of your Club.

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 about your nominee. Don't just list jobs or posts held: try instead to explain what their actual contribution or impact has been. You may use additional sheets of paper if you wish, but please make sure that you make it clear which section you are completing. Please do not send in examples of the nominee's work (e.g. videos, photographs, books) as nomination information is scanned into an electronic system and such evidence cannot be kept.

3. ABOUT THE AWARD

The Award of Merit is open to all Members of Bowls Bedfordshire. The number of awards awarded each year will be limited, at the discretion of the County Management Committee. Not everyone who is nominated will automatically receive recognition. **It is important to realise that an Award of Merit will not automatically follow a submission.**

The award will take the form of a framed Certificate and metal lapel badge

4. TIMING OF NOMINATIONS

The deadline for receipt of nominations is 31st September annually. All nominations are considered annually after the closing date. Those who are awarded the Award of Merit are usually awarded at a public gathering, for example at our Annual County Dinner, and no advance notice of the award is given to the recipient. The nominating Club may be asked to assist Bowls Bedfordshire, confidentially, as to the availability of the recipient for receipt of the award.

5. CONFIDENTIALITY

All nominations for the Award of Merit are 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 Bedfordshire will only liaise with the nominator, at each and every stage of the process 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 or supply additional information.

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.

8. CHANGES TO INFORMATION SUBMITTED

You may send additional information to support the nomination at any time. We will ensure that it is considered with the existing papers. Bowls Bedfordshire should also be advised if there has been any important change to the information supplied on the nomination form, such as the home address of the nominee.

You must notify Bowls Bedfordshire immediately if your nominee dies, as it is not possible to award the Award of Merit posthumously.

9. NON BOWLS BEDFORDSHIRE MEMBERS

People who are not Affiliated Members of Bowls Bedfordshire clubs are not eligible for consideration for the Award of Merit.

10. ADDITIONAL INFORMATION

Please telephone Keith Jones, County Administrator on 01234 764320 or 07545 857317 or email: kj.countysecretary@gmail.com



The Bowls Bedfordshire Award of Merit recognises the work of volunteers to support the sport of bowls at all levels in Bedfordshire. 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 involved with a club within the County or organisation affiliated or associated to Bowls Bedfordshire. Past Presidents of Bedfordshire are eligible for the award once 5 years has elapsed since their service.

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:	

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*

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 nominees 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 (for example in the media, by awards, professional/interest groups or through the County Association).

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:

Keith Jones, County Administrator,

The closing date for applications is 30th September annually.