



## Administrator of The Year Nomination Form

<b>State:</b>		
<b>Award:</b>	Administrator or Official (Delete category not needed)	
<b>Name:</b>		
<b>High resolution jpeg</b> (at least 1MB) emailed separately to the Secretary		
<p>The nomination will be assessed against, but not limited to, the impact the nominee has had on the following areas within the sport for the previous calendar year:</p> <ul style="list-style-type: none"> <li>● Membership/Participation</li> <li>● Financial</li> <li>● Leadership &amp; Planning</li> <li>● Member Communications</li> <li>● Compliance</li> <li>● Sustainability</li> <li>● Competition</li> <li>● Teamwork</li> <li>● Technical</li> </ul> <p><i>Note: the nomination does not have to cover all areas listed above.</i></p> <p>Listed over the page are some notes that may guide you in completing the nomination form.</p>		
<b>Name and contact email of person completing this form</b> (in case additional information or clarification is needed):		
<b>Outline the Nominee's Contribution to Masters Athletics:</b>		

Please retain this word format and do not convert to PDF. Hand written forms will not be accepted.

**Completed nomination forms are to be emailed to the AMA Secretary ([secretary@australianmastersathletics.org.au](mailto:secretary@australianmastersathletics.org.au)) by 31 January each year.**

## Questions to assist completing the nomination form.

*Note: This information is here as a guide, you do not need to answer them directly.*

**Administrator** - Communication skills with committee and community, focus on athletic community requirements, organisation skills, innovation, flexible attitude.

- Increase membership

How did nominee participate in increasing Masters membership?

- Team player

How is the nominee an exceptional team player (explain)?

- Collaboration

How did the nominee contribute in organising events, or bring a new event together for members?

- Communication

Did the nominee correspond by email, phone with group/s to co-ordinate a project, set up an AGM, Awards events, etc?

- Leadership, Management & Planning

Did the nominee lead by example managing/planning an event with several volunteers, allocating them to their assigned tasks?

**Official** - Integrity, technical accuracy, clear communication skills, consistency, safety, respect, responsibility, fairness.

- Participation
- Competition
- Technical
- Sustainability
- Compliance