



Surrey County Bowling Association Honours Awards – Surrey Leopard Award Guidelines as at 26th November 2015

Surrey Leopard Award aims to encourage, foster, promote and maintain a sense of pride and enthusiasm by members of outdoor clubs affiliated to the County. It recognises outstanding and distinguished services in administration and other duties **at Club level** which may have been given over a number of years or, depending on the quality, range and depth of the contributions, may have been over a shorter period. The extent to which they have directly or indirectly assisted the County Association in achieving its objectives will also be taken into account. *The award is **not** extended to recognition of playing skills and/or services to management at Association level which are sufficiently recognised through other honours outlined in the Award of Honours Policy.*

Successful nominees will receive the Surrey Leopard Award, blazer flash and a Certificate describing the award.

GUIDELINES FOR SUBMISSIONS

It is the highest honour in Surrey for **CLUB** bowlers. Whilst there may be occasions when a nominating club may wish to have taken into consideration also significant contributions made by member at a previous club, it is only the member's current club that may propose him for the Surrey Leopard Award.

In submissions,

- **the focus should be on "SERVICE" to the CLUB,** not the County
- **the nominating Club** should provide
 - explicit information on the outstanding contributions the individual has made for the benefit of the Club and its members
 - how these have moved the Club forward and contributed to the further development of the game of bowls
- **normally** - though there will be exceptions - a minimum benchmark will be 10 years and longer. If service at a previous club or clubs is relevant, supporting evidence should, preferably, be supplied; generalities and unsupported conclusions will not be enough.

There are many ways in which a member can serve his Club – all, undoubtedly, much valued. The Surrey Leopard Award *will* be for added value contributions in **several** of the following areas

- **as Club Officers and/or on Committee**
 - what has he done beyond the call of duty
 - what positive and significant difference to the Club have his spells in *office* made
 - how, specifically, has the Club moved forward as a result of his contributions
 - how has he actually helped members and aided their development
- **in administration**
 - keeping records
 - preparing Club notices
 - organising meetings, making sure tables and chairs, for example, are set out in advance
 - arranging work parties
 - representing the Club on external bodies and reporting back faithfully
 - taking the lead in fundraising and/or always being among the first to volunteer to help
- **on maintenance**
 - on the material fabric of the Club – buildings, outhouses, gardens, surrounds
 - in pre and post season preparation of Club facilities
 - doing those odd jobs that nobody else wants to do
 - giving freely of his time and skills whenever needed
- **on recruitment and coaching**
 - creating and driving forward ideas and plans into Club taster and recruiting events that lead to new members
 - managing and co-ordinating recruitment and coaching activities at the Club
 - maintaining contact with new members, demonstrating patience and understanding, and ensuring they settle in and retain their membership
 - maintaining contact with others who have shown an interest in bowls but with a future joining date in mind
 - offering and providing coaching skills and time during recruiting spells and when Club members ask for help
- **in social matters**
 - having the welfare of members in mind in times of both illness or health
 - making hospital visits or arranging cards or flowers as appropriate
 - in general, providing the personal touch that shows a caring and supportive individual and Club
- **personal development for the benefit of the Club**
 - attending formal training courses for new skills that will benefit the Club and its members – Marker, Coaching, Umpire, Greens
 - applying acquired skills, giving back to the Club and to Bowls without seeking credit or reward

The above is not an exhaustive list; other factors may be taken into consideration. These are *Guidelines* – and, as such, will suggest what Club Committees should be thinking about. As in all aspects of Honours Awards, there are important words to take into account –

OUTSTANDING – SIGNIFICANT – QUALITY – RANGE – DEPTH – DEVELOPMENT - SERVICE – OVER A PERIOD OF YEARS.

Surrey does have club members who *fit the bill*, and the County wants to recognise and thank them.