



# Nomination Form

## 1. **Purpose:**

The DSA is the OTA's most prestigious official honour and as such is considered a Lifetime Achievement milestone for the honouree. The award was created in 2003 to recognize the highest level of individual excellence and contribution to tennis in Ontario over a sustained period of time in a non-player, volunteer (unpaid) role. The men and women honoured represent the best tennis volunteers in Ontario and stand as shining examples for everyone.

## 2. **Eligibility:**

Nominees must be members or former long-term members of an OTA-member club in Ontario. No active (current) OTA board member may receive the DSA.

## 3. **Selection:**

All nominations will be adjudicated by the DSA Selection Committee chaired by the OTA's Immediate Past President. The chair oversees the selection process, organizes nominee submissions and ensures that they are forwarded to the DSA Selection Committee for review. The chair then collates the candidate submissions and prepares a report for the Board with the committee's recommendations.

## 4. **Deadline and Confidentiality:**

Nominations may be submitted at any time. The deadline is **April 30<sup>th</sup>** of each year. All nominations received after this date will be considered for the following year. Any person can nominate an individual for this honour. Please note that all information is confidential and protected by the Freedom of Information and Protection of Privacy Act. As part of this commitment, the DSA chair will respond to inquiries about the status of a nomination only to the nominator(s) identified on the nomination form.

## 5. **Process:**

Candidates for the DSA must be formally nominated in writing by two individuals. The nomination should be presented in the form of a 1-2 page letter and include the following information:

- a) Description of the nominee's contribution to tennis in Ontario;
- b) Description and dates of all positions held;
- c) Significance and scope of achievements;

A nominator may include any additional material in support of this nomination (i.e. other testimonial letters that add substance to the nominee's achievement, publications, media stories, tributes, etc). Only include additional materials that provide new information and insight into the nature of the nominees accomplishments for review by the DSA Selection Committee.

Nominators are encouraged to discuss their intentions with the nominee to ensure their willingness to have their name put forward for consideration. A submission does not guarantee successful selection



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for the current year, but can be updated at any time and will be kept for up to 5 years from the original submission date to be considered for a future nomination.

## 6. How to Write a Successful Nomination:

Successful candidates will be members of the tennis family who have made an exemplary contribution to tennis in Ontario at the provincial or community level in two or more of the following areas:

- a) Made a significant contribution to the growth and popularity of the game through club management (private sector and community tennis clubs), parks and recreation programs, elementary, secondary or university programs, leagues, tournaments, special events or developmental programs and activities, or media.
- b) Made a significant contribution to the growth and popularity of the game through serving on the board or regions of the OTA, or larger regional leagues (eg: ICTA).
- c) Contributed to the development of the game by providing leadership in the areas of coaching or technical expertise in a primarily volunteer capacity.
- d) Made a significant and ongoing financial contribution in support of tennis.

Please write a concise letter explaining why you believe your nominee should be considered for membership in the DSA, taking into account the various guidelines listed above. Contributions should describe the breadth and depth of their contributions over a significant period of time (15+ years).

## 7. Nominee:

<b>Name:</b>	<b>OTA Region:</b>
<b>Address:</b>	<b>Phone:</b>
<b>Email:</b>	

## 8. Nominator #1:

<b>Name:</b>	<b>Address:</b>
<b>Phone:</b>	<b>Email:</b>

## 9. Nominator #2:

<b>Name:</b>	<b>Address:</b>
<b>Phone:</b>	<b>Email:</b>