

Tennis Wales Awards Terms of Reference

Tennis Wales Awards are held annually and in conjunction with the British Tennis Awards. Nominations open in September and are to be completed via the LTA online form. Deadline for nominations in Wales would fall at the end of November.

There are a number of categories eligible for a Tennis Wales Award these include those stated as a British Tennis Award category for the relevant year as well as additional Tennis Wales specific awards. The Tennis Wales specific awards include:

- Player of the Year
- Team of the Year
- Club Team of the Year

Categories/criteria's are subject to change each year.

A Tennis Wales award panel will meet beginning of December to discuss all nominations received for Wales and to agree on the winners and shortlist (if applicable). The panel will usually consist of the following (depending on availability):

- Panel Secretary (non-voting)
- Tennis Wales Staff Member
- North Wales Board Member
- South Wales Board Member
- North Wales Committee Member
- South Wales Committee Member
- Tennis Wales President
- Independent Member – usually Sport Wales, LTA, other NGB.

Nominations will be judged against the criteria set and for achievements made in the relevant year, with the exception of the Outstanding Achievement award which recognises lifetime achievements.

Achievements that do not meet the criteria and made prior to the relevant year will be discounted, and nominators are strongly encouraged to provide as much evidence as possible within the submission (tangible facts supported by figures and outcomes etc.).

If nominators are not able to answer every aspect of the criteria, or do not have access to statistics etc. they are still encouraged to submit a nomination as this information can be added to nominations at a later date.

All Panel Members will be sent nominations approximately 5 days prior to the meeting. Process for selecting shortlist and winners:

- Panel sent nominations in advance
- Panel to read and make notes, and place nominations in order of personal ranking
- Panel to meet and discuss nominations received
- At the end of the category discussion each panel member will give the names of their top 3 nominations. The secretary will award the following scores to the top 3:
 - 3 points given to the 1st choice

- 2 points given to 2nd choice
- 1 point give to 3rd choice
- Once all panel members have given their choices, the secretary will add up the scores. The nomination with the highest score will be the category winner.
- In the event of a tie, the secretary will ask for a show of hands.
- Panel members are requested to disclose any conflicts of interest with a nomination. Any member with a perceived conflict of interest would not be eligible to vote for that category.

Winners and the shortlisted nominations (if applicable) will be invited to attend the Tennis Wales Award ceremony, with the winners being announced on the night.

The 'Wales' winners of the British Tennis Awards categories will automatically be submitted as a nomination for the National British Tennis Award ceremony as managed by the LTA.