For more than 40 years, Local Sports Stars has showcased the next generation of Australian sporting talent, their tales of courage and the volunteers who make it all possible. We’ve created this quick guide to help you prepare a top notch entry. Our judges - and readers - are looking for entries that celebrate passion, dedication and achievement. We can’t wait to read all about your nominee. So, let’s get started!

TOP TIPS

- **Prepare your answers:** our entry form expires after about 10 minutes, so it’s important you prepare your answers in advance. Use this guide to write your entry in a Word document before you start, then you can copy and paste as you go.

- **Give great quotes:** imagine you’re excitedly telling your story to a trusted friend. That’s the kind of energy and detail our judges are looking for in your responses to the Q&A. These quotes are also what we’ll use for most stories we publish in your local Leader.

- **Write in the first person:** for Junior Sports Star nominees we’re asking for quotes from the nominee, so they need to be in the first person. For example, “I spend five hours a week training” instead of “John spends five hours a week training.” For all other categories we can accept quotes from you as the nominator. Our readers need to know who is speaking so most entries are labelled ‘Submitted by: (your name)’.

- **Use all your words:** we’ve given you up to 75 words to answer most questions. We encourage you to use them all. This is your one chance to show us why your nominee deserves to win!

So, now we’ve got you thinking about your entry, let’s review each section.
1. NOMINEE'S DETAILS

We ask you to tell us all sorts of contact details for the person or team you’re nominating. It lets us keep them up-to-date on the process. But your details are just as important and we ask for those in part 3.

Please make sure you’ve spelt everyone’s name correctly (we’re relying on you). And don’t worry, if we do publish a story about a nominee, the only information we share is their suburb, age and club details. If in doubt, please check the form. We clearly mark each field if it’s for publication.

Under 18? It’s essential that you have the permission of the nominee’s parent or guardian. If don’t have permission, but know someone who would make a great nominee, send them our link localsportsstars.com.au and encourage them to nominate.

• **Photographs:** we’ve given you up to 75 words to answer most questions. We encourage you to use them all.
  - **Headshot:** similar to a passport photo, but with a big smile! Make sure you capture their head and shoulders. You can take a great photo on your mobile phone and email it to yourself. Please choose the largest file size if prompted by your mobile device. The format needs to be .jpg
  - **Action shot:** we love to see photos of our nominees in action. Please make sure that it’s a photo you’ve taken or permission to send us for publication eg. your club has paid for it as a publicity shot
  IMPORTANT: In many cases, photographs purchased from private photographers are only for personal use and you don’t hold the copyright. If you’re in any doubt, please contact the photographer first. The format needs to be .jpg

A note about picture file size: These photos must be at least 500kb so we can publish them in print. Don’t have one handy? Not a problem, snap a headshot on your smartphone and then email it to yourself at the highest setting.

2. QUESTION AND ANSWER SECTION

In part 2, we ask a series of questions tailored to your nomination category. Get creative and show us your enthusiasm, dedication and passion for sport.

a) Junior Sports Star or Senior Sports Star

• **What sport do you compete in?** [Choose from dropdown list]
• **Club name.** If you compete through a club or school, please list the name and suburb.
• **Coach or manager’s name.**
• **For team sports, what position do you play?**
• **How old were you when you took up your sport?**
• **How did you get involved in this sport?** [75 words or less]
• **Have you competed at the Victorian Championships (or higher) or been named in the Victorian team (or higher) in 2018/2019?** You’ll be asked to provide details for September 1, 2018 to August 31, 2019.
• **Recent awards.** Please list any awards you’ve won from September 1, 2018 to August 31, 2019, including the judging year and level (eg. district, state, Olympic). [150 words or less]
• **What has been your biggest success?** In your sporting career to date, tell us about your greatest achievement [75 words or less]
• **Describe your training routine.** Early mornings or long hours in the rain? Show us your hard work and dedication [75 words or less]
• **What do you love most about your sport?** [75 words or less]
• **Describe the toughest challenge you’ve faced in your sport.** This could be a specific competition or an obstacle you’ve overcome that demonstrates your dedication [75 words or less]
• **What is your ultimate sporting goal?** [75 words or less]
• **Who are your sporting heroes?**
• ‘I couldn’t have done this without...’ Tell us the names of up to three people who have helped to get you where you are today [75 words or less]
• **Do you have anything else you’d like to add?** [75 words or less]
b) Team of Excellence

- **What sport does the team compete in?** [Choose from dropdown list]
- **Has your team competed at the Victorian Championships (or higher) or been named in the Victorian team (or higher) in 2018/2019?** You’ll be asked to provide details for September 1, 2018 to August 31, 2019.
- **Recent awards.** Please list any awards the team won from September 1, 2018 to August 31, 2019, including the judging year and level (e.g. district, state, Olympic). [150 words or less]
- **What has been your team’s biggest success?** [75 words or less]
- **Describe the team’s training routine.** Early mornings or long hours in the rain? Show us your hard work and dedication. [75 words or less]
- **What does the team love most about the sport?** [75 words or less]
- **Describe the toughest challenge the team has faced.** This could be a specific competition or an obstacle the team overcame that demonstrates their dedication. [75 words or less]
- **What is the team’s ultimate sporting goal?**
- **‘We couldn’t have done this without...’** Tell us the names of up to three people who have helped to get the team where they are today. [75 words or less]
- **Do you have anything else you’d like to add?** [75 words or less]

c) Service to Sport

- **Club name and homeground.** If the nominee serves a club or school, please list the name and suburb.
- **Sport** [Choose from a dropdown list]
- **How long has the nominee been serving at your club?**
- **How does the nominee provide outstanding service to your club/team?** Early mornings or long hours in the rain? Tell us about their hard work and dedication. [75 words or less]
- **Tell us about a moment or incident that shows your nominee’s dedication to his or her sport.** [75 words or less]
- **What makes the nominee so special to your club/team?** [75 words or less]
- **Describe the nominee’s passion for the sport.** [75 words or less]
- **Give us three words that sums up the nominee.**
- **Do you have anything else you’d like to add?** [75 words or less]

d) Jim Dowsley Inspire Award

- **What sport does the nominee compete in?** [Choose from dropdown list]
- **Club name.** If you compete through a club or school, please list the name and suburb.
- **Coach or manager’s name.** Please check spelling carefully.
- **For team sports, what position do they play?**
- **How old was the nominee they when they took up the sport?**
- **Describe the toughest challenge(s) the nominee has faced in their sport.** This could be an injury, obstacle or difficult situation. [75 words or less]
- **Tell us about a moment that demonstrates the nominee’s courage.** [75 words or less]
- **What has been the nominee’s biggest success?** In their sporting career to date, tell us about their greatest achievement. [75 words or less]
- **Describe their training routine.** Early mornings or long hours in the rain? Show us their hard work and dedication. [75 words or less]
- **Describe the nominee’s passion for the sport.** [75 words or less]
- **Give us three words that sum up the nominee.**
- **Recent awards.** Please list any awards the nominee has won in the past 12 months, including the judging year and level (e.g. district, state, Olympic). [75 words or less]
- **Do you have anything else you’d like to add?** [75 words or less]
3. NOMINATOR DETAILS

This is the part where we ask for your contact details and how you know the nominee. Again, please check your spelling carefully. We’ll email you a confirmation that we’ve successfully received your submission.

We try to publish as many nominations as possible. If your nominee is featured, we’d love you to share the moment on social, tag us and hashtag #localsportsstars

If you have technical difficulties, contact our friendly team at leader@localsportsstars.com.au

Thank you again for your interest in Local Sports Stars. We look forward to reading your submission.