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| cropped cmaalogo.png | Application: Certified Club Manager  (CCM) Award |

# The Certified Club Manager Award (CCM)

The letters CCM signifies this prestigious industry award. To initially achieve the CCM award, applicants must meet the points and the criteria for each of the sections that make up the award i.e. Industry Experience, Industry Activity and Education. The recipient of the award will be entitled to retain this CCM status for perpetuity. Recipients will be initially granted active status of the award for a period of two years.

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| Your name |  |
| CMAA Member number |  |
| Date joined CMAA |  |
| Email |  |
| Phone |  |

**Criteria for attaining the Award initially** (all 4 must be satisfied)

1. Applicants must be financial members of the CMA for a minimum of 12 months prior to application.
2. Club Industry experience: 100 points (details below)
3. Club Industry Activity: 100 points (details below)
4. Education: 15 specified Subjects (listed below)

Club Industry Experience

**100 points minimum** required to satisfy the criteria

* 35 points per year for a Manager at Level E, F or G.
* 20 points per year for a Manager at Level C or D.
* 15 points per year for a Manager at Level A or B.
* 10 points per year for experience at LTU Supervisory level with a maximum credit of 20 points.
* 15 points per year for Trainee Managers and in the first professional year 40 points.
* 10 points per year for managerial experience gained in an aligned hospitality sector with a maximum credit of 40 points.

| **Your details** | | | | | |
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| **Club (last to first)** | **Position** | **Start & Finish dates** | **Manager level** | | **Points** |
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|  |  |  | **Total pts** | |  |
| **Club Industry Experience Continued** | | | |  | |
| **Documents required** | | | | **Tick that you have included docs.** | |
| **A letter of Testimony:-**  If you are a Secretary Manager or similar, a letter from your president  If you hold any other position, a letter from your Secretary Manager or similar  Detailing the following:   1. The Club 2. Your position 3. Years of employment 4. Management award level 5. A Referee (employment based) | | | |  | |
| **Resume**  detailing current job description and relevant previous experience. | | | |  | |

| Club Industry Activity in the last TWO (2) years (100 points minimum) | | | |
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| At least 80 points from CMAA Activities | | Other CMAA APPROVED industry activities (20 points MAXIMUM over the two years) | |
| CMAA Activity type | Points | Activity Type | Points |
| Mandatory  attendance at least one CMAA Annual Conference OR CMDA training course or seminar  AND, attendance at least two CMAA zone meetings | See points allocations below | Attendance on Non Club Managers’ Association Training Courses/Seminars/Conferencesendorsed and approved by the CMDA Board of Management Studies. These include club industry associations’ conferences. | |
| Attach details of all industry activity including the following information:   * Meeting organiser, Title * Meeting date, Duration (In hours) * Meeting venue. | 5 per Event |
| Attending a CMAA Annual Conference | 30 per conference\* | Notes for ACCM Activity points | |
| CMAA Zone meeting attendance | 10 per meeting | **Distance**   1. \*For members who attend a CMAA Annual Conference delivered more than 100km radius from their club’s premises, an additional 10 points will be allocated. 2. \*\*For members who attend a CMAA Training Course or seminar delivered more than 100km radius from their club’s premises, an additional 5 points will be allocated.   **\*\*\*Office Bearers**  Attach details of CMAA and/or CMDA office(s) held including the following information:   * Zone, * Office title, * Duration of office. | |
| Attending an approved CMAA Zone Meeting Education Workshop | 2 per workshop |
| CMAA/CMDA Training Course/Seminar/Conference Workshop | 2 per hour (maximum of 25 allocated per event)\*\* |
| CMAA Office Bearers eg: Executive Boards and Zone Committee members | 15 per year\*\*\* |
| Attendance at a CMAA/CMDA Partner Training Course/Seminar/Conference Workshop (maximum of 25 points allocated per event). This includes Southern Cross University & approved partner | 2 per hour (maximum of 25 points allocated per event)\*\* |

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| **Education Requirements** | |  |
| **Pathways to the ACCM from 2018**  **(This is for the education component of the ACCM application only, applicants must still address the Experience and Activities components as stipulated in the application** | | |
| **Incorporating 3 Pathways to achieve 200 PD points over a 2 year period:**   1. **Mandatory Club Managers Leadership & Management Program (100 points)** 2. **Summits, Conferences and listed activities in Component 2 (30 points per activity)** 3. **Relevant units obtained via a Registered RTO (30 points per unit)** | | |
| **MANDATORY Component** **1: Leadership & Management Program** | | |
| 1. Complete the Leadership and Management Program offered through Australis College, all units are Accredited Nationally | | |
| 1. Managing & Developing Yourself, Your Club & your Team 2. Hiring the Right Team Members into your Club 3. Encourage & Support an Environment where Club Work & Learning Come Together 4. Motivating High Performance of your Clubs Team Members 5. Self Awareness, Social Awareness & Relationship Management in Your Club | 1. Build & Sustain a High-Performing Club Team 2. Managing The Delivery of Quality Club Services 3. Planning for the Next Stages of your Clubs Future 4. Present & Negotiate Persuasively to Club Members & Colleagues 5. Developing & Managing Effective Relationships within Your Club 6. Undertake Financial Management within Your Work Team in Your club 7. Focusing on Continual Club Improvement | |

**Component 2: Activity, Summits & Conferences**

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| **Mandatory component of accredited formal education, plus any of the selections below.** | |
| 30 points per unit & 20 points per summit or Conference | Tick (Admin) |
| * Board Governance & The Secretary Managers course |  |
| * Legal Compliance for Clubs |  |
| * CSA Governance course (max 1) |  |
| * GMDC course |  |
| * Marketing For The Brave |  |
| * Duty Manager Program |  |
| * Prepare & Monitor Budgets |  |
| * Analyse & Report On Gaming Machine Data |  |
| * RMLV course (QLD only) |  |
| * Any CMDA delivered Summit |  |
| * CMAA Conferences |  |
| * Leadership Behaviours & Company Culture |  |

**Component 3: Other Accredited Training**You attain 30 points for each relevant unit completed with a Registered Training Organisation (RTO). Must be evidenced via official transcript issued by the RTO.

| Summarising your application | |
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| Criteria | Tick |
| I have been a full financial Member of CMAA for the last 12 months |  |
| I have 100 points worth of industry experience |  |
| I have included a Letter of Testimony from the appropriate person as detailed in the application instructions |  |
| I have included a resume as detailed in the instructions |  |
| In the last 2 years I have accumulated 100 Industry Activity points of which a minimum 80 are CMAA activities and there are no more than 20 CMAA approved points from other industry activities |  |
| I have completed and provided documentation for the education subjects as detailed above in Components 1 & 2. |  |

# Maintaining an active status: The Active Certified Club Manager Award (ACCM)

To either attain and/or maintain the active status of the CCM award, ACCM, Managers must be employed within the club industry, be current members of the CMAA, and provide evidence of continued Education and/or Industry Activity. This is done by collecting a minimum of 50 points over a two-year period.

Please print this form, provide all required information and evidence (where stated) and email or post back to CMAA at:

Mailing Address:

P.O. Box 4036

Carlton NSW 2218

For further information or assistance with lodging an application please contact

Brad Jones on 02 9746 4199 or email – [brad@cmaa.asn.au](mailto:brad@cmaa.asn.au).

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| I Declare that all information I have included in this application to be true and verifiable. | |
| Your Signature |  |
| Date |  |