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|  | Application: Active Certified Club Manager  (ACCM) Award |

# The Active Certified Club Manager Award (ACCM)

The letters CCM signifies this prestigious industry award. To initially achieve the ACCM 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. Applicant must be a financial member of the CMAA for a minimum of 12 months prior to application.
2. Club Industry experience: 100 points
3. Club Industry Activity: 100 points
4. Education: 12 specified courses and events

# Applying for The Active Certified Club Manager Award (ACCM)

To apply for the granting of the ACCM Award, 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

Ralph Kober on 02 9746 4199 or email – [ralph@cmaa.asn.au](mailto:ralph@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 |  |

Criteria 1

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: max credit of 40 points.

To apply for the ACCM award **you are required to submit evidence** as to your Club Industry Experience based on your employment history and current Resume, as well as a Letter of Testimony from your current employer.

| **Your details** | | | | |
| --- | --- | --- | --- | --- |
| **Club (last to first)** | **Position** | **Start & Finish dates** | **Manager level** | **Points** |
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| **Documents required on application** | **Attached**  **Y/N** |
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| **A letter of Testimony from your current Employer:-**  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:   * The Club * Your position * Years of employment * Management award level * A Referee (employment based)   **Your Resume**   * detailing current job description and relevant previous experience. |  |

Criteria 2

Club Industry Activity over the last two (2) year period.

100 points minimum required to satisfy the criteria

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| 80 points minimum required for attendance on the following CMAA Activities | |
| CMAA course | 6 points per ½ day program  12 points per 1day program  24 points per 2day program |
| CMAA Conference (at either the National, Country Managers or State/Territory level) | 30 points |
| CMAA Summit | 30 points |
| CMAA Zone Meeting  CMAA Zone Workshop | 10 points  2 points |
| Elected CMAA Office Bearers:  Federal Executive, Federal Councillor or  Zone Committee Officer | 15 points per annum |
| CMAA AGM | 20 points |
| CMAA Club Leadership & Management Diploma | 10 points per online unit |
| Distance  For Members who attend a CMAA Conference, Summit or training course more than 100 kms from their club address an extra 10 points will be allocated | 10 points |

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| 20 points maximum for attendance on APPROVED industry activities | |
| Other Club Industry Association Conferences or training events | 5 points per event. Certification required on application. |

Criteria 3

**Education Requirements**

There are two pathway options to complete to satisfy the education criteria of the ACCM.

**Option 1:**

***Complete all 12 modules in the online CMAA Club Leadership & Management Program via elevateB:***

* Organisational Customer Service
* Personal and Professional Development
* Operational Plans
* Critical Thinking
* Budgets and Financial Plans
* Emotional Intelligence
* Communicate with Influence
* Workplace Relationships
* Team Effectiveness
* Recruitment and Onboarding
* People Performance
* Continuous Improvement

**OR**

**Option 2:**

***Complete the following courses and attendance of CMAA events:***

* 6 modules from the CMAA Club Leadership & Management Program (above) or evidenced completion of similar qualification level units from Business, Marketing, Management, Leadership, HR, Finance, or any other relevant Business or Hospitality courses.
* CMAA Secretary Manager & Board Governance course
* CMAA Gaming Analysis Program **OR** the Aristocrat/LCA GMDC course
* CMAA Catering for Non-Catering Managers course
* CMAA Managing the Life Cycle of a Club Employee course
* Attendance at any CMAA Summit in the last two years
* Attendance at any CMAA Conference in the last two years

| 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 Options 1 & 2. |  |