



National Bursary Program 2019

These Bursary Awards are for current CMAA Members only who joined prior to 1 August 2017.

Applications will be judged in October 2018.

Bursary winners are required to use their awards in 2019. All Bursary Winners are required to attend the National Bursary Awards Luncheon to be held on Friday 30th November 2018 at the Canterbury Leagues Club, Belmore, Sydney.

Bursary winners are to be financial members of the CMAA at the time of taking up their award and are required under the Rules & Conditions of the Program to use their awards at the time, date and destination stipulated within the Bursary description.

CONTACT THE **CMAA** FOR MORE DETAILS



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USA National Restaurant Association & Bar Show Chicago & Las Vegas Casino Study Tour*
8 Offered 17 - 23 May 2019
 Chicago's McCormick Place & Las Vegas

Geoff Meston Memorial USA Disney Customer Service Course Bursary *
2 Offered
 Disney Institute Anaheim California USA

IGT Peter Clarebrough Memorial Gaming Study Tour Bursary*
6 Offered
 Early June 2019 TBC

The Castle Hill RSL Group & The Mounties Group Exposure to Excellence Bursaries*
2 Offered
 (please indicate which Club you would like to apply for)

The CMDA Higher Education Scholarship*
2 Offered

Silver Chef Melbourne Restaurant Study Tour
2 Offered
 March 2019

Active Certified Club Manager (ACCM) Award Bursary
2 Offered

The NRA Show delivers ways to tackle your business challenges head on. The Show over three days features exhibitors representing 900+ product categories, 70+ education sessions and demonstrations, for you to enjoy. Include in the Tour is a visit to an Indian Reservation Casino & FOH/BOH tours of Las Vegas Casinos.

Inclusions: Economy class flights from your nearest international airport to Chicago return, all USA internal flights & transfers, twin room accommodation (winners to pay difference for single room upgrade), NRA Show & Conference registration, two hosted group dinners, an allowance of AUD \$500 pp for incidentals.

Eligibility: OPEN TO ALL MANAGERS.
 You will require a minimum of 25 Activity Points recorded on your member file since July 2017. You must have a valid current passport. * Recipients of any overseas bursary award in the last 2 years (1 August 2016-31 July 2018) at any CMAA level are ineligible to apply.

World renowned, the Disney Approach to Quality Service course is regarded as the very best in customer service programs. This bursary is for those who share in the vision and passion for customer service as did past CMAA L&D Manager, Geoff Meston. It is a multi-day program (4 days) and cannot be substituted with any other Disney program. Winners are required to undertake the program at Disney's Anaheim LA Training Institute. Any change of course location within the USA is at the Winner's expense.

Inclusions: Economy class flights from your nearest international airport to Los Angeles return, transfers, single room accommodation, catering, Disney Approach to Service program registration and an allowance of AUD \$500 pp for incidentals.

Eligibility: OPEN TO ALL MANAGERS.
 You will require a minimum of 25 Activity Points recorded on your member file since July 2017. You must have a valid current passport. * Recipients of any overseas bursary award in the last 2 years (1 August 2016-31 July 2018) at any CMAA level are ineligible to apply.

Hosted by CMDA sponsor IGT, this bursary takes in guided tours and briefing presentations by senior casino executives of some of Australia's finest casinos, FOH tours of registered clubs and innovative hospitality concept venues. (Locations TBC).

Inclusions: Economy class flights to tour destinations & return, airport transfers, single room accommodation & breakfasts, two hosted dinners & a \$500 pp allowance for incidentals such as meals.

Eligibility: OPEN TO CEOs, Operations, & Gaming Managers ONLY.
 You will require a minimum of 25 Activity Points recorded on your member file since July 2017. * Recipients of any overseas bursary award in the last 2 years (1 August 2016-31 July 2018) at any CMAA level are ineligible to apply.

CMAA is fortunate that both Castle Hill RSL Group CEO David O'Neil & the Mounties Group CEO Greg Pickering continue to support our CEOs & Operations Manager members with the opportunity to spend 5 Days at either of their clubs with their management teams. Each group is renowned for its operational excellence, gaming, & food & beverage strength, as well as its strong growth & profitability.

Inclusions: Economy class flights return & / or accommodation (if the winners are from outside the greater Sydney metropolitan area or as required).

Eligibility: OPEN TO CEOs & Operations Managers ONLY.
 You will require a minimum of 25 Activity Points recorded on your member file since July 2017. * Note these bursaries must be taken up in 2019 and subject to both David O'Neil's & Greg Pickering's availability.

If you are either contemplating enrolling into, or have already started, either a degree at University or a TAFE course CMDA is offering 2 scholarships to the value of \$6,000 each towards your study. In your application you must provide a justification for your intent to study ie provide what benefit undertaking the degree or course will provide you as an individual AND also what the benefit would be to your club. Priority will be given to business orientated degrees or TAFE courses.

Eligibility: OPEN TO ALL MANAGERS.
 You will require a minimum of 15 Activity Points recorded on your member file since July 2017. * Note these scholarships require the winners to provide to the CMDA with the necessary administrative paper work evidence of enrolment and /or fee payment to access the contribution.

The tour includes all meals, refreshments, transport and accommodation. You will visit a wide range of restaurants, cafes, clubs and bars, travelling in a small group personally escorted by Ken Burgin. You won't just be eating and drinking at great places; you will speak with Executive Chefs, CEOs, restaurant and bar owners who will share their secrets to success from the inside. Great networking, new processes and methods, inspiring and profitable marketing ideas - ideal for anyone who wants to improve the quality and popularity of Food & Beverage at your club.

Inclusions: Economy class flights return & / or accommodation (if the winners are from outside the greater Melbourne metropolitan area or as required).

Eligibility: OPEN TO ALL MANAGERS
 You will require a minimum of 15 Activity Points recorded on your member file since July 2017.

Recognition of self-professional development is becoming a prerequisite for modern club managers, and the ACCM education component provides a good grounding in the basic disciplines all managers need as they climb the career ladder. For those members who are intending to attain the Active Certified Club Managers Award (ACCM) the CMAA's prestigious internal industry recognition award.

Inclusions: Winners can use the bursary to cover the fees for registration on any of the ACCM Education Criteria training courses. Winners have three years from the time of winning the award to complete their ACCM award.

Eligibility: OPEN TO ALL MANAGERS
 You will require a minimum of 15 Activity Points recorded on your member file since July 2017.

Smart Goal Setting

- S** • **Specific:** State exactly what you want to accomplish (Who, What, Where, Why)
- M** • **Measurable:** How will you demonstrate and evaluate the extent to which the goal has been met?
- A** • **Achievable:** stretch and challenging goals within ability to achieve outcome. What is the action-oriented verb?
- R** • **Relevant:** How does the goal tie into your key responsibilities? How is it aligned to objectives?
- T** • **Time-bound:** Set 1 or more target dates, the "by when" to guide your goal to successful and timely completion (include deadlines, dates and frequency)

KEY DATES

- 26 July 2018**
Applications Open
- 15 October 2018**
Applications Close at Midnight
(Late entries not accepted)
- 18 October 2018**
Judging Board of Management Studies
- 22 October 2018**
Winners Announced
- 30 November 2018**
CMAA Bursary Awards Presented

Putting Your Application Together

A Member may apply for a maximum 2 bursary awards in the following format: one overseas bursary award and / or one non overseas bursary award ONLY, and each bursary application must be submitted separately and address ALL of the individual Submission requirements for each bursary award. Nomination Cover Letter include a letter on your club letterhead and signed by your General Manager / Secretary Manager or President (if you are the CEO applying) nominating you and clearly stating the following:

- 1. Your name and CMAA member number.**
- 2. Your position.**
- 3. The Bursary you are applying for.**
- 4. Include this statement:** 'I have checked the information in this application and it is correct'. AND.....
 'The (insert club name) supports this nomination and will assist (insert applicant's name) with the financial costs and time off from work to participate in the Bursary Award prize on the specified dates, AND to personally attend the CMAA Bursary Award Luncheon Ceremony as part of the Sponsors Appreciation Luncheon on Friday 30th November 2018 at the Canterbury League Club Belmore, Sydney to receive the award' **Organisation Statement** : - Statement about the club in which you are employed. 100 word (maximum word count). **Applicant Statement** : - Statement about you, the applicant. Clearly state your position and provide an overview of your day to day role in your organisation. 100 word (maximum word count) **Bursary Award Statement** : - Using SMART goal setting criteria (see above), list and explain in detail three (3) specific objectives you wish to achieve with this bursary prize. If you are unsure of SMART goal setting, an internet search on the topic will provide all necessary information for you. 250 word (maximum word count) **Exposure to Excellence Bursary Statements** : Mounties or Castle Hill RSL **Specify either the Mounties or Castle Hill RSL in the application:** (Applicants can only apply for one venue). **Challenge Statement:** clearly and explicitly outlining what challenge(s) your club is facing. 500 word (maximum word count). **Intervention Statement:** clearly outlining the specific areas that the applicant wishes to investigate, learn about, or seek help with during the bursary which will address the Challenge statement. 500 word (maximum word count).

Submitting Your Application:
Closing Date:
 Applications for bursaries are to be submitted no later than midnight 18 October 2018. Late entries will not be judged. Email Scanned Applications to: lori@cmaa.asn.au
Key Contacts: Lori Luhrmann: Learning & Development Manager- lori@cmaa.asn.au (02) 9746 4199 Ralph Kober: CMAA Executive Officer - ralph@cmaa.asn.au

Rules and Conditions

A Member may apply for a maximum 2 bursary awards in the following format: one overseas bursary award and / or one non overseas bursary award ONLY, and each bursary application must be submitted separately and address ALL the individual Submission requirements for each bursary award. If a combined application for more than one bursary award is submitted, it will not be considered for judging for any bursary. Recipients of an overseas tour award in the last 2 years (01 August 2016- 31 July 2018) at any CMAA level are ineligible to apply for an overseas bursary.

An independent Selection Panel will assess an application on the basis of how successfully it meets the eligibility and submission requirements. The selection of award winners will be based on the merit of the application. The decision of the Selection Panel will be final and NO further correspondence or communication will be entered into. Winners are required under the Rules & Conditions of the Bursary Awards 2019 Program to take up their bursary at the time and to the destination stipulated within the bursary and to be financial members of the CMAA at the time of taking up the bursary.

Applicants must meet the eligibility criteria and complete ALL the submission requirements.

The awards are NOT transferable or convertible to cash or credits. The CMAA Board of Management Studies reserves the right to cancel or re-issue any bursary that cannot be undertaken on the dates specified by an award recipient. Successful applicants are required to be present for the CMAA Bursary Award Luncheon Ceremony held at the Canterbury League Club Belmore, Sydney to receive the award. Winners may bring one representative from their club to the Award Luncheon FOC.

Other conditions may apply. You can contact CMAA for further clarification on any of these matters on (02) 97464199. Details of bursaries are accurate at the time of printing, but may change without notice.

We would like to thank...

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- HI APPS
- INFINITE POS
- NETWORK INTERIORS
- PALLTRONICS
- PROJECT LEADERS
- SCENT WASHROOM SERVICES
- SENPOS
- SIGNATURE FLOORING
- SPLIT WATERMELON DESIGN
- STARWELL FURNITURE
- SUNBLEST CLEANING
- TIC TECHNOLOGIES
- UNIQUE SIGNAGE SOLUTIONS

CONTACT THE CMAA FOR MORE DETAILS



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