

## **2016 Community Tennis Awards Process:**

- 1- Anyone wanting to nominate someone will fill out an on-line form (person submitting: name, e-mail, phone / nominee: name, e-mail, phone, and the specific award).
- 2- If the nominee is nominated two or more times, we will reach out to the nominee asking them to complete the full application.
- 3- Once the full nomination is completed and the deadline is past, the appropriate committee will evaluate and select the award winners.
- 4- The awards will be presented and recorded locally and incorporated into an existing event (CTA Volunteer banquet, CTA Annual Meetings, other events, etc...) Ideally, these will be presented by a USTA Texas staff member or key volunteer.
- 5- These recorded presentations will be edited and consolidated for distribution through our social media means.