



## CHECKLIST

Please ensure that the following information below is checked and submitted with the entire nomination package:

- The Nomination Package cover sheet has been placed on top of the documentation, filled in completely and signed by the nominator.
- The nominator has included a supporting nomination letter, between 400 and 1,000 words in length, that has been dated and signed.
- The information contained within the letter clearly highlights the achievements that describe the outstanding contribution of the nominee to soccer in the York Region community. In the case of an administrator, a soccer related CV is included.
- Optional\*** The nomination contains accompanying exhibits in the form of newspaper clippings, articles, or other documentation in support of the nomination.
- Optional\*** The nomination contains external sources that describe performance metrics, statistics, etc.
- Optional\*** The nomination includes a letter of support from the nominee's member Club.
- The nominator has also received two (2) letters of support in the form of references from individuals who are not family members, and has appended those letters to the nomination package.
- The two reference letters are from individuals who are currently not Directors of the YRSA and are not family members of the nominee or the nominator.
- The nominator has included a .JPG photograph of the nominee.
- This check list has been completed in full and inserted beneath the cover sheet.

**Optional\*** - though noted as optional; inclusion of these elements is highly recommended.