



# **Administrative Requirements for Service Awards**

**Little Athletics Association  
of Victoria Incorporated**

## **Regulation 12**

**Registration Number: A0003260D**

**UPDATED August 2010**

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**ADMINISTRATIVE REQUIREMENTS FOR SERVICE AWARDS**  
**of**  
**LITTLE ATHLETICS ASSOCIATION OF VICTORIA INC**  
**Registration Number: A0003260D**

**SECTION 1 - ADMINISTRATIVE REQUIREMENTS FOR SERVICE AWARDS**

**1.1 PURPOSE**

- (a) This Regulation sets down the administrative and procedural requirements of the Association for nomination, and election for Association service awards.

**1.1 AWARDS & ELIGIBILITY**

- (a) The Association may recognise service to the Little Athletics movement by bestowing on any individual or organisation the honour of a service award. The awards together with the criteria, nomination and election procedures are detailed in:
- (i) Life Governor - Clause 1.2
  - (ii) Distinguished Service Award - Clause 1.3
  - (iii) Meritorious Service Award - Clause 1.4
  - (iv) Jeff Crouch Award - Clause 1.5
- (b) The awards referred to in (i), (ii) and (iii) above can only be awarded to Ordinary Members who perform their roles in the capacity of volunteers.
- (c) The award at (iv) above will only be awarded to individuals or organisations that are not part of the mainstream volunteer force but because of their expertise or support have assisted the Little Athletics movement in meeting its charter.
- (d) Life Governor is the established Association designation for a Life Member, referred to in the Constitution as an Honorary Member.
- (e) A person may be nominated for more than one award in any year, with award of the lesser award being held in abeyance pending the outcome of the higher award.
- (f) A person once awarded a higher award becomes ineligible for nomination and receipt of a lesser award.
- (g) No person may receive more than one award in any year.
- (h) Only one Jeff Crouch Award will be granted in any year.
- (i) The BOM has the right to rescind or suspend any award under Rule 10 of the Constitution.

**1.2 LIFE GOVERNOR**

**1.2.1 Criteria**

- (a) A minimum of fifteen years highly meritorious service of an exemplary nature that has positively contributed to the betterment of the Association. A minimum of ten years of such service must be outside the member Centre in administrative roles at Region, Standing Committee, or BOM. The service outside the member Centre may be concurrent with continued service at the Centre.
- (i) **Highly Meritorious Service:** is service of excellence and of superior quality that has contributed to improving the operations of the Association and which has benefited the members.
  - (ii) **Exemplary Nature:** is worthy of being commended and/or a role model to others, and containing elements of having changed the nature of the Association's operations.

**1.2.2 Nomination**

- (a) Nominations may be initiated by a member Centre, Region or the BOM and must be in writing on the official form (see Appendix A) and available upon request from the Association office or the web site.
- (b) The completed nomination form must:
  - (i) accurately set out records of service,
  - (ii) provide justification of contribution to the Little Athletics movement, and
  - (iii) include a photograph of the nominee
- (c) Nominations must be received at the Association office at least ninety days before the date set down for the next Annual General Meeting. Such nomination is to be accompanied by a copy of the minutes of the meeting at which the nomination was agreed by the nominating body.

### **1.2.3 Endorsement**

- (a) The Association office within ten days of receipt of the nomination will:
  - (i) verify the service details at BOM, Region and Standing Committee level from the records held by the Association, and
  - (ii) notify all members of the BOM of nominations received.
- (b) The Association office will not less than eighty days prior to the Annual General Meeting contact each of the relevant member Centres named on the official nomination form in writing and invite each to separately verify the service and contribution to the Little Athletics movement. Each of these may submit any additional information (positive or negative) in respect of the nominee. These replies must be returned to the Association office not less than sixty days before the Annual General Meeting.
- (c) The Association office will at least fifty days before the Annual General Meeting submit the verified submissions to the BOM who will determine whether the total criteria have been satisfied. It is the sole responsibility of the BOM to determine final suitability of all nominations.
- (d) The BOM, on determining that the total criteria have not been met, will notify the nominating body of the reasons for the determination at least forty days before the Annual General Meeting. Such rejected nominations will not be circulated for ballot.

### **1.2.4 Election**

- (a) The Association will forward all relevant information from nominations and other submissions together with a photograph of the nominee to member Centre Secretaries, at least thirty-five days before the Annual General Meeting.
- (b) At the Annual General Meeting, a separate ballot paper will be issued to the delegate of each member Centre present, for each nomination.
- (c) A secret ballot will be conducted at the same meeting.
- (d) The joint Returning Officers will be any three Life Governors or Region Presidents, as nominated by the chairperson.
- (e) A nomination will be successful if the nominee receives a three-quarters majority of the votes cast by member Centres in a valid vote.
- (f) Announcement of the results will be made at the meeting and the privileges of the award will become effective from the close of said meeting.

### **1.2.5 Award and Presentation**

- (a) The award takes the form of a suitably designed badge and plaque.
- (b) The presentation of the badge will at the Annual General Meeting or in the absence of the recipient, at a time and place deemed suitable by the BOM and the recipient.
- (c) The presentation of the plaque will be at the Gala Awards Dinner or CentreFest, as applicable.

### **1.2.6 Entitlements**

- (a) Life Governors are entitled to attend all Association meetings and speak on any issue raised at any such meeting, with permission of the chair.

- (b) Life Governors will receive invitations to attend all major Association functions as guests of the Association. However, any costs associated with such attendance are the responsibility of the Life Governor.

### 1.3 DISTINGUISHED SERVICE AWARD

#### 1.3.1 Criteria

- (a) A minimum of twelve years highly meritorious service with a positive contribution to the betterment of the Association's operations. A minimum of eight years of such service must be outside the member Centre in administrative roles at Region, Standing Committee, or BOM. The service outside the member Centre may be concurrent with continued service at a member Centre.
- (i) **Highly Meritorious Service:** is service of excellence and of superior quality that has contributed to improving the operations of the Association and has benefited the members.

#### 1.3.2 Nomination

- (a) Nominations may be initiated by a member Centre, Region or the BOM and must be in writing on the official form (see Appendix B) and available upon request from the Association office or the web site.
- (b) Other details as for Life Governor.

#### 1.3.3 Endorsement

- (a) As for Life Governor.

#### 1.3.4 Election

- (a) As for Life Governor.

#### 1.3.5 Award and Presentation

- (a) The award takes the form of a suitably designed badge and certificate.
- (b) The presentation of the badge will at the Annual General Meeting or in the absence of the recipient, at a time and place deemed suitable by the BOM and the recipient.
- (c) The presentation of the certificate will be at the Gala Awards Dinner or CentreFest, as applicable.

### 1.4 MERITORIOUS SERVICE AWARD

#### 1.4.1 Criteria

- (a) A minimum of eight years service to the Association. Five years of such service to be in roles (either administrative or senior official) at Region or Association level.

#### 1.4.2 Nomination

- (a) Nominations may be initiated by a member Centre, or Region and must be in writing on the official form (see Appendix C) and available upon request from the Association office or the web site.
- (b) The completed nomination form is to be received by the Region Secretary at least seventy days before the date set down for the Annual General Meeting, and be signed by two members of the Executive, normally the President/Chairperson and Secretary and which:
- (i) accurately sets out records of service, and
- (ii) includes a photograph of the nominee
- (c) The completed nomination form must be attached to a copy of the minutes of the meeting at which the nomination was agreed by the nominating body.

#### 1.4.3 Endorsement

- (a) The Region executive will verify the service to the Little Athletics movement and may choose to submit any additional information (positive or negative) in respect of the nominee. These details must be returned to the Association for final approval by the BOM at least thirty days before the Annual General Meeting.

- (b) The BOM will determine whether the total criteria have been met at least fourteen days before the Annual General Meeting.
- (c) It is the sole responsibility of the BOM to determine final suitability of nominations and make the decision on the granting of the award. The BOM will notify the nominating body of the success or failure (with reasons) of the nomination at least seven days before the Annual General Meeting

#### **1.4.4 Award Presentation**

- (a) The award takes the form of a suitably designed badge and a certificate
- (b) The announcement of successful recipients of the Meritorious Service Award will be made at the Annual General Meeting.
- (c) The presentation of the badge and certificate will be made at the Annual General Meeting, if the recipient is present, or at a Region event.

### **1.5 JEFF CROUCH AWARD**

#### **1.5.1 Criteria**

- (a) An outstanding contribution to the Association in a role that renders the nominee ineligible for other service awards.

#### **1.5.2 Nomination**

- (a) Nominations may be initiated by a member Centre, Region or the BOM and must be in writing on the official form (see Appendix D) and available upon request from the Association office or the web site.
- (b) The completed nomination form detailing the name of the nominee and justification, which accurately set out records of service to the Little Athletics movement together with a photograph (if available) of the nominee must be received at the Association Office at least fifty days prior to the date of the Annual general meeting.
- (c) The completed nomination form must be attached to a copy of the minutes of the meeting at which the nomination was agreed by the nominating body, and must be signed by the President/Chairperson and Secretary.

#### **1.5.3 Endorsement**

- (a) The BOM will collate all submissions to determine whether the criteria have been met. It is the sole responsibility of the BOM to determine final suitability of nominations and make the decision on the granting of the award.

#### **1.5.4 Award and Presentation**

- (a) The award takes the form of a suitably designed plaque.
- (b) The presentation of which will be at a time and place deemed suitable by the BOM and the recipient.