

ADMINISTRATIVE REQUIREMENTS FOR SERVICE AWARDS
of
LITTLE ATHLETICS ASSOCIATION OF NSW INC.

**REGULATION 3 – ADMINISTRATIVE REQUIREMENTS
FOR SERVICE AWARDS**

3.1 PURPOSE

This Regulation sets down the administrative and procedural requirements of the Association for nomination, and election for Association service awards. This Regulation is made under Rule 39 and will be interpreted in accordance with the Constitution.

3.2 Definitions

Highly Meritorious Service	Highly meritorious service is service of a superior quality that has contributed to improving the operations of LANSW and which has benefitted the members
Exemplary Nature	Worthy of being commended and/or a role model to others and containing elements of having changed the nature of the operations of the Associations operations for the better.

3.3 AWARDS & ELIGIBILITY

- a) The Association may recognise service to the Association by bestowing on any individual the honour of a service award. The awards together with the criteria, nomination and election procedures are detailed in:
 - i) Life Member - Clause 3.4
 - ii) Merit Award - Clause 3.5
- b) The above awards can only be awarded to Individual Members who perform their roles as volunteers.
- c) 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.
- d) A person once awarded a higher award (Life Membership) becomes ineligible for nomination and receipt of a lesser award (Merit Award).
- e) No person may receive more than one award in any year.
- f) The Board has the right to rescind or suspend any award under Rule 10 of the Constitution.

3.4 LIFE MEMBER

3.4.1 Criteria

- a) Life Membership nominations should generally include, but not necessarily be limited to the following minimum service criteria:-
 - i) Highly meritorious Association service of at least twelve (12) years and at least six (6) years service in an administrative capacity at Zone and/or Region and/or State level of the Association, that has positively contributed to the betterment of the Association. These two periods may be served concurrently.
 - ii) It is highly desirable that the nominee has had an active involvement in the administration of an affiliated Centre.
- b) Alternatively, the Board may identify and nominate a particular person with an appropriate level of highly meritorious Association service.

3.4.2 Nomination

- a) A nomination may be submitted to the Board by an affiliated Little Athletics Centre, for consideration for recommendation to the Association for the award of Life Membership.
- b) The nomination shall set out the service history of the nominee in Little Athletics, together with their supportive reasons for Life Membership being bestowed.
 - i) To be valid, nominations shall be in writing and signed by two (2) authorised members of the committee of the proposing Little Athletics Centre.
 - ii) An extract from the minutes, of the resolution passed by the Little Athletics Centre to submit a nomination for Life Membership, shall be attached to the written nomination.
- c) Alternatively, the Board may identify and nominate a particular person with an appropriate level of highly meritorious Association service.
- d) Nominations must be received at the Association not less than forty (40) days before the date set down for the next Annual General Meeting.
- e) The Association will forward all relevant information from nominations to all eligible voting members, at least twenty-one days before the Annual General Meeting.

3.4.3 Election

- a) A nomination for Life Membership will be successful if the nominee receives a three-quarters majority of the votes cast by eligible voting members at the Annual General Meeting.
 - i) Should an eligible voting member, as defined in Rule 5.1, be unable to attend the Annual General Meeting, that member may exercise a postal vote (Rule 29) or appoint a proxy (Rule 30), in accordance with Regulation 7.
- b) Ballot papers shall be prepared listing the name of the nominee/s and on which each member shall record a valid vote by indicating support for the nomination with a tick, cross, signifying mark or other similar indication.
- c) Such ballot papers are to be lodged at the ballot boxes provided for that purpose at the Annual General Meeting. Such ballot boxes will be closed and removed ten (10) minutes after the commencement of the Annual General Meeting and no late ballot papers will then be accepted.
- d) Announcement of the results will be made at the Annual General Meeting and the privileges of the award will become effective from the close of the meeting.

3.4.4 Award and Presentation

The presentation will be at the Annual General Meeting or in the absence of the recipient, at a time and place deemed suitable by the Board and the recipient.

3.4.5 Entitlements

- a) Life Members are entitled to receive notice of General Meetings and to be present and debate at General Meetings, but, subject to Rule 28.1 shall have no voting rights.
- b) Life Members will receive invitations to attend other major Association events as guests of the Association. However, any costs associated with such attendance are the responsibility of the Life Member.

3.5 MERIT AWARD

3.5.1 Criteria

- a) The Board may grant any individual who has rendered distinguished and lengthy service with a positive contribution to the betterment of LANSW operations or Little Athletics, a LANSW Merit Award.

- b) Merit Award nominations should generally include, but not necessarily be limited to the following minimum criteria:-
 - i) A minimum of six (6) years distinguished service to Little Athletics through an active involvement in the running of an affiliated Centre AND either
 - ii) A minimum of eight (8) years active service as a senior official at Association Carnivals (Zone, Region and State). It is highly desirable that the nominee be involved in the education, training and/or mentoring of other officials, and/or have provided service of an exemplary nature OR
 - iii) An equivalent length and range of support to the Association through its committees and other activities.

3.5.2 Nomination

- a) The nomination shall set out the service history of the nominee in Little Athletics, together with supportive reasons for a Merit Award being bestowed.
- b) Nominations may be submitted to the Board by:-
 - i) An affiliated Little Athletics Centre
 - a. To be valid, nominations shall be in writing and signed by two (2) authorised members of the committee of the proposing Little Athletics Centre.
 - b. An extract from the minutes, of the resolution passed by the Little Athletics Centre to submit a nomination for a Merit Award, shall be attached to the written nomination.
 - ii) A Zone Coordinator
 - a. To be valid, nominations shall be in writing and signed by the Zone Coordinator.
- c) Alternatively, the Board may identify and nominate a particular person with an appropriate level of Association service or support.
- d) Nominations must be received at the Association office on or before 30 June each year.

3.5.3 Endorsement

- a) It is the sole responsibility of the Board to determine suitability of nominations and make the decision on the granting of the award.
- b) Announcement of the results will be made at a time and place deemed suitable by the Board.

3.5.4 Award and Presentation

The presentation will be at the Annual General Meeting or Annual Conference, or in the absence of the recipient or a representative, at a time and place deemed suitable by the Board and the recipient.