



REGULATION 3 – ADMINISTRATIVE REQUIREMENTS FOR SERVICE AWARDS

DEFINITIONS

“Act” means the Corporations Act 2001 (Cth).

"AGM" or "Annual General Meeting" means the annual General Meeting of the Company required to be held in each calendar year under the Act.

"Appointed Director" means a Director appointed under clause 17.

"LAA" means Australian Little Athletics Inc. trading as Little Athletics Australia.

“Board” means the body consisting of the Directors.

“Club” means a Little Athletics club which is affiliated with a Little Athletics Centre.

“Company” means Little Athletics NSW Ltd.

“Competitive Member” means an Individual Member who is a child or young person (as defined in the Regulations) and who is registered with the Company and participates in Little Athletics and/or skill related activities organised and conducted by the Company or any of its Members

“Constitution” means the Constitution of the Company.

“Financial Year” means the year commencing on 1 April and ending on 31 March the following year.

“Individual Member” means:

- (a) a competitive member, being a child or young person (as defined in the Regulations) and who is registered with the Company and participates in Little Athletics and/or skill related activities organised and conducted by the Company or any of its Members;
- (b) any parent or legal guardian of any person who is an Individual Member under part (a) of this definition;
- (c) any individual who is a volunteer, coach or other official who is associated with the Company;
- (d) any coach providing coaching services to the Company, a Little Athletics Centre or an Individual Member;
- (e) any person who is a committee member of a Little Athletics Centre; or
- (f) any person who meets the criteria for membership as an Individual Member which are set out in the Regulations from time to time.

"Little Athletics" means the sport of athletics for children and young people between the ages of 3 and 17 years which is governed by the Company and LAA.

"Little Athletics Centre" means a Little Athletics Centre recognised by the Company as a Member under clauses 5.1(a) and 6.1 and which is responsible for administering Little Athletics competitions and Clubs within its local area.

"Member" means a member for the time being of the Company under clause 5 of the Constitution.

"Objects" means the objects of the Company in clause 3 of the Constitution.

"Official Position" means a person who:

- (a) is a Delegate or Zone Coordinator;
- (b) holds the position of president, vice president, treasurer, secretary, or registrar (or equivalent position) of a Little Athletics Centre;
- (c) is employed by a Little Athletics Centre on a full or part time (including casual) basis.

"Register" means a register of Members kept and maintained in accordance with clause 7 of the Constitution.

"Regulations" mean any Regulations made by the Board under clause 40 of the Constitution.

"Zone" means an area of New South Wales having boundaries as determined by the Board from time to time and which includes such Little Athletics Centres as have been assigned to that geographic area by the Board.

"Zone Coordinator" means the person who has been elected under clause 22(a) to undertake the duties set out in the Regulations.

3.1 PURPOSE

This Regulation sets down the administrative and procedural requirements of the Company for nomination and election for Company service awards. This Regulation is made under clause 40 and will be interpreted in accordance with the Constitution of Little Athletics NSW Ltd.

3.2 Definitions

Highly Meritorious Service	Highly meritorious service is service of a superior quality that has contributed to improving the operations of the Company 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 Company for the better.

3.3 AWARDS & ELIGIBILITY

- a) The Company may recognise service to the Company by bestowing on any individual, the honour of a service award. The awards together with the criteria, nomination and election procedures are detailed in this Regulation 3:
 - 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 conferring 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 clause 11 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 Company 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 Company, that has positively contributed to the betterment of the Company. 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 Company 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 Annual General Meeting of the Company 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 Company service.
- d) Nominations must be received by the Company not less than forty (40) days before the date set down for the next Annual General Meeting.
- e) The Company 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 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, in accordance with Regulation 7.

3.4.4 Award and Presentation

The presentation will be at the Annual General Meeting or the Annual Awards Dinner and Presentation, or in the absence of the recipient, at another 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 clause 30.1 shall have no voting rights.
- b) Life Members will receive invitations to attend other major Company events as guests of the Company. However, any costs associated with such attendance are the responsibility of the Life Member.

3.5 MERIT AWARD

3.5.1 Criteria

- a) A Merit Award may be granted to any individual who has rendered distinguished and lengthy service with a positive contribution to the betterment of Company operations or Little Athletics.
- 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 Little Athletics Centre; AND either
 - ii) A minimum of eight (8) years active service as a senior official at Little Athletics NSW Carnivals (Zone, Region and State). It is highly desirous 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 Company 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 Company service or support.
- d) Nominations must be received at the Company 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 Awards Dinner and Presentation, or in the absence of the recipient or a representative, at another time and place deemed suitable by the Board and the recipient.