



REGULATION 3 – ADMINISTRATIVE REQUIREMENTS FOR SERVICE AWARDS

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) Nominations received between the closing date and the date set down for the next Annual General Meeting would be considered as validly lodged for the following year.
- f) The Company will forward all relevant information from nominations to all eligible voting members, at least twenty-one days before the Annual General Meeting.
- g) Any nomination validly lodged in accordance with 3.4.2 d) but not considered by the Board in time to meet the requirements of 3.4.2 f) would be considered validly lodged for the following year.

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 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 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 made 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.