



MEMO TO: Centre Executive

FROM: Rebecca Newton
Centre Support Manager

DATE: February 2020

SUBJECT: Centre Volunteer Administration Awards

As all centres should be aware, the LANSW Nordic Sport Centre Volunteer Awards has been held for a number of years, in an attempt to recognise centres that demonstrate good volunteer management practices and achievements. Congratulations to all centres who received awards at the 2019 Annual Conference, in particular Holroyd Little Athletics Centre, who achieved the highest number of points throughout the 2018/2019 season. For being the centre who achieved the highest number of points, Holroyd LAC received a Nordic Sport gift voucher to the value of \$750.

An outline of the “Nordic Sport Centre Volunteer Awards” is as follows: -

- All centres are **automatically** entered into the awards.
- Centres are awarded points based upon their operational efficiency, as well as for volunteer support/initiatives undertaken within the specified period. A points allocation table is attached.
- At April 1 each year, the points total for each centre will be calculated.
- The centre with highest overall points will be the recipient of the LANSW Nordic Sport Centre Volunteer Award, which will be presented at the Annual Conference, which will be held in July 2020 at Port Stephens.
- Centres will also be awarded, as follows:
 - 41+ points – Gold
 - 40-38 points – Silver
 - 37-36 points – Bronze

Ongoing reviews of the awards scheme are under-taken and any necessary changes implemented, where necessary.

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Foundation for all sports

2019/2020
CENTRE VOLUNTEER ADMINISTRATION AWARD
(under review)

Points will be allocated as follows:

TASK	POINTS
FINANCE	
Receipt of audited financial statement within one month of AGM	2
Receipt of audited financial statement within two months of AGM	1
REGISTRATIONS	
Return of non-issued registration numbers & reconciliation form by the due date	2
SportsTG information updated: registration fees and contact details	2
COMPETITION/CHAMPIONSHIPS	
Return of Team Manager notification for State Track & Field by due date	2
Attendance at Zone Championships	2
Return of Team Manager notification for State Multi Event by due date	2
Attendance at State Combined	2
Return of Team Manager notification for State Relays by due date	2
Attendance of teams in State Relays	2
COACHING	
Hosting an Introduction to Coaching Course	3
Hosting an LANSW Workforce Development course, workshop or seminar	3
Hosting an LANSW Workforce Development course at the request of LANSW or the zone	1
Hosting Sports Coaching Work Placement student/s	2
OFFICIALS	
Officials successfully completing AAOES Level 1 (centres with 1-250 reg. – 1 official)	2
Officials successfully completing AAOES Level 1 (centres with 251-400 reg. – 2 officials)	2
Officials successfully completing AAOES Level 1 (centres with 401+ reg. – 4 officials)	2
Officials successfully completing AAOES Level 2 (centres with 1-350 reg. – 1 official)	2
Officials successfully completing AAOES Level 2 (centres with 350+ reg. – 2 officials)	2
ADMINISTRATION	
Receipt of affiliation form by due date – 31 May	2
Receipt of paperwork order by due date – 31 May	2
Centre AGM minutes received by due date – 31 May	2
Centre Annual Report received by due date – 31 May	1
Centre Financials received with audit report by due date – 31 May	3
Attendance of at least one delegate at the Annual Conference	3
Apology tendered for Annual Conference	1

TASK	POINTS
Return of first-aid record at the completion of each season	2
School Visit request lodged by due date and actually going ahead	2
School Visit request program returned at least 2 wks prior to visit	1
WWCC delegate details supplied on affiliation form	2
Centre participated in the NSW Office of Sport SHOOSH campaign	2
Centre Audit Survey completed (when applicable)	2
LANSW Representative invited to the Centres AGM	2
LANSW Representative invited to the Centres Presentation Day/Night	1
PUBLICITY/SOCIAL MEDIA	
Facebook Page (active)	1
Twitter & Instagram	2 each
SPONSORSHIP	
Equipment order placed with Nordic Sport	3
Drink order placed with Coca-Cola	3

NB. OTHER ITEMS MAY BE ADDED THROUGHOUT THE SEASON