

DAPTO NETBALL CLUB REGULATION

ADMINISTRATIVE REQUIREMENTS FOR SERVICE AWARDS OF THE DAPTO NETBALL CLUB

REGULATION 7 – SERVICE AWARDS

7.1 PURPOSE

In accordance with authority provided by Clause 37 of the Dapto Netball Club (the Club) Constitution, the Management Committee has created this Regulation that sets down the administrative and procedural requirements for Service Awards of the Dapto Netball Club. This Regulation is to be interpreted in accordance with the Constitution.

7.2 DEFINITIONS

Highly Meritorious Service:	This is service to the Club of a superior quality that has contributed to improving the management and operations of the Club 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 Club for the better.
Distinguished Service	This is service to the Club that has contributed to the development of the management and organisation of the Club.
Dapto Netball Club Community	Is considered to be: - junior and senior members of the Club; - parents/carers, grandparents, and siblings of members of the Club; - partners of senior members of the Club; - anyone who has an active involvement with the Club.

7.3 AWARDS AND ELIGIBILITY

- (a) The Club may recognise service to the Club by bestowing on any individual, from within the Club community, a Service Award to recognise their service to the Club. The awards,

together with the criteria, nomination processes, and procedures for the determination of award recipients are detailed in this Regulation, as indicated below.

- (i) Club Community Appreciation Award – Clause 7.4
- (ii) Club Person of the Year Award – Clause 7.5
- (iii) Long Service Award – Clause 7.6
- (iv) Merit Award – Clause 7.7
- (v) Life Member – Clause 7.8
- (b) The above awards can only be awarded to a person who has performed their role or function as a volunteer.
- (c) A Club member may be nominated for more than one award in any year. The higher award will be considered first. If they are not awarded the higher award, then they shall then be considered for the subsequent award(s).
- (d) A person once awarded a higher award becomes ineligible for receipt of any lesser award. This does not, however, exclude a member from being awarded the Club Person of the Year Award or Long Service Award.
- (e) The Management Committee has the right to rescind or suspend any award under Rule 11 (Discipline) of the Constitution.

7.4 DEBBIE KENNEDY MEMORIAL CLUB COMMUNITY APPRECIATION AWARD

7.4.1 GENERAL

- (a) The Debbie Kennedy Memorial Club Community Appreciation Award is named in honour of a long serving member of the Club and Life Member – Debbie Kennedy.
- (b) This award is intended to recognise those members of our community who have accepted the Debbie Kennedy challenge. Members who have stepped up and stepped forward for the first time and are willing to help the Club to prosper and develop, no matter how long they have been in the Club. Debbie Kennedy was renowned for challenging the peripheral members of the Club community to actively involve themselves in the running of the Club. This award is intended to recognise those belonging to the Club community who have responded to the call for assistance from volunteers.
- (c) Being a service award, the existence of the Debbie Kennedy Memorial Club Community Appreciation Award does not mean that it has to be presented each year.

7.4.2 NOMINATION

- (a) Acceptable nominees must be a part of the Club community.
- (b) To be accepted as a valid nomination for this award, the nomination must set out the involvement of the nominee in the Club and the service that the nominee has provided to the Club for that year.
- (c) To be a valid nomination, the nomination must:
 - (i) be in writing and signed by two (2) senior members of the Club, or
 - (ii) be nominated by two (2) members of the Management Committee.
- (d) Nominations must be received by the Club Secretary no later than 31 August or a later date nominated by the Management Committee.

7.4.3 CRITERIA FOR CONSIDERATION OF NOMINEES

- (a) Nominees must have provided a level of service to the Club that is above that expected of the Club community, while considering the period of involvement, age, and diversity of involvement.
- (b) Where three (3), or more, members have the same levels of service then the Award shall not be presented for that year.
- (c) No more than two members may be presented with this Award in the same year.
- (d) A nominee for the Community Appreciation Award may also be nominated for the Club Person of the Year, however, they cannot receive both awards.
- (e) A nominee for the Club Person of the Year may be removed from that list of nominees and inserted into the list of nominees for the Community Appreciation Award.

7.4.4 DETERMINATION OF A RECIPIENT

- (a) The recipient shall be determined by a majority vote of those present at the next Management Committee meeting and eligible to vote.
- (b) Any member who has previously received any other service Award of the Club (except the Long Service Award) shall not be considered for this Award.
- (c) By virtue of their status in the Club, Life Members and Merit Award recipients are excluded from being considered for this award.
- (d) A current member of the Management Committee shall not be considered for this Award.
- (e) Recipients may only receive the Award once.
- (f) When considering potential recipients for the Award, added weight should be given to any of the following
 - (i) new members of the Club with regards to what the member has undertaken for the Club;
 - (ii) younger members of the Club with regards to what the member has undertaken for the Club; or
 - (iii) given to the diversity of what the member has undertaken for the Club.

7.4.5 ENDORSEMENT

It is the sole responsibility of the Management Committee to determine the suitability of nominations and make the decision on the presentation of the Award.

7.4.6 AWARD AND PRESENTATION

The presentation of this Award will be made at the Annual Presentation appropriate for the recipient, or in the absence of the recipient, at another time and place deemed suitable by the Management Committee and the recipient.

7.5 WILMA FORM MEMORIAL CLUB PERSON OF THE YEAR AWARD

7.5.1 GENERAL

- (a) The Wilma Ford Memorial Club Person of the Year Award is named in honour of a founding member of the and the Club's first Life Member – Wilma Ford.
- (b) Being a service award, the existence of the Wilma Ford Memorial Club Person of the Year Award does not mean that it has to be presented each year.

7.5.2 NOMINATION

- (a) Acceptable nominees must be either a junior or a senior member of the Club.
- (b) To be accepted as a valid nomination for this award, the nomination must set out the involvement of the nominee in the Club and the service that the nominee has provided to the Club for that year.
- (c) To be a valid nomination, the nomination must:
 - i) be in writing and signed by two (2) senior members of the Club, or
 - ii) be nominated by two (2) members of the Management Committee.
- (d) Nominations must be received by the Club Secretary no later than 31 August or a later date nominated by the Management Committee.

7.5.3 CRITERIA FOR CONSIDERATION OF NOMINEES

- (a) The recipient shall be a member who has provided a level of service to the Club far above that expected of a Club member and has provided a positive contribution to the betterment of the Club.
- (b) No more than two (2) members may be presented with this Award in the same year.
- (c) Where three (3), or more, members have similar levels of service then the Award shall not be presented for that year.

7.5.4 DETERMINATION OF A RECIPIENT

- (a) The recipient shall be determined by a majority vote of those present at the next Management Committee meeting and eligible to vote.
- (b) The Award may be received by a current member of the Management Committee, however, their work carried out in their respective position on the Management Committee shall not be considered or referenced.
- (c) Where the level of service is below the level that has resulted in the award being presented in previous years, the Award shall not be presented for the current year.
- (d) Where three (3), or more, members have similar levels of service then the Award shall not be presented for that year.
- (e) Where a member has been a recipient the previous year, and has been nominated for a second, consecutive time, consideration shall only be given to those activities additional to above and beyond those undertaken when they received the Award the first time.
- (f) When considering a recipient of the Award, added weight should be given to the diversity of level of service the member has undertaken for the Club.

- (g) When considering potential recipients for the award, added weight should be given to those who do not hold Merit Award or Life Membership, when two members with equal level of service are nominated for the Award.
- (h) Where one or more members of the Management Committee have been nominated for the Award, such members shall leave the meeting for that period where discussions of all nominees, and voting on the nomination(s), take place.

7.5.5 ENDORSEMENT

It is the sole responsibility of the Management Committee to determine the suitability of nominations and make the decision on the presentation of the Award.

7.5.6 AWARD AND PRESENTATION

The presentation of this Award will be made at the Annual Presentation appropriate for the recipient, or in the absence of the recipient, at another time and place deemed suitable by the Management Committee and the recipient.

7.6 LONG SERVICE AWARD

7.6.1 CRITERIA

- (a) A Long Service Award may be given to any senior member of the Club who, as a member, has provided at least fifteen (15) years of service to the Club as a coach or manager role, umpire or an administrator, or any combination of these roles.
- (b) Where a Club member has become a member of the IDNA Committee but has not undertaken any work for the Club, that year shall be included as service when determining the fifteen (15) years of service to the Club, provided they have registered as a member of the Club.
- (c) Where a member has provided multiple forms of service in any year it shall only count as one (1) year. For example, if a member has been a coach and an umpire in the one year it shall only be deemed to be one (1) year of service, not two (2) years of service).
- (d) For umpiring to be considered as a service it is expected that the umpire has umpired for the Club, for at least 50% of games played. Alternatively, they may have undertaken an active role as a coach/mentor for junior umpires for that period.
- (e) Where a member resigns from their role, or their position is declared vacant then that year shall not be taken into consideration for the Award.
- (f) For any period where a member has only been a player for the Club, or not actively involved in the Club, that period shall not be included as service when determining the fifteen (15) years of service to the Club.

7.6.2 NOMINATION

- (a) Nominees must be senior members of the Club.
- (b) There is no limit on the number of Long Service Awards that may be awarded in any year.
- (c) All nominations must set out the service history of the nominee in the Club.

- (d) To be a valid nomination, the nomination must:
 - (i) be in writing and signed by two (2) senior members of the Club, or
 - (ii) be nominated by two (2) members of the Management Committee.
- (e) Nominations must be received by the Club Secretary no later than 31 August or a later date nominated by the Management Committee.

7.6.3 ENDORSEMENT

- (a) It is the sole responsibility of the Management Committee to determine the recipients of Long Service Awards based on available information regarding the nominee's involvement in the Club.
- (b) The recipient shall be determined by the Management Committee at the next Management Committee meeting after the close nominations.

7.6.4 AWARD AND PRESENTATION

- (a) The presentation of this Award will be made at the Annual Presentation appropriate for the recipient, or in the absence of the recipient, at another time and place deemed suitable by the Management Committee and the recipient.
- (b) Recipients shall receive a Long Service Medallion in recognition of their service.

7.7 MERIT AWARD

7.7.1 GENERAL

- (a) A Merit Award may be given to any senior member of the Club who, as a member, has rendered distinguished and lengthy service with a positive contribution to the betterment of the Club.
- (b) Being a service award, the existence of the Merit Award does not mean that it has to be presented each year.

7.7.2 NOMINATION

- (a) Nominees must be senior members of the Club.
- (b) The nomination shall set out the service history of the nominee to the Club, together with the supportive reasons for a Merit Award being bestowed.
- (c) To be a valid nomination, the nomination must:
 - (i) shall be in writing and signed by two (2) senior members of the Club, or
 - (ii) be nominated by two (2) members of the Management Committee.
- (d) Nominations must be received by the Club Secretary no later than 31 August or a later date nominated by the Management Committee.

7.7.3 CRITERIA FOR CONSIDERATION OF NOMINEES

- (a) Recipients may only receive the Award once.

- (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 the Club through an active involvement in the management of the Club; and either
 - (ii) a minimum of eight (8) years active service as an official (coach or umpire) of the Club. It is highly desirable that the nominee be involved in the education, training and/or mentoring of other coaches and/or umpires, and/or have provided service of an exemplary nature; or
 - (iii) an equivalent length and range of support to the Club through its committees and other activities.

7.7.4 DETERMINATION OF A RECIPIENT

- (a) The recipient shall be determined by a majority vote of those present at the next Management Committee meeting after the close of nominations and eligible to vote.
- (b) By virtue of their status in the Club, Life Members are excluded from being considered for this Award.
- (c) Where the level of service is considered to be significantly lower than that provided by previous recipients, the nomination shall be rejected.
- (d) Where the level of service has not been considered to be of a level to meet the definition for distinguished service the nomination shall be rejected.
- (e) Where one or more members of the Management Committee have been nominated for the Award, such members shall leave the meeting for the period where discussions of all nominees, and voting on the nomination(s), take place nor shall they receive any documentation relating to the nomination or the vote until after the presentation of the awards.

7.7.5 ENDORSEMENT

It is the sole responsibility of the Management Committee to determine suitability of nominations and make the decision on the granting, or otherwise, of the Award.

7.7.6 AWARD AND PRESENTATION

- (a) Recipients of a Merit Award shall receive a framed certificate and medallion identifying the nature of the award, the recipient and when it was awarded.
- (b) The presentation will be made at the annual presentation appropriate for the recipient, or in the absence of the recipient, at another time and place deemed suitable by the Management Committee and the recipient.

7.8 LIFE MEMBERSHIP

7.8.1 GENERAL

- (a) Life Membership is the highest recognition available for service to the Club and, as such, only a few will ever reach the level of involvement and commitment necessary to be awarded Life Membership.

- (b) Such involvement in the Club for a member to be even considered for Life Membership must be over a sustained period of time and have resulted in the progression and development of the Club, both as a recognised entity in the Dapto community and a force within Netball Illawarra, both on the court and in the administration and governance of the sport at club and district level.
- (c) Such involvement in the Club must also leave a legacy for the Club, on which future development of the Club can be built.
- (d) Life Membership may be awarded to any senior member of the Club who, as a member, has rendered distinguished and lengthy service with a positive contribution to the betterment of the Club.
- (e) Being a service award, the existence of the Life Membership Award does not mean that it has to be awarded each year.

7.8.2 NOMINATION

- (a) To be presented to the Annual General Meeting for consideration for awarding Life Membership, a senior member must first be submitted to the Management Committee for consideration.
- (b) Where the Management Committee has voted that the submission for Life Membership has met the criteria, the Management Committee shall submit a nomination to the Annual General Meeting, without comment.
- (c) Any submission must set out the service history of the member in netball, together with their supportive reasons as to why Life Membership should be bestowed.
- (d) To be considered by the Management Committee the submission must:
 - (i) be in writing and signed by two (2) senior members of the Club, or
 - (ii) be presented by two (2) members of the Management Committee.
- (e) Submissions must be received by the Club Secretary not less than ninety (90) days before the date set down for the next Annual General Meeting.
- (f) Submissions 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.
- (g) Where the Management Committee has voted that the submission for the member meets the criteria specified, and is a worthy nominee, they will make available all relevant information associated with the nomination to all eligible voting members, at least twenty one (21) days before the Annual General Meeting.
- (h) Where the Management Committee is of the opinion that the nominee does not meet the criteria specified for being eligible for Life Membership, they will record, and retain, the reasons for rejecting the nomination.
- (i) Where a submission does not meet the criteria specified for Life Membership, the Management Committee may consider the nominee for a Merit Award in accordance with Clause 7.7.

7.8.3 CRITERIA FOR CONSIDERATION OF NOMINEES

- (a) Life Membership nominations shall include, but not necessarily be limited to, the following minimum service criteria:
 - (i) Highly meritorious service to the club for a minimum period of ten (10) years that has positively contributed to the betterment of the Club.

- (ii) A minimum period of six (6) years service in an administrative capacity of the Club that has positively contributed to the betterment of the Club.
 - (iii) These two periods may be served concurrently.
 - (iv) Their involvement has left a legacy to the Club on which future development of the Club can be based.
- (b) Any member submitted to the Management Committee shall have maintained the standard of involvement in the Club set by previous Life Members.

7.8.4 VOTING

- (a) A nomination for Life Membership will be successful if not less than three quarters of the votes cast by eligible voting members at the Annual General Meeting are in favour of awarding Life Membership.
- (b) A secret ballot will be conducted to determine whether or not Life Membership is to be awarded to the nominee.
- (c) Ballot papers shall be prepared listing the name of the nominee/s and on which each voting member shall record a valid vote by indicating support for the nomination with a tick, cross, signifying mark, or other similar indication.
- (d) An announcement of the results will be made at the Annual General Meeting and privileges of the Award will become effective from the close of the meeting.

7.8.5 AWARD AND PRESENTATION

- (a) A nominee who is awarded Life Membership shall receive at minimum a Life Members Badge from the Club to identify them as a recipient of their Life Membership.
- (b) 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 Management Committee and the recipient.

7.8.6 ENTITLEMENTS

- (a) Life Members are entitled to receive notice of General Meetings and to be present, debate and vote at General Meetings.
- (b) Life Members will receive invitations to attend other Club events as guests of the Club, with the cost at the discretion of the Management Committee.
- (c) The Life Membership entitlements are not transferrable.

7.8.7 POSTHUMOUS AWARDING OF LIFE MEMBERSHIP

- (a) Where a member has been submitted to the Management Committee for consideration for Life Membership, and that member is deceased prior to the Annual General Meeting, the following shall be applied:
 - (i) If the Management Committee has not considered the nomination at a meeting, the nomination shall be rejected.
 - (ii) If the Management Committee has agreed to nominate the member's name to the Annual General Meeting, the vote shall proceed.
 - (iii) Any such voting shall be carried out in accordance with Clause 7.8.4 of this regulation.

- (b) If the decision of the Annual General Meeting is to award Life Membership then it shall be awarded posthumously and presented to their partner, or next of kin.