



# **Administrative Requirements for Service Awards**

**Little Athletics Association  
of Victoria Incorporated**

## **REGULATION 14**

**Registration Number: A0003260D**

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## ADMINISTRATIVE REQUIREMENTS FOR SERVICE AWARDS

### LITTLE ATHLETICS ASSOCIATION OF VICTORIA INC

Registration Number: A0003260D

#### SECTION 1 - ADMINISTRATIVE REQUIREMENTS FOR SERVICE AWARDS

##### 1.1 Purpose

- (a) This Regulation 14 sets down the administrative and procedural requirements of the Association for the nomination, and election of Association service awards.

##### 1.2 Awards & Eligibility

- (a) The Association may recognise service to the Little Athletics movement by bestowing any individual or organisation the honour of a service award. The awards together with the criteria, nomination and approval process are detailed in:
  - (i) Life Governor - Clause 1.3
  - (ii) Distinguished Service Award - Clause 1.4
  - (iii) Meritorious Service Award - Clause 1.5
  - (iv) Length of Service Recognition – Clause 1.7
- (b) The awards referred to in (a)(i), (a)(ii) and (a)(iii) above can only be awarded to Associate Members who perform their roles in the capacity of volunteers and made a notable leadership contribution to the Association.
- (c) The award at (a)(iv) may be awarded to Associate Members or former Associate Members (or equivalent membership category).
- (d) Life Governor is the established Association designation for a Life Member, referred to in the Constitution as an Honorary Member.
- (e) A person may be nominated for more than one Meritorious Service, Distinguished Service or Life Governor award in any year, with award of the lesser award being held in abeyance pending the outcome of the higher award.
- (f) Should a person nominated in more than one category of Meritorious Service, Distinguished Service or Life Governor award be awarded a higher award, they become ineligible for nomination and receipt of a lesser award.
- (g) No person may receive more than one Meritorious Service, Distinguished Service or Life Governor award in any year.
- (h) Member Centres and Regions will be advised the number of submissions received.
- (i) The Service Awards Committee will duly consider all nominations.
- (j) The Board has the right to rescind or suspend any award under Rule 10 of the Constitution.

## 1.3 Life Governor

### 1.3.1 Criteria

- (a)** A minimum of fifteen consecutive years HIGHLY MERITORIOUS SERVICE of an EXEMPLARY NATURE that has positively contributed to the betterment of the Association. A minimum of ten years of such service must be outside the member Centre in an operational, administrative, or key role at Region/ State Association level. This includes voluntary service above and beyond general expectations and includes key roles or positions at State Association competitions. The service outside the member Centre may be concurrent with continued service at the Centre.
- (i)** Highly Meritorious Service: is service of excellence and of superior quality that has contributed to improving the operations of the Association and which has benefited the members.
- (ii)** Exemplary Nature: is worthy of being commended and/or a role model to others and containing elements of having changed the nature of the Association's operations.

### 1.3.2 Nomination

- (a)** Nominations may be initiated by an affiliated Centre or Region and must be in writing on the official form, available on the web site or through request from the Association Office.
- (b)** Nominations must be received at the Association office at least sixty days before the date set down for the next Annual General Meeting. Such nomination is to be accompanied by a copy of the minutes of the meeting at which the nomination was agreed by the Nominating Body.
- (c)** The Association will schedule a meeting for the Service Awards Committee to review all nominations received.

### 1.3.3 Review and Approval Process

- (a)** The Service Awards Committee upon receipt of the nomination will:
- (i)** Acknowledge receipt of an award nomination to the respective Nominating Body.
- (ii)** Review and verify each nomination to ensure the respective criteria has been satisfied.
- (iii)** Seek clarification or additional information from the Nominating Body if not satisfied with the initial submission.
- (iv)** Repeat step 1.3.3 (a) (i) & (ii) where additional information has been submitted by the Nominating Body.
- (v)** Advise the Board with their recommendation for each nomination review.
- (vi)** Notify the Nominating Body in the event of a nomination being unsuccessful with reasons.
- (b)** The Board may seek clarification from the Service Awards Committee on the outcome of any award nomination.
- (c)** Endorse action to publicise and present awards.
- (d)** The Board has authority to challenge or overrule any decision of the Service Awards Committee.

**1.3.4 Award Announcement and Presentation**

- (a) Announcement of successful nomination/s will be made at the Annual General Meeting (for the purpose of record keeping and minuting of such) and the privileges of the award will become effective from the close of said meeting.
- (b) The award takes the form of a suitably designed badge and plaque.
- (c) The presentation of the badge and plaque will be at the Gala Awards Dinner or at a time and place deemed suitable by the Association and the recipient.
- (d) The presentation of the plaque will be at the Gala Awards Dinner or Conference, as applicable.

**1.3.5 Entitlements**

- (a) Life Governors are entitled to attend all Association meetings and speak on any issue raised at any such meeting, with permission of the chair.
- (b) Life Governors will receive invitations to attend all major Association functions as guests of the Association. However, any costs associated with such attendance are the responsibility of the Life Governor.

**1.4 Distinguished Service Award****1.4.1 Criteria**

- (a) A minimum of Twelve years HIGHLY MERITORIOUS SERVICE of an EXEMPLARY NATURE that has positively contributed to the betterment of the Association. A minimum of eight years of such service must be outside the member Centre in an operational, administrative or key role at Region/State Association level. This includes voluntary service above and beyond general expectations and includes key roles or positions at State Association competitions. The service outside the member Centre may be concurrent with continued service at the Centre.
  - (i) Highly Meritorious Service: is service of excellence and of superior quality that has contributed to improving the operations of the Association and has benefited the members.

**1.4.2 Nomination**

- (a) Nominations may be initiated by an affiliated Centre or Region and must be in writing on the official form and available on the web site or through request from the Association Office.
- (b) Nominations must be received at the Association office at least sixty days before the date set down for the next Annual General Meeting. Such nomination is to be accompanied by a copy of the minutes of the meeting at which the Nominating Body agreed the nomination.
- (c) The Association will schedule a meeting for the Service Awards Committee to review all nominations received.

**1.4.3 Review and Approval Process**

- (a) The Service Awards Committee upon receipt of the nomination will:
  - (i) Acknowledge receipt of an award nomination to the respective Nominating Body.
  - (ii) Review and verify each nomination to ensure the respective criteria has been satisfied.

- (iii) Seek clarification or additional information from the Nominating Body if not satisfied with the initial submission.
  - (iv) Repeat step 1.4.3 (a) (i) & (ii) where the Nominating Body have submitted additional information.
  - (v) Advise the Board with their recommendation for each nomination review.
  - (vi) Notify the Nominating Body in the event of a nomination being unsuccessful with reasons.
- (b) The Board may seek clarification from the Service Awards Committee on the outcome of any award nomination.
  - (c) Endorse action to publicise and present awards.
  - (d) The Board has authority to challenge or overrule any decision of the Service Awards Committee.

#### **1.4.4 Award Announcement and Presentation**

- (a) Announcement of successful nomination/s will be made at the Annual General Meeting (for the purpose of record keeping and minuting).
- (b) The award takes the form of a suitably designed badge and certificate.
- (c) The presentation of the badge and certificate will at the Gala Awards Dinner or at a time and place deemed suitable by the Association and the recipient.

### **1.5 Meritorious Service Award**

#### **1.5.1 Criteria**

- (a) A minimum of eight years MERITORIOUS SERVICE that has positively contributed to the betterment of the Association. A minimum of five years of such service must be outside the member Centre in an operational, administrative or key role at Region/State Association level. This includes voluntary service above and beyond general expectations and includes key roles or positions at State Association competitions. The service outside the member Centre may be concurrent with continued service at the Centre.
- (b) Highly Meritorious Service: is service of excellence and of superior quality that has contributed to improving the operations of the Association and which has benefited the members.

#### **1.5.2 Nomination**

- (a) Nominations may be initiated by an affiliated Centre or Region and must be in writing on the official form and available on the web site or through request from the Association Office.
- (b) Nominations must be received at the Association office at least sixty days before the date set down for the next Annual General Meeting. Such nomination is to be accompanied by a copy of the minutes of the meeting at which the Nominating Body agreed the nomination.
- (c) The Association will schedule a meeting for the Service Awards Committee to review all nominations received.

#### **1.5.3 Review and Approval Process**

- (a) The Service Awards Committee upon receipt of the nomination will:
  - (i) Acknowledge receipt of an award nomination to the respective Nominating Body.
  - (ii) Review and verify each nomination to ensure the respective criteria has been satisfied.

- (iii) Seek clarification or additional information from the Nominating Body if not satisfied with the initial submission.
  - (iv) Repeat step 1.3.3 (a) (i) & (ii) where the Nominating Body have submitted additional information.
  - (v) Advise the Board with their recommendation for each nomination review.
  - (vi) Notify the Nominating Body in the event of a nomination being unsuccessful with reasons.
- (b) The Board may seek clarification from the Service Awards Committee on the outcome of any award nomination.
  - (c) Endorse action to publicise and present awards.
  - (d) The Board has authority to challenge or overrule any decision of the Service Awards Committee.

#### **1.5.4 Award Announcement Presentation**

- (a) The announcement of successful recipients of the Meritorious Service Award will be made at the Annual General Meeting (for the purpose of record keeping and minuting).
- (b) The award takes the form of a suitably designed badge and a certificate.
- (c) The presentation of the badge and certificate will be made at the Gala Awards Dinner or at a Region event.

## **1.6 Length of Service Recognition**

### **1.6.1 Criteria**

- (a) Nominees must have undertaken 30, 40 or 50 years cumulative voluntary service to the Little Athletics movement, with the majority of service undertaken at Club, Centre, Region and or State level within the auspices of Little Athletics Victoria.
- (b) Service is not required to have been continuous.
- (c) Awards may be presented posthumously.
- (d) Milestones must have been achieved post 2015.

### **1.6.2 Nomination**

- (a) Nominations may be initiated by an affiliated Centre or Region and must be in writing on the official form and available on the web site or through request from the Association Office.
- (b) The nominating body must be satisfied the nominee meets the criteria.
- (c) Self-nominations will not be accepted.
- (d) Nominations must be received at the Association office by the date determined by the CEO, in consultation with the Service Awards Committee. Such nomination is to be accompanied by a copy of the minutes of the meeting at which the Nominating Body agreed the nomination.
- (e) The Association will schedule a meeting for the Service Awards Committee to review all nominations received.

**1.6.3 Review and Approval Process**

- (a)** The Service Awards Committee upon receipt of the nomination will:
  - (i)** Acknowledge receipt of an award nomination to the respective Nominating Body.
  - (ii)** Review each nomination to ensure the respective criteria has been satisfied.
  - (iii)** Seek clarification or additional information from the Nominating Body if not satisfied with the initial submission.
  - (iv)** Repeat step 1.7.3 (a) (i) & (ii) where the Nominating Body have submitted additional information.
  - (v)** Advise the Board with its decision (approval / decline) for each nomination review.
- (b)** The Board may seek clarification from the Service Awards Committee on the outcome of any award nomination.
- (c)** Endorse action to publicise and present awards.
- (d)** The Board has authority to challenge or overrule any decision of the Service Awards Committee.

**1.6.4 Announcement and Presentation**

- (a)** Announcement of a successful nomination will be made at the Annual General Meeting (for the purpose of record keeping and minuting).
- (b)** The award takes the form of a suitably designed badge and certificate.
- (c)** The presentation of the badge and certificate will at a time and place deemed suitable by the Nominating Body.



## SECTION 2 - DOCUMENT HISTORY

### 2.1 VERSION CONTROL

Date	Version #	Action Taken / Updates
27 June 2016	1.0	Accepted changes when document modified in July 2015. Instituted Version Control with June 2016 document becoming V1.0 Minor formatting changes.
27 June 2016	2.0	Updated sections 1.25 & 1.3.5 (Awards & Presentation) to reflect that the presentation of all awards will be at a time and place deemed suitable by the Board and the recipient.
15 May 2018	3.0	Full review undertaken. Significant changes to nominations procedures, all Awards to work to 60-day timeframe etc.
19 March 2019	4.0	Full review undertaken. Procedural changes involving the Service Awards Committee and the Nominations Committee.
20 <sup>th</sup> April 2021	4.1	Review undertaken. Updated references to 'Associate Members' and 'Performance & Nominations Committee.'
12 <sup>th</sup> December 2023	5.0	Included 1.7 Length of Service Awards
August 2024	5.1	Retirement of Jeff Crouch Award; re-naming of Length of Service Recognition category.