

## AWARDS POLICY

Policy number	GOV-001	Version	2.0
Policy Group	SSA Board	Recommended by the SSA Board	April 2020
Drafted by	Deneille Sutton and Michael Grant	Approved by the SSA Board	14 May 2020
Responsible person	Executive Officer	Scheduled review date	April 2023

### INTRODUCTION

School Sport Australia recognises that members of the school sport family should be duly recognised for their work, service and commitment to school sport.

### PURPOSE

The purpose of this policy is to ensure that School Sport Australia recognises the contribution of SSA members and officials through the following awards:

- **School Sport Australia Service Award**
- **School Sport Australia National Honour Award**
- **Life Membership of School Sport Australia**

### POLICY

School Sport Australia may from time to time confer any of the above awards based on the criteria listed below. The Service & Honour awards can only be conferred at a School Sport Australia Championship or for a Life Member Award at the SSA Conference.

#### 1. School Sport Australia Service Award

This award recognises a person's continued commitment to the School Sport Australia national program.

Service Awards will be awarded to representatives from Association member bodies who have completed or are about to complete ten (10) years of attendance and/or participation in School Sport Australia Committees or the national program in the current year.

#### 2. School Sport Australia National Honour Award

This award recognises a person's significant contribution to School Sport Australia programs.

National Honour Awards may be awarded to persons:

- who are associated with School Sport Australia Association member bodies and whose contribution significantly exceeds or is markedly different to the criteria of a Service Award;
- who are not necessarily associated with School Sport Australia Association member bodies but who make a significant contribution to School Sport Australia.

### **3. Life Membership of School Sport Australia**

Life Membership may be conferred upon any person whose services to the organisation of School Sport Australia at a national level have been sufficiently meritorious.

#### **Criteria for awarding of Life membership**

Life Membership may be conferred on any person provided the following criteria is met:

1. The nominee has made a significant contribution to the development of the organisation of School Sport Australia.
2. The nominee has provided a minimum of 10 years' service to the organisation of School Sport Australia.
3. The nominee has also made a significant contribution to his/her State/Territory Association member body/sport.

#### **AUTHORISATION**

A handwritten signature in black ink, appearing to be 'Jenny', written over a faint, stylized logo of School Sport Australia.

Signature of President of the SSA Board

# AWARD PROCEDURES

Procedure number	GOV-001	Version	1.0
Drafted by	Deneille Sutton	Approved by Executive Officer	
Responsible person	Executive Officer	Scheduled review date	May 2019

## RESPONSIBILITIES

It shall be the responsibility of the Executive Officer to implement this policy and monitor its effects.

It shall be the responsibility of the School Sport Units to nominate an award and provide the citation to the School Sport Australia Executive Officer.

## PROCESSES

### Service Awards

1. School Sport member bodies are to nominate Service Award recipients and notify SSA the office via <https://www.cognitoforms.com/SchoolSportAustralia/SSAAwardApplicationForm> by the required closing dates specified below.
  - for Championships held in January through March by 31 October in the preceding year;
  - for Championships held in April through June by 28 February in the year of competition;
  - for Championships held July through September by 31 May in the year of competition;
  - for Championships held October through December by 31 August in the year of competition;or, in the case of non-sport specific awards, at least two months prior to the School Sport Australia Annual Conference. **Note:** Late nominations will not be accepted. It is the member body's responsibility to ensure applications are lodged by the required date.
2. SSA office are to collate the nominations by the required closing date and organise the production of the plaques for service awards.
3. Once the Service Award plaques have been produced, they are to be posted to the appropriate hosting body with the citation and Service Award badge. The SSA Office is to notify before the championship the Convener of the championship and the National Sport Advisor.
4. Service Awards are presented to recipients at SSA Championships or the SSA Annual Conference.

### Honour Awards

1. School Sport Australia member bodies are to nominate award recipients and notify SSA the office via <https://www.cognitoforms.com/SchoolSportAustralia/SSAAwardApplicationForm> at least six months prior to when the award would be presented at an SSA Championship or SSA Annual Conference.
2. Upon receipt of any nominations, a decision will be determined by the SSA Board.
3. If the award is approved by the SSA Board, the SSA Office will organise the production of a plaque for the honour award.

4. Once the National Honour plaques have been produced they are to be posted to the appropriate hosting body with the citation. There is no badge for National Honour award recipients. The SSA Office is to notify before the championship the Convener of the championship and the National Sport Advisor if applicable.
5. Honour Awards are presented to recipients at SSA Championships or the Annual Conference.

## Life Membership

1. School Sport member bodies are to nominate Life Members and notify SSA the office via <https://www.cognitofirms.com/SchoolSportAustralia/SSAAwardApplicationForm> at least six months prior to the SSA Annual Conference.
2. Upon receipt of any nominations, a decision will be determined by the SSA Board at their next scheduled meeting.
3. If the award is approved by the SSA Board, the SSA Office will organise the production of a framed Life Membership certificate, a formal printed scroll of the citation and a cylinder for the scroll to be stored in.
4. The SSA Office is to notify the convener of the SSA Conference that a Life Member Award will be presented at the SSA conference.
5. The Life Membership Award is to be presented by the SSA President or their delegated representative at the Annual Conference.

## End of Year Processes

1. At the end of the year the following is to be updated:
  - a. Website updated for each sport with the Service Award and Honour Award nominees for that sport
  - b. The [Service Award & Honour Award document](#) to be updated. This will be available for the host member bodies to use when producing Championship programs.
  - c. The website to be updated with the names of the Life Members
  - d. The [Life Member Register](#) (containing contact details) and [Life Member](#) documents to be updated.
  - e. A copy of each citation for Service Award, Honour Award and Life membership is to be stored on the SSA website in the [History library](#).

## ATTACHMENTS

- Nil

## RELATED DOCUMENTS

- Nil

## AUTHORISATION



Signature of Executive Officer