

## PERPETUAL TROPHY REPLACEMENT POLICY

Policy number	FC-001	Version	1.0
Policy Group	Finance Committee	Recommended by the Finance Committee	13-17 August 2018
Drafted by	Deneille Sutton	Approved by the Board	20 November 2018
Responsible person	Executive Officer	Scheduled review date	June 2021

### INTRODUCTION

At School Sport Australia Championships many sports have a perpetual trophy that is presented to the champion team each year of their sport. Trophies need to be maintained or replaced periodically.

School Sport Australia is responsible for the cost of the maintenance or replacement of trophies, thus need to budget each year for this potential and irregular cost.

National Sport Advisors are responsible for informing the School Sport Australia office when perpetual trophies need to be replaced or fixed.

### PURPOSE

The purpose of this policy is to ensure that:

- School Sport Australia is aware of trophies that need repair or maintenance so can be included in the budget each year.
- Trophies are regularly maintained.

### POLICY

Trophy Replacement is only for perpetual trophies awarded at a School Sport Australia Championship.

### AUTHORISATION

Signature of Treasurer of Finance Committee: \_\_\_\_\_

# PERPETUAL TROPHY REPLACEMENT PROCEDURES

Procedure number	FC-001	Version	1.0
Drafted by	Deneille Sutton	Approved by Executive Officer	29 July 2018
Responsible person	Executive Officer	Scheduled review date	June 2021

## RESPONSIBILITIES

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

It shall be the responsibility of the National Sport Advisor to advise the School Sport Australia Office of the need to repair or replace a perpetual trophy.

It shall be the responsibility of the Operations Manager to organize quotes for trophies to be repaired or replaced.

## PROCESSES

### 1. Review of Trophies

National Sport Advisors will be required to review the status of the trophies awarded at the Post Championship meeting at their respective Championships.

The review is to include an analysis of the condition of the trophy and whether it allows for the addition of the name of the trophy winners for the following two years.

### 2. Replacement or Repair of Trophies

If a trophy requires replacement or repair, the National Sport Advisor is to advise the SSA Operations Manager immediately after the Championships of the current year.

The SSA Operations Manager is to seek a quote on a replacement trophy from SSA's preferred supplier.

The quote is to be no more than \$2,000. The design is to consider the history of the sport and Championship; SSA branding; and allow at least twenty years of additional winners' names.

The quote will be considered at the next scheduled Finance Committee meeting. If the quote is approved, it is to be included in the SSA Operations budget for the applicable year.

The trophy is to be ordered to allow appropriate time for delivery prior to the relevant Championship.

## ATTACHMENTS

- Nil

## RELATED DOCUMENTS

- Nil

## **AUTHORISATION**

Signature of Executive Officer: