



AWARDS PROCEDURES

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Drafted by	ARCHERY SA	Approved by ED on	13 July, 2017
Responsible person	Sue Martin	Scheduled review date	1 July, 2018

RESPONSIBILITIES

It is the responsibility of the Policy & Membership Committee to review these procedures annually.

PROCEDURES

Criteria and Administration

1. PREAMBLE

- 1.1 Public recognition of voluntary service to any organisation demonstrates to the recipient that his/her efforts are appreciated and demonstrates this also to peers, friends, relatives and the community in general.
- 1.2 AA (Archery Australia WWW.ARCHERY.ORG.AU) acknowledges that effort for the administration/operation of archery expended at any level benefits the sport as a whole, however, it sees its responsibility to recognise such effort as being limited to those who have undertaken outstanding work at RGB (Recognised Governing Body) level or higher. AA believes that RGBs and Clubs should have their own honour systems providing recognition of service.
- 1.3 ARCHERY SA recognises that it is outstanding volunteer service which guarantees its existence and that of its member Clubs and that any service given in the development and support of a Club will benefit ARCHERY SA and archery generally. To provide recognition and public acknowledgement of this outstanding service, ARCHERY SA has established four levels of Service Awards, these being:
 - Certificate of Appreciation
 - Silver Award
 - Gold Award
 - Life Membership
- 1.4 ARCHERY SA expects that that its member Clubs will have in place their own service recognition system to complement that of ARCHERY SA.

2. ARCHERY SA AWARDS

- 2.1 The ARCHERY SA award scheme relates specifically to volunteer effort in the areas of operation and administration of archery within South Australia. It is not intended that it be applied to the recognition of achievement on the competition field, which ARCHERY SA considers to be adequately recognised with awards of medals, trophies, etc.
- 2.2 There are four levels of ARCHERY SA awards – Certificate of Appreciation, Silver Award, Gold-Award and Life Membership. The first three awards may reasonably be expected to be awarded progressively, however, a recipient of Life Membership is no longer eligible for the Silver Award and Gold Award if not previously received.
- 2.3 Nominations shall be submitted to the Chairperson of the ARCHERY SA Awards Committee for consideration. The Committee will consider the nomination against award criteria and precedent and make its recommendation to the ARCHERY SA Executive. The decision of the Executive is final.
- 2.4 Awards made and the names of recipients will be announced twice yearly and published in the ARCHERY SA newsletter. ARCHERY SA will, if possible, arrange for an award to be presented on an occasion of importance commensurate with the level of the award. An awards list will be included in the Annual Report.

3. AWARDS COMMITTEE TERMS OF REFERENCE

3.1 Role

- 3.1.1 The role of the Awards Committee is to ensure that ARCHERY SA is provided with sufficient information to enable its awards system to be fairly and efficiently administered and to ensure that the Award scheme of Archery Australia is appropriately applied within South Australia.

3.2 Membership

- 3.2.1 The Committee is a standing committee of ARCHERY SA and will consist of three members, each separately elected.
- 3.2.2 The Committee will be elected from nominations submitted by Clubs. Nominations for membership of the Committee will only be accepted in respect of members of ARCHERY SA who have been active in the administration of archery within South Australia for at least seven years.
- 3.2.3 The term of office for the Committee shall be four years and members may be re-elected for further terms.
- 3.2.4 The Committee shall elect a Chairperson from among its members and the Chairperson will act as the contact with ARCHERY SA.

3.3 Procedures

- 3.3.1 The Committee shall receive and consider all submissions in confidence.
- 3.3.2 The Committee shall be empowered to make further confidential enquiries of relevant members of ARCHERY SA in order to expand or clarify information provided in the submission.
- 3.3.3 In determining their recommendations the Committee shall use the criteria set out in this document and, to assist in their interpretation, any precedent set by the Executive in approving previous awards. The Committee shall objectively consider such matters as the level and length of service, etc, of each aspect of the nomination.

- 3.3.4 All nominations for ARCHERY SA awards shall also be considered against the criteria set down in the AA Awards Committee controlling documentation to assess the possible success of a nomination for a National Award.
- 3.3.5 The Committee shall forward to each member of the Executive its recommendation regarding each nomination and the level of award together with a copy of the supporting documentation.
- 3.3.6 The Committee may make recommendations to ARCHERY SA regarding amendment to the Award system.
- 3.3.7 The Committee shall meet promptly following receipt of a nomination for an award or awards but in any case shall meet at least once each year.
- 3.3.8 The Committee shall submit a report to the Annual General Meeting and provide an annual list of awards for inclusion in the Annual Report.
- 3.3.9 The Committee shall arrange procurement and inscription of all awards, their distribution as appropriate, and announcements in the ARCHERY SA magazine.
- 3.3.10 The Committee shall maintain a register of all recipients of Life Membership and Service Awards, recipient name, Club, award level and date of approval and maintain a file of all nomination forms received.

4. NOMINATIONS

- 4.1 Nominations, in writing, on the official nomination form, may be submitted to ARCHERY SA only by a Club, ARCHERY SA Officer, or the Awards Committee except that nominations for Certificates may also be submitted by a Committee. Each nomination must be kept confidential by the originating person or body.
- 4.2 Nominations received shall be forwarded in confidence to the Chairperson of the Awards Committee. Should any member of the Awards Committee or the Executive be nominated for an award, appropriate steps must be taken to ensure confidentiality by excluding the nominee from any part of the Awards process.
- 4.3 Nominations must provide details of the duration of each relevant activity/duty in which the nominee has engaged and should contain as much information as can be sensibly determined - this will help the Committee and the Executive make a fair assessment. To add substance to the nomination, additional information in the form of a citation may be attached.
- 4.4 Service in paid employment may be considered as contributing to Award service criteria but only when such service is over and above the work and performance level assessed against the job specification and expected of the position.
- 4.5 Nominations may be submitted at any time. Those for Service Awards and Life Membership will only be considered by the Executive at face to face meetings.

5. ARCHERY SA AWARD GUIDELINES

The following are guidelines only, some of the terms used being open to subjective interpretation, however, when the guidelines for the entire range of ARCHERY SA and Archery Australia Awards are considered, it becomes easier to make judgements.

5.1 Life Membership

- 5.1.1 Life Membership is available for the recognition of exceptional voluntary service to the sport of archery and may only be granted to members of ARCHERY SA who have:
 - a) served as an office bearer of ARCHERY SA for at least ten

years, or

- b) given honorary service to ARCHERY SA in one or more capacities for a total of at least fifteen years.

5.2 Gold Award

- 5.2.1 The Gold Award is available for the recognition of service subsequent to that for which the Silver Award was made. The additional activities should fit the criteria for the Silver Award (5.3.1).

5.3 Silver Award

- 5.3.1 The Silver Award is available for the recognition of exceptional volunteer service to ARCHERY SA or to a member Club of ARCHERY SA for effort that has significant impact at ARCHERY SA level or, on the administration and development of the Club. It is awarded in normal circumstances only to members who have given such service over a period of at least five years.

5.4 Certificate Award

- 5.4.1 The Certificate Award is available for the recognition of noteworthy effort on behalf of ARCHERY SA. It may be awarded to any member, non-member or organisation that:

- a) has given honorary service for a specified task or specified time (e.g. work on an organising committee); or
- b) contributed to the advancement or promotion of archery.

6. FORM OF AWARDS

- 6.1 Life Membership awards shall take the form of a lapel badge and a Plaquette and the recipient shall be absolved from all future payment of ARCHERY SA affiliation fees.
- 6.2 A Gold Award shall be a Plaquette.
- 6.3 A Silver Award shall be in the form of a Plaquette.
- 6.4 A Certificate Award shall be an ARCHERY SA certificate.

7. COSTS

- 7.1 The costs associated with purchase, engraving, printing and inscribing of all awards and the waiving of ARCHERY SA affiliation fees for Life Members shall be borne by ARCHERY SA.

8. AWARD PRESENTATIONS

- 8.1 Life Membership and Service awards shall be presented at the first suitable formal occasion at which the recipient is present.
- 8.2 Each Awards list shall be published in the first ARCHERY SA magazine issue, which follows the announcement of awards.

RELATED DOCUMENTS

- Constitution

AUTHORISATION

Sue Martin, Secretary

ARCHERY SA

13 July, 2017