

ADMINISTRATION REQUIREMENTS OF SERVICE AWARDS LIVERPOOL CITY LITTLE ATHLETICS

REGULATION 5 – ADMINISTRATIVE REQUIREMENTS FOR SERVICE AWARDS

5.1 PURPOSE

This Regulation sets down the administrative and procedural requirements of Liverpool City LAC for nomination, and election for Association service awards. This Regulation is made under Rule 35 and will be interpreted in accordance with the Constitution.

5.2 DEFINITIONS

Highly Distinguished Service	Highly distinguished service is service of a superior quality that has contributed to improving the operations of LCLAC 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 LCLAC for the better.

5.3 AWARDS AND ELIGIBILITY

- a. Liverpool City LAC may recognise service to the Centre by bestowing on any individual the honour of a service award. The awards together with the criteria, nomination and election procedures are detailed in:
 - i) Life Member - Clause 5.4
 - ii) Junior Life Member - Clause 5.5
 - iii) Merit Award - Clause 5.6
- b. The above awards can only be awarded to Individual Members who perform their roles as volunteers.
- c. A person may be nominated for more than one award in any year, with award of the lesser award being held in abeyance pending the outcome of the higher award.
- d. A person once awarded a higher award (Life Membership) becomes ineligible for nomination and receipt of a lesser award (Merit Award)
- e. No person may receive more than one award in any year.

ADMINISTRATION REQUIREMENTS OF SERVICE AWARDS

LIVERPOOL CITY LITTLE ATHLETICS

5.4 Life Member

5.4.1 Criteria

- a. Life Membership nominations should generally include, but not necessarily be limited to the following minimum service criteria:-
 - i) Highly distinguished LCLAC service of at least twelve (5) years and, that has positively contributed to the betterment of the Centre.
 - ii) It is highly desirable that the nominee has had an active involvement in the administration/ and or other roles of a LCLAC.
- b. Alternatively, the Committee may identify and nominate a particular person with an appropriate level of highly meritorious Centre service.

5.4.2 Nomination

- a. A nomination may be submitted to the Committee by an Individual Member, for consideration for recommendation to the Committee for the award of Life Membership.
- b. The nomination shall set out the service history of the nominee with LCLAC, together with their supportive reasons for Life Membership being bestowed.
 - i) To be valid, nominations shall be in writing and signed by two (2) authorised Individual members of the centre.
- c. Alternatively, the Committee may identify and nominate a particular person with an appropriate level of highly distinguished service.
- d. Nominations must be received by the Secretary not less than forty (40) days before the date set down for the next Annual General Meeting.
- e. The Committee will forward all relevant information from nominations to all eligible voting members, at least twenty-one days before the Annual General Meeting.

5.4.3 Election

- a. A nomination for Life Membership will be successful if the nominee receives a three quarters majority of the votes cast by eligible voting members at the Annual General Meeting.
- b. Announcement of the results will be made at the Annual General Meeting and the privileges of the award will become effective from the close of the meeting.

5.4.4 Award and Presentation

The presentation of Life Membership will be at the Annual Presentation or in the absence of the recipient, at a time and place deemed suitable by the Committee and the recipient.

5.4.5 Entitlements

- a. Life Members are entitled to receive notice of General Meetings and to be present and debate at General Meetings, but, subject to Rule 5.1 (a) of the Constitution shall have no voting rights.
- b. Life Members will receive invitations to attend other major LCLAC events as guests of the Centre. However, any costs associated with such attendance are the responsibility of the Life Member.

ADMINISTRATION REQUIREMENTS OF SERVICE AWARDS

LIVERPOOL CITY LITTLE ATHLETICS

5.5 Junior Life Member

5.5.1 Criteria

- a. Junior Life Membership nominations should generally include, but not necessarily be limited to the following minimum service criteria:-
 - i) competitive member that has had no less than 10 year service, and are in their final year with the centre in the under seventeens (U17's)
 - ii) Has had Exemplary Nature of service to Liverpool City LAC, worthy of being commended and/or a role model.

5.5.2 Nomination

- a. The nomination shall set out the service history of the nominee with LCLAC, together with supportive reasons for Junior Life Member being bestowed.
- b. Nominations may be submitted to the Committee by:-
 - I. A nomination may be submitted to the Committee by an Individual Member, for consideration for recommendation to the Committee for the award of Junior Life Membership.
- c. Alternatively, the Committee may identify and nominate a particular person with an appropriate level of highly Exemplary Nature.
- d. Nominations must be received by the Secretary not less than forty (40) days before the date set down for the next Annual General Meeting.
- e. The Committee will forward all relevant information from nominations to all eligible voting members, at least twenty-one days before the Annual General Meeting.

5.5.3 Election

- a. A nomination for Junior Life Membership will be successful if the nominee receives a three quarters majority of the votes cast by eligible voting members at the Annual General Meeting.
- b. Announcement of the results will be made at the Annual General Meeting and the privileges of the award will become effective from the close of the meeting.

5.5.4 Award and Presentation

The presentation of Junior Life Membership will be at the Annual Presentation or in the absence of the recipient, at a time and place deemed suitable by the Committee and the recipient.

5.5.5 Entitlements

- a. Junior Life Members are entitled to receive notice of General Meetings and to be present and debate at General Meetings, but, subject to Rule 5.1 (a) of the Constitution shall have no voting rights.
- b. Junior Life Members will receive invitations to attend other major LCLAC events as guests of the Centre. However, any costs associated with such attendance are the responsibility of the Junior Life Member.

ADMINISTRATION REQUIREMENTS OF SERVICE AWARDS

LIVERPOOL CITY LITTLE ATHLETICS

5.6 Merit Award

5.6.1 Criteria

- a. The Committee may grant any individual who has rendered distinguished and lengthy service with a positive contribution to the betterment of LCLAC operations Merit Award.
- b. Merit Award nominations should generally include, but not necessarily be limited to the following minimum criteria:-
 - I. A minimum of two (2) years distinguished service to LCLAC through an active involvement in the running of the Centre AND either
 - II. A minimum of four (4) years active service as an official at Association Carnivals (Zone, Region and State). It is highly desirable that the nominee be involved in the education, training and/or mentoring of other officials, and/or have provided service of an exemplary nature OR

5.6.2 Nomination

- a. The nomination shall set out the service history of the nominee with LCLAC, together with supportive reasons for a Merit Award being bestowed.
- b. Nominations may be submitted to the Committee by:-
 - i. To be valid, nominations shall be in writing and signed by two (2) authorised Committee Members of the committee of the LCLAC.
 - ii. It is the sole responsibility of the Committee to determine suitability of nominations and make the decision on the granting of the award.

5.6.3 Award and Presentation

The presentation of a Merit Award will be at the Annual Presentation or in the absence of the recipient, at a time and place deemed suitable by the Committee and the recipient.