



## Squash Australia Ltd

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### Affiliations

World Squash Federation  
Australian Commonwealth Games Association  
Oceania Squash Federation  
Confederation of Australian Sport  
Australian Olympic Committee

# HONOURS AND AWARDS POLICY

*(Event Policy 3)*



## VERSION CONTROL

Version 1	17 January, 2007
Version 2	19 January, 2008
Version 3	14 June, 2008
Version 4	13 August 2010
Version 5	12 July 2016
Version 6	12 January 2017

Principal Partner



Official Ball



## Honours and Awards Policy

### Policy Overview

Squash Australia Ltd has implemented a Honours and Awards Policy. This policy takes effect immediately.

You will need to review the Honours and Awards Policy and make yourself familiar with the contents of the policy.

### What is a Honours and Awards Policy?

The Honours and Awards Policy sets out the expectations of Squash Australia LPD with regards to Honours and Awards.

### Some important points to consider

The Honours and Awards Policy sets out clear guidelines and boundaries regarding Honours and Awards.

### What do I need to do?

You need to read the Honours and Awards Policy carefully and understand the expectations of Squash Australia Ltd.

## Honours and Awards Policy

### Policy

1. Honours and awards are the way that we as a Squash community can publicly recognise those in our sport who have made a notable and significant contribution, either within Australia or internationally.
2. The aim of this Regulation is to provide information on the policy and procedure for the nomination and awarding of honours to people from the Squash community.
3. This Regulation will provide advice and procedures for the nomination of Squash people for the following honours and awards:

<b>Federal</b>	Order of Australia Sport Australia Hall of Fame
<b>Squash Australia</b>	Honorary Life Membership Service Awards Annual Awards

4. This Regulation does not include the induction of athletes into the Squash Australia Hall of Fame. Information on the Squash Australia Hall of Fame policy.

## FEDERAL AWARDS

### ORDER OF AUSTRALIA

5. Australia acknowledges the outstanding work and achievements of selected citizens through an Order of Australia system.
6. Anybody in the community can nominate any Australian citizen for an award within the Order of Australia.
7. If the person making the nomination requires the support of Squash Australia he/she should liaise with the CEO before submitting the nomination.
8. Information regarding the nomination of recipients for the Order of Australia can be sourced from the Australian Government website.

### SPORT AUSTRALIA HALL OF FAME

9. The Sport Australia Hall of Fame exists to recognise and promote the outstanding sporting achievements of Australians. The Hall honours these great Australians to preserve and perpetuate Australia's rich sporting life and heritage as an inspiration to all Australians.

#### ***Nominations***

10. The CEO is to ensure that requests for nominations for the Sport Australia Hall of Fame Limited are presented to the Board in a timely manner for its approval and to allow for squash nominations to be considered, prepared and submitted in accordance with Sport Australia Hall of Fame requirements

## SQUASH AUSTRALIA AWARDS

### HONORARY LIFE MEMBERSHIP

11. The aim of awarding Honorary Life Memberships is so that Squash Australia can publicly acknowledge the direct contribution someone has made to Squash in Australia over an extended period of time.

#### ***Eligibility***

12. Persons are eligible for consideration for life membership if they have:
  - a. made a significant contribution to Squash Australia over a period of not less than ten (10) years; or
  - b. made a significant contribution to the game of Squash in Australia over a period of not less than ten (10) years; and
  - c. served Squash Australia in a direct capacity (eg office bearer, delegate, employee, selector, coach, referee, manager).

#### ***Nominations***

13. Individuals representing any category of Membership in accordance with the current Squash Australia Articles of Association may nominate eligible persons through the CEO to the Board of Squash Australia.

14. Nominations must be accompanied by a detailed written report outlining the nominee's suitability for this award in accordance with the above eligibility criteria.
15. The Board will make its recommendation/s for Honorary Life Membership to the Squash Australia AGM.

#### ***Election***

16. The nominee shall be elected to the position of Life Member by a simple majority of those present and eligible to vote at a General Meeting in accordance with Article 7.6 of the current Squash Australia Articles of Association.
17. Any person so elected shall become a Life Member of Squash Australia with effect at the close of the meeting.
18. The nominee will be presented with a keepsake memento provided by Squash Australia.

#### ***Membership Fees***

19. Honorary Life Members are exempt from the payment of any membership fees applicable to Squash Australia.

#### ***Life Members' Register***

20. The CEO is to maintain a register of past and present Honorary Life Members.

### **SERVICE AWARDS**

21. Squash Australia may from time to time recognise service by individuals to the Squash movement by presenting such individuals with a Service Award.
22. Awards for Service may be awarded under two (2) categories:
  - a. **Distinguished Service**  
For recognition of service to squash in either a playing, coaching, refereeing or administrative role where such service is deemed to have assisted the advancement of Squash Australia at the National Level.
  - b. **Australian Junior Championships Service Award**  
For recognition of service to the Australian Junior Squash Championships in either a management, coaching, refereeing or administrative role (or a combination of these roles).

#### ***Eligibility***

23. The eligibility criteria shall be a minimum of ten (10) years meritorious service within the Squash movement.

#### ***Nominations***

24. Individuals representing any categories of Membership in accordance with the current Squash Australia Articles of Association may nominate eligible persons through the CEO to the Board.
25. Persons lodging nominations are required to outline in detail evidence of the candidate's eligibility for this award on Annex B of this Regulation.
26. The nomination must be submitted on the form at Annex A and submitted to the CEO by 31 December each year.
27. The Board may nominate individuals for its own consideration.

### **Selection**

28. The Board will constitute the Selection Panel and will provide the CEO with the names of the recipients immediately following their decision.

### **Presentations**

29. The public announcement and official presentation of awards will be made at the next scheduled Annual Awards Ceremony.

30. The CEO will send an invitation to attend the Awards Ceremony to all award winners of the Award and advise their nominator of such an invite.

31. The award will take the form of a keepsake memento provided by Squash Australia.

## **ANNUAL AWARDS**

32. Squash Australia recognises the support and effort of many dedicated personnel within the Squash community in the preparation and conduct of squash operations and tournaments, and the accomplishment and dedication to the sport by its athletes.

33. Squash Australia acknowledges these personnel with annual national level awards in the following categories:

- a. Senior Player of the Year
- b. Junior Male Player of the Year
- c. Junior Female Player of the Year
- d. Volunteer of the Year
- e. Coach of the Year
- f. Referee of the Year
- g. Club of the Year
- h. State/Territory of the Year

### **Eligibility**

34. Any person involved in Australian Squash who can be placed in one of the categories listed above can be nominated.

### **Nominations**

35. Nominations are to be submitted to Squash Australia by individuals, Clubs, centres or States.

36. The nomination must be submitted on the form at Annex A and submitted to the CEO by 1<sup>st</sup> of June each year.

37. The Board may nominate individuals for its own consideration.

### **Award Criteria**

38. The award criteria for each category will be published each year.

39. The detail submitted on the nomination form will form the basis for the Award Selection Panel consideration.

### **Selection**

40. The Board will constitute the Award Selection Panel and will consider all nominations submitted for the Squash Australia Annual Awards.

41. The Panel will provide the CEO with the names of the award winners.
42. The Board at its discretion may choose not to make an award.

***Presentations***

43. The public announcement and official presentation of awards will be made at the next scheduled Annual Awards Ceremony.
44. The CEO will send an invitation to attend the Awards Ceremony to all award finalists and advise their nominator of such an invite.
45. The award will take the form of a keepsake memento provided by Squash Australia.

**RECORD KEEPING**

**46. Squash Australia Annual Report**

- a. Life Members – current Life Members shall be recorded in the Life Membership Section.
- b. Service and Annual Awards - all recipients shall be recorded in the History Section.

**47. Squash Australia Files**

Detail of Squash Australia Honours and Awards can be found in the following Squash Australia files:

- a. Service Awards
- b. Annual Awards
- c. Honorary Life Members Register
- d. Order of Australia Awards
- e. Australian Sports Hall of Fame

48. These files shall be held in the offices of Squash Australia and maintained by Administration Staff

**DEFINITIONS**

AGM	Annual General Meeting
Board	The duly elected Board of Squash Australia Limited
CEO	Chief Executive Officer of Squash Australia Limited
Federal	Commonwealth of Australia
Ordinary Members	Incorporated or unincorporated organisations representing Squash at State or Territory level within Australia.
Squash Australia	Squash Australia Limited

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## SQUASH AUSTRALIA ANNUAL AWARDS NOMINATION FORM

Category of Nomination <i>(eg Coach, Referee etc)</i>		
Nominated Year <i>(eg 2010)</i>		
Surname of Nominee		
Given Name of Nominee		
Nominee's Address	Street / PO Box	
	City/Town	
	State	Postcode
Nominee's Contact Details	Home Telephone	
	Mobile	
	Email	
Achievements during the Year Nominated  <i>(If this space is insufficient to provide all evidence please attach a separate document)</i>		
Impact of Nominee's Achievement on Squash during the year  <i>(If this space is insufficient to provide all evidence please attach a separate document)</i>		
Member Organisation making this Nomination		
Delegate's Name		
Delegate's Signature	Date ____/____/____	

*(This form is available in word from the Squash Australia website)*



Annex B to Regulation 15

**SQUASH AUSTRALIA SERVICE AWARD  
NOMINATION FORM**

Category of Nomination	<input type="checkbox"/> Distinguished Service	<input type="checkbox"/> Australian Junior Championships Service Award
Nominated Year (eg 2010)		
Surname of Nominee		
Given Name of Nominee		
Nominee's Address	Street / PO Box	
	City/Town	
	State	Postcode
Nominee's Contact Details	Home Telephone	
	Mobile	
	Email	
Category of Service	<input type="checkbox"/> Manager	<input type="checkbox"/> Coach <input type="checkbox"/> Referee <input type="checkbox"/> Administrator
Reason why nominee should be considered for this award  <i>Nominators should provide as much information as possible (including years of service) outlining the exemplary service that the Nominee has given to be worthy of this award.  (If this space is insufficient to provide all evidence please attach a separate document)</i>		
Member Organisation making this Nomination		
Delegate's Name		
Delegate's Signature	Date ____/____/____	

(This form is available in word from the Squash Australia website)