**Policy Document**

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| **Author:** | Fiona Young |
| **Author Title:** | Executive Director |
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**Updates to Policy**

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| **Update No.** | **Approval Date** | **Nature of Amendment** | **Update Author** |
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| Awards Policy |
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| **Scope**  The Awards Policy and associated procedures aim to assist with the preservation of Victorian squash and racquetball history and to publicly recognise the notable and significant contributions of individuals at local, state and national levels within the sports.  This policy will provide advice and guidelines for the nomination of people for the following Squash & Racquetball Victoria awards:   * Life Membership * Hall of Fame * Legend |

***Life Membership***

The aim of awarding Life Membership is so that Squash & Racquetball Victoria (S&RV) can publicly acknowledge the direct contribution someone has made to squash and/or racquetball in Victoria over an extended period of time.

*Eligibility*

Persons are eligible for consideration for life membership if they have made an outstanding contribution in at least one of the following areas of service over a period of at least ten years:

* a. Playing
* b. Coaching/Managing
* c. Refereeing
* d. Administration
* e. General contribution (including fund-raising, supporting and other issues that a Committee
* may see as relevant)

*Nominations*

Any affiliated club/venue/association or registered individual of Squash & Racquetball Victoria may nominate eligible persons for Life Membership. Nominations for the S&RV Life Membership are to be submitted to the S&RV Executive Director by the first Friday in December each year. Anyone involved in Victorian squash or racquetball can nominate a candidate. The nomination must be submitted on the form attached to this policy. The S&RV Executive Director is to forward the nominations to the S&RV Board for consideration.

*Election*

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 Clause 5 of the current S&RV Constitution. Any person so elected shall become a Life Member of the Association with effect at the close of the meeting.

*Presentations*

The public announcement and official presentation of selection of S&RV Life Members will be made at the annual Awards Night.

*Record*

S&RV will maintain a register of Life Members. This is to include past and present members. The current Life Members are to be recorded in the S&RV annual report.

***Hall of Fame***

The S&RV Hall of Fame seeks to recognise and enshrine players, coaches, referees and administrators who, have made an outstanding contribution to squash and racquetball at the elite level.

*Categories*

An individual can be inducted in to the Hall of Fame as an athlete, official or administrator (squash and/or racquetball).

*Eligibility*

To be elected the individual must have achieved excellence at the highest level in squash/racquetball in Victoria and have achieved significant results that place the individual in the highest standing within the squash and racquetball community.

*Nominations*

Any affiliated club/venue/association or registered individual of Squash & Racquetball Victoria may nominate eligible persons for Hall of Fame membership. Nominations for the S&RV Hall of Fame are to be submitted to the S&RV Executive Director by the first Friday in December each year. The nomination must be submitted on the form attached to this policy. The S&RV Executive Director is to forward the nominations to the S&RV Board for consideration.

*Presentations*

The public announcement and official presentation of selection to the S&RV Hall of Fame will be made at the annual Awards Night.

*Record*

S&RV will maintain a register of Hall of Fame Members. This is to include past and present members. The current Hall of Fame Members are to be recorded in the S&RV annual report.

***Legend***

S&RV has introduced the Legend status to recognise those Hall of Fame members who, following Hall of Fame induction, have continued to distinguish themselves at the highest level for a period of at least five years and in doing so have offered inspiration and example to others in the Victorian squash and racquetball community.

*Eligibility*

Any Hall of Fame member may be considered for elevation to Legend status.

*Nominations*

Any affiliated club/venue/association or registered individual of Squash & Racquetball Victoria may nominate eligible persons for Hall of Fame Legend status. Nominations for S&RV Hall of Fame Legend are to be submitted to the S&RV Executive Director by the first Friday in December each year. The nomination must be submitted on the form attached to this policy. The S&RV Executive Director is to forward the nominations to the S&RV Board for consideration.

Up to 2 Hall of Fame members may be selected by the Board for elevation each year.

*Presentations*

The public announcement and official presentation of selection of Hall of Fame Legends will be made at the annual Awards Night.

*Record*

S&RV will maintain a register of Hall of Fame Legend Members. This is to include past and present members. The current Hall of Fame Legend Members are to be recorded in the S&RV annual report.

**Squash & Racquetball Victoria Award - Nomination Form**

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| Award nominated for  (please circle) | Life Member Hall of Fame Legend |
| Name of Nominee |  |
| Address |  |
| Telephone |  |
| Email |  |
| Category of Nomination  (please circle) | Athlete Coach Referee Administrator |
| Year nominated |  |
| Statement of achievements |  |
| Impact of nominee’s achievements on squash/racquetball |  |
| Name of Person/Organisation making this nomination |  |
|  | Signature Date |