



AGILITY DOG ASSOCIATION OF AUSTRALIA LTD

ABN 83 070 415 404

MEMBER AWARDS POLICY

Introduction:

This policy sets out the minimum criteria and considerations to be eligible for nomination of a member for Life Membership and other Awards of the Agility Dog Association of Australia Ltd (ADAA).

Purpose:

ADAA Awards exist to recognise the valuable contribution of individuals to the current and future existence of the Association. In particular, the Awards system described within this policy is intended to recognise a wide range of contributions - more than simply being a long-term ADAA member. For the purpose of this policy document, the term "Award" includes Life Membership.

Policy Statement:

Besides Life Membership, ADAA seeks to create a progressive scale of Awards so that contributions to ADAA may be recognised appropriately. Other Awards may be added as time goes by and this policy undergoes bi-annual review.

Dedication and contribution to ADAA either directly or indirectly through affiliated Clubs should be consistent with the aims and objectives of ADAA. Each year there may be one, several or no Awards approved, depending on the quality of the nominations.

Life Memberships and Certificates of Appreciation may only be awarded to current, financial members of ADAA. Outstanding Service Awards and Distinguished Service Awards may be granted posthumously to past ADAA members.

Paid staff, of ADAA or an affiliated club, are eligible for consideration for Certificates of Appreciation and/or Outstanding Service Awards. The Distinguished Service Award may also be awarded to paid staff that has provided "direct" service to ADAA. Service towards Life Membership, however, would only be considered when the service is volunteered. Such volunteer service would include service by Judges even when paid a minimal fee for Judging.

Definitions:

Club – affiliated club or group who is in good standing with the association and is financial.

Member – person who is recognised under one of the categories of membership and is financial.

On-Field Role – a role pertaining to a member's actions and commitment at a State/National level, or Club level, including but not limited to service as an Instructor, Steward (Scorekeeper/ Scribe) or Judge.

Off-Field Role – a role pertaining to a member's actions and commitment at a State/National level, or Club level, as a Director of the Board, additional volunteer position with ADAA (sub-committee and the like) or as a volunteer at Club level (Certificate of Appreciation Award only), including Committee Members, Sub-Committee member or other club volunteer (including but limited to; fund raising, social convenor, grounds coordinator).

Responsibilities:

Secretary - responsible for maintaining a database of recipients of these Awards.

Board of Directors – responsible for assessing applications and retracting Life Membership.

Procedure:

The hierarchy of Awards in ascending order (Life Membership being the highest) is as follows:

Certificate of Appreciation
Outstanding Service Award
Distinguished Service Award
Life Membership

Other State and Federal Government sponsored Awards may also exist and are subject to separate criteria as required by the sponsor of the award. These awards may be used to recognise the service of individuals not otherwise covered by this policy.

Other National and International awards from similar sporting bodies, such as the International Federation of Cynological Sports (IFCS) may also be considered and recommended by the Board of Directors. In such case the sponsor of the Award will provide criteria and guidance.

1. Nomination Considerations for Awards

1.1 All Awards

Notwithstanding the considerations listed separately for each Award, when nominating an individual, the following criteria should also be considered:

- 1.1.1 Number of years as a Member of ADAA.
- 1.1.2 How an individual acts as an ambassador for ADAA.
- 1.1.3 Quality of volunteer work (attention to detail, understanding of rules, regulations and requirements).
- 1.1.4 Quantity of volunteer work (how often, how long, any breaks between volunteer work).
- 1.1.5 Type of volunteer work:
 - 1.1.5.1 On-field volunteer
 - 1.1.5.2 Off-field volunteer
 - 1.1.5.3 Both On-field and Off-field volunteer (concurrently or separately)
- 1.1.6 Standing among peers.
- 1.1.7 Good sportsmanship.
- 1.1.8 Attitude towards fellow Members, Judges and Board Members.
- 1.1.9 Projects and other work completed away from formal meetings and/or competitions.
- 1.1.10 Opportunities foregone through undertaking volunteer work.
- 1.1.11 Length of time as a Committee Member of an affiliated club (Certificate of Appreciation only).
- 1.1.12 Length of time as an Instructor of an affiliated club (Certificate of Appreciation only).
- 1.1.13 Length of time as a Judge.
- 1.1.14 Length of time as a member of the Board of Directors.
- 1.1.15 Length of time providing service specifically/directly to ADAA, including directly to the Board of Directors (important for Distinguished Service Award).
- 1.1.16 Any previous ADAA Awards.

1.2 Certificate of Appreciation

The Certificate of Appreciation is the minimum Award available and is intended to provide encouragement and recognition for the valuable contributions and achievements of excellence of an individual within a Club or ADAA.

- 1.2.1 A Certificate of Appreciation may be presented to any status of membership within ADAA (including Junior).
- 1.2.2 A member may receive this award multiple times over an extended period, but not more than once in any one year.
- 1.2.3 Suggested criteria to consider (recommended, but not mandatory) for this Award are as follows:
 - 1.2.3.1 A minimum of 3 years in an On-Field role, or
 - 1.2.3.2 A minimum of 2 years in an Off-Field role, or
 - 1.2.3.3 A combination of both (at least one year in each).
- 1.2.4 Nominations for this award may be made by the Committee of an affiliated Club or a Director from the ADAA Board. Other individual members may not submit nominations for this award.
- 1.2.5 Nominations for a Certificate of Appreciation may be submitted at any time. Nominations must be made on the ADAA Member Awards Nomination Form and be accompanied by a summary of the nominee's contributions and achievements. The Board will hold the right to return any nomination that does not, in its

opinion, provide sufficient information to merit consideration. In such instance the nomination may be re-written to include more relevant information and then resubmitted.

1.2.6 Approval will rest with a majority vote of the Board of Directors.

1.3 Outstanding Service Award

The Outstanding Service Award is intended to recognise those individual members who have continued in their service towards ADAA and have extended their commitment. The member nominated for this Award should be seen as a great Ambassador for the sport as a whole.

1.3.1 There is no requirement to have been previously awarded a “Certificate of Appreciation” to be nominated or receive an “Outstanding Service” Award.

1.3.2 An Outstanding Service Award may be presented to any status of membership within ADAA (including Junior).

1.3.3 A member may only receive this award once in any five-year period.

1.3.4 Continuing and un-broken service towards the aims and goals of ADAA will outweigh broken service.

1.3.5 Suggested criteria to consider (recommended, but not mandatory) for this Award is as follows:

1.3.5.1A minimum of 5 years in an On-Field role, or

1.3.5.2A minimum of 5 years in an Off-Field role, or

1.3.5.3A minimum of 5 years from a combination of On-Field and Off-Field roles.

1.3.6 Nominations for this Award may be made by the Committee of an affiliated Club or a Director from the ADAA Board. Other individual members may not submit nominations for this award.

1.3.7 Nominations for the Outstanding Service Award may be made at any time. Nominations must be made on the ADAA Member Awards Nomination Form, and be accompanied by a summary of the nominee's contributions and achievements. The Board will hold the right to return any nomination that does not, in its opinion, provide sufficient information to merit consideration. In such instance the nomination may be re-written to include more relevant information and then resubmitted.

1.3.8 Approval will rest with a majority vote of the Board of Directors.

1.4 Distinguished Service Award

The Distinguished Service Award is intended to recognise and award those with “direct” and outstanding service to ADAA and/or the Board of Directors. The member nominated for this Award should be seen as a great Ambassador for the sport as a whole and a person who has dedicated their time and effort over a long period of time to “direct” service to ADAA and/or the Board of Directors. Service to Clubs is excluded for this Award.

1.4.1 There is no requirement to have been previously awarded a “Certificate of Appreciation” or an “Outstanding Service” Award.

1.4.2 A Distinguished Service Award may be presented to any status of membership within ADAA (except Junior). It may also be used to recognise direct, long standing and exceptional support and service to ADAA and/or the Board of Directors from a non-member.

1.4.3 An individual may only receive this award once.

1.4.4 Direct service that is continuing and un-broken in support of ADAA and the Board of Directors is normally required and will outweigh broken service.

1.4.5 Suggested criteria to consider (recommended, but not mandatory) for this Award is as follows:

1.4.5.1A minimum of 5 years continuous and unbroken service to ADAA.

1.4.6 Nominations for this Award may only be made by a Director from the ADAA Board. Other individual members may not submit nominations for this Award.

1.4.7 Nominations for the Distinguished Service Award may be made at any time. Nominations must be made on the ADAA Member Awards Nomination Form, and be accompanied by a summary of the nominee's contributions and achievements. The Board will hold the right to return any nomination that does not, in its opinion, provide sufficient information to merit consideration. In such instance the nomination may be re-written to include more relevant information and then resubmitted.

1.4.8 Approval will rest with a majority vote of the Board of Directors.

1.5 Life Membership

Life Membership is available to recognise the exceptional contribution and outstanding service of an individual member towards ADAA. It is therefore only to be awarded in exceptional circumstances. A member is not eligible for Life Membership until they have completed at least ten years as a continuous member of ADAA (no time within the ten years in which the nominee was not a member).

- 1.5.1 A Life Member will continue to have voting rights and will be exempt from annual membership fees. Refer to the Memorandum and Articles of Association for further details.
- 1.5.2 Life Membership may be presented to any status of membership within ADAA (excluding Junior and Associate).
- 1.5.3 A list of ADAA Life Members will be maintained on the ADAA web site (under the heading - Life Members) and other prominent places as deemed appropriate by the Board of Directors.
- 1.5.4 Considerations for Life Membership
 - 1.5.4.1 In considering the approval of Life Membership, an individual member should have demonstrated significant, sustained and high quality service enhancing the reputation and future of ADAA as a whole. Their service must be prominent and extraordinary, and, above all, they must be long term. They must be significantly above the criteria that would merit consideration for any other Award.
 - 1.5.4.2 The assessment for Life Membership should be based on a collection of considerations, but the decision to grant Life Membership will be based on the nominee's contribution as a whole. There is no compulsory or specific criterion that must be met. It is up to the Board of Directors to decide upon any relative weighting of information provided in the nomination, based on the expectations of ADAA's members, and how to compare candidates with differing backgrounds, attributes and geographical locations. Continuing service is of prime importance. Therefore, considerations generally should be weighed 70% for cumulative service and 30% for achievements in the past year.
 - 1.5.4.3 Service can include a volunteer role with ADAA (directly), i.e. - a volunteer member of the Board of Directors or as a Judge, or it can include a volunteer role in relation to ADAA's core objectives as per ADAA's Strategic Plan.
 - 1.5.4.4 Further to the points listed under Nomination Considerations (1.1), the points to be taken into account (either separately or collectively) when considering any nomination for Life Membership should include the following:
 - 1.5.4.4.1 General attitude and overall demeanour of the nominee to ensure that the attitude is one that reflects a dedication to the values of ADAA.
 - 1.5.4.4.2 Commitment to the principles of good sportsmanship.
 - 1.5.4.4.3 Valued leadership and good role modelling that reflects credit upon ADAA.
 - 1.5.4.4.4 Continued and unbroken ADAA membership for at least 10 years.
 - 1.5.4.4.5 Has a primary interest in the growth and improvement of the sport of Dog Agility in Australia.
 - 1.5.4.4.6 Excellence in leadership and/or coaching skills.
 - 1.5.4.4.7 Teaching a passion and respect for the sport of Dog Agility, including: Helping new or younger handlers to learn the basics of the sport, instructing and/or coaching and instilling a sense of sportsmanship in Dog Agility.
 - 1.5.4.4.8 Dedication and excellence in administration of Dog Agility: International, National, State or Club level.
 - 1.5.4.4.9 Opportunities foregone through undertaking volunteer work.
 - 1.5.4.4.10 Amount of time and effort committed above and beyond that of the average member.
 - 1.5.4.4.11 A spirit of goodwill: Introducing and welcoming new people to the sport, truthful, courteous and friendly when dealing with other competitors and administrators and an ambassador for the spirit of the sport.
 - 1.5.4.4.12 Individual Display of Initiative: By their initiative and personal actions have achieved a significant milestone in the growth and development of the sport.
 - 1.5.4.4.13 Any other quality that the Dog Agility community may consider exemplifies the ideals it holds dearly.
- 1.5.5 Nominations for Life Membership may be made by the Committee of an affiliated Club or by two Directors from the ADAA Board. Other individual members may not submit nominations for this award.
- 1.5.6 Nominations for Life Membership may be submitted at any time. Nominations must be made on the ADAA Member Awards Nomination Form, and be accompanied by a summary of the nominee's contributions and achievements. The Board will hold the right to return any nomination that does not, in its opinion, provide sufficient information to merit consideration. In such instance the nomination may be re-written to include more relevant information and then resubmitted.
- 1.5.7 Approval will rest with a 75% vote of the Board of Directors.

2. Retraction of Life Membership

Retraction of Life Membership may occur where the recipient has conducted him/herself in a manner that reflects directly and adversely on the image or activities of the ADAA or an Individual Club. This provision will only be exercised in exceptional circumstances and will require a 75% vote of the Board of Directors of the ADAA to be enacted.

As part of the deliberations, the Life Member in question is also to be given an opportunity to present their case (either in writing or in person) for retention of their Life Membership status.

3. Presentation of Awards

3.1. Certificates of Appreciation, Outstanding Service Awards and Distinguished Service Awards

Certificates of Appreciation, Outstanding Service Awards and Distinguished Service Awards may be presented as considered appropriate by the Board of Directors, for example at a local competition in front of the recipient’s peers. These Awards will be commemorated by the presentation of a certificate.

3.2. Life Membership

Life Membership will usually be awarded at a major ADAA event/competition, such as the Annual General Meeting (AGM) or the Grand Prix. Other important occasions/events may be considered, along with the wishes and circumstances of the recipient. Life Membership will be commemorated with the presentation of a certificate. A trophy or plaque may also be presented.

4. Policy Introduction

All Life Memberships presented by ADAA prior to this policy remain in force and are subject to both the benefits of this Policy (i.e. listing on the web page) and are also subject to the “Retraction” policy.

Stakeholders to be consulted prior to policy change:

Board of Directors

Related documents

Memorandum and Articles of Association

Member Award Nomination form FOR-CLU-036

Date	Action (Created/Reviewed)	Created/Reviewed by	Next review due
18 February 2007	Created	Board of Directors	February 2009
12 January 2008	Revised	S Drinkwater	1 March 2008
26 January 2008	Revised	Chairman & P Mead	1 March 2008
1 March 2008	Revised & Approved	Board of Directors	
6 December 2009	ABN corrected	Chair	
16 September 2012	Revised & Approved	Board of Directors	