



**DICKY BEACH SURF LIFESAVING CLUB
PROCEDURE NO. GOV015
HONOURS AND AWARDS POLICY AND PROCEDURE**

Document Control

Version Control

Date	Version	Details	Author
23.04.2019	1	Initial Introduction of Procedure	Secretary
29.10.2019	2	Update timing of meetings	Secretary
25.05.2020	3	Annual review of policies – including updating SLSQ Recognition changes	Secretary

1. Purpose and Background

- 1.1 To guide the Honours and Awards Committee to facilitate the recognition and reward of our members (including staff) as a high priority for Dicky Beach Surf Lifesaving Club members be awarded for their efforts at Club, Branch, State, National, and International level.
- 1.2 To guide the Chairperson of the Honours and Awards Committee regarding their responsibilities in recording and reporting the committee's meeting outcomes.

2 Policy Statement

- 2.1 The Dicky Beach Surf Life Saving Club recognises our club consists of volunteers who give of their time and effort to become educated in and physically carry out public safety and aquatic rescue, first aid, resuscitation, and governance to preside over the safety and welfare of the bathing public.
- 2.2 The Dicky Beach Surf Life Saving Club shall identify and recognise worthy members for their commitment and efforts to assist the club to meet the Club's objectives.
- 2.3 Honours and Awards are applicable to all members and staff and include civil awards that are regional, State and National as well as awards from junior activities to senior ranks.

3. Applicability:

- 3.1 This procedure applies to all members of the Dicky Beach Surf Life Saving Club. The responsibility of implementing this policy/procedure rests with the Board.

4. Statutory/Constitution/By-Laws Requirements

- 4.1 This procedure specifically relates to By-Law 5.13.

5. Considerations



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- 5.1 The Honours and Awards Committee shall be responsible for:
- 5.1.1 Monitoring and recording all member award nominations;
 - 5.1.2 Identifying worthy member recipients for both surf lifesaving and civilian awards by liaising with the Board and other Committee heads.
 - 5.1.3 Compiling information and writing of nominations for awards;
 - 5.1.4 Monitoring and identifying awards that may recognise Club members;
 - 5.1.5 Obtaining feedback when awards are rejected to enable further consideration for future award nominations;
 - 5.1.6 Dealing with matters referred to it from the Board or Council;
 - 5.1.7 Making recommendations relating to the Board or Council relating to Honours and Awards.

6. Procedures

- 6.1 The committee shall use the SLSQ Recognition Awards Guidelines identified in the relevant SLSQ circulars and located on the SLSQ app regarding lifesaving awards and should refer to national, state and council awards publications when considering civilian awards.
- 6.2 The award matrix located in the Recognition Awards Guidelines articulates each and every award available for surf lifesaving at State and National level and is divided into the following categories:
- 6.2.1 Membership Development;
 - 6.2.2 Club, Community and Innovation;
 - 6.2.3 Lifesaving Services;
 - 6.2.3 SLSQ Honours;
 - 6.2.4 Surf Sports;
 - 6.2.5 National Long Service Certificates; and
 - 6.2.6 Service Awards.
- 6.3 The committee shall be able to call on the expertise of any relevant members to assist in the consideration of honours and awards and shall employ the services of staff member/s who are eminently qualified in the preparation of award nominations.
- 6.4 The Honours and Awards Committee Agenda (TEMP014) for meetings shall be:
- 6.4.1 Opening
 - 6.4.2 Attendances;
 - 6.4.3 Apologies;
 - 6.4.4 Disclosure of Interest
 - 6.4.5 Declaration of Confidentiality
 - 6.4.6 Confirmation of Minutes of Previous Meeting;
 - 6.4.7 Business Arising;



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- 6.4.8 Correspondence;
 - 6.4.9 Budget Issues;
 - 6.4.10 Strategic Plan;
 - 6.4.11 Reports;
 - 6.4.12 General business;
 - 6.4.13 Next Meeting Date; and
 - 6.4.14 Closure of Meeting.
- 6.5 To control and monitor the responsibilities listed in the considerations, the Honours and Awards Committee should meet at a minimum of two times during the season, once prior to Christmas to consider any Life Member nominations.
- 6.6 The Chairperson of the meeting will be appointed by the Board.
- 6.7 The Honours and Awards Committee shall report to the Board within seven days of their meeting on the required Minutes Template (TEMP009).
- 6.8 Draft Minutes are to be forwarded to all committee members for their approval and confirmation of correctness of the Minutes.
- 6.9 Once the Minutes have been approved, a signed copy should be forwarded to the Club Secretary for consideration of the next Board Meeting.
- 6.10 Resolutions and recommendations for consideration by the Board shall also be provided on the Cover Committee Report Template (TEMP010) and should include a rationale to support the resolution or recommendation.
- 6.11 Dissemination of Honours & Awards information shall be through the Club Administrator by electronic and social media platforms used by the Club.

Authority

John Scott
President