



BOWLS
WESTERN AUSTRALIA

POLICY STATEMENT

VOLUNTEER, CLUB and PLAYER RECOGNITION

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POLICY NAME

Bowls WA (BWA) Volunteer, Club and Player Recognition

DEFINITION

This policy applies to all BWA awards of honour for volunteers, clubs and players

AUTHORITY

BWA Constitution and By Laws

RESPONSIBILITY

Board, Chief Executive Officer

CONFIDENTIALITY

Nil, policy to be distributed to all clubs and officials throughout Western Australia.

POLICY STATEMENT

Philosophy

The aim of this policy is to ensure that BWA places a clear and distinct emphasis on the value of its volunteers and achievements of its clubs & players.

Section 1: VOLUNTEER RECOGNITION

BWA shall recognize the invaluable contribution that volunteers make to our sport. Such recognition shall be in the following manner.

- Certificate of Service
- Certificate of Appreciation
- Award of Merit
- Life membership

1. CERTIFICATE of SERVICE

- 1.1 A Certificate of Service shall be awarded to any BWA volunteer to recognise their contribution to the sport following a minimum of two (2) years service on a BWA Standing Committee.
- 1.2 The Certificate is awarded at the end of the completion of service.
- 1.3 The Certificate shall be awarded at the Annual General Meeting.
- 1.4 A record of the Certificate of Service shall be maintained in the BWA Awards of Honour Register.

2. CERTIFICATE of APPRECIATION

- 2.1 The Certificate shall be awarded to acknowledge an outstanding contribution during an event or activity conducted by or on behalf of Bowls WA.
- 2.2 A Certificate of Appreciation may be awarded to:
 - An individual volunteer
 - A BWA Committee
 - A League
 - A Zone
 - A Region
 - An affiliated club.
- 2.3 Nominations for this Certificate may be accepted by any capitated member, affiliated club, League, Zone, Region, a BWA Committee or the Board.
- 2.4 Nominations must be submitted with supporting documentation in writing to Bowls WA.
- 2.5 Nominations are to be approved by the Bowls Management Committee..
- 2.6 The Board has the authority to endorse the nominations.

- 2.7 The Certificates of Appreciation recipients shall be announced and awarded at the Annual General Meeting.
- 2.8 A record of the Certificate of Appreciation shall be maintained in the BWA Awards of Honour Register.

3. AWARD OF MERIT

- 3.1 An Award of Merit shall be awarded for outstanding voluntary service and the enhancement of the sport of lawn bowls in the areas of management, coaching and/or officiating.
- 3.2 Nominations for this Award may be accepted from any capitated member, affiliated club, League, Zone, Region, a BWA Committee or the Board.
- 3.3 Nominations must be submitted in writing to Bowls WA with supporting documentation.
- 3.4 Nomination Forms are to be advertised each year at the time of the Annual General Meeting and available on the Bowls WA Website.
- 3.5 Nominations are to be approved by the Board of Bowls WA..
- 3.6 The Board has the only authority to endorse the nominations.
- 3.7 The number of Awards of Merit are limited to two (2) per year.
- 3.8 The recipients of an Award of Merit shall receive a Certificate and a Merit Badge.
- 3.9 The Award of Merit shall be announced and awarded at the Annual General Meeting.
- 3.10 A record of the Award of Merit shall be maintained in the BWA Awards of Honour Register.

4. LIFE MEMBERSHIP

Life membership of the RWABA (Bowls WA) shall be the most prestigious recognition of voluntary service and shall be awarded under the conditions and procedure as set out in the Bowls WA Constitution (6.4 and 13.11).

4.1 General Considerations

In considering the award of Life Membership an individual should have demonstrated significant, sustained and high quality service enhancing the reputation and future of lawn bowls.

The points to be taken into account when considering any nomination should include:

- the general attitude and overall demeanour of the nominee to ensure that the attitude is one that reflects a dedication to the values of the association
- valued leadership that reflects credit upon the association

4.2 Guide to Nomination Criteria

Life membership may be recommended for any highly meritorious contribution to the sport. The following criteria does not attempt to be exhaustive, but rather to give ideas and scope to the types of contribution that could be rewarded.

- The nominee has made a significant contribution in an administrative capacity to BWA over an extensive period of time.
- The nominee has made a significant contribution to the sporting success of the state team over an extensive period of time in an individual or team capacity.
- The nominee has made a significant contribution to the sport as a coach, technical official or delegate of a member club or association over an extensive period of time.

4.3 Process for Assessing Applications for Life Membership

4.3.1 Applications should demonstrate attainment of minimum service requirements and other details of exemplary service.

4.3.2 The Board will assess all nominations and only put forward those nominations that comply with the Constitution and By Laws and are considered worthy of Life Membership.

4.3.3 The final list of endorsed nominations for the award of Life Membership will be put to the AGM for voting and endorsement.

4.3.4 A limit of two (2) Life Membership Nominations are allowed each year.

4.4 Benefits of Life Membership

In addition to the status of membership of a select group within the association, Life Membership will be recognised by:

- The Award of Life Membership shall be announced at the Annual General Meeting and awarded at the Annual Awards Function.
- A record of the Award of Life Membership shall be maintained in the BWA Awards of Honour Register.
- The Life Member's name shall be inscribed on the Honour Board at the BWA Headquarters.
- A BWA Life Member shall not pay any capitation fee to Bowls WA but will be registered as a capitated player.

4.5 Symbol of Award

The symbol of this award shall be a badge (or such object as may be determined from time to time), and the Citation in a format suitable for framing.

VOLUNTEERS ANNUAL FUNCTION

The Board of Bowls WA shall host an annual function for all current Bowls WA volunteers. The function shall be in the form of an afternoon tea or sundowner.

Invitees shall include:

- Vice Patrons
- Life Members
- Department of Sport and Recreation consultant
- All Committee members
- Board Members and
- Staff

5. AWARDS OF HONOUR REGISTER

Each year, the Chair of each committee shall compile a list of all committee members and show details on their length of service on Bowls WA committees. This list is to be forwarded to the Bowls WA staff.

Bowls WA shall maintain a register of all voluntary service to ensure accurate recognition of the service performed by each volunteer.

6. VOLUNTEER RECOGNITION

Recognition for volunteers is also provided through the following processes:

6.1 Quarterly Volunteer Recognition

Every quarter BWA will recognise a volunteer from the bowls community for their contributions to the sport. The criteria for this award and nomination forms will be posted on the Bowls WA Website. The winner will be awarded a sponsored prize and/or framed certificate and will be included in the Jack Hi.

6.2 Annual Volunteer Recognition

At the Annual Awards Night, BWA will announce a volunteer who has exceeded expectations throughout the year. The winner may be selected from the quarterly winners or from any separate nominations. The winner will be awarded a sponsored prize and/or trophy.

Section 2: PLAYER RECOGNITION

7. HALL OF FAME

The Hall of Fame is to ensure that the achievements and dedication of WA bowlers are recognised. Induction into the Hall of Fame is the highest honour that Bowls WA can bestow on a player or official in recognition of their contribution to the sport.

7.1 Hall of Fame Committee

- 7.1.1 The Hall of Fame Committee members will serve for a period of 2 years; however they may be re-appointed for succeeding periods of 2 years at the Board's discretion.
- 7.1.2 The Committee shall have three (3) members being a chairperson from the current Board, plus a male and female member of outstanding bowling achievement.
- 7.1.3 The Bowls WA Board shall appoint the Hall of Fame Committee.
- 7.1.4 The Committee names shall be recorded on the BWA Committee register.

7.2 Eligibility/ Selection Criteria

- 7.2.1 Induction into the Hall of Fame will be restricted to players who have represented WA at national level or Australia at international level and officials who have participated at the BWA State, or Bowls Australia national or international level.

- 7.2.2 The Inductee must be of exemplary character and will have made a significant contribution to the promotion of the sport.
- 7.2.3 The Inductee must have retired from interstate/international competition for a period of at least 2 years.

7.3 Nomination Procedures

- 7.3.1 Nominations for this Award may be accepted by any capitated member, affiliated club, League, Zone, Region, a BWA Committee or the Board.
- 7.3.2 Nominations must be submitted on the Nomination Form with supporting documentation.
- 7.3.3 Nomination Forms are to be distributed and advertised each year.
- 7.3.4 Nominations are due at Bowls WA for the Committee to consider in February.
- 7.3.5 The number of nominations is restricted to two (2) per year. However the Board may approve an additional nomination of one (1) inductee per year who is termed a "pioneer" player of the game. Although not prescriptive a "pioneer" player is deemed to have played representative bowls or administered the game prior to the 1970s.
- 7.3.6 The Committee must submit the nominations to the Board at its March meeting for final approval.
- 7.3.7 The Hall of Fame recipients shall be announced at the Annual Awards Function.
- 7.3.8 A record of the Award shall be maintained in the BWA Awards of Honour Register.
- 7.3.9 The recipient's details shall be displayed on the Hall of Fame wall at the BWA Headquarters.

Note:

- All nominations received will be treated in confidence.
- Any nomination that has been considered, but not selected, may be resubmitted for the following year and thereafter for a maximum of three years before it will lapse.

7.4 STATE PLAYER CAPS

- 7.4.1 State Open Players (men and women) receive a cap from Bowls WA with their number embroidered on the back side of the cap. The numbers run sequentially commencing with number 1.
- 7.4.2 Caps are only awarded to players selected to represent WA in the National Side Series.
- 7.4.3 Bowls WA will provide the cap as a part of the state uniform. Caps are not replaced on an annual basis unless reported lost or stolen or are not of a standard befitting a state player through wear and tear
- 7.4.4 A record of the cap number and the player will be kept on the BWA data base.
- 7.4.5 State Over 60 Players (men and women) will receive a cap from Bowls WA with their number embroidered on the back side of the cap. The numbers run sequentially commencing with number 1.
- 7.4.6 Caps are only awarded to players selected to represent WA in the National Over 60 Championships.
- 7.4.7 A record of the cap number and the player will be kept on the BWA data base.
- 7.4.8 Numbered caps are not provided for the State Under 18 players.

7.5 ROSENTHAL MEDALISTS

- 7.5.1 The Rosenthal Medal is the highest individual award for male bowlers.
- 7.5.2 The medal is presented at the Annual Awards function.
- 7.5.3 The medal recipient is determined through the allocation of points for pre-determined events over the course of the year.
- 7.5.4 The President, the President of the Rosenthal Medalists Association (or his nominee) and the Chief Executive Officer shall audit the points allocation to determine the winner.
- 7.5.5 The allocation of points and the auditing process will be treated in confidence.

7.6 CONNIE HICKS BROOCH

- 7.6.1 The Connie Hicks Brooch is the highest individual award for female bowlers.
- 7.6.2 The Award is presented at the Annual Awards function
- 7.6.3 The Award recipient is determined through the allocation of points for pre-determined events over the course of the year.
- 7.6.4 The President, the Chair of the Women's State Selection Panel (or their nominee) and the Chief Executive Officer shall audit the points allocation to determine the winner.
- 7.6.5 The allocation of points and the auditing process will be treated in confidence.

7.7 VICE PATRON'S MEDAL

- 7.7.1 The Vice Patron's Medal is the highest individual honour for Men's Country Bowls.
- 7.7.2 The Award is presented at the Annual Awards function by a Vice Patron of BWA.
- 7.7.3 The Award recipient is determined through the allocation of points for pre-determined events over the course of the year.
- 7.7.4 The President, the Chief Executive Officer and Competitions Manager shall audit the points allocation to determine the winner.
- 7.7.5 The allocation of points and the auditing process shall be treated in confidence.

7.8 PENNY NEEDHAM BROOCH

- 7.8.1 The Penny Needham Brooch is the highest individual award for Women's Country Bowls
- 7.8.2 The Award is presented at the Annual Award function.
- 7.8.3 The medal recipient is determined through the allocation of points for pre-determined events over the course of the year.

7.8.4 The President, Chief Executive Officer and Competitions Manager shall audit the points allocation to determine the winner.

7.9 ROMA DUNN MEDALIST

7.9.1 The Roma Dunn Medal is awarded to the Most Outstanding Under 18 Girl.

7.9.2 The medal recipient is determined through the allocation of points for pre-determined events over the course of the year.

7.9.3 The State Under 18 Coach and the Chief Executive Officer (or their nominee) shall audit the points to determine the winner.

7.10 ROSENTHAL MEDALISTS MEDAL

7.10.1 The Rosenthal Medalists Medal is awarded to the Most Outstanding Under 18 Boy.

7.10.2 The medal recipient is determined through the allocation of points for pre-determined events over the course of the year.

7.10.3 The State Junior Coach and the Chief Executive Officer (or their nominee) shall audit the points to determine the winner.

7.11 THE OVER 60s AWARD (Men & Women)

7.11.1 The Over 60s Award is awarded to the highest ranked male and female player in the Over 60s category.

7.11.2 The medal recipient is determined through the allocation of points for pre-determined events over the course of the year.

7.11.3 The Chairman of the State Over 60s State Selectors and the Chief Executive Officer (or their nominee) shall audit the points to determine the winner.

7.12 STATE PLAYER NUMBER OF REPRESENTATIVE GAMES

7.12.1 A record is to be kept by BowlsWA of the number of State Games played by the Men (open), Women (open) and Over 60's teams.

7.13 WOMEN STATE STARS

7.13.1 A Star will be awarded to women on their initial selection to the State Team. The Star will be presented at an occasion as determined by the State Selection Panel.

7.14 Men's Badge for 100 State Games

A Badge will be awarded to Men who have played 100 State Games (open). The Badge will be presented at an occasion as determined by the State Selection Panel.

7.15 Men's Badge for 200 State Games (Jim Sullivan Medal)

A Badge (Jim Sullivan Medal) will be awarded to Men who have played 200 State Games (open). The Badge will be presented at an occasion as determined by the State Selection Panel.

7.16 DEPARTMENT OF SPORT AND RECREATION CERTIFICATES

The Department of Sport and Recreation provides certificates for all new State players.

Section 3: CLUB RECOGNITION

8. METROPOLITAN CLUB OF THE YEAR

The Metropolitan Club of the Year shall be recognised at the Annual Awards Night. Nominations shall be judged in the following manner:

- The judging panel shall comprise of the Chair of the Bowls Management committee and at least two nominated persons from that committee
- The panel will be selected at a BMC meeting each year
- The panel will keep the result confidential
- The panel shall review the criteria on an annual basis and make any recommendations to the Bowls Management Committee.

The Award will be recognised with a sponsored prize and/or trophy and the inscription of the successful Club on the BWA Honour Board.

9. METROPOLITAN SMALL CLUB OF THE YEAR

The Metropolitan Small Club of the Year shall be recognised at the Annual Awards Night. This award is open to clubs with less than 125 members. Nominations shall be judged in the following manner:

- The judging panel shall comprise of the Chair of the Bowls Management committee and at least two nominated persons from that committee
- The panel will be selected at a BMC meeting each year
- The panel will keep the result confidential and sign a confidentiality agreement
- The panel shall review the criteria on an annual basis and make any recommendations to the Board

The Award will be recognised with a sponsored prize and/or trophy.

10. COUNTRY CLUB OF THE YEAR

The Country Club of the Year shall be recognised at the Annual Awards Night. Nominations shall be judged in the following manner:

- The judging panel shall comprise of the Chief Executive Officer and Competitions and Events Manager (or their nominee),
- The panel will keep the result confidential,
- The panel shall review the criteria on an annual basis and make any recommendations to the Country Committee.

The Award will be recognised by the perpetual Jim Murray Trophy held at BWA Headquarters.

The successful club shall receive a replica of the Jim Murray Trophy noting the achievement.

11. COUNTRY SMALL CLUB OF THE YEAR

The Country Small Club of the Year shall be recognised at the Annual Awards Night. The Award is open to clubs with less than 70 members. Nominations shall be judged in the following manner:

- The judging panel shall comprise of the Chief Executive Officer and Competitions and Events Manager (or their nominee),
- The panel will keep the result confidential,
- The panel shall review the criteria on an annual basis and make any recommendations to the Country Committee.

The successful club shall receive a sponsored prize and/or trophy.

Section 4: EXTERNAL AWARDS

1. ORDER OF AUSTRALIA presented on the QUEENS BIRTHDAY and AUSTRALIA DAY AWARDS

The Australian honours system celebrates the outstanding achievements and contributions of extraordinary Australians in a diverse range of fields and areas of endeavour. It is about recognising those people in the community whose service and contributions have had the effect of making a significant difference to Australian life or, more broadly, to humanity at large. The Australian honours system recognises the actions and achievements of people who go above and beyond what could be reasonably expected, and in doing so, encourages national aspirations and ideals of the highest community standards and values. Recipients are people from all spheres of the community. Any individual, community organisation, professional body or similar group can nominate an Australian citizen for an award. In the Australian honours system the Order of Australia is the pre-eminent means of recognising outstanding achievement and contribution by Australians. It rewards people who have made a significant difference to their community, their country or at an international level.

Nominations are accepted at any time and take from 18 months to 2 years to be considered.

BWA Board will consider appropriate nominees for the Order of Australia at its March Board meeting.

Nomination forms are available from www.itsanhonour.gov.au

2. WESTERN AUSTRALIAN SPORTS FEDERATION AWARDS

The WASF holds its annual Sports Star Awards in December.

Categories are:

- Sports Star of the Year
- Junior Sports Star of the Year
- Western Australian Team of the Year
- Coach of the Year
- Official of the Year
- Service to Sport
- Special Achievement

BWA will submit nominations to any category where a member has excelled.

WASF will provide one free ticket to every nominee. Guests of nominees shall pay for their own ticket.

BWA will send and pay for one Board member to attend and the Chief Executive Officer or a BWA staff member.

3. DEPARTMENT OF SPORT AND RECREATION AWARDS

DSR hold its Industry Awards every 2 years in November (next awards 2016).

BWA will submit nominations to any category where the organisation has excelled.

Categories are:

- Commitment to Participation Award
- Creating a Better Workforce Award
- Event of the Year
- Infrastructure Planning, Design or Management Award
- Management Best Practice Award
- Regional Excellence Award
- Supporting Volunteers Award
- Technology in Practice Award

BWA will send and pay for three Board members to attend and the Chief Executive Officer or a BWA staff member.

4. AUSTRALIAN OF THE YEAR AWARDS

Each year our nation celebrates the achievement and contribution of eminent Australians through the Australian of the Year Awards by profiling leading citizens who are role models for us all. They inspire us through their achievements and challenge us to make our own contribution to creating a better Australia.

The Australian of the Year Awards provides all Australians with the opportunity to recognise someone who makes them proud in four categories:

- [Australian of the Year](#)
- [Senior Australian of the Year](#) (those aged 60 years or over)
- [Young Australian of the Year](#) (ages 16 to 30)
- [Australia's Local Hero](#)

The Awards operates at two levels - state/territory and national. State and territory selection committees select four finalists for each award category, with one of these finalists becoming the state/territory award recipient. State/territory award recipients then become the national finalists for the awards.

The prestigious year round program culminates in the announcement of the national award recipients in Canberra on Australia Day Eve.

The Australian of the Year Awards is a program of the National Australia Day Council.

BWA Board will consider appropriate nominees at its August Board meeting.

Nomination forms are available from www.australianoftheyear.org.au

5. BOWLS AUSTRALIA AWARDS

Bowls Australia holds its bi-annual awards during the Australian Open Categories are:

International Bowler of the Year
Male Bowler of the Year
Female Bowler of the Year
Under 18 Male Bowler of the Year
Under 18 Female Bowler of the Year
Community Development Officer of the Year
Volunteer of the Year
Coach of the Year
Official of the Year
Story of the Year
Bowls Australian Hall of Fame

BWA will submit nominations to any category where a member has excelled.

END.