



# POLICY



## NETBALL WA LIFE MEMBERSHIP POLICY

Version: 5	Creation Date: 30 Oct 2017
Policy Type: Operational	Approved by NWA CEO on: 26 November 2021
Author: General Manager – Community Netball	Approved by NWA Board on: NA
Responsible person: Chief Executive Officer	Scheduled review date: May 2022

### Purpose

The awarding of Life Membership to Netball WA is in recognition of the significant, sustained and lasting contribution to Netball WA. It is the **ultimate accolade** the Association can bestow on any member for their contribution to Netball WA.

### Criteria

Significant, sustained and lasting contribution is defined as the importance and quality of work or service consistently initiated, performed or undertaken specifically for Netball WA by a member over a period.

### Areas of Service

The nominee may be an individual volunteer or staff member who undertakes voluntary service, beyond their paid service.

### Time of Service

- A minimum of ten (10) years-service to Netball WA is required before being eligible to be considered for Life Membership;
- The intermittent contribution by a nominee over several periods of time may be considered when assessing a nomination;
- Life Membership may be awarded posthumously;
- The Netball WA Board reserve the right to determine if Life Membership can be awarded to a nominee who has provided less than the minimum number years of service.

### Endorsement

- A maximum of three (3) Life Memberships may be endorsed and awarded in any one (1) year.



- If there are more than three (3) nominations that meet the Life Membership Criteria in any one-year, the Board may provide feedback to the nominator to re-submit an updated application the following year or they may choose to carry the nomination over to the following year.

### Procedure for Nomination and Announcements

- The Netball WA Board invites Associations and Individual Members to nominate candidate/s for this award.
- Candidate/s must be a current registered member of Netball WA (or a previously registered member if being nominated posthumously).
- The completed online nomination form and all supporting information and documentation is to be submitted to the Chief Executive Officer via – [annemaree.woodgush@netballwa.com.au](mailto:annemaree.woodgush@netballwa.com.au) by the date specified by Netball WA. Late or hand-written nominations will not be considered.
- Receipt of each nomination will be confirmed within 72 hours of the nomination being submitted. If this confirmation notification is not received within the above timeframe, the nominator is requested to contact Netball WA immediately.
- The Netball WA Award & Recognition Committee shall review all nominations received to ensure each nomination meets the criteria and, if appropriate, put forward such nomination for recommendation to the Board.
- The Netball WA Board shall review all recommendations received and put forward such nomination for voting.
- The Netball WA Board shall determine the award of Life Membership, as outlined in the Netball WA Constitution (dated 22 May 2018) under Clause 5.3 (g).
- Confirmation of Life Membership will be forwarded to the nominator and relevant Association after the announcement.
- The announcement and formal presentation of the Life Membership is made at the Annual General Meeting of Netball WA. Travel costs associated with attendance at the Annual General Meeting are to be negotiated on an individual basis.
- Life Members will also be acknowledged with a presentation at the Jill McIntosh Medal (or similar). Travel and any other costs associated with attendance at this event is the responsibility of the individual or the relevant Association.

### Supporting Information & Documentation

Nominations stating why a nominee should be considered for Life Membership must include detailed reasons for, and examples of, the nominee's service. This information **must** explain how the nominated individual has made a significant, sustained and lasting contribution to Netball WA.

This service is considered to have been beyond that which would be expected in the normal function of their duties.



This information may include any of the following:

- Outstanding achievements which have had a positive effect on the organisation at a Netball WA level or higher;
- Specific initiatives or innovation which have had a significant and sustained impact on effecting change at Netball WA or higher (i.e., facility development, structural, program or competition reviews and change);
- Achievements that have demonstrated the nominee to be an outstanding contributor, particularly in the areas of Leadership, Management and Administration (i.e., President, Board Director for a specific period);
- High Performance and Development:
  - i.e., Coaching (Individual Performance - West Coast Fever, Western Sting, State Teams, WANL Teams or other development programs and contribution to training, education and development of others) or their former equivalent;
  - Umpiring (Individual Performance and contribution to training, education and development of others);
  - Score Bench (Individual Performance and contribution to training, education and development of others);
- Demonstrated voluntary work for Netball WA over a specified period in roles outlined above or other identified roles;
- Demonstrated commitment by the individual to Netball WA's values, as well as advocacy of the organisation (i.e., representing Netball WA on relevant committees, ongoing public support of the governing body, use of influence for the betterment of the organisation and, more broadly, the game etc.);
- Where relevant, dates should be given for specific achievements and evidence of these provided by way of:
  - Supporting documentation – certificates, awards, media articles;
  - Summary of Advocacy provided, i.e., provide written examples and/or written references;
  - Summary of **Quality of Contribution** and **Commitment** provided;
  - All documentation must be legible and authentic, or able to be confirmed as such.
- Nominations and all supporting documentation once submitted will become the property of Netball WA and will not be returned to the nominator.

## Recognition

In recognition of the awarding of Life Membership, the Life Member shall be:

- Presented with the Netball WA Life Membership badge (photo of badge to be contained in this document);
- Presented with an appropriate gift and photo to commemorate the occasion;
- Acknowledged via Netball WA communication and media platforms and channels;
- Acknowledged with full Life Membership profile on the Netball WA website. These profiles will be maintained and updated from time to time;
- Recognised at Netball WA's Annual General Meeting, date and time to be



determined by Netball WA;

- Recognised at the Netball WA Jill McIntosh Medal Dinner (or similar), date and time to be determined by Netball WA.

## Benefits

Life Members shall be entitled to the following benefits:

- Annual Membership to Netball WA;
- Receive an electronic copy of the Netball WA Annual Report each year on request;
- All Life Members will also receive a copy of both the Netball WA Constitution (dated 22 May 2018) and Values and Behaviours, as well as the Netball WA Life Membership Code of Conduct where applicable;
- Receive notification of Netball WA's Annual General Meeting and function, to be held immediately post the Annual General Meeting;
- Under clause 5.3 (g) of the Netball WA Constitution, Life Members may attend General Meetings;
- Receive a personalised invitation to the Netball WA identified events and matches;
- Receive an offer of discounted tickets to a range of other Netball WA functions including the West Coast Fever Awards Dinner (or equivalent), Jill McIntosh Medal (or equivalent) etc.;
- All Life Members are to be advised that complimentary tickets and invitations as provided as part of this membership are **not transferable**;
- All Life Members to be advised that travel and any other costs associated with attendance at the abovementioned events remain the responsibility of the individual Life Member.

## Values and Behaviours

Netball WA seeks to provide a safe, fair and inclusive environment for everyone involved in netball. The core organisational values and behaviours are outlined below. Life Members are encouraged to embrace these values and associated behaviours:

### Values

- Professionalism
- Collaboration
- Innovation

### Behaviours

- Be on the same side and act as one
- Always support each other to reach our goals
- Be open and honest
- Listen to and value our people
- Be the best at what you do
- Find a way to do what we say we will do



## Code of Conduct

It is an honour and a privilege to be awarded a Netball WA Life Membership. As a Netball WA Life Member, it is expected that the following Code of Conduct will be adhered to:

- Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations;
- Be ethical, fair, considerate and honest in all dealings and communications with others;
- Operate within the rules and spirit of the sport including national and state guidelines, the Constitution and policies that govern Netball WA;
- Refrain from any behaviour that may bring Netball WA into disrepute;
- Be a positive role model and an advocate for the sport and Netball WA;
- Be responsible and accountable for your conduct;
- Life Members are subject to the same disciplinary measures as all members. These are outlined in the Netball WA Constitution (dated 22 May 2018) under Clause 11.

## Life Member Induction

- All new Life Members will be required to undertake an Induction session facilitated by a member of the Netball WA Awards & Recognition Committee and up to two identified current Life Members;
- The Induction should occur as soon as possible after the Netball WA Annual General Meeting but should be undertaken no later than six months after the AGM. However, if this cannot occur, a mutually convenient time between all parties is to be arranged;
- This Induction session will:
  - Allow time to discuss the Netball WA Life Member's biography (to be completed prior to this meeting);
  - Work through the Netball WA Life Membership Induction Handbook inclusive of but not limited to:
    - Outline of key Netball WA Contacts – Board and Executive Management Team;
    - Organisational Chart;
    - Review the list of Netball WA's Life Members;
    - Outline the current Netball WA Life Membership Policy;
    - Outline of Netball WA key documents (i.e., Netball WA Constitution, Netball WA Strategic Plan 2018-2022 etc.);
    - Outline the role that Netball WA Life Members are required to undertake;
    - Outline the key changes, events and activities of the organisation for the forthcoming year (Life Member and Netball WA Calendars);
    - Outline the Life Members Invites and Offerings spreadsheet;
    - Seek feedback from Life Members about what they would like to get out of their Life Membership;
    - Provide an opportunity for questions and answers.



### Retraction of Life Membership

- The Netball WA Board can discipline or expel Life Members but must follow the process as outlined in Clause 11.1 of the Netball WA Constitution, (dated 22 May 2018).
- Disciplinary action or expulsion of a Netball WA Life Member may occur where the recipient has conducted himself/herself in a manner that reflects directly and adversely on the sport, image, activities and reputation of the Organisation. This provision will only be exercised in exceptional circumstances and will require the full support of the Netball WA Board to be enacted. As part of the deliberations, the Life Member in question is also to be given an opportunity to present their case for retention of their Life Membership status.
- A Netball WA Life Member can resign their Life Membership but must follow the procedure as outlined in Clause 10.1 of the Netball WA Constitution dated 22 May 2018.

### Passing of a Life Member – Recognition of Contribution Tribute Process

When Netball WA is notified of a Life Member's passing, the organisation will endeavour to:

- Contact the Life Member's family to offer condolences and to seek acceptance of the Netball WA Life Membership tribute process;
- Notify other relevant organisations of Life Member's passing i.e., Netball Australia, Netball Association or Region, SportWest;
- Update Life Membership profile and Netball WA records as required;
- Prepare a tribute story by Netball WA's Communications and Media Manager (or similar) for dissemination via Netball media platforms;
- Send flowers and card to the Life Member's family or relevant condolence support, in line with Life Member's family's request;
- Place a death notice in the relevant Western Australian newspaper;
- Attend the Life Member's funeral (where possible);
- Acknowledge any bequest or donation that may be given to Netball WA.

### Other

Netball WA will:

- Review and update this policy as required from time to time;
- Contact Life Members from time to time to ensure all contact details are correct on Play HQ and that their profiles are current

### Related Documents

[Netball WA Constitution, dated 22 May 2018](#)

NWA Life Membership Nomination Form



## Authorisation

Chief Executive Officer  
Netball WA

Date: 26 November 2021







Netball WA (Inc.)

200 Selby Street JOLIMONT WA 6014  
PO Box 930 SUBIACO WA 6904

T (08) 9380 3700 F (08) 9380 3799  
E [info@netballwa.com.au](mailto:info@netballwa.com.au)

[www.westcoastfever.com.au](http://www.westcoastfever.com.au)  
[www.netballwa.com.au](http://www.netballwa.com.au)  
[www.shootingstars.com.au](http://www.shootingstars.com.au)