



Policy		Life Membership		NWA-POL-28
Department	Community	Creation Date	October 2017	
Custodian	General Manager Community Netball	Reviewed	January 2024	
Review Period	5 years	Review Date	January 2029	

Policy Statement

This policy outlines the eligibility requirements, endorsement, nomination and recognition process to be awarded a Life Membership to Netball WA (NWA). The policy outlines the benefits life members will receive, as well as the values, behaviours and code of conduct they must adhere to.

Scope

This policy applies to potential recipients of Life Membership, current holders of Life Membership to NWA, NWA Awards & Recognition Committee, and NWA Board and staff.

Purpose

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

Implementation

Criteria

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

Areas of Service

The nominee may be an individual volunteer or staff member who undertakes voluntary service, above and 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 NWA 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 NWA Board invites Associations and Individual Members to nominate candidate/s for this award.
- Candidate/s must be a current registered member of NWA (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 Awards & Recognition Committee – history.heritage@netballwa.com.au by the date specified by NWA. Late or hand-written nominations will not be considered.
- Receipt of each nomination will be confirmed within 24 hours of the nomination being submitted. If this confirmation notification is not received within the above timeframe, the nominator is requested to contact NWA immediately.
- The NWA 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 NWA Board shall review all recommendations received and put forward such nomination for voting.
- The NWA Board shall determine the award of Life Membership, as outlined in the Netball WA Constitution (dated 12 May 2022) under Clause 5.3 (f).
- 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 (AGM) of NWA. Travel costs associated with attendance at the AGM are to be negotiated on an individual basis.
- Life Members will also be acknowledged with a presentation at the Jill McIntosh Medal Dinner (or similar). Travel and any other costs associated with attendance at the dinner 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 NWA. This service is considered to have been above and 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 NWA level or higher;
- Specific initiatives or innovation which have had a significant and sustained impact on effecting change at NWA 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, 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 NWA over a specified period in roles outlined above or other identified roles;
- Demonstrated commitment by the individual to NWA's values, as well as advocacy of the organisation (i.e. representing NWA 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 NWA 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 NWA Life Membership badge;
- Presented with an appropriate gift to commemorate the occasion;
- Acknowledged via NWA communication and media platforms;
- Acknowledged with full Life Membership profile on the NWA website;
- Recognised at NWA's AGM, date and time to be determined by NWA;
- Recognised at the NWA Jill McIntosh Medal Dinner (or similar), date and time to be determined by NWA.

Benefits

Life Members shall be entitled to the following benefits:

- Annual Membership to NWA;
- An electronic copy of the NWA Annual Report each year;
- A copy of both the NWA Constitution (dated 12 May 2022);
- Receive notification of NWA's AGM;
- Under clause 5.3 (f) of the NWA Constitution, Life Members may attend General Meetings;
- Receive one (1) seat tickets to one designated National Netball League match and pre-match function held in Western Australia each year. The match fixture is to be determined by NWA;
- Receive a personalised invitation to the NWA Association Championships Opening Ceremony and event function;
- Receive a personalised invitation to the NWA, WA Netball League Grand Final.
- Receive an offer of discounted tickets to a range of other NWA functions including but not limited to the annual West Coast Fever Awards Dinner and Jill McIntosh Medal.
- All Life Members are to be advised that complimentary tickets and invitations as provided as part of this membership are **not transferable**.
- Travel and any other costs associated with attendance at the abovementioned events remain the responsibility of the individual Life Member.

Code of Conduct

It is an honour and a privilege to be awarded a NWA Life Membership. As a NWA 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 NWA;
- Refrain from any behaviour that may bring NWA into disrepute;
- Be a positive role model and an advocate for the sport and NWA;
- Be responsible and accountable for your conduct;
- Life Members are subject to the same disciplinary measures as all members. These are outlined in the NWA Constitution (dated 12 May 2022) under Clause 11.

Life Member Induction

- All new Life Members will be required to undertake an Induction session facilitated by a member of the NWA Awards & Recognition Committee and up to two identified current Life Members;
- The induction should occur as soon as possible after the NWA AGM 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 Life Member's biography (to be completed prior to the induction);
 - Work through the NWA Life Membership Induction Handbook inclusive of but not limited to:
 - Outline of key NWA Contacts – Board and Executive Management Team;
 - Organisational Chart;
 - Review the list of NWA's Life Members;
 - Outline the current NWA Life Membership Policy;
 - Outline of NWA key documents (i.e. Constitution, Strategic Plan etc.);
 - Outline the role that NWA Life Members are required to undertake;
 - Outline the key changes, events and activities of the organisation for the forthcoming year.

Retraction of Life Membership

- The NWA Board has the ability to discipline or expel Life Members but must follow the process as outlined in Clause 11.1 of the NWA Constitution (dated 12 May 2022).

- Disciplinary action or expulsion of a NWA 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 NWA 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 NWA Life Member can resign their Life Membership but must follow the procedure as outlined in Clause 10.1 of the NWA Constitution (dated 12 May 2022).

Passing of a Life Member – Recognition of Contribution Tribute Process

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

- Make contact with the Life Member's family to offer condolences and to seek acceptance of the tribute process;
- Notify other relevant organisations of Life Member's passing i.e. Netball Australia, Netball Association, Department of Local Government, Sport and Cultural Industries (DLGSC);
- Update Life Membership profile and NWA records as required;
- Prepare a tribute story 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 media;
- Attend the Life Member's funeral;
- Acknowledge any bequest or donation that may be given to NWA.