



# Mornington Peninsula and Frankston City Table Tennis Association Inc (MFTTA)

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## SERVICE AWARDS POLICY

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**Drafted By:** Initial draft 2013; edited by Terry Kingston 29 April 2020; subsequently edited by David Griersmith 25 May 2020; name change to MFTTA

**Approved and endorsed by:** MPTTA Board of Directors at its meeting on 26 May 2020

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### **Purpose**

The MFTTA Board of Directors has determined that a system of awards other than Life Membership be established to recognise the contributions that volunteers and officials make to table tennis in our association where these contributions may not be sufficient to justify awarding Life Membership of MFTTA Inc.

The intention is to reward Association volunteers and officials for periods of long and/or distinguished service to our association. It is not the intention to reward competitors under this scheme. The idea is that those persons considered appropriate recipients of an award by the MFTTA Board of Directors will be submitted to Table Tennis Victoria for the appropriate award.

The criteria for each award and the procedure for seeking these awards is set out below.

### **Distinguished Service Award**

A maximum of two awards to be given in any one year. There is no requirement for an award to be given if, in the opinion of the Board of Directors, there is no nomination that meets the criteria. Awards shall be made only once in each 12 months to coincide with the TTV Inc Annual General Meeting.

Award criteria: The nominee should have made a significant and substantial contribution to the development of the sport within the association. Some examples of such service would be the establishment and continued involvement in a long-running successful junior Association program or schools program. It is anticipated that the service or involvement would be for a minimum of 5 years.

Procedure:

- a) Nomination forms will be forwarded to the MFTTA by TTV each year.
- b) Nominations can be made by any registered MFTTA member and the nomination form seconded by any other registered member excluding the nominee and will be recorded in association minutes.
- c) The MFTTA Board of Directors will call for nominations yearly on receipt of the TTV forms and will consider the nominations at the following Board of Directors meeting and determine who, if any, of the nominees will be proposed to TTV.
- d) MFTTA will notify all persons involved of the outcome of the Board of Directors' decision, providing brief reasons
- e) The Awards will be made at the TTV Annual General Meeting following the decision to make an award or awards. The recipient/s will be invited by TTV to attend the AGM to receive the award.
- f) MFTTA nomination forms, together with supporting documentation if appropriate, should be received by TTV no later than the third Thursday in March each year. The exact date will be set out on the nomination forms.

### **Long Service Award**

This award recognises long service to our association. MFTTA Inc acknowledges that, while there may not be any particularly distinguished elements to service, a volunteer or official who gives service to our association over a long period of time, maintaining corporate knowledge and giving freely of their time, is invaluable in the development of our association. The number of these awards is not limited to a given number during any 12 month period. There will be times when no awards are made, and others where a number of awards are made.

#### Award Criteria:

While the service rewarded need not be continuous, it should generally be with our association. Where there is clearly documented evidence of a continuous period of service at more than one club or association, the grant of a long service award for the total period of service will be considered where this is supported by all the clubs or associations involved. A volunteer or official may be eligible for multiple service awards where they give the appropriate service to more than one club or association. However, where service to more than one club or association is for the same time period, only one award would be considered, noting the service to all clubs or associations involved.

Awards will be made in the following categories:

Gold Service Award:	50 years service to our association
Silver Service Award:	25 years service to our association
Bronze Service Award:	15 years service to our association

#### Procedure:

- a) Nomination forms will be made available all year around. The service year for the purposes of these awards will be between 1<sup>st</sup> January and 31<sup>st</sup> December and the awards applied for should

take into account service that concludes on 31<sup>st</sup> December in the year in which the award is sought.

- b) Nominations and supporting documentation listing the period/s of service should be received at the TTV Inc office no later than one month before the TTV AGM each year.
- c) Nominations will be approved by the Board of Directors of MFTTA Inc, but would usually be automatically awarded unless there is some serious doubt about the accuracy of the information supplied. In these exceptional circumstances, persons involved will be requested to provide further information.
- d) Applicants will be notified following formal approval of the Board of Directors of the granting of long service awards by TTV.
- e) The recipients of Gold Long Service Awards will be invited to receive their award at the TTV Annual General Meeting. Depending on the numbers involved, Silver Award recipients may be invited to receive their award at the TTV Annual General Meeting. The appropriate certificate for Bronze Award recipients may be invited to receive their award at the TTV Annual General Meeting.