



Committee Terms of Reference – Honours and Awards Committee

Current as at:	February 2018
Type:	Board Standing Committee
Title	Honours and Awards Committee
Objective:	To make recommendations to the AGM on nominations received for any SNZ Life Membership, Service or Honours Awards (“SNZ awards”).
Responsible to:	Board Chair

1. Committee Membership:

- 1.1. The Honours and Awards Committee shall consist of up to five (5) members appointed by the Board from among Life Members, Honours and Service Awards holders.
- 1.2. The member on the Honours and Awards Committee with the longest service since his or her most recent appointment or re-appointment shall retire annually at the AGM, but will be eligible for re-appointment. If two or more members have equal length of service since their most recent appointment, the member retiring shall be determined by mutual agreement between the two members, or, failing agreement, by lot.
- 1.3. The committee shall appoint its own committee chair.

2. Establishment:

Pursuant to Rule 13.8 of the Constitution of Swimming NZ an Honours and Awards Committee is established, subject to the functions, processes and protocols set out in these Terms of Reference.

3. Duties and Responsibilities:

- 3.1. The Honours and Awards Committee shall:
 - Receive and consider all nominations for Swimming NZ awards.
 - Consider a person for an award on its own nomination.
 - Keep confidential all nominations received for Swimming NZ and any representations in support of those nominations except as required by the Board.
 - Strictly guard the status of all awards.
- 3.2. The object of the Honours and Awards Committee is to make recommendations to the Swimming NZ Board on nominations received for any Swimming NZ Life Membership, Honours or Service Awards (“Swimming NZ Awards”)
- 3.3. The Board will ratify the Honours and Awards Committee’s recommendations prior to presentation of any Swimming NZ Awards. Should the Board be of a mind not to ratify any recommendation of the Honours and Awards Committee, the Chair of the Board will consult with the Chair of the Honours and Awards Committee before the Board makes its final decision.
- 3.4. The presentation of a Life Membership is a rare and prestigious event and should be celebrated at the most appropriate occasion where the recipient’s peers, friends and colleagues, and the wider swimming community, can be present. The Swimming NZ Annual Awards ceremony would generally be the most

appropriate occasion, but an AGM or alternative event may also be used if there is no annual awards ceremony in a particular year.

- 3.5. Honours or Service Awards will be presented at the SNZ AGM.
- 3.6. If the recipient of an Honours or Service Award is not present at the AGM then their award will be presented to the recipient's regional representative and the region will take responsibility to then present the award to the recipient at a suitable occasion.
- 3.7. All nominations for Swimming NZ awards must be lodged with the CEO of Swimming NZ for submission to the Honours and Awards Committee no later than 31 July in each year.
- 3.8. Nominations may be made by a Regional Association, or a member club and, using the appropriate nomination forms, shall set out the background of the nominee in support of such nomination.
- 3.9. Swimming NZ Awards are to recognise service to swimming over all levels. Service to club and region should be recognised at those levels.

4. Criteria:

4.1. Service Award:

Active service of an outstanding nature to the sport for a period of not less than twelve years. The Honours and Awards Committee may consider a lesser period where service has been of an exceptional nature at a national level.

4.2. Honours Award:

For a period of ten years' service following receipt of a Service Award, providing the person has continued to provide a continuation of outstanding service to the sport. The Honours and Awards Committee may consider a lesser period for exceptional service.

4.3. Life Membership:

The highest award Swimming NZ can bestow on an individual for service to the sport. Criteria for Life Membership includes, but are not limited to, consistency of initiative beyond the ordinary and normal and exceptional service to the sport over an extended period of an outstanding nature especially at the national level. Long service in itself is not a qualification for the award.