

MEMO TO: Centre Executive

FROM: Diane Levy
Administration Manager

DATE: September 2007

SUBJECT: *Centre Volunteer Administration Awards*

As all Centres should be aware, the LAANSW Hart Sport Centre Volunteer Awards has been held for a number of years, in an attempt to recognise Centres that demonstrate good volunteer management practices and achievements. Congratulations to all Centres who received awards at the 2007 Annual Conference, in particular the large number of Centres who achieved Gold Awards and especially to Girraween Little Athletics Centre, who achieved the highest number of points throughout the 2006/2007 season. For being the Centre who achieved the highest number of points, Girraween LAC received a Hart Sport gift voucher to the value of \$500.

An outline of the "Hart Sport Centre Volunteer Awards" is as follows: -

- All Centres are **automatically** entered into the Awards.
- Centres are awarded points based upon their operational efficiency, as well as for volunteer support/initiatives undertaken within the specified period. A points allocation table is attached.
- At April 1 each year, the points total for each Centre will be calculated.
- The Centre with highest overall points will be the recipient of the LAANSW Hart Sport Centre Volunteer Award, which will be presented at the Annual Conference, which will be held in July 2007 at Tamworth.
- Centres will also be awarded, as follows:
 - 45 points – Gold
 - 40 points – Silver
 - 35 points – Bronze

Ongoing reviews of the awards scheme are undertaken and any necessary changes implemented, where necessary.



2007/2008
CENTRE VOLUNTEER ADMINISTRATION AWARD
Points will be allocated as follows:

TASK	POINTS
FINANCE	
Receipt of audited financial statement within one month of AGM	2
Receipt of audited financial statement within two months of AGM	1
Receipt of payment of invoice within one month of date of invoice	2
Receipt of payment of invoice within two months of date of invoice	1
Presentation of Association cheque within two weeks of issue	2
Presentation of Association cheque within one month of issue	1
REGISTRATIONS	
All Registrations received at the LAANSW office within one month of taking same	2
All Registration receipts completed correctly and accurately	2
All cheques for the correct amount accompanying registrations	2
Centres setting up for ONLINE registration by due date	2
Centres using ONLINE registration system	2
Return of non-issued registration numbers by the due date	2
Return of registration reconciliation form by the due date	2
COMPETITION/CHAMPIONSHIPS	
Return of State Competitor Summary Form by due date	1
Attendance of least 40% of eligible registered athletes at Zone Championships	2
Attendance of athletes at State Multi Event (Centres with 1-100 reg. – 2 athletes)	2
Attendance of athletes at State Multi Event (Centres with 101-300 reg. – 5 athletes)	2
Attendance of athletes at State Multi Event (Centres with 301-450 reg. – 10 athletes)	2
Attendance of athletes at State Multi Event (Centres with 451+ reg. – 15 athletes)	2
Attendance of teams in State Relays (Centres with 1-100 reg. – 1 team)	2
Attendance of teams in State Relays (Centres with 101-150 reg. – 5 teams)	2
Attendance of teams in State Relays (Centres with 151-250 reg.– 12 teams)	2
Attendance of teams in State Relays (Centres with 251-400 reg.– 20 teams)	2
Attendance of teams in State Relays (Centres with 401+ reg.– 30 teams)	2
COACHING	
Hosting an Introduction to Coaching Course	3
Holding a Basic Event Instruction Course	3
ASAP form returned	1
ITC (min) trained coaches within Centre (Centres with 1-100 reg. – 1 coach)	2
ITC (min) trained coaches within Centre (Centres with 101-300 reg. – 3 coaches)	2
ITC (min) trained coaches within Centre (Centres with 301-450 reg. – 5 coaches)	2
ITC (min) trained coaches within Centre (Centres with 450+ reg. – 6 coaches)	2

OFFICIALS	
Officials successfully completing Grade D exam (Centres with 1-50 reg. – 1 official)	2
Officials successfully completing Grade D exam (Centres with 51-150 reg. – 2 officials)	2
Officials successfully completing Grade D exam (Centres with 151-250 reg. – 3 officials)	2
Officials successfully completing Grade D exam (Centres with 251-350 reg. – 6 officials)	2
Officials successfully completing Grade D exam (Centres with 351-450 reg. – 8 officials)	2
Officials successfully completing Grade D exam (Centres with 451+ reg. – 10 officials)	2
Officials successfully completing Grade C exam (Centres with 1-50 reg. – 1 official)	2
Officials successfully completing Grade C exam (Centres with 51-150 reg. – 2 officials)	2
Officials successfully completing Grade C exam (Centres with 151-250 reg. – 3 officials)	2
Officials successfully completing Grade C exam (Centres with 251-350 reg. – 4 officials)	2
Officials successfully completing Grade C exam (Centres with 351-450 reg. – 5 officials)	2
Officials successfully completing Grade C exam (Centres with 451+ reg. – 6 officials)	2
Officials successfully completing Grade B exam (Centres with 1-150 reg. – 1 official)	2
Officials successfully completing Grade B exam (Centres with 151-350 reg. – 2 officials)	2
Officials successfully completing Grade B exam (Centres with 351+ reg. – 3 officials)	2
ADMINISTRATION	
Receipt of affiliation form by due date – May 31	2
Supply of Centre uniform photo by due date – Sept 30	2
Receipt of paperwork order by due date – May 31	2
Information Technology Form by due date – May 31	2
Centre Disability Survey by due date – August 31	2
Centre AGM minutes received within one month of AGM	2
Centre AGM minutes received within two months of AGM	1
Centre Annual Report received within one month of AGM	2
Centre Annual Report received within two months of AGM	1
Attendance of at least one delegate at the Annual Conference	3
Attendance of at least one delegate at Association Meetings (1 each meeting)	1
Apology tendered for Annual Conference	1
Apology tendered for Association Meetings (1 each meeting)	1
Return of data forms contained within Board minutes by due date	1 each
Return of first-aid record at the completion of each season	2
School Visit request lodged by due date and program returned at least 2 wks prior to visit	3
PUBLICITY	
Newspaper articles (points given once each season)	2
E-News (1 st time Centre submits news item for edition)	3
Subsequent articles/news for another edition	1 each edition
SPONSORSHIP	
Equipment order placed with Hart Sport	3
Drink order placed with Coca-Cola	3