

Hampton Life Saving Club

Life Membership, Long Service and Club Awards Policy



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1.0	27 March 2018	Philip Mawkes, Secretary	Final
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HLSC Life Membership and Awards Policy

This policy document is to act as a guideline for the board and Life Membership Subcommittee when considering a nomination for life membership of Hampton Life Saving Club. It is also designed to provide nominators with information to help complete the nomination form.

In addition, this document outlines how to determine Long Service and Annual Club Awards. Based on learning over six seasons since this policy's inception, these were revised and removed from the purview of the Life Membership Subcommittee in advance of the 2025/26 season.

As with any policy, there may be issues not addressed here or statements that may be difficult to enact to the letter. The board should use this policy as a guideline and make a good faith effort to abide by the intent of the policy whenever possible.

Life Membership

Background

Life membership is an honour bestowed on an individual club member whose longstanding and exceptional service and contribution have provided considerable benefit to the club over an extended period. It is the highest recognition that can be awarded to a member. It should at all times retain its prestige and not be granted lightly.

Prior to 2010, the HLSC constitution stipulated a minimum 10 years of service to the club for consideration of life membership. Currently, however, there is no minimum time requirement and the Hampton Life Saving Club Constitution states:

11.2 (a) The Board may recommend to the Annual General Meeting that any natural person who has rendered distinguished service to the Association and lifesaving, where such service is deemed to have assisted the advancement of the Association and lifesaving in Hampton and its immediate surrounds be appointed as a Life Member.

Life membership is based on individual merit. Nominees must be considered on their personal contributions and achievements and not in comparison to others. Granting life membership is a balancing exercise. Criteria are provided as guidance, but decisions should be based on the overall contribution of the nominee. There is necessarily some subjectivity in granting life membership, as each nominee brings different strengths and weaknesses.

Life Membership Subcommittee members are to exercise their decision-making in a fair and impartial manner based on established and known contributions and behaviours of the nominee.

Subcommittee members have the important task of upholding the standards for recommendation of life members whilst balancing the need to ensure that worthy candidates are not unreasonably denied the opportunity for life membership.

Life Membership Subcommittee

This policy outlines the role of a Life Membership Subcommittee tasked with review of life membership nominations.

The Life Membership Subcommittee is managed by the secretary, but the members are to be appointed by the board. The three members are to include:

1. A current member of the board
 - a. Not the president or secretary
 - b. Up to two-season term, depending upon board tenure
 - c. If the subcommittee member leaves the board, a new board member should be appointed to replace them in advance of the next round of nominations
2. A past member of the board
 - a. Two-season term
 - b. Ideally, this person should not have been a member of the board in the past two seasons, however, recognising a limited pool of candidates, this may be unavoidable
3. An active life member
 - a. Two-season term
 - b. Not a current member of the board
 - c. Must be actively involved in the club in a patrolling, administrative or other committee position during the time of their membership on the subcommittee, so they have first-hand knowledge of the current club community
 - d. If an active life member who fits these criteria is not available, a long-standing club member can be appointed to this role
 - e. Other life members may be invited to suggest names for appointment, but the board will ultimately select the subcommittee member

Subcommittee members are appointed to two-year terms, coinciding with the secretary's election cycle. If the sitting board member departs mid-term, another board member can be appointed to complete the two-year term. Subcommittee members may continue on in consecutive terms, if they remain active and engaged with the larger club community. Ideally, after three terms, a new member should be appointed, if available.

If a member of the Life Membership Subcommittee believes they are unable to provide an unbiased opinion on a nominee, or if there is a conflict of interest (e.g. should a family member

or partner be nominated), they are to step down from the committee for that nomination, and the board will appoint an interim member. The original subcommittee member can resume their responsibilities for future nominations and complete their two-year term.

Should a position on the subcommittee need to be replaced, the new member must meet the criteria outlined above. The new member may, subject to eligibility, sit on the subcommittee for the remainder of the two-season appointment, and may continue on as outlined above.

Subcommittee and Board Processes and Responsibilities

The board should begin promoting requests for life member nominations towards the end of each season, in order to have nominations processed in advance of the following AGM.

Nominations received throughout the year can be held until all nominations are due.

Preferred timing	Action	Responsibility
February/March	Call for nominations	Secretary
30th April	Nominations received and forwarded to subcommittee	Secretary
Early May	Subcommittee discusses and votes on nomination	Subcommittee
Mid May	Subcommittee provides recommendation to secretary	Subcommittee
June Board Meeting	Board votes on nomination	Board
Late July/Early August	Notice of special items added to AGM agenda	Secretary
August	Member vote at general meeting or electronically	Board

Nominations must be received by the 30th of April, or another date determined and promoted by the board, for consideration at that year's AGM. In special cases, alternate timelines or a special general meeting may be required.

All nominations for life membership are to be first assessed by all three members of the subcommittee, then passed to the board with a written recommendation for acceptance or rejection, including the rationale behind the subcommittee's decision. This can be via email from one member to the secretary.

It is not necessary for the subcommittee's recommendation to be unanimous.

It is up to the subcommittee to determine whether they want to meet in person or online or exchange ideas via phone or electronic means. They may reach out to other club members for perspectives, although as much as is practicable the nomination and review process should be kept confidential to prevent unsolicited input. Life Membership Subcommittee members should do their best to make recommendations based on contributions to the club, rather than any matters unrelated to the club.

Whenever possible, the subcommittee should provide its recommendation within two calendar weeks of receiving a nomination. If that timing cannot be met, they should apprise the secretary of the date a recommendation can be expected.

The subcommittee should keep in mind that they are recommending whether a person's nomination is worthy of being put to the membership to decide—life membership is ultimately up to the full club membership.

Per the Club Constitution (section 11.2), it remains the sole discretion of the board to recommend a life membership nomination to the club to be voted on by members at the Annual General Meeting (AGM) or a Special General Meeting. This may differ to the recommendation of the subcommittee. In the event of a discrepancy, it is the board's responsibility to provide the subcommittee its reasons for overturning their recommendation.

Should a nomination not be recommended to go to the membership for a vote, the secretary should communicate this to the nominator. The board is not required to provide the nominator an expansive rationale as to why a nomination has not been accepted.

Life Membership Criteria

The following criteria and interpretative questions are designed to help the board, Life Membership Subcommittee, and nominators understand potential considerations.

These criteria are not absolutes, but are provided as examples. It is not necessary for a nominee to fulfill all of them and conversely, just because a nominee meets all of the criteria, it does not mean that they will be automatically awarded life membership.

Guidelines and interpretive considerations:

- Extensive, long standing, and current club membership
- Membership beyond the time of their children's initial involvement in the club
- Extensive involvement in club committees, coordinator roles, fundraising activities or senior patrolling responsibilities
- Participation in LSV or SLSA committees, training or assessor roles
- Engagement in local council or other community groups that support the objectives of HLSC and LSV more broadly
- Contributions to the club through participation in LSV or SLSA carnivals as a competitor, official, water safety officer or organiser
- Valued and consistent leadership around the club; would be considered by general members to be a role model
- Demonstrates a general 'can do' demeanour around the club and meets or exceeds the club's values
- Details of unique contributions that distinguish the member's service beyond those of other members
- Achievements that are directly attributable to this member, apart from others

Life membership nominations are to be lodged on the Life Membership Nomination Form provided by the board.

The nominator cannot be the nominee, a family member or life partner. The nominee may provide details about specific achievements, dates and timelines, as many club members who might want to submit nominations will not have access to this information.

A nominee who is not presented for a vote or whose vote does not pass can be nominated again, with no limit on the number of times they may be nominated or voted upon.

Long Service Awards

The long service award was implemented by the HLSC board in 2018 as a way of recognising years of active service, starting from 10 years and every five years after that, each with its own bar.

Unlike life membership, long service awards have set criteria based around years of active service to be achieved in order to be eligible for the award.

They are as follows:

- From the time of gaining an SRC or Bronze Medallion at age 15 or above, the member has maintained active involvement at the club through regular patrols, training, committee or board service, or similar contributions.
- If the member joined the club as an adult, age 18 or above, they must have maintained an active involvement in the club by serving on the board, committees, as an age group manager, patroller, coach, official, trainer, assessor or other such readily identifiable contribution to the club.

Long-service awards are extracted from Surfguard by the secretary, based on active membership from age 15 on. It is generally apparent which members have been active club contributors.

Life members are not eligible for a long service award and do not receive additional bars for subsequent years of service.

Long service awards in each year will be presented at that year's volunteer celebration or AGM, as determined by the board.

Annual Club Awards

The annual club awards include:

- Junior Lifesaver of the Year–Centenary Trophy
- Intermediate Lifesaver of the Year–Centenary Trophy
- Senior Lifesaver of the Year–Ted Reynolds Trophy
- Best Club Member–Margaret Straford Trophy
- Outstanding Services–RM Ivison Trophy
- Best New Club Member
- Long Standing and Conspicuous Service–Robert Leviston Memorial Trophy
- President's Award

The board will agree upon the members who receive these awards, and are free to solicit input from patrol captains, committee members and others who might have insights into potential candidates. The President's Award is solely determined by the president.

The approved annual club awards in each year will be presented at that year's volunteer celebration or AGM, as determined by the board.

Additional documentation:

Life Membership Nomination Form

Life Member Subcommittee Member Role Description