

Awards Sub-Committee Terms of Reference

Version 1.0
Created – Sept, 2020
Reviewed - Annually by Swimming Counties Manukau Board

NB: These Terms of Reference must be read in conjunction with the SCM Sub-Committee Policy found [here](#).

The Sub-Committee shall –

1. Nominate to the Swimming Counties Manukau (SCM) Board any member who is entitled to a Service or Honours Award, and including Life Membership and Patrons. Final decision shall be ratified by the SCM Board.
2. Nominate individuals and teams, from the membership, for Swimming New Zealand Awards, including Service Awards.
3. Nominate and process members for awards from both Regional and National Organisations eg, Counties Manukau Sport, Attitude, Maori Sports Awards, Local Board Awards, Swimming New Zealand Awards.
4. Have one (1) member of the Sub-Committee or the SCM Board attend the necessary Awards Event for which nominations are supported and deemed necessary. Approval for costs to attend to be approved by the Board in advance.
5. Provide regular updates to the Board as are deemed necessary.
6. Manage a database of potential awards events and, of those receiving awards.
7. Manage Regional ribbons, certificates, medals and, trophies.
8. Manage an annual swimmers' and, volunteers' prizegiving, to be held at the discretion of the SCM Board.
9. Communicate and cooperate with other SCM Sub-Committees when and where necessary.
10. Report to the SCM Board after each meeting and, annually to the SCM Annual General Meeting.
11. Present recommendations as thought necessary in a timely manner to the SCM Board.
12. Operate under strict confidentiality.