



Purpose

The purpose of these guidelines is to provide a framework for the nomination, assessment and awarding of Harlies Falcons Hockey Club (HFHC) Life Membership status. It outlines the procedure by which Life Member nominations are processed and provides broad criteria for assessing the suitability of people nominated for Life Membership.

Principle

Life Membership is an honour bestowed on individual members whose exceptional, loyal and outstanding service and contribution have provided measurable benefit to Harlies Falcons Hockey Club (HFHC) over an extended period.

Life Membership is the highest recognition that can be awarded to a member in acknowledgement of exceptional service and contribution. It should retain its prestige and not be awarded lightly.

Nomination for Life Membership

A nomination for Life Membership may be submitted by any office bearer of the Club, or by at least three financial members of the Club. Life Members are considered financial members for life.

Nominations must be submitted in writing to the President using the HFHC Life Membership Nomination Form and must be signed by the member or members making the nomination. Members submitting the nomination must be unrelated to the nominee.

Nominations must list the nominated member's history of service and set out the nominee's achievements, contributions and activities. At a minimum, the nomination must meet the award criteria set out in the Life Membership Award Criteria.

Incomplete nominations will not be considered.

Applications should be kept confidential between the members making the nomination and the sub-committee, as rumours of unsuccessful nominations may cause hurt and distress.

Nominations may be submitted at any time during the year.

Life Membership Sub-Committee

The President shall convene a meeting of the Life Membership Sub-Committee, which shall consist of at least:

- One member of the Executive Committee
- One member of the General Committee, who may also be an Executive Committee member
- One Life Member of Harlies Falcons Hockey Club

The President may also appoint any other financial member with at least 10 years' membership of Harlies Falcons Hockey Club to the Life Membership Sub-Committee.

If no Life Member is available to sit on the Life Membership Sub-Committee, the President shall appoint two other financial members with at least ten (10) years' membership of Harlies Falcons Hockey Club.

As the Club matures, the Life Membership Sub-Committee appointed annually by the President will consist of three active Life Members and the Club President. Whether a Life Member is 'active' is at the President's discretion. As a guide, a Life Member may be considered active if they still live locally and continue to support the Club through activities such as playing, spectating, advising or attending Club functions.

No more than two (2) Life Memberships shall be conferred in any one season.

Process for assessment of applications

All nominations must be submitted in writing using the HFHC Life Membership Nomination Form. They should demonstrate that the minimum service requirements have been met and provide details of exemplary service, including dates and positions under the headings indicated.

The Life Membership Sub-Committee will assess applications within eight (8) weeks. The Club President will notify the member or members making the nomination of the decision in writing. The sub-committee may co-opt other people, including other Life Members, to provide advice and assistance on matters relating to the nomination. Decisions will be based on a 75% majority vote of sub-committee members. If the vote is tied, the President will have the casting vote.

If a member of the sub-committee is related to the nominee, that person must be excluded from all deliberations on the nomination.

If the nominee is serving as Club President at the time of nomination, that person must be replaced on the sub-committee by another member of the HFHC Committee.

Unsuccessful nominations

- If an application is rejected, the member or members who made the nomination may appeal against the decision by giving written notice to the Club President within fourteen (14) days of being advised of the rejection.
- If an appeal is received, the sub-committee must reconsider the application within four (4) weeks of receiving the notice of appeal.
- If the sub-committee reaffirms its decision to reject the application after reconsideration, the decision is final.
- If a nomination is unsuccessful, it may be updated and resubmitted for consideration after a minimum of two (2) years.

Life Membership will be recorded in Harlies Falcons Hockey Club's official records.

Once a decision is made by the sub-committee, it should be tabled at a committee meeting for noting, recording and administration. Discretion is required if the nominee is a serving committee member.

Benefits of Life Membership

Life Members will be deemed financial Non-Playing Members for life and will receive:

- All normal privileges of the Club, including voting rights at all Annual General Meetings and Special Meetings
- A full discount on annual senior fees if still playing hockey, excluding turf fees
- Listing on the Club Honour Board, website and other official documents
- Invitations to attend all official Club functions
- A Life Membership pin

Award of Life Membership

If endorsed by the Committee, the award will be conferred at the next official Club function, usually a presentation awards night.