



## MEMORANDUM

**Date:** 26<sup>th</sup> November 2019  
**To:** All Clubs and Areas  
**From:** Mark Heathcote  
**Subject:** Nominations for Service Excellence Awards

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Swimming NSW is calling for nominations for the 2019 Service Excellence Awards.

These awards recognize outstanding service to the sport of swimming by an individual member.

Any member can nominate an individual by filling out the nomination form on the following pages.

The nomination form details the nominee's involvement at a Club, Area, and/or State Level and years of service to Swimming NSW.

For additional copies of the nomination form, please navigate to the Swimming NSW website; [nsw.swimming.org.au](http://nsw.swimming.org.au) and click About Us >> Governing Documents & Resources>> Resources & Forms >> SNSW Nominations Forms.

### **Nominations close 31st March 2020 as per By Law 41 (d).**

The Service Excellence Awards will be presented to the recipients at the 2019 SNSW Annual General Meeting, scheduled for the 25<sup>th</sup> of July 2020.

If you have any questions, please don't hesitate to contact Mark Heathcote at the Swimming NSW office on 9763 5833 or via email [mark.heathcote@nsw.swimming.org.au](mailto:mark.heathcote@nsw.swimming.org.au)

Best Regards,

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**Mark Heathcote | Chief Executive Officer | Swimming NSW Ltd.**



**SERVICE EXCELLENCE AWARD**

**NOMINATION FORM**

**NOMINEE DETAILS: (please print)**

\_\_\_\_\_

FULL NAME

\_\_\_\_\_ P/CODE \_\_\_\_\_

ADDRESS

\_\_\_\_\_

MEMBER CLUB

\_\_\_\_\_

MEMBER AREA

**NOMINATOR DETAILS (please print)**

\_\_\_\_\_

FULL NAME

\_\_\_\_\_ P/CODE \_\_\_\_\_

ADDRESS

\_\_\_\_\_

MEMBER CLUB

\_\_\_\_\_

MEMBER AREA

In support of this nomination, we supply the information set out on pages 3 and 4 of this document.

**NOMINATORS SIGNATURE .** \_\_\_\_\_

## **CRITERIA**

### **Clause 41 of the Swimming NSW Ltd By-Laws Reads:-**

#### **41. SERVICE EXCELLENCE AWARD**

- (a) The Company shall recognise outstanding service to the Company by an Individual Member who shall be eligible to receive the service excellence award provided that the nominated member has given at least ten (10) years outstanding service to swimming.
- (b) Candidates for the award may be nominated by any Member.
- (c) The criteria is not based on length of service alone but shall also include the scope of the nominees contribution beyond the norm of ordinary duties of office.
- (d) Nominations shall be submitted in writing to the Chief Executive Officer by 31 March each year on the approved nomination form and shall include swimming specific qualifications.
- (e) The Board will determine from the nominations the recipients of the service excellence award. No more than five service excellence awards will be awarded in any one year.
- (f) The service excellence award will be presented to the recipient at an Annual General Meeting.

**Send to:           Chief Executive Officer  
Swimming NSW Ltd  
PO BOX 571  
SYDNEY MARKETS NSW 2129**

**Nominations close:   31<sup>st</sup> March as per By Law 39 (d)**

## **DETAILS OF NOMINEES INVOLVEMENT**

Please set out below details of the activities undertaken by the nominee

### **CLUB LEVEL**

Include Dates of positions held at Club Level.

### **DISTRICT LEVEL**

Include Dates of positions held at District Level.

**STATE LEVEL**

Include dates of positions held at State Level.

**Please set out any other reasons or activities undertaken by the person you are nominating which you consider deserve special recognition.**

**Dates of Awards received and years of Service.**