



VOLUNTEER RECOGNITION & AWARDS POLICY & PROCEDURES

| <i>Updated</i> | | <i>Comments</i> |
|-----------------------|---------------|---|
| 11 October 2016 | | Adopted |
| 26 October 2019 | Version 1 | Reviewed and updated |
| February 2020 | Version 2 | Updated Life Member and NNA Service Award |
| 20 February 2021 | Version 3 | Reviewed and updated |
| November 2021 | Version 4 & 5 | Reviewed and updated |
| March 2022 | Version 6 | Review and updated |
| 28 November 2022 | Version 7 | Reviewed and updated |
| 1 August 2023 | Version 8 | Reviewed and updated |
| 29 April 2024 | Version 9 | Reviewed and updated |

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NEWCASTLE NETBALL ASSOCIATION INC
VOLUNTEER RECOGNITION & AWARDS POLICY & PROCEDURES

1. OBJECTIVES OF THE VOLUNTEER RECOGNITION AND AWARDS POLICY & PROCEDURES

- 1.1 This Policy recognises the significant contributions made by individuals as members and volunteers of the Newcastle Netball Association Inc (NNA). In naming certain awards, recognition is given to individuals after whom the different awards are named.
- 1.2 The purpose of this policy is to provide insight into the way significant awards within NNA are awarded including the processes utilised.
- 1.3 There are several awards covered by this policy and they will be detailed separately, as they are intrinsically different and bestow honour on volunteers from all areas of NNA.
- 1.4 The Volunteer Recognition and Awards recognised within NNA are:
 - NNA Hall of Fame
 - NNA Life Member
 - Adele Saunders Service Award
 - Neita Matthews Umpiring Award
 - Lois & Nola Green Medal
 - Brenda Gontarski Medal
 - Sam Poolman Medal
 - Gaie Urquhart Medal
 - Aileen Shutt Memorial Team Award
 - NNA Coaching Award
 - NNA Umpiring Scholarship
 - NNA Club Umpires Development Award
 - NNA Representative of the year
 - The NNA President's Medal
 - NNA Club of the Year
 - NNA First Nations Netball Participation Scholarship
 - NSW Annual Awards nominees

2. NEWCASTLE NETBALL ASSOCIATION INC - RECOGNITION

- 2.1 NNA will provide appropriate recognition for the following:
 - Life Members
 - Hall of Fame Appointees
 - Players selected to represent Australia, who are registered members of NNA at the time of representation, in either a Commonwealth Games or World Championship series or such other test series designated as an Australian-team series of the seven-a-side or a Fast 5 series.
 - Players selected in either the 21 years & under or 19 years & Under 17 designated as State or Australian selected team, who are registered members of NNA at the time of representation.

- Where a member who is recognised as outlined above, subsequently receives an Australian Honour, such honour will be noted after the member's name as awarded.

3. CONFLICT OF INTEREST FOR AWARDS PANELS

- 3.1 There are two elements to consider when determining whether a conflict of interest exists:
- (i) Does the member have a personal interest?
 - (ii) Could a reasonable person perceive that the personal interest might be favoured?
- 3.2 Panel members must declare any potential conflict of interest. This is then recorded in the minutes of the meeting.
- 3.3 The Panel must determine whether the interest of the panel member is a material personal interest.
- 3.4 If the Panel consider the interest is a material personal interest, the panel member will not be permitted to remain in the meeting during the consideration of that matter and will not be permitted to vote in respect of it.
- 3.5 If the Panel does not consider that the interest is a material personal interest, the panel member will be permitted to remain in the meeting and will be allowed to vote in respect of the agenda item.
- 3.6 Notwithstanding if a panel member has made a declaration, then the panel member may elect not to participate in a meeting or to vote in respect of the agenda.
- 3.7 A conflict of interest shall be deemed to arise if the matter to be discussed or upon which a vote is to be taken involves the nomination, selection or appointment of the member, a relative, close friend or associate.

4. AWARDS PANEL

- 4.1 The awards panel shall consist of:
- (i) the NNA President
 - (ii) One member of the NNA Management Team and one member of the Leadership Team
 - (iii) two financial members from the Association
 - (iv) two reserves: Management or Leadership Team member and a financial member.
- 4.2 Where the panel is compromised due to conflict of interest, the reserve will step in.
- 4.3 No more than one member from any one club will be represented on this Panel, these include Life Members and Management and Leadership Committee members.

4.4 All conflicts of interest will be declared as outlined in section 3 of this policy.

4.5 The decision of the selection panel is final and cannot be appealed.

5. NOMINATION PROCESS

5.1 Nominations for an award can be made by any financial member of NNA.

5.2 Each award has a specific criterion for nomination.

5.3 Nomination forms for awards will be placed on the NNA website and available to members.

5.4 Nominations must be submitted on the NNA Award Nomination Form.

5.5 Nominations must include the full credentials of the proposed nominee relating specifically to their commitment, dedication and contribution to the promotion and betterment of netball in NNA.

5.6 Nominations must meet the criteria of the award.

5.7 Any nomination that has been previously submitted but not selected may be reconsidered by the panel.

6. ELECTION PROCESS

6.1 Nominations must be received by the Secretary of the Association by 30 August each year.

6.2 The Management Team will review all nominations to ensure the nomination meets the criteria as defined and, if appropriate, put forward such nominations for voting.

6.3 Once approval for voting to proceed has been given by the Management Team, the nominations will be passed to the Awards Panel for voting.

6.4 Prior to finalisation of awards, all:

6.4.1 Umpiring Awards will be run by the Umpires Convenor:

6.4.2 Representative Awards will be run by the Representative Convenor; and

6.4.3 Coaching Awards will be run by the Coaching Convenor.

6.5 If an affirmative vote with a 2/3 majority of those votes received is returned, the award will be announced and presented at the Annual Award Night. This night is to be held on the last Saturday in October each year.

7. ALLOCATION OF THE AWARD

- 7.1 This award will be announced and presented at the NNA Annual Awards Dinner each year. The recipient will receive an appropriate token and acknowledged appropriately as determined by NNA.

The Annual Awards Dinner will be held on the last Saturday in October each year.

8. THE AWARDS

8.1 NNA Hall of Fame

- (i) Purpose – The NNA Hall of Fame recognises outstanding individuals (players, coaches, umpires, and administrators) who have shown dedication, commitment and made a significant contribution to netball at NNA over a considerable period.
- (ii) Eligibility – Personal Criteria Nominees would be considered icons of netball particularly within NNA. Only nominees of the highest personal standard of sportsmanship will be considered.
- (iii) General Requirements – The primary requirement for selection as is high-level achievement from personal effort or initiative, in a field of endeavour that contributes to the performances of athletes or to the development and status of Netball with NNA.

Nominees should have made a major contribution at the international, national and/or State level to netball:

- Netball administration
- Netball coaching/training
- Netball umpiring
- Sports science/technology
- Sports media/history
- Achievers at the highest levels of office or appointment available or contributors to netball at the highest level.

Mere long-term service or involvement with netball or netball bodies by a Nominee without having satisfied the requirements above or demonstrated outstanding achievement arising from personal initiative or innovation is not sufficient justification for selection.

Only in exceptional circumstances will there be more than two people annually inducted as General Members. It will be the responsibility of the Judging Panel to determine “exceptional circumstances”.

- (iv) Recognition – Presentations will be made to the successful recipient at the NNA annual awards night. NNA will provide the successful recipient/s with a framed copy of the citation and the photograph.
- (v) Citation – The citation will be displayed appropriately at NNA Clubhouse at National Park.
- (vi) Functions – Hall of Fame Inductees will receive invitations to attend the following functions:
 - Season opening events.
 - Annual Gala Awards night.
 - Grand Final Day events.

8.2 NNA Life Member

- (i) Purpose - Life Membership is the highest Award available to recognise the exceptional contribution of individuals to NNA. It is the ultimate accolade and is therefore only awarded in exceptional circumstances.
- (ii) Eligibility - Any person may be awarded Life Membership of the Association in recognition of at least ten (10) years outstanding service to the Association as an Management Team member, Leadership Team member or prior Executive Member or a Member with exceptional circumstances.

Nominations must be submitted in writing and must be signed by two current senior financial members of NNA who are at least 18 years of age.

- (iii) Award Criteria - For Life Membership the emphasis will be on extraordinary and outstanding voluntary service to NNA.

The individual contribution of the nominee must have been above and beyond what could be reasonably expected to be undertaken within the netball community.

The nominee has made an outstanding contribution to the growth or development and/or standing of the sport in the community.

The nominee's service will have made a significant impact to NNA.

The nominee has demonstrated behaviours and values in their ethical and exemplary service and has a positive reputation and standing within the netball community.

The nominee's service must be diligent, extraordinary and the nominee's achievements must be above and beyond what could reasonably be expected, within the general netball community.

- (iv) Recognition - In recognition of the awarding of Life Membership, the Life Member will be presented with the
- NNA Life Membership badge,
 - Name added to the Honour Board and photo placed on the wall.

Life Members are exempt from the payment of any registration fees to NNA. All Active Life Members will be registered by NNA.

A Life Member will have the same rights as an Ordinary Member to attend meetings.

- (v) Functions - Life members will receive invitations to attend the following functions:
- Season opening events
 - Annual Gala awards night
 - Grand Final Day events

8.3 Adele Saunders Service Award

- (i) Background - Adele Saunders has rendered outstanding service to netball in NSW for over 65 years, first becoming Secretary of NNA in 1955. She has contributed at a high level and has outstanding achievement in all her endeavours, ranging from representing NSW in the Open Team, umpiring for NSW and Australia as an AA badged umpire as well as working tirelessly for NNA.

Adele was President of NNA from 1978 to 2019, awarded the NSW Anne Clark Service Award in 1985 and made a Life Member of NNSW in 2019.

Adele has worked tirelessly in the Hunter for the sport of Netball for over 60 years, assisting many Hunter netballers and umpires succeed and assisting many other Hunter Associations develop and grow.

- (ii) Purpose -This award is provided to individuals in recognition of their significant contribution to the development of netball at NNA and is in recognition of an individuals' distinguished service to NNA at the club level capacity of an organisational or operational volunteer.
- (iii) Criteria - Any registered member of an affiliated Club will be eligible to receive the Award provided that the nominated member has given at least ten (10) years distinguished service within NNA outside of any Association commitment or position, in either a volunteer and/or elected operational or organisational role.

- (iv) Recognition - A perpetual trophy known as the “Dell Saunders Service Award”, and an individual medal.

8.4 Neita Matthews Umpiring Award

- (i) Background - Originally from Newcastle, Neita gained her AA badge on 1966 and went on to represent NSW including:
- Implemented modified rules.
 - Member of the NSW Umpires Committee 1968–1988.
 - Member of the AANA Screening Panel 1968–1988.
 - Delegate to the Olympic Council from 1997.
 - AANA Umpires Committee 1968–1987.
 - Secretary Oceania Netball Federation 1987–1991.
 - Patron Netball NSW 1987.
- (ii) Purpose - This award is provided to a newly badged National C umpire, who has shown enthusiasm and a positive attitude to umpiring and a willingness to assist NNA, wherever possible.
- (iii) Criteria - All eligible umpires must display potential, enthusiasm, and a willingness to learn all aspects of the game of netball, both on and off the court.
- Must be a member of NNA.
- (iv) Nomination Process - The NNA Umpires Committee review the nominees and then send their recommendation to the NNA Awards Panel.
- (v) Award - Recipients have their name on a perpetual trophy and receive an Acme Thunder whistle with their name engraved on it.

8.5 Lois & Nola Green Medal

- (i) Background - Nola Green: Nola was a member of Newcastle Netball Association for over 45 years. She was a natural at netball and was a representative player for Newcastle Netball Association for over two decades from 1957 until 1978 and captained the Newcastle side during the first Australian Club Championship in 1977 and a tour of Singapore that same year.

In 1965 Nola was selected in the Australian Netball Team that was invited to tour New Zealand.

After retiring from her representative playing days, Nola gave her time to Newcastle Netball Association as an Executive Committee member for over 20 years. Nola received the Australian Sports Medal in 2000 and was inducted into the Hunter Region Sporting Hall of Fame in 2002. She was inducted into the Netball NSW Hall of Fame in 2008.

- (ii) Background - Lois Green: The Hunter region has produced many fine netballers over the years but one whose influence will never diminish is our first Australian Representative Player Lois Green.

Lois made her debut for New South Wales in 1954 as a goalkeeper and her impressive playing record includes ten national championships, as well as the Vice Captaincy in 1957 and Captaincy from 1961-1963. In 1961 Lois became Newcastle's first Australian Representative player when she was selected in the Australian Squad.

Lois was a Netball NSW Hall of Fame Inductee 2009.

After retiring from her representative playing days, Lois devoted her time to Newcastle Netball Association as an Executive Committee member for over 20 years.

Lois and Nola also created history by being the only two sisters from New South Wales to be in the Australian Squad at the same time.

- (iii) Purpose - This award is provided to the MVP of the Championship Grade who has displayed consistent outstanding performances throughout the season.
- (iv) Criteria - Must be a member of Newcastle Netball Association.
- (v) Nomination Process - Teams in the Greater Bank Championship competition select a player from the opposing team each week during preliminary rounds.
- (vi) Award - The recipient will receive an engraved medal.

8.6 Brenda Gontarski Medal

- (i) Background - Brenda Gontarski joined Newcastle Netball Association in 1997 as the Senior Point Score Recorder. In 2008 Brenda was awarded Life Membership of Newcastle Netball Association.

Brenda was well known to all the Senior Teams, always helping them out when they required help with their teams, umpiring or any other duties. She also served on many Committees over her time with Newcastle Netball especially the Fixtures Committee and was always available for every Carnival or Gala Day held at the Newcastle Netball Courts.

Every Saturday for many years you would see Brenda at the Parkway Ave Office doing her Office Duty which would extend from half a day to a full day as she enjoyed seeing all the players and spectators.

- (ii) Purpose - This award is provided to the MVP of the Opens Grade who has displayed consistent outstanding performances throughout the season.

- (iii) Criteria - Must be a member of Newcastle Netball Association.
- (iv) Nomination Process - Teams in the Greater Bank Opens competition select a player from the opposing team each week during preliminary rounds.
- (v) Award - The recipient will receive an engraved medal.

8.7 Sam Poolman Medal

- (i) Background - Sam Poolman started her netball career at the age of 7 with Wests Leagues Netball Club. At the age of 16 she was invited to join Hunter Jaegers.

Sam represented Newcastle Netball at State Titles and was awarded scholarships to the Hunter Academy of Sport, the New South Wales Institute of Sport and the Australian Institute of Sport.

Between 2010 and 2015 she played for NNSW Blues, NNSW Waratahs and Southern Force in the Australian Netball Leagues.

Between 2013 and 2016 she played for Adelaide Thunderbirds in the ANZ Championships.

In 2017 she joined the Giants Netball Team in the Suncorp Super Netball Competition.

In 2021 Poolman was named Newcastle's Young Citizen of the Year. Sam retired from the Suncorp Super Netball Competition at the end of the 2021 Season and continues to inspire the young players of the Hunter Region through her Aspire Program.

- (vi) Purpose - This award is provided to the MVP of the under 23's Grade who has displayed consistent outstanding performances throughout the season.
- (vii) Criteria - Must be a member of Newcastle Netball Association.
- (viii) Nomination Process - Teams in the under 23's competition selects a player from the opposing team each week during preliminary rounds.
- (ix) Award - The recipient will receive an engraved medal.

8.8 Gaie Urquhart Medal

- (i) Background - Gaie Urquhart was involved with Newcastle Netball Association for over 50 Years. She held many positions on the Executive Committee, however, of the position Gaie loved and enjoyed the most was being the Intermediate Convenor. If you needed to know anything about the Intermediate Division of the Newcastle Netball Competition Gaie could tell you every player and every team that was playing in that division.

Gaie was involved with the Newcastle Representative Teams as a Manager for many years.

Some of the awards that she received.

- Life Membership of Newcastle Netball Association.
 - The Anne Clark Service Award in 1987.
- ii) Purpose - This award is provided to the MVP of the top Intermediate Grade who has displayed consistent outstanding performances throughout the season.
- (iii) Criteria - Must be a member of Newcastle Netball Association.
- (iv) Nomination Process - Teams in the Intermediate competition select a player from the opposing team each week during preliminary rounds.
- (v) Award - The recipient will receive an engraved medal.

8.9 Aileen Shutt Memorial Team Award

- (i) Background - Aileen Shutt joined Newcastle Netball Association in 1974 as Ground Management Convenor. In 1975 and 1976 she was the Assistant Secretary of the Newcastle Netball Association.

In 1977 she became Junior/Intermediate Convenor - a position she held until 1985.

In 1986 Aileen was elected Assistant Secretary and in 2000 was elected Secretary - a position she held until 2016 when she retired due to ill health.

In 1986 Aileen was awarded Life Membership of Newcastle Netball Association and in 2007 was awarded the Anne Clark Service Award from Netball NSW.

Aileen was the Manager of many teams that represented Newcastle Netball Association at State League, State and State Age Championships for a period that extended over 10 years.

Sadly, Aileen passed away on the 30th of March 2021.

- (ii) Purpose - This award is awarded to the top Junior Grade team, who has displayed consistent outstanding performances throughout the season.
- (iii) Criteria - Must be financial members of Newcastle Netball Association.
- (iv) Nomination Process - Teams in the top Junior competition at the end of preliminary rounds.
- (v) Award: The recipient will receive a perpetual trophy and a "Keeper" trophy to retain.

8.10 NNA Coaching Award

- (i) Eligibility Criteria - The selection criteria for this award is based on the overall contribution and success of a coach in NNA Competitions and NNA.
- (ii) Selection criteria includes, but is not limited to:
 - Results in the competition (place on table, result in finals).
 - Improvement on placing in last year's competition.
 - Development of players that have been selected in TID squads (academy, metro, state development squads etc.) or state teams.
 - Commitment to the overall development of players, rather than being focused solely on winning.
 - Commitment to coaching numerous teams (school, club, association).
 - Development of coaches through mentoring and support.
 - Demonstrated sportsmanship towards all concerned (including umpires).
 - Nominees must be a current coach of a team in any NNA Competition or Netball NSW competitions.
 - Nominees must be current registered members of NNA and hold a current Netball Australia coach accreditation.
- (iii) Nomination Process - Nominee of the award may be nominated by any member of NNA including and not limiting it to coach, umpire, player, administrator, affiliated Netball Association, club or individual applicant themselves.
- (iv) Award - The award will be a voucher to the value of \$300.00 to be used for the betterment of the recipient's coaching pathway.

8.11 NNA Umpiring Scholarship

- (i) Criteria: To receive this Award an umpire must meet the following criteria:
 - Must be a member of Newcastle Netball Association.
 - Must be affiliated with NNA.
 - Must have completed Online Foundation course and the Rules of Netball Theory pass mark and a National Badge.
- (ii) Nomination Process: Umpires must be nominated by an NNA member. The Umpires Committee will review all nominations as put forward to them by the Awards Panel.
- (iii) Award: The Scholarship is a monetary contribution towards umpire education or uniform to the value of \$300.

8.12 NNA Club Umpires Development Award

- (i) Background: To recognise an NNA Club for the efforts of the club towards the development of their club umpires within the current season.

- (ii) Criteria: The club may be recognised for (but not limited to) any of the following reasons:
- Promotion of NNA education and training opportunities.
 - In-house development of umpires and support personnel.
 - Visible side-line club support provided to umpires during NNA competitions.
 - Participation in NNA Umpire Award and Pathway programs (Gold/Silver/Bronze and Tier 1 & 2).
 - Attendance by Club Convenor at NNA meetings.
- (iii) Nomination Process: Clubs may nominate their Club on the appropriate nomination Form. Nominees will be sent to the NNA Umpires Committee from the Awards Panel, who will then return the recommendation(s) to the Awards Panel.
- (iv) Award: The recipient will receive a perpetual trophy and a “Keeper” trophy to retain.

8.13 NNA Representative of the Year

- (i) Purpose & Eligibility Criteria - To determine and acknowledge a Representative that has made a significant contribution to the NNA Rep program, based on a combination of excellence, commendable behaviours, success, and contribution to the association during the representative calendar year.
- (ii) Selection Process - The following items will be taken into consideration by the panel:
- Commitment to training
 - Attitude and behaviours on court
 - Team player
 - Ability & Skill
 - Achievement
- (iii) Award - The award will be a perpetual trophy that will be held for one year, plus a medallion.

8.14 NNA President’s Medal

- (i) Purpose & Eligibility Criteria – The President’s Medal is determined by the NNA President and executive committee and is designed to acknowledge and show appreciation for any member of the NNA community for their contribution during the playing season.
- (ii) Selection Process - Nominee of the award may be nominated by any member of NNA including and not limiting it to coach, umpire, player, administrator, affiliated Netball Association, club or individual applicant themselves.

- (iii) Award - The award will be an engraved medal.

8.15 NNA Club of the Year

- (i) Purpose & Eligibility Criteria - To determine and acknowledge the club that has made a significant contribution to the NNA club competition based on a combination of excellence, commendable behaviours, success and contribution to the association.
- (ii) Selection Process - The following items will be taken into consideration by the panel:
- Highest number (scaled based on club size) of Best and Fairest nominations.
 - performance of the club with respect to the level of competition in which they compete, (if relevant);
 - levels of club member engagement, club promotion and participation (to include number of qualified coaches and badged umpires)
 - sports conduct
 - game forfeits.
- (iii) Award - The award will be a perpetual trophy held for one year and Club name added to the Club of the Year Plaque displayed in the Club House. A “Keeper” trophy will be provided for the club to retain.

8.16 NNA FIRST NATIONS NETBALL PARTICIPATION SCHOLARSHIP

- (i) The scholarship aims to encourage and drive participation in the sport of netball for First Nations members of Newcastle Netball Association.
- (ii) The scholarship is designed to recognise and support participants via a monetary subsidy to offset the costs of participating in netball and support their participation in netball pathways.
- (iii) The scholarship is administered by Newcastle Netball Association.
- (iv) Please note not all requests for support will be approved, therefore funding should not be deemed automatic or anticipated.
- (v) Eligibility:
- Applicants must identify as being of Aboriginal or Torres Strait Islander descent.
 - Applicants must be a current registered member of Newcastle Netball Association.
 - Applications for applicants aged 17 years or younger will need to be completed by the applicant’s parent or guardian.
- (vi) An individual can apply for a scholarship to assist to:

- Support their membership and participation as a member of a Newcastle Netball Association affiliated club.
 - Support the purchase of uniforms or equipment.
 - Support their participation in a Netball NSW or Netball Australia Education Program.
 - Support their participation in an organised Netball NSW affiliated competition.
 - Support their participation in a Netball NSW or Netball Australia Pathway Program.
- (vii) Nomination Process: Nominations must be submitted in writing to the Secretary on the approved nomination form.

8.17 NETBALL NSW Annual Awards

- (i) Purpose and Eligibility Criteria: To determine and put forward to NNSW, NNA members who have shown exemplary service to meet the criteria as set down in the NNSW Awards Policy, for each Award on offer.
- (ii) Criteria: As set down in the NNSW Awards Policy.
- (iii) Nomination Process: Nominations must be submitted in writing to the Secretary and signed by two (2) senior financial members of NNA. Nominations will be forwarded to the Awards Panel for consideration and forwarded to NNSW if thought relevant.