



# Life Membership Policy

Effective Date – 15 December 2020



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# 1. Policy Overview

## 1.1 Introduction

Football West is the sole governing body for football in Western Australia and represents all levels of competition, development and coaching in metropolitan and regional areas. The world game is a powerful and unifying force in the WA community, bringing together football fans and participants regardless of age, gender or ethnicity.

Football West, which is affiliated to FA and FIFA, has created an environment that brings the game to life on parks, pitches and indoor centres around the state.

Football West nurtures and encourages the next generation of players through pathways that have also been developed for coaches and match officials to pursue their dreams and aspirations.

## 1.2 Context

Life Membership is the highest honour that Football West can bestow on an individual. As such, it is awarded in recognition of those who have made an outstanding contribution and positive impact on football in Western Australia.

## 1.3 Purpose

The purpose of this Policy is to outline the process for Life Membership nominations and their evaluation.

## 1.4 Audience

This Policy applies to Directors and provides information to Company Members.

## 1.5 Responsibilities

The following responsibilities have been assigned:

Role	Function
Board	<ul style="list-style-type: none"><li>• Approve this Policy and any amendments.</li></ul>
Governance & Nominations Committee	<ul style="list-style-type: none"><li>• Review this Policy and any amendments and make recommendations to the Board.</li></ul>
CEO	<ul style="list-style-type: none"><li>• Implement this Policy.</li></ul>
CFO/COO	<ul style="list-style-type: none"><li>• Review this Policy and recommend changes to the CEO for consideration.</li></ul>
Company Members	<ul style="list-style-type: none"><li>• Be aware of this Policy.</li></ul>

## 1.6 Authority

This Policy derives its authority from the Board. The Policy is effective from the date of Board approval.

## 1.7 Review

This Policy will be reviewed and updated biennially or earlier as required.

## 1.8 Availability of this Policy

This Policy will be available to all Directors and Company Members:

- a) Via direct email as soon as practicable after approval

- b) On the Football West website.
- c) On SharePoint in the folder '1 Administration/Policies'.

## 2. Policy Statement

### 2.1 Principles

To acknowledge the dedicated and selfless contribution of persons who have provided extensive years of distinguished volunteer service to football in Western Australia by extending them the honour of being awarded Life Membership of Football West.

### 2.2 Who can Nominate

Although article 9.3 of the Constitution provides that only Directors and Company Members may nominate an individual for Life Membership, it is likely that there are members of the football community who believe that there are individuals worthy of consideration for Life Membership.

This Policy therefore allows for any individual to recommend a candidate for Life Membership by completing the nomination form at Appendix A and passing that form to either a Director or Company Member.

### 2.3 Procedure

#### a) Nominations

Nominations for Life Membership may be made at any time. To ensure that Nominations are sought from the football community prior to the AGM, the process detailed in Appendix B will be followed.

Nominations must be made on the prescribed form (Appendix A) and submitted to the Company Secretary by email to [company.secretary@footballwest.com.au](mailto:company.secretary@footballwest.com.au) by the stipulated closing date.

Nominations will be reviewed by Football West before being provided to the Board to ensure the information provided is considered to be true and correct. Any potential discrepancies will be raised to the Board for noting.

Nominations will then be considered by the Board prior to evaluation by the Life Membership Committee. Nominations will only be considered valid if endorsed by the Board in accordance with article 12.2 of the Constitution.

#### b) Life Membership Committee

If any nominations are received, or if unsuccessful nominations from the previous year are deemed worthy of consideration, the Board will establish a Life Membership Committee consisting of suitable people to evaluate the nominations. Where possible, the Committee will comprise:

- A Director, who will act as chair of the Committee.
- A current Life Member.
- Any other person(s) chosen by the Directors at their discretion.

Committee Members, who are not Directors, will be subject to a two year term on the Committee. Where possible, the terms will be staggered to allow for continuity in the Committee's membership.

Once a Committee Member has finished their term, they may not be re-appointed to the Committee for a further two years.

#### c) Evaluation by the Committee

After the closing date for nominations, the Company Secretary will provide the nomination documentation to the Committee. The Committee will consider each nomination according to the evaluation criteria shown at 2.4 below.

Following the evaluation, the Committee chair will submit a report to the Board that outlines which nominees, if any, it considers worthy of recommendation to the Company Members for consideration of Life Membership.

Nominees can only be recommended to the Board with a unanimous decision of the Committee.

There is no limit on the number of nominees that can be recommended to the Company Members for consideration of Life Membership.

## 2.4 Evaluation Criteria

### a) Length of Active Involvement in Football

To have contributed to football in Western Australia to the degree necessary for Life Membership, a nominee will almost necessarily have been involved for a significant time. While there is no minimum period, a timeframe of at least ten years' active service (not necessarily concurrent) is an indicator of a long-term commitment.

### b) Areas of Involvement in Football

The nominee should be able to demonstrate a significant contribution to the sport over a number of years of involvement. This may include:

- Making significant contributions to the sport at local, state or national levels as a player, match official, coach, volunteer, administrator or other such roles and/or;
- Participating above and beyond the roles of an average person as a regular, consistent and reliable volunteer in the sport and/or;
- Significant contributions while holding positions on committees or other advisory bodies (bearing in mind that serving on such committees or advisory bodies does not *per se* mean a person has made significant contributions). These include Football West Standing Committees and Zone Representatives, as well as positions held at regional associations and/or;
- Significant contributions beyond those that pertain to a single club or association.

### c) Level and Breadth of Service to Football

The nominee should be able to demonstrate a significant contribution to the sport over a number of years of involvement. This may include:

- Multiple active roles benefitting a large number of people in football over a long period of time.
- The receipt of football-related awards or recognition.

## 2.5 Recommendation of the Board

The Board will consider the report of the Committee and resolve which nominees, if any, should be recommended for admission to Life Membership to the Company Members at the AGM. The Board is not bound by the report of the Committee.

## 2.6 Admission to Life Membership at the AGM

Company Members will vote at the AGM whether to admit each recommended nominee to Life Membership. A two-thirds majority of Company Members is required for any nominee to be admitted.

## 2.7 Retractions of Life Membership

Retraction of Life Membership bestowment may occur when the recipient has conducted themselves in a manner that reflects directly and adversely on the image or activities of Football West. This provision will only be exercised in exceptional circumstances by the Board and will require the full endorsement of the Life Membership Committee.

## 3. Useful Resources

### 3.1 Statutes, Policies and Other Official Documents

- a) [Constitution](#)

## 4. Internal Reporting and Communication

Football West will develop and implement key performance measures to assess the effectiveness of the Policy.

These measures will be reported upon by the CEO at least annually to the Board for review and any further action.

## 5. Definitions and Interpretation

### Definitions

The following capitalised terms, when not appearing in headings, have the following meanings when used in this Policy.

**AGM** means the annual general meeting of Football West.

**Board** means all or some of the Directors of Football West acting as a board.

**CEO** means the Chief Executive Officer.

**CFO** means the Chief Financial Officer.

**Committee** means the Life Membership Committee.

**Company Member** means a member of Football West.

**Company Secretary** means a person appointed from time to time as a secretary of the Company, and where appropriate includes an acting secretary and a person appointed by the Directors to perform all or any of the duties of a secretary of the Company.

**COO** means the Chief Operating Officer.

**Constitution** means the constitution of Football West.

**Director** means a director of the Company.

**Employee** means an employee of Football West.

**FA** means Football Australia ACN 106 478 068.

**Football West** means Football West Limited ACN 109 919 324.

**Governance and Nominations Committee** means the committee established under the provisions of article 12.11 of the Constitution to assist the Board in the effective discharge of its responsibilities by providing an objective review of the governance activities of Football West.

**Life Member** has the meaning given in article 9.5 of the Football West constitution.

**Life Membership Committee** means the committee established under the provisions of article 12.11 of the Constitution to assist the Board in the effective evaluation of Life Membership nominations.

**Policy** means this Football West Policy as amended from time to time.

## **Interpretation**

Unless the context otherwise requires:

- headings are for convenience of reference only and do not affect interpretation;
- references to any gender include all genders;
- references to the singular apply to the plural and vice versa;
- references to a person include any other entity recognised by law and vice versa;
- where a word or phrase is defined, its other grammatical forms have a corresponding meaning;
- any reference to a paragraph number refers to a paragraph in the same sub-section unless otherwise stated;
- any reference to a party to this document includes its successors and permitted assigns;
- any reference to any agreement or document includes that agreement or document as amended at any time;
- the use of the word includes or including is not to be taken as limiting the meaning of the words preceding it;
- the expression at any time includes reference to past, present and future time and the performance of any action from time to time;
- reference to a statute includes all regulations and amendments to that statute and any statute passed in substitution for that statute or incorporating any of its provisions to the extent that they are incorporated; and
- all monetary amounts are inclusive of GST unless stated otherwise.



## Appendix A - Life Membership Nomination Form

### Part A – Nominee Details

About the Nominee	
Name	
Home Address	
Mobile No	
Email Address	

### Part B – Contribution to Football

About the Nominee's Contribution	
Length of Active Involvement	<p>Please detail below the candidate's time in active involvement in football. Please provide the actual years, not just the number.</p>
Areas of Involvement	<p>Please detail below the nominee's contribution to football, and periods that they were made:</p> <ul style="list-style-type: none"> <li>at local, state or national levels.</li> <li>to a much greater extent than the average person as a regular, consistent and reliable volunteer in the sport.</li> <li>while holding positions on committees or other advisory bodies</li> </ul>
Level and Breadth of Service	<p>Please detail below the nominee's level and breadth of service to football and the periods that they were made including:</p> <ul style="list-style-type: none"> <li>Multiple active roles benefitting a large number of people in football over a long period of time.</li> <li>The receipt of any football-related awards or recognition.</li> </ul>

## Supporting Statement

Please state why you believe this nominee should be considered for Life Membership. This statement should provide an assessment of the *quality* of the contribution and commitment that has been made by the nominee.

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## Nominator's Details

Name		
Mobile No		
Email Address		
Position	<input type="checkbox"/> Director	<input type="checkbox"/> Company Member
Signature		

### Important – Nominations by Persons who are not Directors or Company Members

Nominations for Life Membership may only be made by a Director or a Company Member. If you hold neither of these positions, you must have your nomination signed by one or the other. If you are unsure who the Directors and Company Members are, please contact the Company Secretary at [company.secretary@footballwest.com.au](mailto:company.secretary@footballwest.com.au).

## Appendix B - Life Membership Nomination Process

