



AWARDS REGULATIONS

Life Membership and Annual Awards

Date of Issue February 2024
Controlling Body Western Australian Karate Federation Board

Table of Contents

1	Statement	1
2	Integrity and Values	1
3	Life Membership	2
	3.1 Life Membership Criteria	2
	3.2 Life Membership Privileges	2
	3.3 Nominations	2
4	Award of Merit - Service	3
	4.1 Awards of Merit – Service Criteria	3
	4.2 Nominations	3
	4.3 Recognition	3
5	Award of Merit – International Representation	4
	5.1 Nominations	4
	5.2 Recognition	4
6	Volunteer of the Year	5
	6.1 Volunteer of the Year Criteria	5
	6.2 Nominations	5
	6.3 Recognition	5
7	Document Control	6
8	Revision History	6

1 Statement

The WA Karate Federation (WAKF) Awards Regulations have been established by the WAKF Board to identify and acknowledge members and individuals who have excelled or made significant contributions to Karate in Western Australia.

The selection of award winners is carried out by identified committees or the Board, which then present their selections to the WAKF Board for resolution.

- Life Membership
- Awards of Merit – Service
- Award of Merit – International
- Annual Volunteer of the Year
- Athlete of the Year – Divisions

2 Integrity and Values

For Karate awards, nominees must be free from any integrity matters at the time of nomination to be eligible.

Additionally, award nominees are required to always uphold all agreed-upon behaviours and values of the WAKF.

3 Life Membership

Life Membership at the WA Karate Federation may be conferred by the WAKF Board upon individuals who have demonstrated long and meritorious service to Karate in Western Australia. Life Membership is recognised as the highest recognition that can be rewarded to an individual.

3.1 Life Membership Criteria

The nominee should have made a positive contribution at a state level for no fewer than 12 years on a Board, Committee or displayed an outstanding commitment and contribution to the state association as a volunteer, official, coach or in another capacity.

The commitment and contribution could be through one or more of the following.

- Leadership
- Contributed to growth, culture and been an advocacy of the sport.
- Exceptional performance
- Innovation and development
- Impact and legacy
- Mentorship

3.2 Life Membership Privileges

A Life Member of the WA Karate Federation grants the bearer the following privileges:

- Notice of, and attendance at, any General Meeting, with no right to debate or vote.
- Inclusion of the member's name on the WA Karate Federation Virtual Honour Board within the Annual Report and the WAKF website.
- Entitlement to the WAKF badge with the addition of the words "Life Member."
- Invitations to major WAKF events and functions.

3.3 Nominations

A Member, Head of Style, Club or Director may submit a nomination for Life Membership to the WA Karate Federation The nomination shall include:

- A statement of the nominee's eligibility and a description of the services rendered to Karate in Western Australia.
- The nomination process will need to be in line with the Annual General Meeting dates and deadlines.
 - The Life Membership needs to be received by the WAKF no later than the 30 August of any year.
 - All Life Membership nominations will be presented a Board Meeting for endorsement.
 - The Life Membership nomination will then be presented at the next Annual General Meeting for Member endorsement.
 - A successful life membership will be presented at the Annual General Meeting and formally recognised at the following WAKF Annual Awards Night.
- If the WAKF Board decides not to endorse a nomination, the Directors shall provide reasons for their decision to the nominator.

4 Award of Merit - Service

The Award of Merit recognises individuals who have exhibited outstanding service to the WA Karate Federation, reflecting their contributions and dedication.

4.1 Awards of Merit – Service Criteria

The following criteria's can be considered when selecting deserving recipients:

- Continuous six years as a WA state team coach.
- Continuous six years as a WA state or national referee.
- Continuous six years as an event volunteer, working group member, delivering a community project, state team management or similar.
- 2 consecutive terms as a Board Member.

Nominees may not already have received a WAKF Life Membership.

4.2 Nominations

A Member, Head of Style, Club or Director may submit a nomination on the online nomination form when called for by the WAKF each year.

The nomination shall include:

- The name and contact of the person nominating the individual.
- The nominee and contact details.
- Why the nominee fits the criteria for the award.

All nominations are presented for the Board to approve and endorse.

If the WAKF Board decides not to endorse a nomination, the Directors shall provide reasons for their decision to the nominator.

4.3 Recognition

- Award Winners are recognised at the Annual Awards Event.
- Awards winners receive a framed certificate.
- Listed in the WAKF Annual Report.

5 Award of Merit – International Representation

The Award of Merit – International Representation recognises significant outstanding performances by a Western Australian athlete, coach, official or manager who has been selected to represent Australia in the highest level of competition from the previous year.

- The highest level of the events only includes the World Karate Federation Senior or Junior World Championships.
- The previous year means the year prior to the award being presented. For example, an athlete and a coach represented Australia at the 2023 World Karate Federation World Championships. They would be nominated in 2024 and receive the award in 2024 at the Annual Awards Night.

5.1 Nominations

WAKF administration staff confirms with Karate Australia on such representation from the previous year and submits a nomination form, including all details of the event attended by the nominee and puts forward the recommendation to the WAKF Board as per the Board Reporting Process.

5.2 Recognition

- Award Winners are recognised at the Annual Awards event.
- Awards winners receive a framed certificate.
- Listed in the WAKF Annual Report.

6 Volunteer of the Year

The Volunteer of the Year is awarded to an individual/s who has displayed an outstanding volunteer commitment and contribution to karate in WA in the previous year.

6.1 *Volunteer of the Year Criteria*

Criteria to be considered.

- Contribution at a club, regional or state level overall.
- Contribution to karate in WA.
- Volunteering achievements attained within the karate community within the 12 months.
- Aligns with the WAKF values.

6.2 *Nominations*

A Member, Head of Style, Club or Director may submit a nomination on the online nomination form when called for by the WAKF each year.

The nomination shall include:

- The name and contact of the person nominating the individual.
- The nominee and contact details.
- Why the nominee fits the criteria for the award.
- The previous year means the year prior to the award being presented. For example, in 2024, a volunteer will be nominated for their volunteer work that occurred in 2023.
- Nominations are presented to the Board to choose the volunteer of the year.

6.3 *Recognition*

- Award Winners are recognised at the Annual Awards event.
- Awards winners receive a framed certificate.
- Listed in the WAKF Annual Report.

7 Document Control

These regulations will be reviewed every year or earlier if required by the WAKF. The review will ensure it reflects both the community expectations and all legal requirements.

8 Revision History

Version	Date Reviewed	Date Endorsed	Content Reviewed/ Purpose
1	NA	February 2024	Original version. New Regulations