



RDA Australia

THE 2009 MICHAEL FIELD MEMORIAL VOLUNTEER AWARD

Guide for RDA Centres/State Offices on nomination of candidates

NAME OF AWARD

The Michael Field Memorial Volunteer Award

Eligibility for Award

Any person acting in a voluntary capacity in RDA with **more than 5 years service**

Nominations

Nominations for the award may be made to the state awards committee by any of the following:

RDA Centre
State Office

Nominations for the National award will be made by the state awards committee; each state is eligible to nominate 1 person.

Criteria for the Award

1. The volunteer must have made an outstanding contribution to RDA which is above and beyond the expectations of normal duties and **served for more than 5 years (the majority of recipients have served 10 years or more)**.
2. **Supporting information submitted with the nomination must demonstrate that the nominee's activities, ideas and/or expertise have made a significant impact on the quality of service offered by RDA at their centre and at State and/or National level.**
3. The permission of the nominee is required for suitable publicity.

TIMING OF THE AWARD

Apr 2009	Invitations for Centres & States to nominate volunteers
July 31 2009	Nominations to State Offices close (Closing date extended to 31 August 2009)
Aug 31 2009	Nominations for National Award to be submitted (Submission date extended to 30 Sept 2009)

The National Award will be announced prior to the RDAA AGM in Nov 2009

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NOMINATION FORM

The Michael Field Memorial Volunteer Award

Nominee:

RDA Centre: State:

Home Address.....

..... Post Code.....

Telephone No: (W) (H)

Nominated by: RDA Centre/State Office:.....

Address:

Telephone: Fax:

Email.....

1. For how many years has the nominee been involved as a volunteer with RDA?
NB: Must be more than 5 years _____

2. How often does the nominee attend? _____

3. Please circle the roles in which the nominee has worked as a volunteer:
Coach Whip Leader Side walker Centre administration Driving Team
Care & Maintenance Transport Fund raising Horse care Equipment care
Other (please specify role) _____

4. Has the nominee been involved recruiting/training of new volunteers? Y/N

5. Has the nominee served on the centre management committee? Y/N
If yes, in what roles? (Please circle)

President Secretary Treasurer Fund raiser Volunteer Coordinator Committee

NB: If you wish to expand on any of your answers, please write on a separate sheet and attach to the form.

6. Has the nominee been involved with any of the following disciplines? (Please circle)

Dressage Carriage driving Vaulting Hippotherapy Mounted Games

Equine Assisted Therapy

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7. Has the nominee had any involvement with RDA outside your centre? Y/N
(If yes please circle the appropriate roles)

a. Other RDA centres: Centre name: _____
Roles _____ Duration _____

b. State Admin State Coaching State Fundraising State Competitions
State Publicity

c. National Admin National Coaching National Fundraising National Competitions
National Publicity

NB: If you wish to expand on any of your answers, please write on a separate sheet and attach to the form.

Letter of Endorsement from the President of the nominating Centre/State RDA

With the criteria in mind, please attach a letter of endorsement indicating your support of this candidate for the award for which he/she has been nominated.

Please address the following areas of the nominee's involvement in this letter:

- a. **Why have you nominated this person for a volunteer award?**
- b. **How has the nominee's involvement improved the ability of your centre/state to cater for the needs of riders/drivers/vaulters etc?**
- c. **How have the nominee's activities enhanced the quality of the services provided by their centre or at State or National Level?**
- d. **Please comment on any involvement that the nominee has had at State/National level.**

NAME: TITLE:

SIGNATURE: DATE:

NOMINEE'S acceptance of nomination (for publicity purposes); not required unless nominated for National Award.

NAME: TITLE:

SIGNATURE: DATE:

NB: Please complete your nominations and then email, fax or mail to your State Office by 31 August 2009.