



*Melbourne Argonauts Rowing Club
Awards Framework
as adopted by the committee
at its meeting of Tuesday 11 June 2013**

** originally drafted by Annie South in 2008 and amended by Matthew Lee in 2011 and 2013*

Purpose

The purpose of the Awards Subcommittee is to plan, arrange and conduct the annual club awards ceremony which take places at the Annual Dinner. This usually takes place in June or July.

The Awards Subcommittee is not responsible for making arrangements for the Annual Dinner itself, but should work closely with the Annual Dinner organisers to ensure any requirements (such as podium, microphone, spotlights, make-up, hair-stylists etc) are provided.

About the awards

The award ceremony is the main motivation for staging the Melbourne Argonauts' Annual Dinner. The act of bestowing awards brings the club membership together and pays tribute to the actions and people that have helped build a healthier, stronger community. The awards are a visible statement of recognition for valued behaviours and achievements. They are extremely important for fostering social health and a sense of justice within the club. Accordingly, the club awards should:

- epitomise the principles, aims and values of the club;
- be well-defined and articulate in terms of what they aim to recognize
- be transparent, fair and representative, in terms of how they are determined.

The Awards Subcommittee needs to be sensitive of the potential good (or damage) that can result from the Awards Ceremony.

Timeframe

The Awards Subcommittee should be formed no later than two months prior to the Annual Dinner. Its duties will be dispersed typically one or two weeks after the Annual Dinner, when final receipts have been submitted, and review of the award framework have been completed.

Subcommittee members

The Awards Subcommittee consists of typically no less than three members, and typically no more than six. Roles within the group shall be negotiated amongst the subcommittee members.

Each year the committee shall nominate one committee member to lead the Awards sub-committee. This nominated committee member may invite participation in the awards sub-committee from the following (where these people are still members of the club): -

- Founders - current members (at the time of the award determination) who first joined the club at foundation (10th April, 2001, when the club's constitution was first submitted for incorporation.
- Life Members
- 1 representative of the coaches sub-committee chosen by the coaches sub-committee
- Regatta secretary
- Winner of the previous year's oarsman of the year
- Winner of the previous year's oarswoman of the year
- Winner of previous year's coxes encouragement award
- Winner of previous year's coaching encouragement award

- Any other member who may be nominated by the committee

The leader of the Awards sub-committee will inform the committee of acceptances from this list and advise of the composition of the sub-committee.

Responsibilities

The Awards Subcommittee is responsible for planning, arranging and orchestrating conduct at the Awards Ceremony during the Club's Annual Dinner.

Acting as Custodian of the Award Framework

The Awards Framework is a description of the Club's Awards that specifies (as relevant):

- **Name** the name of the award
- **Intent** a short description of what the award is bestowed for
- **Candidacy** the basic requirements that must be met, in order for a person to be considered for the award
Criteria a description of the characteristics, values and behaviours the winner will typically exhibit
- **Decision makers** the person or group who are responsible for determining the winner(s) each year
- **Decision process** the process that will be adopted by the decision makers, in order to distinguish the a winner(s) from all possible candidates
- **Perpetual Trophy** a description of the trophy and engraving. The trophy remains the property of the club. The winner is custodian of the trophy for the immediate next season.
- **Individual Trophy** a description of the trophy and engraving that the winner gets to keep for themselves.

The Awards Subcommittee is responsible for documenting, maintaining and publishing the awards framework. The subcommittee is responsible for ensuring the awards framework undergoes a thorough process of review each year, prior to the awards ceremony. This process of review should involve the broad membership base.

The review provides an excellent opportunity for the club to reflect on not only its past achievements, but also its underlying values and purpose. These discussions are a valuable opportunity for club members to reflect on, and define the values of the club.

This review is necessary in the context of an evolving club – as the underlying membership base and character of the club changes over the years, the awards framework must be reviewed, to ensure it remains reflective of, and relevant to the club. The review also provides visibility and promotion for the awards. Based on these discussions, the Awards Subcommittee shall make recommendations to the Club Committee regarding any changes to the awards framework.

Acquiring the awards

The Awards Subcommittee shall be responsible for securing the return of perpetual trophies from last years' recipients in a timely manner; sourcing and/or purchasing attractive (but cost effective) annual trophies, medallions, dustables or trinkets; · arranging for the cleaning of perpetual trophies; · arranging for engraving of the awards (both perpetual and kept); and · ensuring the awards are ready for presentation at the Annual Dinner (including any seclusion accoutrements required to develop an appropriate sense of mystery and intrigue).

Facilitating award determination

Following the stipulations in the award framework, the Awards Subcommittee shall be responsible for: · drawing up a list of candidates for each award; · commissioning each decision making body with the task of determining a winner(s) from possible candidates; and · appointing a single central person to collate the names of the award winners.

Facilitating the award ceremony

The Awards Subcommittee shall be responsible for: ·

- determining the order of presentation of the awards at the awards ceremony
- determining who shall be involved in presenting each award to its recipient at the awards ceremony
- determining any Mistress of Ceremony, other speech makers or ceremonial roles deemed necessary for the awards ceremony; and · overall conduct of the awards ceremony.

Managing finances

The Awards Subcommittee shall be responsible for

- · preparing an approximate budget for approval from the Committee;
- · keeping records or receipts of all expenditure associated with the awards;
- · seeking the approval of the Committee before any non-budget items are purchased
- in consultation with the Committee, sourcing, proposing, and arranging any trophy naming rights with business or individuals.

Recordkeeping

After the awards ceremony has been conducted, the Awards Subcommittee shall be responsible for ensuring a written record of the year's award recipients is:

- provided to the Club Secretary;
- published in the club rooms; and
- posted to the club web site.

Awards Framework Principles

The awards framework has been drafted according to these guiding principles:

1) The total number of awards each year should be few.

A large number of awards diminishes the value of each award, and becomes a lengthy process to bestow. There is the opportunity for lesser awards to be awarded during the course of the season, at appropriate times. The Annual Dinner is the single opportunity to bestow meaningful awards for performance across a single season.

2) No need to grant Awards in every year

The Awards sub-committee shall not be obliged to grant any award where it deems it should not or could not do so.

3) The awards should not recognise achievements that are recognised elsewhere

As there is a limited opportunity to bestow awards, the awards should be a unique recognition of a certain type of achievement, and not repeat a recognition that has already occurred elsewhere. Competitive success at rowing regattas (for example) already receives medallions or trophies as recognition. Consequently, the awards framework may slightly under-represent rowing success.

4) The awards should support the strategic direction of the club.

As the club develops, the awards framework may change focus, in order to provide strategic emphasis on particular areas, in order to foster future development. For example, currently the club is member-heavy, and lacks coxswains and coaches. Fostering awareness of the value of these roles is supported by bestowing encouragement awards in these areas.

5) Unless specifically stated, each award should be based only on the events of the immediate past rowing season.

It is likely that each year, a given award has a number of people who have come close to winning. This makes it tempting to make them an award winner in a subsequent year, to compensate on missing out previously, or to reward consistent long-term achievement above outstanding short term achievement.

However, this may rob a more worthy winner (based on the events of that year alone) of the award, leading to a "backlog" of winners. Unless an award specifically nominates achievements over a number of years, consideration must be limited to candidates' performance in the immediate past year.

Where an award aims to recognise achievement over a number of years, it should specify explicitly what timeframe is required for candidacy to the award.

6) Hidden bias in the framework must be acknowledged and addressed.

Scientific research demonstrates that biases thought to be absent or extinguished remain as "mental residue" in most of us. Studies show people can be consciously committed to egalitarianism, and deliberately work to behave without prejudice, and yet still possess hidden negative prejudices or stereotypes. Refer to Appendix A for more information about hidden bias.

In view of this, and regardless of how seemingly fair the awards framework appears to be, if its application results in an over-representation of a certain demographic, it must be assumed that hidden bias is present within the framework or its application,

and steps must be taken to address this. This may result in requesting a review of certain decisions, with the possibility of the presence of hidden bias in mind.

Awards Framework

Founders Cup - Club Member of the Year

Intent

For the club member of the year

Candidacy

Open to all club members (current at the time that the award is determined), excluding founding members.

Criteria

The Club Member of the Year is the person who has brought outstanding value to the club in the dual domains of rowing and of club development/operations over the previous year.

Their participation in the Club's rowing programs is outstanding. This may be through their actual rowing, coaching and/or coxing ability. It may be by their attitude, influence, exemplary behaviour and good sportsmanship.

Or it may be by their courage and persistence to overcome personal challenges to achieve significant improvements. Their involvement in the club's development and operations is remarkable. This may be because they have served as a leader on one or more of the club's committees or working groups.

It may be because of their strong involvement in organising the club's on-water or off-water activities. It may be because of their role in defining and supporting a strong vision for the further development of the club.

The Club Member of the Year is someone who represents the spirit of the club, and has provided leadership and a positive role model for our community. They are a person who has made a personal difference to individual members of the club, and to the club as a whole.

Decision makers

The Awards sub-committee shall determine the Club Member of the Year.

Decision process

The decision makers will solicit anecdotes from the broad club membership regarding people they feel have made a difference to the club.

Based on this evidence, and the decision makers' own experience and observations of the club, they will discuss and decide who, in their view is the most worth recipient of the award for the past season.

The decision makers may moderate their decision by considerations of hidden bias. The decision makers may also moderate this decision, based on whether a recipient has already won this or similar awards in the past. The decision makers may also choose to refrain from bestowing the award for a given year.

Award frequency

Although nominations for this Award should be considered every year the Awards sub-committee is not obliged to grant the Award in any year. The Awards sub-committee is not obliged to provide any reasons related to the Award or not of this Award.

Perpetual Trophy

A 45 cm high metal cup on a wooden base, with the inscription: *Melbourne Argonauts Queer Club Foundation Members, Perpetual Trophy Club Member of the*

Year Donated by founding members: Anne South Sandy Mitchell Meredith Williams
July 2004

Award winners have their name inscribed on a small silver plate as: (for example):2003-2004 John Smith

Individual Trophy

The inscription on the individual trophy should read (for example):Melbourne ArgonautsClub Member of the Year 03-04 John Smith

Annie South Cup – previously “the queerest award that has no name”

Intent

For a category that does not exist.

Candidacy

Open to all club members (current at the time that the award is determined), excluding founding members.

Criteria

The Award is named after Annie South, who was the Argonaut's first President and a Founder of the Club, to celebrate her contribution to the club, her commitment to diversity and her role as mentor to many of the club's early members.

The winner of the Annie South Cup is someone who has made a sustained and significant contribution to the club over not less than the previous three (3) years.

The work they have undertaken has typically been low profile, thankless and unsexy (although they, themselves are very sexy, as all Argonauts are).

They are someone who has provided support for the club, for very little personal glory, and often very little satisfaction. They have done it because it needed to be done. They didn't step aside and let someone else do it, and we all thank god they did.

The recipient of the queerest award typifies the type of work that is required to provide the base of a strong pyramid, and without which, the tip could not exist. They are the backbone of our club, and we pay tribute to their achievements.

Decision makers

The Awards sub-committee.

Decision process

As per The Founders' Cup

Award frequency

Although nominations for this Award should be considered every year the Awards sub-committee is not obliged to grant the Award in any year. The Awards sub-committee is not obliged to provide any reasons related to the Award or not of this Award.

Perpetual Trophy

A cut down marcon blade, painted in the club colours and mounted on a wooden base. It has a plate with the inscription: *Melbourne Argonauts Queer Rowing Club The "queerest" award that has no name, for a category that does not exist. "We know who you are: and we know what you do!"* An additional plate has now been added *"Named the Annie South Cup from 2007"* Award winners have their name inscribed on a small metal plate as (for example): 2003-2004 Cliff Heard

Individual Trophy

The inscription on the individual trophy should read (for example): *Melbourne Argonauts Annie South Cup 03-04 Cliff Heard*

Best and Fairest Oarswoman of the Year

Intent

For the champion oarswoman of the year.

Candidacy

Open to all female identified club members (current at the time that the award is determined) who have represented the club competitively in the past season.

Criteria

The female rower who best typifies excellence and success in rowing.

Decision makers

The Awards sub-committee.

Decision process

1. Captain of Boats or their nominee will provide the Chair of the Awards sub-committee with a list of Argonauts rowers in Rowing Victoria regattas as well as other regattas in which the club participates and the Committee nominates for inclusion in this process.
2. The Captain of Boats or their nominee shall assign points to each participant on the following basis.
 - a. Participants in A Final or First and Final are awarded points on the following basis: -
 - i. First place – 3 points
 - ii. Second place – 2 points
 - iii. Third place – 1 point
 - b. For time trials (eg; Head of the Yarra) points shall be allocated on the above basis for first, second or third place in that event.
3. The Chair of the Awards committee shall tally the points received by each participant and following the tally of points the Awards committee will choose a winner from the four participants with the most points.
4. To choose a winner from the final four participants the Awards committee shall take one or more of the following factors into account. These factors are that the winner:
 - a. Displays consistent excellence in rowing technique and style,
 - b. Represents the best of sportsmanship and is an Ambassador for the club in terms of their competitive behaviour.
 - c. Participates over a broad range of events and types taking into account numbers of regattas, number of events and number of different boat classes.
5. The Award will be limited to one winner per year

Award frequency

Although nominations for this Award should be considered every year the Awards sub-committee is not obliged to grant the Award in any year. The Awards sub-

committee is not obliged to provide any reasons related to the Award or not of this Award.

Perpetual Trophy

A sculling oar, painted in the club colours.

Individual Trophy

The inscription on the individual trophy should read (for example): Melbourne Argonauts Champion Oarswoman of the Year 03-04Liz Cole

Best and Fairest Oarsman of the Year

Intent

For the champion oarsman of the year.

Candidacy

Open to all male identified club members (current at the time that the award is determined) who have represented the club competitively in the past season.

Criteria

The male rower who best typifies excellence and success in rowing.

Decision makers

The Awards sub-committee.

Decision process

As per the Best and Fairest Oarswoman

Award frequency

Although nominations for this Award should be considered every year the Awards sub-committee is not obliged to grant the Award in any year. The Awards sub-committee is not obliged to provide any reasons related to the Award or not of this Award.

Perpetual Trophy

As per the Best and Fairest Oarswoman

Individual Trophy

The inscription on the individual trophy should read (for example):Melbourne Argonauts Champion Oarsman of the Year 03-04Peter Sagar

Club commendations

Intent

Each year upon recommendation of the committee the Awards sub-committee shall award no more than three (3) club commendations.

The club commendations will both **encourage** contributions by new or existing members where they have clearly demonstrated a willingness to take up something new, give it a go and lend a hand; and **recognise** those contributions above and beyond the ordinary that contribute to the long-term development of the club.

These club commendations replace the coxing encouragement, coaches encouragement and committee commendation categories awarded prior to 2013.

Candidacy

Open to all club members (current at the time that the award is determined)

Criteria

Club commendations will: -

Encourage a contribution made by a **new member** to a particular activity such as coxing, running the club or running regattas that demonstrates the values of our club and is model for all members. In making this contribution the member has demonstrated the finest qualities of giving it a go.

Encourage a contribution made by an **existing member** to a new field of activity such as coaching, leading a particular club initiative or running regattas that demonstrates the values of the our club and is a model for all members. In making this contribution the member has demonstrated the finest qualities of giving it a go.

Recognise a contribution made by an **existing member** that goes above and beyond the ordinary and that substantially contributes to the development of the club such as excellence in coaching innovation, developing a new critical strategy or framework or demonstrating and advocating for Argonauts values outside of the club. In addition, in all their behaviours, this member will be an Ambassador for the club and demonstrate the values of good sportsmanship

In granting the commendation (and recommending it in the case of the committee) the Awards committee shall specify the reason for the commendation. This reason shall be read out at the awards ceremony. The reason should be as specific as possible. "All round good guy", "great dancer" or "good hair" probably won't cut it.

Decision makers

The Awards sub-committee.

Decision process

At a meeting before the Awards sub-committee meets the committee will make no more than three (3) recommendations for club commendations to be considered by the Awards committee. The Awards committee may moderate the committee recommendation having regard to equity considerations, the granting of other awards or any other consideration. During this moderation process the Awards sub-committee may decide to award a club commendation to a member not nominated by the Committee. The Awards sub-committee shall award no more than three (3) club commendations in any year.

Award frequency

Although nominations for this Award should be considered every year the Awards sub-committee is not obliged to grant the Award in any year or may award less than three Club commendations in any year.

Individual Trophy

The trophy shall be of a type as determined by the Awards sub-committee. The inscription on the individual trophy should read (for example): Melbourne Argonauts Club commendation 03-04Peter Sagar

The Awards committee shall specify the reason for the commendation to be read out at the awards ceremony. The reason for the commendation should be as specific as possible. "All round good guy", "great dancer" or "good hair" probably won't cut it.

About Hidden Bias

From: www.tolerance.org

The ability to distinguish friend from foe helped early humans survive, and the ability to quickly and automatically categorize people is a fundamental quality of the human mind. Categories give order to life, and every day, we group other people into categories based on social and other characteristics.

This is the foundation of stereotypes, prejudice and, ultimately, discrimination.

Definition of terms

A stereotype is an exaggerated belief, image or distorted truth about a person or group — a generalization that allows for little or no individual differences or social variation. Stereotypes are based on images in mass media, or reputations passed on by parents, peers and other members of society. Stereotypes can be positive or negative.

A prejudice is an opinion, prejudgment or attitude about a group or its individual members. A prejudice can be positive, but in our usage refers to a negative attitude.

Prejudices are often accompanied by ignorance, fear or hatred. Prejudices are formed by a complex psychological process that begins with attachment to a close circle of acquaintances or an "in-group" such as a family. Prejudice is often aimed at "out-groups."

Discrimination is behavior that treats people unequally because of their group memberships. Discriminatory behavior, ranging from slights to hate crimes, often begins with negative stereotypes and prejudices.

How do we learn prejudice?

Social scientists believe children begin to acquire prejudices and stereotypes as toddlers. Many studies have shown that as early as age 3, children pick up terms of racial prejudice without really understanding their significance.

Soon, they begin to form attachments to their own group and develop negative attitudes about other racial or ethnic groups, or the "out-group". Early in life, most children acquire a full set of biases that can be observed in verbal slurs, ethnic jokes and acts of discrimination.

How are our biases reinforced?

Once learned, stereotypes and prejudices resist change, even when evidence fails to support them or points to the contrary.

People will embrace anecdotes that reinforce their biases, but disregard experience that contradicts them. The statement "Some of my best friends are ____" captures this tendency to allow some exceptions without changing our bias.

How do we perpetuate bias?

Bias is perpetuated by conformity with in-group attitudes and socialization by the culture at large. The fact that white culture is dominant in America may explain why people of color often do not show a strong bias favoring their own ethnic group. Mass media routinely take advantage of stereotypes as shorthand to paint a mood, scene or character. The elderly, for example, are routinely portrayed as being frail and forgetful, while younger people are often shown as vibrant and able.

Stereotypes can also be conveyed by omission in popular culture, as when TV shows present an all-white world. Psychologists theorize bias conveyed by the media helps to explain why children can adopt hidden prejudices even when their family environments explicitly oppose them

Scientific research has demonstrated that biases thought to be absent or extinguished remain as "mental residue" in most of us. Studies show people can be consciously committed to egalitarianism, and deliberately work to behave without prejudice, yet still possess hidden negative prejudices or stereotypes.

Biases and behavior

A growing number of studies show a link between hidden biases and actual behavior. In other words, hidden biases can reveal themselves in action, especially when a person's efforts to control behavior consciously flags under stress, distraction, relaxation or competition.

Unconscious beliefs and attitudes have been found to be associated with language and certain behaviors such as eye contact, blinking rates and smiles.

Studies have found, for example, that school teachers clearly telegraph prejudices, so much so that some researchers believe children of color and white children in the same classroom effectively receive different educations.

A now classic experiment showed that white interviewers sat farther away from black applicants than from white applicants, made more speech errors and ended the interviews 25% sooner. Such discrimination has been shown to diminish the performance of anyone treated that way, whether black or white.

Experiments are being conducted to determine whether a strong hidden bias in someone results in more discriminatory behavior. But we can learn something from even the first studies:

Those who showed greater levels of implicit prejudice toward, or stereotypes of, black or gay people were more unfriendly toward them.

Subjects who had a stronger hidden race bias had more activity in a part of the brain known to be responsible for emotional learning when shown black faces than when shown white faces.

Leading to discrimination?

Whether laboratory studies adequately reflect real-life situations is not firmly established. But there is growing evidence, according to social scientists, that hidden biases are related to discriminatory behavior in a wide range of human interactions, from hiring and promotions to choices of housing and schools.

In the case of police, bias may affect split-second, life-or-death decisions. Shootings of black men incorrectly thought to be holding guns — an immigrant in New York, a cop in Rhode Island — brought this issue into the public debate.

It is possible unconscious prejudices and stereotypes may also affect court jury deliberations and other daily tasks requiring judgments of human character.

People who argue that prejudice is not a big problem today are, ironically, demonstrating the problem of unconscious prejudice. Because these prejudices are outside our awareness, they can indeed be denied.

Hidden bias has emerged as an important clue to the disparity between public opinion, as expressed by America's creed and social goals, and the amount of discrimination that still exists.

Despite 30 years of equal-rights legislation, levels of poverty, education and success vary widely across races. Discrimination continues in housing and real estate sales, and racial profiling is a common practice, even among ordinary citizens.

Members of minorities continue to report humiliating treatment by store clerks, co-workers and police. While an African American man may dine in a fine restaurant anywhere in America, it can be embarrassing for him to attempt to flag down a taxi after that dinner.

A person who carries the stigma of group membership must be prepared for its debilitating effects.

Studies indicate that African American teenagers are aware they are stigmatized as being intellectually inferior and that they go to school bearing what psychologist Claude Steele has called a "burden of suspicion." Such a burden can affect their attitudes and achievement.

Similarly, studies found that when college women are reminded their group is considered bad at math, their performance may fulfill this prophecy.

These shadows hang over stigmatized people no matter their status or accomplishments. They must remain on guard and bear an additional burden that may affect their self-confidence, performance and aspirations. These stigmas have the potential to rob them of their individuality and debilitate their attempts to break out of stereotypical roles.