**NASA Trophy Policy**

**Purpose of the policy**

* To ensure efficient distribution, return and management of trophies and awards for all NASA competitions and Championships.
* The trophy policy is for use by the NASA Competitions committee and the appointed trophy steward.
* Procedures outlined will apply to all NASA permanent / perpetual trophies and to any trophies awarded to NASA teams.

**Procedures to be followed**

* NASA Competitions committee will review all applications from potential trophy donors or sponsors and then present details to a meeting of the NASA Executive.
* A register of all trophies issued/awarded will be maintained.
* All trophies, awarded and received, will attract the signature of the recipient in the trophy register. In the case of external trophies awarded to NASA teams, a receipt with the Trophy Steward’s or other NASA official’s signature will be issued to the donor organisation (i.e. club, league, etc.).
* A copy of the receipt will be kept with the trophy register/file. If the donor organisation issues a receipt form, a signed copy for NASA’s retention will suffice.
* Trophy recipients/guardians will use their best endeavours to ensure safety and security of the trophies. Damage, loss or theft is to be reported to the Trophy Steward and Secretary immediately, and in writing. Loss or theft shall also be reported to the Police; a decision will then be made regarding an insurance claim.
* All trophy recipients are to be made aware of this procedure.
* The Trophy Steward will manage all aspects of trophy control including return, collection, repair, signatures and availability for presentation. All internal perpetual trophies shall be returned to NASA one month before the County Championships, or County competition, or on demand by the Committee.
* The County Treasurer and Trophy Steward will review and ensure an adequate level of insurance for all trophies with due regard to keeper and location.
* A list of trophy holders will be sent to every secretary of the County clubs and they shall notify the County Secretary and Trophy Steward of any holders who rescind their club membership. All trophies will be returned to the Trophy Steward before members depart.
* Matters of trophy disposal, loan or replacement will be decided by the NASA Executive Committee.