

AUS GUIDELINE

Perpetual trophies

2016

INTRODUCTION

The following guideline is designed to assist members in dealing with Australian University Sport perpetual trophies. The guideline acknowledges that all existing trophies should be retained, even if they refer to AUSF, AUSA or ATESA rather than Australian University Sport. Where feasible, these trophies should be engraved, badged or rebadged to include a reference to Australian University Sport.

1. NEW PERPETUAL TROPHIES

In the event that a new sport specific perpetual trophy is required whether due to loss, damage or as an inaugural trophy, the following conditions and procedures will apply:

- 1.1. In the event that a trophy is lost or damaged and this can be attributed to a university, that university will cover the cost of repairs or replacement (repairs or replacement to be to the value of the previous trophy). When damage or loss cannot be attributed, procedures as per 1.2 will apply;
- 1.2. In the event that an already established trophy is lost or irreparable and this cannot be attributed to any university, then Australian University Sport will advertise to members for a donor/sponsor of a new trophy. In the event that no positive response from members is forthcoming, Australian University Sport will purchase a new trophy.
- 1.3. In the event that a new sport specific trophy needs to be established, the following procedures are to apply:
 - a) Application for a new trophy is provided to the national programs department
 - b) The application should include:
 - i. Why the trophy needs to be put in place (trophy is missing or doesn't exist)
 - ii. For what purpose it is being awarded, (overall, women's, men's etc)
 - iii. What level of funding is necessary (provide photo of trophy planned and cost)
 - iv. What the trophy is to be called (if named after a person a short biography should also be provided)
 - v. The national programs department will consult with AUS managers prior to making a recommendation to the AUS board
- 1.4. In the event that an existing trophy needs to be replaced due to being 'full' or there is no more room to record the winners then AUS will advertise to members for a donor/sponsor of a replacement trophy. In the event that no positive response from members is forthcoming, Australian University Sport will purchase a new trophy.
- 1.5. All new perpetual trophies are to include the wording Australian University Sport or an Australian University Sport logo or badge.

2. ACHIEVEMENTS NEW TROPHIES BE AWARDED FOR

It is the objective of Australian University Sport to keep the number of perpetual trophies to a minimum where possible. Each application for a new trophy will be dealt with on its merits, however, overall gender specific trophies are desirable. Overall trophies may be considered as may trophies for specific events within a championship.

3. UPDATING OF TROPHIES

- 3.1. It is the responsibility of each winning university to update each trophy it receives with appropriate plaques and/or engraving. It is expected that a measurable level of consistency will be maintained by each winner in the types of plaques and style of engraving used. Where a significant period of time (i.e. five or more years) has lapsed and no updating of winners has occurred, AUS will undertake the update of the trophy.
- 3.2. When a perpetual trophy can no longer be updated, the following options will be considered by AUS on an individual trophy basis to determine the most appropriate location for the trophy to reside. The trophy may reside with:
 - The member university who won the trophy the most times
 - The member university that donated the trophy
 - The member university that the trophy was named in honor of
 - Australian University Sport
- 3.3. All trophies will remain the property of AUS. Universities may apply to AUS to request the temporary use/display of a particular trophy ie: for anniversary dinners etc.
- 3.4. Before handing over the trophy, Australian University Sport is to photograph it and record trophy wording and all past winners.

4. MONITORING METHODS

Australian University Sport keeps and maintains a comprehensive database on all perpetual trophies. Every sport specific trophy is to be returned (at the latest) at the beginning of AUC/AUG competition each year. The organiser is responsible for completing the [trophy hand over form](#), while a representative from the past winning university must sign the form acknowledging the hand over and condition of the trophy. Once a trophy is awarded at the end of competition, the new recipient must sign the hand over form acknowledging receipt of the trophy. Australian University Sport is to receive a copy of the hand over form from the organiser on the day the competition ends and the AUS perpetual trophy database updated and forms filed. All trophies are to be kept at the sports administration headquarters of each university or at an otherwise appropriate location approved by AUS.

5. RESPONSIBILITIES OF EVENT ORGANISERS & TROPHY HOLDERS

- 5.1. Full responsibility will be taken by the organiser of an AUS event upon receipt of trophy/ies (Australian University Sport trophy hand over form to be used). In the event that the trophy/ies are damaged or lost whilst in the possession of the organiser, the organiser will be responsible for covering the costs associated with replacing or repairing damaged/lost trophy/ies.
- 5.2. Organiser's of an AUS event, upon awarding the trophy/ies to the winning university/ies, must ensure that the trophy/ies are handed over to a nominated representative from the winning university/ies sports association (AUS trophy hand over form to be used). If no representative is available, the host is responsible for the safe delivery of the trophy/ies to the winning universities sports association.
- 5.3. Trophy holders will be responsible for ensuring the respective trophy/ies in their possession are covered for insurance as they will be liable for any damage or loss that occurs during possession and transportation of the trophy/ies.

PREVIOUS AMENDMENTS

June 2003 | June 2005 | June 2008 | May 2009 | March 2011 | April 2012 | May 2014