

AUSTRALIAN SPORTS MEDAL GUIDELINES



These Guidelines should be read in conjunction with the Regulations, which can be found at the Governor-General's website <https://www.gg.gov.au/australian-honours-and-awardsoperational-and-service-awards/australian-sports-medal>.

Nothing in these Guidelines shall be read as entitling any person to receive the award of the Australian Sports Medal.

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INTRODUCTION

These Guidelines are made by the Governor-General on the recommendation of the Minister responsible for Australian honours as required by regulation 12 in the Australian Sports Medal Regulations 2020 (the Regulations). The Regulations for the Australian Sports Medal (the Medal) were approved by Her Majesty The Queen on 4 December 2020 and gazetted on 18 December 2020. The Regulations can be found at the Governor-General's website <https://www.gg.gov.au/australian-honours-and-awardsoperational-and-service-awards/australian-sports-medal>.

Examples of the materials necessary to prepare and submit nominations for the Medal are provided at **Annex 1**.

BACKGROUND

The Australian Sports Medal was a commemorative medal awarded in the year 2000, the year of the Sydney Olympic and Paralympic Games, to those who had contributed to sporting excellence in Australia.

The medal recognised the efforts of a range of Australians, including former competitors, coaches, sport scientists, office holders, and those who maintained sporting facilities and services. It was formally established on 23 December 1999 through the Australian Sports Medal Regulations 1999.

In 2019, Her Majesty the Queen agreed to amend the Regulations for the Australian Sports Medal to recognise significant achievement of Australians in international multi-sport events, starting with Australia's team at Sydney's Invictus Games in October 2018.

In December 2020 the amended Regulations were approved and gazetted, allowing for Australians who participated as official members of an Australian national team at declared international multi-sport events since 2018 to receive medallic recognition.

The alignment with an international event provides a focus and connection point for a broad range of sport and sporting abilities, capacity, achievement, contribution and participation.

ELIGIBILITY

Declaration of Events

The Governor-General may declare, on the recommendation of the Minister responsible for Australian honours, an international multi-sport event eligible for the award of the Australian Sports Medal.¹

Under the amended Regulations, the date for eligible events commences with the Invictus Games in October 2018.

¹ Australian Sports Medal Regulations 2020 regulation 4

The following events have been declared as eligible events:

- a. the Invictus Games from 2018
- b. the International Sports Federation for Persons with Intellectual Disability (INAS) Global Games from 2019
- c. the Special Olympics World Summer Games from 2019
- d. the Special Olympics World Winter Games from 2021
- e. the Olympic Games (Summer) from 2020
- f. the Olympic Games (Winter) from 2022
- g. the Paralympic Games (Summer) from 2020
- h. the Paralympic Games (Winter) from 2022
- i. the Commonwealth Games from 2022.

Individual Eligibility

Individuals will be eligible for nomination for the Medal if they participated as an official member of an Australian national team at a declared international multi-discipline sporting event. Individuals must be appointed as an official team member by the organising committee.

An official team member must have attended or participated in² a declared event to be eligible for the Australian Sports Medal. This does not include prospective team members, those on a reserve list or those who have only participated in event training camps.

Competitors must have participated in a race, match, game or sports contest at a declared event.

Example

A competitor is selected for a declared event. Prior to their event, the competitor sustains an injury or illness and is unable to participate in the competition.

*The competitor would **not** qualify for the Australian Sports Medal.*

For all declared events an official is defined in accordance with the current 'Australian Olympic Committee's Olympic Team Nomination and Selection By-Law' and may include a person who administers, manages, coaches, supports, assists or is otherwise involved with a team, including but not limited to: armourers; assistant team leaders; boat people; caddies; chiropractors; conditioners; farriers; gear stewards; grooms; medical practitioners; mechanics; meteorologists; nutritionists; physiotherapists; psychologists; shipwrights; soft tissue therapists; sports scientists; team leaders; technicians; veterinarians; wax technicians and other officials of the team.³

Example

An employee works for the organising committee in an office based administration role, e.g. Finance or IT, and does not attend the event in the capacity of an official.

*The employee would **not** qualify for the Australian Sports Medal.*

² Australian Sports Medal Regulations 2020 regulation 5 (1) (a)

³ 'Official' will be defined by the Australian Olympic Committee Athlete Guidelines Nomination and Selection By-Laws for all declared events <https://www.olympics.com.au/resources/articles/athlete-guidelines/>

The Australian Sports Medal may only be awarded once. This includes recipients of the Australian Sports Medal in 2000, who are not eligible for a second medal.⁴

Example

A sports person was an official member of the Australian Olympic Team in 2000 at the Sydney Olympics and was awarded the Australian Sports Medal. They are now a physiotherapist and an official member of the Australian Team at the Commonwealth Games in 2022.

*They would **not** qualify for the Australian Sports Medal for their participation in the declared event (Commonwealth Games) in 2022 as they had already been awarded the Australian Sports Medal in the 2000.*

Medal recipients do not need to be an Australian citizen.

Questions relating to official team member status should be referred to the official organising body for each declared event.

AWARDING, CANCELLATION AND REINSTATEMENT OF A MEDAL

Nominating official members of an Australian team

The nominating person will usually be the person in charge of the Australian team at a declared event in the role of Chef de Mission or equivalent.⁵

A nominating person who wishes to propose an alternative position within the organising body as a declared nominating person should contact the Registrar of Awards for guidance on the necessary procedures. (Contact details at **Annex 3**).

The Governor-General may declare an alternative nominating person on the recommendation of the Minister with responsibility for Australian honours.⁶

The nominating person is responsible for nominating eligible persons for the Medal and verifying members' participation in a declared event. The nominating person determines whether a person is eligible in accordance with the eligibility criteria for awarding the Medal as specified in the Regulations (regulation 5).

If the nominating person is also eligible to receive the award their eligibility must be verified by another appropriate individual, usually an employee within the organisation.

The nomination of eligible individuals must be provided to the Registrar of Awards, accompanied by a covering letter from the nominating person verifying that team members have met the eligibility criteria. A sample letter is available at **Annex 1**. The Registrar of Awards will consider all nominations against their obligation to maintain the integrity of the Australian honours system.

⁴ Australian Sports Medal Regulations 2020 regulation 5 (3)

⁵ Australian Sports Medal Regulations 2020 regulation 5 (1)

⁶ Australian Sports Medal Regulations 2020 regulation 4

Award of the Medal

When satisfied the nominations adhere to the eligibility criteria for the Medal, the Registrar of Awards will submit nominations for the Governor-General's consideration and approval.

Following the Governor-General's approval the Medal will be engraved with the recipient's name and will be dispatched by the Registrar of Awards to the nominating person.

Each organising body is encouraged to arrange ceremonies to present the Medal to its recipients.

Privacy Requirements

The nominating organising body has an obligation to protect personal and sensitive information about nominees.

These Guidelines consider Commonwealth privacy principles and obligations.

Key privacy principles that apply to the Medal application process include:

- transparency about how nominees' personal information is handled
- obtaining nominees' consent for the use and disclosure of their personal information for the purpose of consideration of the award of the Australian Sports Medal
- taking reasonable steps to protect nominees' personal information.

These privacy principles are reflected in the legally binding Australian Privacy Principles (APPs)⁷ under the [Privacy Act 1988](#) (Cth) (Privacy Act). The APPs apply to 'APP entities'⁸ which includes most Commonwealth Government agencies, and certain organisations⁹.

Organising bodies remain responsible for meeting their own privacy obligations when handling personal information about nominees.¹⁰ An organising body that is registered as a State or Territory organisation, or as a private sector organisation, may also be required to comply with similar State or Territory privacy regulatory frameworks or related legislation.

APP 5 – Privacy Notice

All organising bodies must ensure nominees for the Australian Sports Medal are advised that, with permission, their personal information will be used and disclosed for the purpose of the Australian Sports Medal process. A template Privacy Notice and Consent is provided at **Annex 2** for this purpose.

The Privacy Notice and Consent informs nominees that their personal and sensitive information will be disclosed, as required, to the Department of the Prime Minister and Cabinet and the Australian Honours and Awards Secretariat.

The Privacy Notice and Consent also tells nominees or their authorised representative that, unless they choose otherwise, the successful recipient's name will be published on the Australian Honours database at www.pmc.gov.au/government/its-honour, alongside the name and date of the award. There is an option for nominees, or their authorised representative, to indicate they do not wish to have this information published on the website.

⁷ Refer to Schedule 1 to the Privacy Act. Quick guidance also available at <https://www.oaic.gov.au/privacy/australian-privacy-principles/australian-privacy-principles-quick-reference/>

⁸ Refer to section 6 of the Privacy Act.

⁹ Refer to section 6C of the Privacy Act.

¹⁰ Further information about privacy obligations is available from the Office of the Australian Information Commissioner (OAIC) [website](#) or phone number [1300 363 992](tel:1300363992)

APP 6 – Consent to use and disclose sensitive information for a secondary purpose

Unless an exception applies, nominees for the Australian Sports Medal must provide their consent for organising bodies to use and disclose their personal and sensitive information. A template Privacy Notice and Consent is provided at **Annex 2** to assist organisations to obtain such consent. The template should be adapted as appropriate, including to align with any applicable State or Territory privacy obligations.

Organising bodies that are exempt from Commonwealth privacy laws must still use the Privacy Notice and Consent template at **Annex 2**, and take reasonable steps to comply with the Australian Privacy Principles, including security measures to protect the personal information about nominees.

If an organising body uses an internal form to collect applications for nomination by the nominating person, the Privacy Notice and Consent should be attached to, or made part of, the nomination. If a nomination is initiated without a member's involvement, the member will need to be advised that a nomination is being prepared on their behalf and they must be provided with a Privacy Notice and Consent.

Each nominee's Privacy Notice and Consent should be retained by the recommending organisation. It is recommended that nominating organisations retain a copy of each nominee's completed Privacy Notice and Consent in accordance with applicable legislation and/or organisational policies.

The Registrar of Awards must be advised whether each member has completed a Privacy Notice and Consent. A column in the schedule allows processing officers to simply record a yes/no response to this prompt.

Cancellation of an Award

A nominating person who is contemplating the cancellation of an award should contact the Registrar of Awards for guidance on the necessary procedures. (Contact details at **Annex 3**).

The Governor-General may cancel an award of the Australian Sports Medal on the recommendation of the Minister with responsibility for Australian honours.¹¹

Reinstatement of an Award

A nominating person who considers an award needs reinstating should contact the Registrar of Awards for guidance on the necessary procedures. (Contact details at **Annex 3**).

The Governor-General may reinstate an award of the Australian Sports Medal on the recommendation of the Minister with responsibility for Australian honours.¹²

THE AUSTRALIAN SPORTS MEDAL INSIGNIA

Medal Design

The design of the Australian Sports Medal is as determined by the Governor-General, published at: www.gg.gov.au

¹¹ Australian Sports Medal Regulations 2020 regulation 10

¹² Australian Sports Medal Regulations 2020 regulation 11

Order of Wearing

There is an established order of precedence for the wearing of Australian decorations.

The Australian Sports Medal may be worn by recipients on the left breast.

When worn with other medals in the Australian honours system, it must be placed in the appropriate position in the Order of Wearing.

Guidance on the Order of Wearing is available on the Department of the Prime Minister and Cabinet website: www.pmc.gov.au/resource-centre/government/wearing-awards

The Australian Sports Medal does not carry post nominal letters.

ANNEX 1

How to Submit Nominations for the Medal

After an international multi-sport event has concluded, the nominating person may submit nominations for members of the official team for the award of the Australian Sports Medal.

A schedule of nominations must be submitted by the nominating person, or declared nominating person using the template at <https://www.gg.gov.au/australian-honours-and-awardsoperational-and-service-awards/australian-sports-medal> or by contacting the Registrar of Awards.

A covering email to the Registrar of Awards, following the example below, should accompany the schedule of nominations made in accordance with the Regulations. The schedule should be provided as an electronic copy in text only format.

EXAMPLE OF COVERING LETTER FOR SUBMISSION OF A SCHEDULE OF NOMINATIONS

Registrar of Awards
Australian Honours and Awards Secretariat, Government House
honours@gg.gov.au

Dear Registrar of Awards

I have attached a schedule of nominees for the award of the Australian Sports Medal from members of the [name of organisation].

I confirm that each nominee has satisfied the eligibility criteria for the Australian Sports Medal and they participated as an official member of an Australian team at [name of declared event].

I recommend to the Governor-General that these persons be awarded the Australian Sports Medal.

Each nominee (or their authorised representative) has also completed a Privacy Notice and Consent. I note that except for [name/s of nominee], each nominee has indicated they wish to be included on the Australian Honours database at www.pmc.gov.au/government/its-honour

Should any of the recommendations require clarification, please contact [name of contact] on [telephone/email].

Yours sincerely

[Nominating Person's name
Position]

ANNEX 2

Privacy Notice and Consent

A copy of the nominee's (or their authorised representative's) consent to use and disclose their personal information must accompany each recommendation for an award of the Australian Sports Medal.

The Privacy Notice and Consent template below should be adapted by organisations where indicated and as otherwise appropriate to align with additional privacy obligations under State or Territory legislative frameworks. Organising bodies should seek professional advice if they are unsure of their privacy obligations.

A template follows.

PRIVACY NOTICE AND CONSENT TEMPLATE

Privacy Collection Notice

With your permission, [name of organising body] is collecting your personal (including sensitive) information for the purpose of recommending an award of the Australian Sports Medal to the Governor-General of Australia.

For the same purpose [name of organising body or 'we'] will share relevant personal information with the Department of the Prime Minister and Cabinet and the Australian Honours and Awards Secretariat for the purpose of administering the award of the Australian Sports Medal.

In the event that you are approved for an award, your full name, award and date of award will be included in the publicly available Australian Honours database, published online at www.pmc.gov.au/government/its-honour unless you advise otherwise.

We protect your personal information in accordance with applicable privacy law, as explained in our Privacy Policy (available at [insert link or address of organisation's Privacy Policy]). Our Privacy Policy also explains how you can request access to and correct personal information that we hold about you, and who to contact if you have a privacy enquiry or complaint. The Privacy Policies for the [Department of the Prime Minister and Cabinet](#) and [Government House](#) explains how your personal information is protected.

Consent to use and disclose personal and sensitive information

1. I consent to my personal and sensitive information being collected by [name of organising body], and shared with the Department of the Prime Minister and Cabinet, the Australian Honours and Awards Secretariat, the Governor-General and other relevant government agencies and Ministers, for the purpose of administering the award of the Australian Sports Medal.
2. Should a recommendation for my award be successful (*select one*):
 - a. I agree to the publication of my name, award and date of award in the publicly available Australian Honours database, published online at www.pmc.gov.au/government/its-honour
 - b. I do not agree to publication of my personal information in the online database.

I declare that I have read and understand the above Privacy Notice and Consent provided to me by my organisation.

.....
Full name, date and signature

Authorised representative declaration only

I declare that I am an authorised representative for the Nominee, including for the purpose of providing the above consent to the use and disclosure of the Nominee's personal information.

.....
Authorised representative full name, date and signature

ANNEX 3

Contact Details

The Registrar of Awards
Australian Honours and Awards Secretariat
Government House
CANBERRA ACT 2600

Tel: (02) 6283 3533
(02) 6283 3663
Fax: (02) 6283 3620
E-mail: honours@gg.gov.au