

SUB-BRANCH COMPETITION FORM FOR STATE BRANCH TROPHIES

Version 1 - 2026

The Honours and Awards Committee has Governance over the criteria and selection of the Annual Award winners. The Committee consists of the Chair, Douglas Simpson, the Trustees, the Chief Executive Officer, Chief Financial Officer, and Finance Support Officer. Other staff including the Chief Operations Officer, State Membership Officer and the Executive Assistant to the SP/CEO will also assist in receipt, compilation, and authenticity of Sub-Branch input.

The current scoring system has proved fair and equitable and will remain. These attached documents consider suggestions/feedback received and RSLWA's core priorities and as such, scoring mechanisms are based around:

- Governance;
- Membership Increase;
- Commemoration;
- Partnerships and Community Connection; and
- The Poppy Appeal.

Sub Branches have to nominate to enter into the competitions. Submissions are to be received to admin@rslwa.org.au by **25 February** each year.

CONDITIONS OF ENTRY

- The decision of the State Congress & Agenda Committee will be final;
- Trophies will be presented at the Annual State Congress;
- Details of activities must be for the year ending 31 December of the previous year;
- Sub-Branch Annual Financial Statements and other required returns must have been submitted or accompany this application otherwise, the entry will be ruled ineligible; and
- Sub-Branches must provide the Point of Contact for involvement in:
 - Relationship building and events with Local Government,
 - Events and activities with other ex-service organisations,
 - Events and activities with other community service groups or organisations
 - Engagement with local schools or sporting groups and

Douglas Simpson JP
Chairperson, Honours & Awards Committee
RSLWA

STATE CONGRESS TROPHIES

The Brigadier Arnold Potts Cup

Presented in memory of Brigadier Arnold Potts DSO OBE MC. The Brigadier Arnold Potts Cup is awarded to a metropolitan Sub-Branch with less than 50 members for *all round performance*.

The Colonel Collett Cup

In recognition of Colonel Herbert Collett CMG DSO. The Colonel Collett Cup is eligible to any Sub-Branch with less than 50 members for *all round performance*.

Air Vice-Marshal Sir Hughie Edwards Cup

In recognition of Air Vice-Marshal Sir Hughie Edwards VC, KCMG, CB, DSO, OBE, DFC. This cup is judged on the funds raised from the *Poppy Appeal* in relation to the Sub-Branch's financial membership of more than 50 members.

The Anne Leach Cup

Anne Leach OAM FNM was a recipient of the Florence Nightingale Medal which is awarded for exceptional courage and devotion to the wounded, sick or disabled or to civilian victims of a conflict. The Anne Leach Cup is eligible to all Sub-Branches with less than 50 members based on funds raised from the *Poppy Appeal*, relative to their financial membership.

The Ken Bladen Recruiting Cup

Donated by Lieutenant Colonel Ken Bladen AM (Ret'd) (ex-State President 1998-2001). The Ken Bladen Cup is awarded to the Sub-Branch with the largest increase of financial Service members recruited for the year.

SUB-BRANCH AWARD SUBMISSION			
Sub-Branch Name			
Address			
Submitters Name			
Submitters Committee Role			
Email Contact			
Phone Number			
Award Nomination		The Brigadier Arnold Potts Cup	
		Colonel Collett Cup	
		Air Vice-Marshal Sir Hughie Edwards Cup	
		The Anne Leach Cup	
		The Ken Bladen Recruiting Cup	
GOVERNANCE			
Checklist	Award Criteria		H&A Use
	Annual Financial Statement lodged by 31 October		
	ANZAC Day LW Grant acquittal received by 11 June		
	ANZAC Appeal Financial Statement received two weeks after appeal		
	Poppy Appeal Financial Statement acquittal received two weeks after appeal		
	All new Sub-Branch members have signed the Code of Conduct within 14 days of joining		
	AGM minutes including names of committee members within 30 days of the AGM		
MEMBERSHIP INCREASE			
	Number of Service Members under the age of 50 as at 31/12/25		
	Number of Service Members under the age of 50 as at 31/12/26		
	Number of Service Members over the age of 50 as at 31/12/25		
	Number of Service Members over the age of 50 as at 31/12/26		

COMMEMORATION		
	ANZAC Day Service held within 14 days of the event	
	Remembrance Day Service held within 14 days of the event	
	List any other Commemorative Service held within 14 days of the event (up to a maximum of 5): <ul style="list-style-type: none"> • • • • • 	
PARTNERSHIPS and COMMUNITY CONNECTION		
	Examples of Partnerships or Building Community relationships: <ul style="list-style-type: none"> • Relationship building and events with Local Government • Events and activities with other ex-service organisations • Events and activities with other community service groups or organisations (e.g. Rotary, Lions). • Engagement with local schools or sporting groups 	
POPPY APPEAL		
	The Poppy Appeal financial statement received within 14 days after the appeal. The statement must include the following: <ul style="list-style-type: none"> • The total amount collected • The number of collectors 	

HONOURS & AWARDS COMMITTEE

Checked By	
Date	
Outcome	
H&A Committee Meeting Date	
Board Meeting Date	

** Please provide additional supporting information*

This application was endorsed by the Sub-Branch meeting held on _____ (Date)

_____	_____	_____
Sub-Branch President	Signature	Date
_____	_____	_____
Sub-Branch Secretary	Signature	Date

Supporting Information

Relationship building and events with Local Government. A point of contact must be listed to validate the contribution if required.

Events and activities with other ex-service organisations. A point of contact must be listed to validate the contribution if required.

Events and activities with other community service groups or organisations (e.g. Rotary, Lions). A point of contact must be listed to validate the contribution if required.

Engagement with local schools or sporting groups A point of contact must be listed.
