

Newcastle Knights

Tributes Policy

Purpose:

To provide a clear and consistent framework for the delivery of tributes following the passing of individuals who have made a significant contribution to the Newcastle Knights.

Background:

The Newcastle Knights were formed in 1988 and from that time onwards individuals have played a significant role in the Club's development, including players, coaches, administrators, sponsors and other corporate supporters.

As a community club, it is important to have mechanisms in place to recognise outstanding individual contributions, given they have been integral to building the Club's standing in Newcastle, the Hunter and across Rugby League. This currently includes informal processes right up to Life Membership and the Knights Hall of Fame.

It is also critical that the Club has formal processes to guide its approach when a significant contributor passes away.

The contribution made by each person will vary, and thus will require different levels or types of tributes. This policy has been developed to enable the Club to make respectful and consistent decisions in each individual case, whilst at the same time providing clarity about the Club's approach to family and friends of the person being paid tribute to.

This policy has been developed in line with standard National Rugby League procedure around game day tributes such as minute's/moment's silences and the wearing of black arm bands, as well as giving consideration to previous, informal tributes the Club has made.

Policy scope:

This policy applies in the event of the passing of a person who has made a significant and long-term contribution to the Newcastle Knights (Knights Rugby League Pty Ltd.) For the purposes of applying this policy, the terms significant and long-term mean:

- **Significant:** the person played a real and demonstrable role in the history or ongoing operations of the Newcastle Knights. This may have been as a player, coach or member of football staff, director or administrator, sponsor or other corporate supporter.
- **Long-term:** the person's involvement with the club must span a sufficient time period. In the case of sponsors and other corporate supporters, a minimum of 10 years continuous contribution is required, in addition to being a current contracted supporter, before a formal tribute will be considered.

This policy is designed to provide guidance to family and friends, the community, and operational staff in the delivery of tributes on game day and during regular business.

Implementation

The Newcastle Knights recognise the importance of making a meaningful tribute to those who have made significant and long-term contributions to the Club. These tributes should be made as close to the date of their passing as possible. Whilst ultimately the grieving process is a matter for individual families, the Club acknowledges that respectful and appropriate tribute is an important part of this process, whether the tribute is public or private in nature.

The Club, its leaders and staff have responsibility for both the implementation of this policy and ensuring family (or close associates, as the case may be) of the deceased person are appropriately consulted in the development and delivery of tribute activities. However, all decisions made are ultimately at the sole discretion of the Club and its officers.

Public tributes, on game day or otherwise, will only be considered for the following individuals, and only in the event they satisfy the criteria set out here and elsewhere in this policy:

Classification	Service Criteria
Life Members	None
Long-serving ex-players	No less than 100 Knights NRL matches <u>or</u> 200 Knights club games [any grade]
Current players and coaches	None
Other ex-players	None
Long-serving administrators / staff	10+ years' service, may be current or past staff members
Long-term sponsors / corporate partners	Either: <ul style="list-style-type: none">○ 10+ years continuous association, if currently contracted○ 15+ continuous association, if not currently contracted

Depending on individual circumstances, the following tribute activities may be considered as appropriate:

Game Day

- **Minutes/Moments Silence:** Silences are the most significant tribute activity that can be conducted on a game day, and as such are reserved for those who played a direct role in the Club, in addition to having made a significant and long-term contribution to the Club. Such people may include:
 - Life Members
 - Long-serving ex-players
 - Current players and coaches
 - Long-serving (10 years+) administrators or staff (current or past), with Club and NRL approval.

The Club reserves the right to alter or amend this list at any time and at its complete discretion. Further to the above list, from time to time the Club (or the NRL) may elect to conduct silences in honour of impactful community events, such as disasters or other events that involve the loss of life. All silences must be approved by the NRL, due to their impact on broadcast, prior to their being conducted.

- **Black Armbands:** The Club may elect to have its playing group wear black armbands in honour of the passing of an individual. As a general rule, black armbands are to be teamed with silences, meaning only those listed above will be considered in usual circumstances.

However, should a real and demonstrable connection exist between an individual outside of the above list and the current playing group (or members thereof), the Club may decide, at its complete discretion, to request the match day squad wear black armbands without an accompanying minutes/moments silence taking place.

NRL approval is required for the wearing of black armbands.

- **Big Screen Live Reads:** An 'In Memoriam' big screen image and accompanying live read will be delivered for the following individuals, whether as part of a silence or as a stand-alone activity:
 - Life Members
 - Long-serving ex-players
 - Current players and coaches
 - Other ex-players
 - Long-serving administrators or staff
 - Long-term sponsors / corporate partners (that meet service criteria)

If delivered as a stand-alone activity, In Memoriam images and reads may take place at any point within the match day program of events.

- **Special presentations:** The Club, at its complete discretion, may elect to conduct an on-field presentation to family members of an individual. Such presentations will take place in the pre-game, either prior to team warm-ups or in the period between the end of warm up and team run-on.
- **Acknowledgement in Captain's Lounge Speeches:** Club leaders (CEO or Board Member) will acknowledge the passing of the following individuals in official proceedings in the Captain's Lounge on game day:
 - Life Members
 - Long-serving ex-players
 - Current players and coaches
 - Other ex-players
 - Long-serving administrators or staff
 - Long-term sponsors / corporate partners, if they are:
 - 10+ years continuous and currently contracted
 - 15+ continuous and not currently contracted

Non-Game Day

- **Vale Web Stories:** On notification of the passing of a significant individual, a written tribute will be prepared in the form of a web story to be placed on the Newcastle Knights official website (www.newcastleknights.com.au).

Written tributes will be posted as soon as practical. Links will be provided to family (or family representatives) once the web story is posted, for the purposes of sharing to social media. Please note, the Newcastle Knights do not post Vale web stories to Knights social media accounts.

- **Floral Tributes:** Where they are being accepted, flowers will be sent to the family of a significant individual on the Club being notified of the individual's passing. Please note, financial donations in lieu of flowers will not be considered.

Tribute Matrix

Classification	Silence	Armband	Screen	Pres.	Captains	Web	Floral
Life Members				As Reqd.			
Long-serving ex-players				As Reqd.			
Current players and coaches				As Reqd.			
Other ex-players				As Reqd.			
Long-serving admin. / staff	With approval		As Reqd.	As Reqd.			
Long-term sponsors / corporate partners				As Reqd.			

Private Tributes

Private tributes in appropriate form will be considered on a case-by-case basis for Foundation Members (by request only), and those staff and sponsors/corporate partners that do not meet service criteria.

Policy Review

This policy will be reviewed every two years from the date of implementation.

Policy Administration

Policy owner	Chief Executive Officer
Responsible officer	Chief Commercial Officer
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