

# Withdrawal of Awards Policy

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Welsh Athletics wants you to enjoy an environment free from intimidation, bullying, threats, discrimination, harassment or abuse of any form. Welsh Athletics will take all reasonable steps to ensure the protection of the dignity of all our Members and partakers within all aspects of the Sport.

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## Introduction

Welsh Athletics has two Awards panels:

1. **The National Awards panel** - which oversees the Annual Athlete Awards, the Lifetime Achievement Award and the Hall of Fame Award.
2. **The Service Awards panel** - which oversees the Life Members Award, Award of Honour, Meritorious Award and Athlete Achievement Award. This panel is charged with nominating individuals for the respective awards – with nominations for the service Awards being received from the membership.

The criteria for each award, and the membership of each panel, are set out in bye-law 11.

This Policy is aimed at providing a framework to the panels in order to achieve the following requirements.

- To reject a nomination based on the criteria laid out in this policy.
- To remove an award from a recipient based on the criteria laid out in this policy.

## Criteria for consideration

Any individual who falls into the following category could be deemed ineligible for a Welsh Athletics Award, or who could be considered to have their award annulled;

- Any individual who has had their coaching or official's licence removed,
- Any individual who has had their affiliation to Welsh Athletics cancelled indefinitely,
- Any individual who has been convicted of a serious safeguarding breach,
- Any individual who has been found to have broken the members code of conduct and has been disciplined by the Governing Body,
- Or The individual is ineligible to be nominated or to receive an award based on the criteria set out in the bye-laws.

## Rejecting a nominee

Any individual who has been nominated for an award (either by a member club or by a member of the respective panel), must be vetted to ensure they are eligible for an award. The vetting process will be undertaken by the compliance officer for Welsh Athletics who will be sent a list of nominees by the Chair of the respective panel.

The Compliance officer will respond within 30 days with their findings.

The panel will communicate formally<sup>1</sup> the Board to inform them of any individuals who will have their nomination rejected by the Panel.

The Chair of the panel will communicate formally<sup>1</sup> the member who submitted the nomination informing them of the decision not to issue the award. The member will have 30 days to appeal the panel's decision, if no appeal is received the decision of the panel is finalised.

## Annuling an Award

Any member of Welsh Athletics, or any member of the awards panel may contact the Chair of the respective panel to request that a previous award winner should have their award annulled and withdrawn from the records. The member should outline the rationale for removing the award.

The Chair of the panel should invite the Welsh Athletics compliance officer to any panel meeting where the withdrawal of any award recipient will be discussed. The meeting should be recorded for the purpose of audit of decisions made.

The Chair of the panel will communicate formally<sup>1</sup> to the Chair and CEO of Welsh Athletics outlining the decision and the rationale for withdrawal.

The Chair will write to the individual concerned and will inform<sup>1</sup> them of the decision to withdraw the Award. The individual will have 30 days to appeal the decision and must communicate this formally<sup>1</sup> to the Chair and CEO of Welsh Athletics in English or Welsh.

Following the completion of the appeals window the Board of Welsh Athletics will then confirm the decision.

## Appeals Process

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<sup>1</sup> This must be auditable but could be in hardcopy, email, video recording, or audio recording with proof of identity.

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Following a decision by the respective Awards panel to remove a nomination, or to annul an award, the relevant individual will have been notified<sup>1</sup> as stated above.

Any appeal to the decision must be communicated formally<sup>1</sup> within 30 days of the notification. Any appeal must be lodged for the attention of both the Chair and CEO of Welsh Athletics. Appeals may be made in English or Welsh.

The Board of Welsh Athletics will then establish a three-person panel to review the decision and respective appeal.

The appeals panel must be made up of three persons who are independent of the original decision, with one member identified as the Chair of the panel. The Chair of the panel will ensure that all discussion and decisions are recorded.

The appeals panel must aim to meet within 30 days to review the decision.

The Chair of the appeals panel will communicate formally<sup>1</sup> to the Chair and CEO of Welsh Athletics to inform them of the decision. The Chair of Welsh Athletics will notify the relevant member of the decision of the panel and therefore the final decision of Welsh Athletics.

The decision of the Board of Welsh Athletics is final, and no additional appeals process will be considered.

### **Updating of Documentation**

Following the final decision of the Board (including all appeals), all relevant documentation relating to the Awards will be updated within 30 days.

### **Confidentiality**

Members of the Awards Panels, the Board, and the Appeals panel must always ensure that any information that they are made aware of, be kept confidential within the expectations and limits of safeguarding and duty of care legislation.

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## EDI

Welsh Athletics is committed to being a sector-leading National Governing Body and to lead the way on embedding an equal and inclusive culture and that supports the development and sustainability of our sport. Welsh Athletics has a zero-tolerance approach towards bullying, harassment, victimisation, discrimination, and all unacceptable behaviour.

Our EDI Policy can be found here: <https://www.welshathletics.org/en/page/corporate-documents>

### *Grievances*

Where an employee considers that they have been unlawfully discriminated against, or if the complaint involves alleged bullying, harassment, or racism, they may use Welsh Athletics' Grievance Policy and Anti-Bullying Policy to make a complaint. Welsh Athletics will take any complaint seriously and will seek to resolve any grievance that it upholds.

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