



SOFTBALL QUEENSLAND Inc

AWARDS POLICY

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Softball Queensland Inc (SQI) values the contribution members of the softball community make to the sport of softball in Queensland. It is important to recognise this contribution and also the achievements of athletes, coaches, scorers, umpires, administrators and other volunteer participants. In addition to the SQI Awards, SQI will nominate members of the softball community for other awards.

1. LIFE MEMBERSHIP

- 1.1 Life Membership is the highest award that can be bestowed upon a person in SQI.
- 1.2 Life membership may be conferred upon any person who has rendered distinguished and meritorious service, in a voluntary capacity, to SQI over a period of not less than ten (10) consecutive years. Consideration may be given to conferring life membership in circumstances where a person has given not less than fifteen (15) years' service in a voluntary capacity but where such service has not been consecutive.
- 1.3 Factors to be considered in determining whether a person is eligible for conferring life membership include the length of any service; the breadth of that service; the contribution made in any roles undertaken; and any outcomes or achievements attributable to the person, either personally or through their leadership, which have a positive impact/long term effect on softball in Queensland.
- 1.4 All nominations for Life Membership of SQI shall be submitted in writing on the relevant prescribed form, signed by the Nominator and countersigned by a Secunder, and must include a full history of the service rendered by the nominee set out on SQI's official Profile Form. Support material, which verifies the service, may also be included.
- 1.5 The election of a Life Member shall be by secret ballot and a seventy-five percent (75%) majority of those persons at the Annual General Meeting, entitled to vote and voting, shall be required for the election to be successful.

Note: The person being nominated should not be advised of their nomination nor should they be asked to supply details of their service.

2. SERVICE AWARDS

- 2.1 SQI may confer an award, to be known as the Softball Service Award, upon any person who is a current financial registered member of SQI and who has rendered distinguished and meritorious service, in a voluntary capacity, to the game of Softball in Queensland and been an outstanding role model for others in the sport.
- 2.2 Nominations for a SQI Service Award may be made by:
 - A District Association;
 - The SQI Board of Directors; or
 - The SQI Awards Committee
- 2.3 All nominations for a Softball Service Award shall be submitted in writing on the relevant prescribed form, to be received by the SQI office or the Chairperson of the Awards Committee not later than eight (8) weeks prior to the SQI Annual General Meeting.
- 2.4 Each nomination shall be approved by the District Association Management Committee, the SQI Board of Directors, or the SQI Awards Committee. The nomination shall be signed by the Nominator, countersigned by a Secunder, both of whom shall be a member of the District Association Management Committee, the SQI Board of Directors, or the SQI Awards Committee, and be accompanied by the SQI's Personal Profile form setting out the full history of service rendered by the nominee.
- 2.5 The SQI Awards Committee shall consider the Service Awards received and will determine which nominations will be approved.

2.6 SQI Softball Service Award Categories and relevant timeframe eligibility are as follows:

- Bronze Softball Service Award for service rendered over a period of not less than five consecutive years.
- Silver Softball Service Award for service rendered over a period of not less than ten years.
- Gold Softball Service Award for service rendered over a period of not less than fifteen years.
- Platinum Softball Service Award for service rendered over a period of not less than twenty years.
- Diamond Softball Service Award for service rendered over a period of not less than twenty-five years.

2.7 Provisions relevant to the provision of Service Awards include:

- Playing does not constitute service to the game for the purpose of this award, however, volunteer service in other areas during the same period as playing does apply;
- The Award Category a nominee will be considered for will be based on their period of service at the time of nomination. This category becomes their entry level and they are not entitled to receive lower category awards (if any);
- The person being nominated should not be advised of their nomination nor should they be asked to supply details of their service; and
- Consideration may be given to nominations that may not fulfil – in strictest terms – the criteria previously detailed.

3. SOFTBALL QUEENSLAND INC HALL OF FAME AWARD

3.1 SQI may confer an award, to be known as the Softball Queensland Hall of Fame Award, upon an athlete or official who has made an outstanding contribution to Softball through their on-diamond representation of Queensland.

3.2 ATHLETES

3.2.1 Athletes may be considered for the SQI Hall of Fame in relation to their participation in the Queensland Open Representative Team. Such Athlete shall have displayed exemplary behaviour as a member of Softball Queensland both within and outside the team environment.

3.2.2 To qualify for consideration for the Hall of Fame Award an Athlete must meet the following criteria:

- retired from participation at Open National Championships for a minimum of four years;
- represented Queensland for a minimum of eight (8) National Open Championships; and
- made an outstanding contribution to the team's performance by playing a key role for much of that time and performed at a level higher than average.

3.2.3 Other contributing factors may include:

- Australian representation; and
- Award/s received at National Championships.

Note: To assess an Athlete's contribution, reference to statistics from National Championships should be made.

3.3 OFFICIALS

3.3.1 Officials for the purpose of this provision are coaches, umpires, statisticians and team administrators.

3.3.2 For consideration for the Hall of Fame Award, an Official must have achieved the following:

- Coaches must have represented Queensland at open level at National Championships or other competitions deemed to be of an appropriate standard, achieved outstanding results and made an outstanding contribution to coaching in Queensland;
- Statisticians and Team administrators must have been appointed on merit to Queensland open teams and contributed significantly to the team and its success;
- Coaches, Umpires and Statisticians must have achieved the highest level within their relevant accreditation system and have contributed to the development of others in Queensland;
- All Officials must have participated in national competition for at least eight (8) years; and
- All Officials must have been retired from national open competition for at least four (4) years.

3.3.3 Other factors that may be taken into account include:

- Australian representation as a coach, statistician or team administrator;
- Having been appointed by the World Baseball and Softball Confederation as an Umpire or Statistician at an open World Championship or Olympic Games;
- Appointed as a Tournament Chief Umpire or Assessor or Statistician at National Championships; or
- Having made a significant and outstanding contribution to umpiring, scoring or coaching at national and state levels.

3.3.4 For the purpose of this provision, participation at an open national championship may include circumstances where an individual has been either selected or nominated by SQI or where they have been directly appointed by SAL.

3.3.5 Such officials must have displayed exemplary behaviour.

3.4 GENERAL

3.4.1 Special consideration may be given to nominations for Athletes and Officials who may not fulfil – in the strictest terms - the criteria previously detailed. Such special circumstances may include, but not be limited to, consideration of Athletes and Officials who:

- have not retired but who continually make an outstanding contribution to the team's performance representing Queensland at the open level for a minimum of ten years; or
- have retired from national representation but continue to represent Queensland; or
- have retired from national representation before retiring from Queensland representation. (This is to provide the opportunity for eligible Athletes and Officials, in most cases, to become a member of the SQI Hall of Fame before the SAL Hall of Fame).

Note: The Awards Committee may submit those nominations (with full details) that in its opinion fall into this category and endorsement will be at the discretion of the SQI Board of Directors, always maintaining the criteria of "outstanding contribution".

3.5 PROCESS

3.5.1 The process for nominations for an SQI Hall of Fame Award is:

- Nominations shall be submitted in writing on the relevant prescribed form, to be received by the SQI office or the Chairperson of the Awards Committee not later than eight (8) weeks prior to the Annual General Meeting of the Association;
- Each nomination shall be signed by the Nominator, countersigned by a Seconder and accompanied by a full and accurate resume of the Athlete's or Official's contribution;
- Nominations for the Hall of Fame will be made by the SQI Awards Committee who shall select those persons to be recommended to the SQI Board of Directors for approval for the Hall of Fame; and
- The announcement of the successful nominees and the presentation of their award shall be made at the discretion of the SQI Board of Directors.

4. SPECIAL RECOGNITION PROGRAMS

4.1 SOFTBALL QUEENSLAND INC LEGENDS

- 4.1.1 Legend Status may be conferred upon members of SQL, including Athletes and volunteers, who have made a very significant contribution to Softball in Queensland at a State and/or national level.
- 4.1.2 Any decision to confer Legend status will not be taken lightly and would be made having regard to, at a minimum, the following criteria:
- Any athlete or volunteer must have made a significant and underpinning contribution to softball in Queensland at a State or elite level above and beyond that which is expected in a single capacity alone;
 - Any athlete or volunteer may also have made a significant contribution at the national level;
 - Any athlete must have represented Queensland (at open level) for a period of not less than 15 years;
 - Any athlete must have contributed to the development of representative softball at a state level in Queensland for an additional period of not less than five years;
 - Any athlete must be a member of the Queensland Softball Hall of Fame and, as such, have met all of the requirements for that honour, and must have represented Queensland with distinction and must be a positive role model for other members of SQL;
 - Any volunteer must have contributed to the development of Softball at a State and/or national level for a period of not less than 20 years; and
 - Any athlete or volunteer must have a clear disciplinary record.
- 4.1.3 Recommendations for the conferring of this award on any person will be made by the CEO or SQL Awards Committee to the SQL Legends Selection Committee for their consideration and decision.
- 4.1.4 The SQL Legends Selection Committee shall consist of:
- The SQL CEO;
 - A distinguished SQL Member who, as a minimum, is a member of the SQL Hall of Fame; and
 - A distinguished member of another Sport in Queensland.

4.2 QUEENSLAND OPEN REPRESENTATIVE TEAM PLAYER NUMBER

- 4.2.1 SQL recognises the achievement of being selected in a Queensland Open Representative Team by awarding each player who participates in a Gilley's Shield or John Reid Shield, their Player Number.
- 4.2.2 The Player Number signifies that person's debut for Queensland at the relevant Australian Championship and is awarded in the season of debut.
- 4.2.3 If more than one player debuts in the same season, they are awarded their player number in alphabetical order.

Note: In any National Championship where there are multiple rounds (eg 2010/11 Gilley's Shield where 4 rounds are played over 4 months), player numbers are awarded when a player takes their place in the defensive or offensive line-up for the first time. Alphabetical order detailed in 4.2.3 above applies where more than one player debuts in the same round.

4.3 RETIRING A PLAYING NUMBER

- 4.3.1 The retirement of a playing number from Queensland representative teams is a special honour that will only be considered in the most compelling of circumstances.

4.3.2 Any decision to retire a playing number will not be taken lightly and will be made having regard to the following criteria:

- The player must have represented Queensland (at both senior and junior levels) for a period of not less than 15 years;
- The player must have represented Australia at at least four World Championships and/or Olympic Games;
- The player must be a member of the Queensland Softball Hall of Fame;
- The player must have represented Queensland with distinction;
- The player must have been a role model for other players;
- The player must have contributed to the development of other players;
- The player must have made a contribution to Queensland Softball above and beyond that which is expected as a player alone; and
- The player must have a clear disciplinary record.

4.3.3 The decision will be made by the SQI Board of Directors on advice from the Awards Committee.

4.3.4 In recognition of this honour, the player shall be presented with a framed playing shirt detailing their playing number and the honour that has been bestowed upon them.

5. GENERAL AWARDS

5.1 SQI will seek nominations for the awards detailed in this section on an annual basis. Nominations may be made, unless otherwise stated, by:

- A District Association;
- The SQI Board of Directors; or
- The SQI Awards Committee.

5.2 Nominations for each award category shall:

- be submitted in writing on the relevant prescribed form, to be received by the SQI office or the Chairperson of the Awards Committee not later than eight (8) weeks prior to the SQI Annual General Meeting;
- be signed by the Nominator, countersigned by a Secunder, both of whom shall be a member of the District Association Management Committee or the SQI Board of Directors;
- be accompanied by a detailed summary of the contribution and achievements made by the nominee over the previous 12 months and why their contribution is greater than those of their peers - the nominee must be a currently registered member of SQI.

5.3 General information includes the following:

- SQI General Awards may not necessarily be awarded each year;
- The period of nomination is from 1 May of the previous year to 30 April of the current year;
- The SQI Awards Committee shall submit the recommendation for each award category to the SQI Chief Executive Officer (CEO) for their consideration;
- Any decisions made by the relevant delegate are final; and
- Awards will be presented at the SQI Annual Dinner.

5.4 THE BETTY PAXTON OAM AWARD - VOLUNTEER OF THE YEAR

5.4.1 The Softball Queensland Volunteer of the Year Award may be awarded to any person who has made a significant contribution to the sport over the period.

5.4.2 The contribution made by the Softball Queensland Volunteer of the Year recipient must be of such standards of excellence to have set themselves apart from their peers so as to warrant them

becoming the recipient of this award and should be for service over and above any role or position (volunteer) they may hold in a given twelve-month period.

5.4.3 The recipient of this award may be, for example, an administrator, coach, official, grounds person, fundraiser etc. and must receive no remuneration (apart from reimbursement for expenses incurred) in respect of their duties.

5.4.4 Factors to consider when assessing nominations include:

- The level of contribution over the period;
- Achievements over the period; and
- Significance of those achievements.

Note: This award applies to achievements over the 12-month period with the number of years of service not considered in the judging of this category.

5.5 THE SUE NISBET AWARD - ADMINISTRATOR OF THE YEAR

5.5.1 The Sue Nisbet SQL Administrator of the Year Award may be awarded to any person who has made a significant contribution to the sport in a voluntary capacity, over the previous twelve-month period.

5.5.2 The contribution made by the Softball Queensland Administrator of the Year recipient must be of such standards of excellence to have set themselves apart from their peers so as to warrant them becoming the recipient of this award and is in recognition of the achievements they have made as a direct result of the position/s they hold.

5.5.3 Factors to consider when assessing nominations include:

- Level of contribution as a volunteer over the 12-month period;
- Achievements over the period; and
- Significance of those achievements.

Note: This award applies to achievements over the 12-month period with the number of years of service not considered in the judging of this category unless the achievements are part of a long-term plan in which case this must be clearly stated in the nomination.

5.6 DISTRICT SOFTBALL ASSOCIATION OF THE YEAR AWARD

5.6.1 The SQL District Softball Association (DA) of the Year Award may be awarded to any DA that has attained a level of excellence through the adoption of progressive programs, initiatives and strategies to grow and improve Softball within their area and whose performance in this way has been so exceptional that their achievements have identified them as being clearly outstanding from their peers.

5.6.2 Nominations for District Softball Association of the Year may only be made by the District Softball Association. The DA must be a current full member of SQL.

5.6.3 Factors to consider in completing and assessing nominations include:

- the types of programs, initiatives and strategies that have been adopted;
- the achievements and outcomes that have resulted from the programs, initiatives and strategies; and
- the significance of any achievements, with a particular focus on growth, participation and new products, including facility development, funding approvals, governance.

5.7 SOFTBALL CLUB OF THE YEAR AWARD

- 5.7.1 The SQI Softball Club of the Year Award may be awarded to any softball club which is a member of a full member SQI District Softball Association that has attained a level of excellence through the adoption of progressive programs, initiatives and strategies to grow and improve Softball within their area (supporting both the Club and the DA) and whose performance in this way has been so exceptional that their achievements have identified them as being clearly outstanding from their peers.
- 5.7.2 Nominations for Softball Club of the Year may be made by either the club or their home District Softball Association. Both the club and the DA must be a current member of SQI.
- 5.7.3 Each nomination must be accompanied by a detailed summary of the club's performances for the year, or over an extended period as part of a long-term plan, through their programs, initiatives and strategies and must be of such a standard of excellence to truly warrant this award.
- 5.7.4 Factors to consider in completing nominations include:
- the types of programs, initiatives and strategies that have been adopted;
 - the achievements and outcomes that have resulted from the programs, initiatives and strategies; and
 - the significance of any achievements, with a particular focus on growth, participation and new products, including development of officials and increase in participation (new members excluding existing members who have transferred from other Clubs or DA's) and retention of members.

6. STATE TEAM AWARDS

- 6.1 General information regarding State Team Awards is as follows:

- SQI State Team Awards may not necessarily be awarded each year;
- The period of nomination is from 1 May of the previous year to 30 April of the current year;
- The decision of the SQI CEO is final; and
- Awards will be presented at the SQI Annual Dinner.

6.2 STATE TEAM OF THE YEAR AWARD

- 6.2.1 The SQI State Team of the Year Award may be awarded to any SQI representative team that has attained a level of excellence greater than that achieved by other teams or whose performance at a National Championship has been so exceptional that their achievements have identified them as being clearly outstanding from their peers.
- 6.2.2 The SQI Pathways and Performance Committee shall submit the recommendation, accompanied by a detailed summary of performances, for the SQI State Team of the Year to the SQI CEO for their consideration no later than 7 June each year.
- 6.2.3 The nominees' performances for the year must be of such a standard of excellence and achieved in an arena competitive enough to truly warrant the team becoming the recipient of this award.
- 6.2.4 Factors to consider in assessing nominations include, but not limited to:
- level of competition/s;
 - type of competition/s;
 - achievements over the period; and
 - significance of the achievements.

6.3 STATE TEAM MOST VALUABLE PLAYER AWARD

- 6.3.1 A SQI State Team Most Valuable Player Award may be awarded to a player from each SQI State Team that competed at a National Championship in the current year.
- 6.3.2 The officials of each State Team shall submit three nominations, accompanied by a detailed summary of performances, from their team to the SQI Pathways and Performance Committee for their consideration.
- 6.3.3 The SQI Pathways and Performance Committee shall determine the nominee for each team and submit the recommendation, accompanied by a detailed summary of performances, for each of the SQI State Team Most Valuable Player Award to the SQI Board of Directors for their consideration no later than 7 June each year.
- 6.3.4 Each nominee's performance for the year must be of such a standard of excellence and behaviour that their achievements have identified them as being clearly outstanding from their peers.
- 6.3.5 Factors to consider in submitting and assessing nominations include, but not limited to:
- competition/s competed in;
 - statistics for each competition;
 - behavior and attitude over the period;
 - achievements over the period; and
 - significance of achievements.
- 6.3.6 Where applicable, a SQI State Team Most Valuable Player Award recipient may become the SQI nominee to any relevant QSport Queensland Sport Award.

6.4 STATE TEAM PLAYERS' PLAYER AWARD

- 6.4.1 A SQI State Team Player's Player Award, may be awarded to a player from each SQI State Team that competed at a National Championship in the current year.
- 6.4.2 Whilst at the National Championship, each playing member of each team shall complete a voting form, recording the name and points awarded (on a 3,2,1 basis) for up to three of their top nominees.
- 6.4.3 Factors to consider when completing the voting include, but not limited to:
- displayed excellence (including professional in appearance) representing Queensland on and off the diamond;
 - demonstrated the highest standards of behaviour, team spirit, leadership, mateship over the period of the program;
 - is a positive role model for the other players at all levels;
 - demonstrated by their actions a commitment to fulfil the state team program;
 - makes a contribution to softball in addition to playing;
 - attends softball promotions and activities at any/all levels; and
 - promotes what it means to be a Queenslander – our culture.
- 6.4.4 The Team Manager will act as the Returning Officer. The sealed voting forms shall be collected by the Team Manager at the completion of the championship and brought to the SQI office where 2 independent people will act as scrutineers.
- 6.4.5 The Player's Player will be the player with the highest number of votes, determined by the secret ballot. If a tie eventuates, the player with the highest number of "3" point votes will be declared the winner.

- 6.4.6 Each Team Manager will advise the SQI Pathways and Performance Committee of the Player's Player for their team.

Note: Statistics are not considered a criteria for this Award and at the completion of counting, all voting papers will be destroyed.

7. TECHNICAL AWARDS

- 7.1 SQI may confer the following awards to individuals or District Associations who have made a significant contribution in the relevant area:
- Coach of the Year – known as the Audrey McLaughlin AM Award
 - Umpire of the Year - known as the Tricia Bichel Award
 - Statistician of the Year - known as the Ngaire Huston Award
 - Junior Umpire of the Year – known as the Darren Sibraa Award
 - Rookie Scorer of the Year – known as the Matt and Christine Denkel Award
 - District Association contribution to Umpiring
 - District Association contribution to Scoring
- 7.2 All nominations shall be submitted in writing on the relevant prescribed form, to be received by the SQI office or the Chairperson of the Awards Committee not later than eight (8) weeks prior to the SQI Annual General Meeting. Nominations may be made by:
- An Associate Member Softball Club;
 - A District Association;
 - the relevant Technical Directorate; or
 - a relevant SQI Committee.
- 7.3 Each nomination shall be signed by the Nominator, countersigned by a Secunder, both of whom shall be committee members of the organisation submitting the nomination, and be accompanied by a full and accurate resume of the contribution. Nominations received from an Associate Member Softball Club must be endorsed by their District Association.
- 7.4 A Selection Committee will be established for each technical area by the Chairperson of the SQI Awards Committee. The Committees will each comprise of three (3) persons, including up to two representatives from the relevant Technical Directorate. The Committees will select the recipients to be recommended to the SQI CEO.
- 7.5 The nominees' achievements for the year must have been of such a standard of excellence and achieved in an arena sufficiently competitive to warrant them being the recipient of this award. Factors to consider in completing nominations include:
- level of involvement ie. regional, state, national or international;
 - achievements over the previous 12-month period;
 - significance of achievements; and
 - contribution to the development of others in the relevant area.
- 7.6 To be eligible for nomination for an individual award, a nominee shall be:
- registered with SQI;
 - nominated in accordance with the Policy; and
 - accredited within the relevant national accreditation program.
- 7.7 The nominee must meet the following criteria:
- be current, active, made a contribution over the previous 12-month period and consistently demonstrate a high level of skill in their technical area;

- be accredited in the relevant SAL national accreditation program at any level, unless otherwise stipulated in the relevant section below; and
- be a positive role model and one who presents a positive public image of their relevant technical area and role.

7.8 The Audrey McLaughlin AM Award - Coach of the Year

7.8.1 To qualify for consideration for the SQI Coach of the Year Award, in addition to the criteria detailed in 7.7, a nominee must:

- demonstrate significant skill and achievements in coaching over the previous 12-month period, including the success of teams and/or athletes they have coached; and
- support and service coach development including the delivery of training, lecturing, mentoring and program development.

7.9 The Tricia Bichel Award – Umpire of the Year

7.9.1 To qualify for consideration for the SQI Umpire of the Year Award, in addition to the criteria detailed in 7.7, a nominee must:

- demonstrate significant skill and achievements in umpiring over the previous 12-month period, including selection for and appointments at State, National or International tournaments; and
- support and service umpire development including the delivery of training, lecturing, mentoring and program development.

7.10 The Darren Sibraa Award - Junior Umpire of the Year

7.10.1 To qualify for consideration for the SQI Junior Umpire of the Year Award, in addition to the criteria detailed in 7.7, a nominee must be between 13 and 18 years of age as at 30 April in the year the award is presented.

7.11 The Ngaire Huston OAM Award – Statistician of the Year

7.11.1 To qualify for consideration for the SQI Statistician of the Year Award, in addition to the criteria detailed in 7.7, a nominee must:

- demonstrate significant skill and achievements in scoring over the previous 12-month period including selection for and appointments at State, National or International tournaments; and
- support and service scorer development including the delivery of training, lecturing, mentoring and program development.

7.12 The Matt and Christine Denkel Award - Rookie Scorer of the Year

7.12.1 To qualify for consideration for the SQI Rookie Scorer of the Year Award, in addition to the criteria detailed in 7.7, a nominee must have been scoring for no longer than 4 years.

7.13 District Association Contribution to Umpiring and Scoring Award

7.13.1 To be eligible for nomination for the SQI District Association Umpiring or Scoring Contribution Award, a nominee shall:

- be a member of the SQI;
- be nominated in accordance with the By-Law;
- demonstrate the achievements of the District Association in respect to umpiring or scoring over the previous 12-month period; and
- demonstrate how the District Association presents a positive public image of umpiring or scoring and the role of the umpire or scorer within their District Association and SQI.

8. ATHLETES OF THE YEAR – JOYCE LESTER TROPHY (FEMALE) AND SHANE KING TROPHY (MALE)

8.1 Athlete of the Year will be awarded to a female and male athlete (one each per year where there are suitable candidates) who has excelled in Softball Queensland and Softball Australia senior program.

8.2 Criteria

The criteria for consideration for these awards shall include:

- performance at key events including State Championships, National Championships;
- the performance and results achieved and the contribution of the individual to that outcome;
- must be a member of the Softball Queensland Open or Under 23 teams and, where applicable, the Softball Australia Open or Under 23 teams;
- demonstrate a strong alignment to the core values of Softball Queensland and make a significant contribution to team culture.

8.3 Selection Process

The selection process is:

- nominations for each shall be submitted by the SQI Pathways and Performance Committee or CEO;
- a Selection Committee will then shortlist and vote individually of preferred winners;
- the Selection Committee shall include:
 - a PPC Representative;
 - SQI CEO;
 - Pathways Co-Ordinator; and
 - Heat and Patriots Head Coaches;
- any selection will be endorsed by the SQI Board of Directors prior to any announcement.

9. REVOCATION OF AWARDS

9.1 The SQI Board of Directors has the power to revoke an SQI Award.

9.2 The SQI CEO may recommend to the SQI Board of Directors that an Award be revoked in relation to a member or former member.

9.3 A written statement must be provided to the SQI Board of Directors setting out why the Award should be revoked, along with the facts and evidence why the recipient no longer satisfies the Award criteria.

9.4 The SQI Board of Directors may appoint a Panel to consider the recommendation and accompanying material. The Panel will follow the protocols and procedures set down by the Board in line with requirements of the Member Protection Policy.

9.5 Where the SQI Board of Directors is giving consideration to the revoking of an SQI Award, they will:

- Write to the member or former member and advise them that consideration is being given to the revoking of an SQI Award, the reasons for such consideration, and give the member or former member 14 days to show cause why such action should not be taken.
- After considering the show cause response, if one is provided, the Board will make a decision whether or not to revoke the SQI Award.
- If the SQI Award is revoked, the member or former member will be advised in writing of the action, and reference to the provision to the member or former member of the SQI Award will be removed from all records.

9.6 Any decision to revoke an SQI Award is non-appealable.

10. DELEGATION OF AUTHORITY

10.1 Unless otherwise stated in this Policy, the following delegations apply to the approval of Awards:

- The Chairperson of the SQI Awards Committee shall have the authority to approve all Service Awards detailed in section 2 of this Policy;
- The SQI CEO shall have the authority to approve all competitive awards detailed in sections 5, 6 and 7 of this policy; and
- The SQI Board of Directors shall have the authority to approve the awards detailed in Sections 3 and 4 of this policy.

10.2 In the absence of an SQI Awards Committee and/or Awards Committee Chairperson, the SQI CEO shall be delegated the authority to manage the processes for the SQI Awards Program. If the information in this section is inconsistent with the SQI Delegations Manual, the information contained in the SQI Delegations Manual shall be referred to in order to determine the appropriate approval.

11. REVIEW OF POLICY

11.1 This Policy will be reviewed every three years unless otherwise determined by the SQI Board of Directors.