



## AUSTRALIAN PARACHUTE FEDERATION LTD

### AWARD REMOVAL REGULATION

#### Introduction

1. The Australian Parachute Federation Ltd (**APF**) values admirable and worthy acts by members and their service to APF.
2. To recognise these members, APF grants awards in accordance with the [Awards Process](#) available on the APF website.
3. This Award Removal Regulation (**Regulation**) outlines the powers and process by which an Award may be removed by the APF Board (**Board**). For the avoidance of doubt, reference to "removal" of an Award throughout this Regulation refers to the cancellation or revocation of that Award.
4. This Regulation has been established by the Board in accordance with clause 29.1(a) of the APF constitution and may be amended by resolution of the Board from time to time.

#### Board may remove Award

5. For the purposes of this Regulation, an **Award** means any of the following:
  - (a) Master of Sport Parachuting Award;
  - (b) APF Service Award;
  - (c) APF Lifetime Achievement Award;
  - (d) Tim Bates Award; and
  - (e) such other award as established by APF from time to time.
6. The Board may, by ordinary resolution, remove an Award that has previously been awarded in accordance with this Regulation.

#### Grounds for Award removal

7. An Award may be removed from a person who has previously been awarded an Award (**Award Recipient**) where the Award Recipient:
  - (a) has engaged in conduct which means they no longer satisfy the criteria for the Award or the board determines, based on information obtained since it was awarded, that the Award Recipient did not satisfy the criteria at the time it was awarded;
  - (b) has been convicted of a criminal offence;
  - (c) has breached an APF Regulation or policy;
  - (d) brings APF or parachuting into disrepute; or
  - (e) it is established that the Award was granted erroneously.

## **Process to remove Award**

8. The Board may remove an Award in accordance with the following process:
  - (a) A director, the CEO or the Awards Committee may make a recommendation to the Board to commence the process under this Regulation to consider removing an Award.
  - (b) The Board may resolve to commence the process under this Regulation to consider removing an Award. At the request of a director, the Board may vote on this resolution by secret ballot.
  - (c) If the Board commences the process to remove an Award, a show cause notice must be sent to the Award Recipient outlining the following:
    - (i) that APF is commencing a process under this Regulation in respect of the Award granted to the Award Recipient;
    - (ii) that the Award Recipient has the opportunity to make written submissions (**Submissions**) to the Board outlining:
      - (A) why the Board should not remove their Award; and
      - (B) any other relevant supporting information,which must be received by APF no later than two weeks after the date of the show cause notice.
  - (d) Based on consideration of any Submissions received from the Award Recipient and any further due diligence conducted by APF, the Board must vote to either remove the Award or allow the Award Recipient to retain the Award. At the request of a director, the Board may vote on this resolution by secret ballot.
  - (e) The Board's decision to remove an Award is final and cannot be appealed.

## **Removal of Award**

9. If an Award is removed in accordance with this Regulation:
  - (a) the Award Recipient must be notified in writing;
  - (b) the Award will be removed from the awards register; and
  - (c) no public announcement shall be made.
10. The CEO (or delegate) may otherwise determine in their discretion any other reasonable steps are required to ensure the Award is removed.
11. If the Award is not removed, the Award Recipient must be notified in writing.