

SportsAid

Backing the Best Awards Panel – Terms of Reference

Status

The Backing the Best Awards Panel is an advisory group to the SportsAid Board of Trustees. It reports to the National Awards Committee rather than to the Board of Trustees directly. The Awards Panel is a standing advisory group with specific focus on the Backing the Best programme (funded by Sport England and managed by SportsAid).

Function

The Panel has been established to provide oversight and guidance to the Backing the Best Awards Officer and the National Awards Manager in relation to the operational delivery of Backing the Best. The function of the Panel is to:

- Approve the eligibility criteria for receiving an award from Backing The Best;
- Approve the number of the awards to be made each year to individual athletes (both to new athletes and to those receiving continued funding);
- Approve the administrative process for the granting of an award;
- Regularly review the efficiency and effectiveness of the Backing the Best nomination process;
- Approve the project assessment process for the granting of special and outreach project funds to NGBs;
- Approve the eligibility criteria for NGB special and outreach project applications;
- Approve the funding available to NGBs for special projects and the monetary limit on individual project applications;
- Approve the annual budget for Backing The Best within the parameters of the agreed funding Deed from Sport England;
- Assess and review the monitoring process for assessing the impact of the individual awards made and the NGB special projects; and
- Assess and review the process of monitoring the commitment and engagement of athletes receiving support from Backing the Best.

The Panel will also:

- Receive appeals against SportsAid's decisions regarding individual funding for athletes and special and outreach project applications from NGBs. (Appeals in the first instance will be received by the Backing the Best Awards Officer who will respond to them in conjunction



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with SportsAid's National Awards Manager and Chief Executive). If the individual or NGB remains unhappy with the decision they will be directed to the Backing the Best Awards Panel. The Panel's decision will be final; and

- When required, and in depth at least one a year, lead the review and assessment of risks related to the operational delivery of Backing the Best.

Composition

The membership of the Backing the Best Awards Panel will consist of the following:

- Chair of the SportsAid National Awards Committee;
- Up to two other SportsAid trustees;
- One representative from Sport England's Talent Investment Team (ex-officio);
- At least one, and a maximum of two NGB Representatives (normally Talent Leads or equivalent of sports supported by Backing the Best);
- At least one, and a maximum of four, independent members, ideally at least one with bursary and / or grant making experience;
- CEO of SportsAid (ex-officio);
- SportsAid National Awards Manager (ex-officio); and
- Backing the Best Awards Officer (ex-officio).

Terms of Office

The term of office of all Panel members will initially be two years to help facilitate the setting-up of the Backing the Best programme. This initial term may be extended should the Panel feel it necessary in the circumstances. After that and once established, the term of office of all Panel members (who are not SportsAid staff members) will be two years.

Chair

The Chair of the Committee will be the Chair of the SportsAid National Awards Committee.

Quorum

A Backing the Best Award Panel meeting will be quorate if five or more voting members are present. This includes members calling in via telephone or video-conference.



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Meeting Frequency

The Backing the Best Awards Panel will meet at least three times a year, in line with the phases of the Awards year.

In order to facilitate reporting to the National Awards Committee, the Panel will endeavour meet in advance of the SportsAid National Awards Committee meeting at each stage of the cycle.

Votes

If a decision requires a vote it shall be passed by a simple majority of voting members. Every member shall have one vote and in the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote.

Records

Formal minutes will be taken by the Backing the Best Awards Officer or the CEO in their absence. The minutes will be circulated as soon as possible after any meeting to all members of the Committee.



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