



University of  
St Andrews

## Saints Sport Awards regulations

<b>Document Type</b>	Terms of Reference
<b>Scope (applies to)</b>	Public
<b>Applicability date</b>	01/11/2020
<b>Review/expiry date</b>	01/02/2026
<b>Approved date</b>	01/11/2020
<b>Approver</b>	Saints Sport Management
<b>Document Owner</b>	Athletic Union President
<b>School / unit</b>	Saints Sport
<b>Document status</b>	Active
<b>Information classification</b>	Public
<b>Equality impact assessment</b>	None
<b>Key terms</b>	Saints Sport, awards, blues and colours
<b>Purpose</b>	This document outlines the regulations for the annual Saints Sport Awards.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
3.2	Minor update for 2025	Active	Saints Sport Management	19/02/2025

## 1 Introduction

- 1.1 The Saints Sport Awards celebrates the amazing achievements of all the individuals involved in student sport at the University.
- 1.2 This document outlines the awards regulations, detailing the committee, timeline, eligibility, appeals process and character of the awards. Nominations criteria and guidance for submitting nominations can be found on the [Saints Sport website](#).

## 2 The Awards Panel

- 2.1 The Awards Panel (herein referred to as “the Panel”) shall be chaired by a member of the Saints Sport Sports Leadership Team and shall be comprised of the following:
- The Athletic Union President
  - A minimum of three members of Saints Sport staff
  - A University of St Andrews staff member from out-with Saints Sport and/or an external panel member with relevant sporting knowledge and experience

## 3 Timeline of awards

- 3.1 The Awards season runs from the beginning of Week 7 in Semester 2 the previous academic year until the end of week 6 of Semester 2 in the current academic year.
- 3.1.1 Final year students whose achievements earn them Blues or Colours after this period, but prior to graduation that academic year, may request the appropriate award be conferred by the Panel. This must be made in writing to the Athletic Union President, who will then consult the Panel for a final decision.
- 3.1.2 Non-final year members whose achievements earn them Blues or Colours after Week 6 of Semester 2 will have the appropriate award conferred by the Committee in the next academic year.
- 3.1.3 Deferred nominations that are more than one year late will not be accepted under any circumstances.
- 3.1.4 If the criteria for an award have changed, and an individual no longer fits the criteria, they will not be eligible for the award.

- 3.2 Awards and criteria will be agreed by Sports Leadership Team in consultation with the Athletic Union Executive. The timeline for nominations will be circulated in advance. This will usually be opened at least one month before the awards ceremony.
- 3.3 Following the closure of nominations, the Panel will meet, and decisions on the nominations for all Saints Sport Awards shall be made.
- 3.4 Following the meeting described in 2.4, Blues and Colours winners and those shortlisted for individual awards will be notified. This information will be publicised as appropriate.
- 3.5 The appeals process will then open for two days. See Section 5 for the full appeals process information.
- 3.6 An Awards ceremony will take place in the April of the academic year. Award winners will be announced at this event and publicised as appropriate.
- 3.7 A review of the Awards policies and procedures will be undertaken by the Athletic Union President alongside the Panel.

#### **4 Eligibility**

- 4.1 The description of, and eligibility for, each award is listed on the [Saints Sport website](#). However, all nominees must be in good standing with Saints Sport, the University and the Student's Association.
- 4.2 Individuals who have graduated are still eligible for awards if their achievements fall within the awards season timeframe.

#### **5 Regulations Governing Award**

- 5.1 The criteria for all the awards are laid out on the [Saints Sport website](#).
- 5.2 The Panel maintains the standards for awards. It also has the power to change any criteria if they deem it necessary. Any changes will be communicated with all clubs in writing.
- 5.3 Any award may not necessarily be awarded each year. This is at the discretion of the Panel if it is believed that the standard falls below that which is required.
- 5.4 All awards shall be made at the discretion of the Panel.

5.5 Awards shall be made on the merit of nominations alone. More details may be required from the nominator if the Panel deems it necessary.

5.6 Nominations for awards can be made by the following people and/or groups:

- A club affiliated by the Athletic Union
- Members of Saints Sport staff
- The Panel may also nominate individuals and clubs for awards if they see fit

## 6 Appeals

6.1 If a club wishes to appeal against a decision made by the Panel, an appeal must be made in writing by the club president/captain to the Athletic Union President ([aupres@st-andrews.ac.uk](mailto:aupres@st-andrews.ac.uk)) within 2 days of the original communication. Appeals received after this time will not be considered.

6.2 Once this deadline has passed, the Panel will meet to consider any outstanding appeals. Representatives from the club which has appealed a decision may be invited to attend the meeting if the Panel deems necessary.

6.3 Results of appeals will be communicated to clubs following the appeals meeting. The decision of the appeal is final.

## 7 Awards list

7.1 The awards list and criteria can be found on the [Saints Sport website](#). These awards may fall under the following broad categories:

- Blues and colours
- Individual awards for excellence within sport
- Individual awards for enhancing student experience within sport
- Individual awards for widening engagement in sport
- Individual award for Excellence, Experience and Engagement within sport
- Club and team awards
- Volunteer Portal Awards
- Special Recognition Awards

## 8 Contact details

8.1 If you have any questions relating to the Saints Sport Awards, please contact:

- Athletic Union President: [aupres@st-andrews.ac.uk](mailto:aupres@st-andrews.ac.uk)
- Duncan Caithness, Assistant Director (Sports Development): [dac9@st-andrews.ac.uk](mailto:dac9@st-andrews.ac.uk)

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.1	Update	In draft	Athletic Union President	20/05/2020
2.0	Approved	Active	Saints Sport Management	01/11/2020
2.1	Update	In draft	Athletic Union President	16/02/2022
3.0	Approved	Active	Saints Sport Management	21/02/2022
3.1	Minor update for 2023	Active	Saints Sport Management	08/02/2023
3.2	Minor update for 2025	Active	Saints Sport Management	19/02/2025