

CANADIAN SKI PATROL™

Atlantic East Division Awards Program



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SUGGESTED STRUCTURE OF AWARDS

Zone Awards	Division Awards	National Awards
First Year Service 5- & 10-Year Service	15, 20 year Every 5 years after 25 years	25 Year Service Award 50 Year Service Award
Outstanding First Year Patroller		
Patroller of the Year		
Certificate of Recognition	Certificate of Recognition	
	Division Executive	Outstanding Executive Award
Zone Appreciation Award	Division Appreciation	National Appreciation Award
		Canadian Ski Patroller Award (CSP)
Zone Special Award		
First Aid Competition	First Aid Competition	National F/A Competition
Zone Critical Incident Award		Canadian Ski Patrol Lifesaving Award
		Canadian Ski Patrol Bravery Award
Zone Life Member	Division Life Member Award	Life Membership Award
	Outstanding Instructor Award,	Excellence in Education Award
	Recruitment and Retention Award	
	Outstanding Patrol	
		Dr. Doug Firth Zone of the Year
		Zone Growth and Progress Award
		Outstanding Contribution Award
	Safety Ambassador Award	Public Relations Award
Zone 365 Events		

GENERAL INFORMATION

The deadline for the return of all Division award nominations is the end of March unless otherwise stipulated by the Division Awards Committee.

All Award nominations must be filled in completely through the online portal. It is critical that the Awards Committee know all the reasons that an individual(s) or Company should receive consideration for the award they are being nominated for.

The Division Awards Committee shall meet and review all nominations so that awards are ready to be presented at the awards banquet(s) presentation for that year.

Division Awards will be presented at the Division AGM, or other suitable event or time as deemed appropriate.

Contents of all nominations will remain confidential.

AWARDS COMMITTEE

The Awards Committee is made up of a minimum of five (5) appointed representatives. Each member of the committee is to be a member of the Canadian Ski Patrol (CSP) in good standing. Although not required, committee members should have a sound understanding of the Canadian Ski Patrol and have previously received an award.

Members of the Division Executive and/or Patrol Leaders should not be members of the Awards Committee.

If a member is in a position of potential conflict for any one specific award, they will be removed from any decision making on that award.

Selection of the committee will be at the discretion of the Chairperson.

NOMINATION PROCESS

This Awards Program Guide is circulated Division wide in the fall of each year along with a preliminary request for nominations.

A second request for nominations is issued mid-December.

A third request for nominations is issued around the mid-January, and subsequent requests will be advertised at least once in February and once in March.

The deadline for the Award Nominations is the last day of March each year unless otherwise stipulated. No nominations will be accepted after this date. Special Note: Life Saving nominations do not have a deadline. Life Saving nomination will be considered by the Awards Committee at any time during the year.

Nominations are to be made online through the Awards Nomination portal.

All nominations will be provided to all members of the Awards Committee unless a member is a nominee.

The Awards Committee will grade all nominations based on the information provided and prepare their recommendation. Please note that the Committee's consideration can only be based on the information provided. It is imperative that a nomination be as complete as possible including all appropriate approvals.

The recommendations of the Awards Committee will be forwarded to the Division President for his/her consideration and approval.

The Chairperson will prepare all awards and presentations for distribution.

Any additions to the Awards Guide require Division Executive approval.

NOMINATION GUIDELINES

Who can submit a nomination?

Any member in good standing may submit a nomination for the awards contained in the guide unless otherwise indicated.

Who should be considered for nomination?

Since we are not a business where we can reward our employees through monetary bonuses, it becomes even more important that we use the awards program. Awards should be at all levels to recognize service that is exemplary and has had a positive effect on the CSP locally, divisionally and/or nationally.

Who must approve the nomination?

The appropriate Patrol Leader and Zone President must indicate support or non-support of a nomination and provide comments for same. These should be shown on the awards nomination form. The only exception to this rule is when the Patrol Leader or Zone President is the individual being nominated. These should be displayed on the on-line submission.

What type of information must be included?

- A completed nomination
- A brief and concise explanation describing the work or talents of the nominee. Please note that write-ups are required for all nominations.
- An explanation on how the individual specifically qualifies to receive this award. This explanation should address the criteria listed for the applicable award.
- An explanation indicating the relative importance placed on the contributions of the nominee by the Patrol or Zone and its overall benefit to the CSP and Atlantic East Division.
- Approval of both the Patrol Leader and Zone President (see above)

** Please note that the committee's consideration can only be based on the information provided, not on the knowledge of the individual by the committee. It is therefore imperative that your nomination be as complete as possible.

What if we want to nominate more than one candidate for the same award?

This is permitted; however, you may want to nominate the most deserving candidate.

When are awards presented?

Awards will be presented at a time as decided by the Division Executive.

Should our nominee be recognized locally first?

It is recommended that a nominee be recognized at the Area and/or Zone level (when applicable) prior to being recognized at the Division level. This should not preclude a nominee from being nominated and receiving a division award.

SCORING OF AWARDS

The Awards Committee members will individually grade all nominations based on the information provided and prepare their recommendations.

Evaluations must be based on the information presented, not personal knowledge of the individual. Members who may have a personal bias, either positive, or negative, must declare this to the rest of the committee. The committee will then make a consensus determination whether this cause for the individual to recuse him/herself from the scoring process.

No member of the Canadian Ski Patrol outside of the Awards Committee shall attempt to influence a Committee Member with respect to the scoring of nominations. Any attempt to influence a Committee Member shall be reported to the Chair of the Awards Committee, who shall inform the Division President. Disciplinary action may be taken against an individual who is found to be in violation.

The Awards Committee will score each nomination using a one (1) to ten (10), with a ten (10) representing the highest ranking, See 'Evaluation' below.

The Chair will not score awards except in extenuating circumstances and after consultation with the Division President.

The resulting scores will be averaged for each nominee resulting in a single mean score for each nominee.

Scoring and recommendations will be as follows:

1. Nominations with an average score above 8.5 will be awarded. In the case where only one award is granted, it shall be the one with the highest score.
2. Nominations with an average score between 7 and 8.4 will be discussed at the discretion of the committee. The decision will then move to a yes/no discussion, rather than a numeric score and the majority will carry the vote.
3. Nominations with an average score lower than 7 will not be discussed and will not be considered for the award for which they were nominated.
4. Should a committee member provide a score significantly higher or lower than the rest of the committee, the Chair will contact the Committee Member for clarification on the score, and the member may be permitted to change their score, retain the score as provided, or abstain from voting in consultation with the Chair.
5. Once marks have been submitted, and during discussions, scores may not be changed.

6. Division Life Member nominations must receive an average score of at least nine (9) to be successful.

The Awards Committee Chair will have the discretion to make decisions with respect to special circumstances. The Chair will appropriately document all discretionary decisions and provide them to the Division President with award recommendations

A meeting of the Awards Committee will be arranged to discuss the results of the scoring and to make final decisions. The meeting will be convened by tele-presence (teleconference, web-based meeting, etc.).

The recommendations of the Awards Committee will be forwarded to the Division President.

The Division President shall have access to the submissions for all recommended nominations or nominees.

Zone Presidents will be notified by the Awards Committee Chair of their individual award winners and provided with information as to why a nomination was unsuccessful.

EVALUATION

Score	Statement	explanation
1	Absolutely Not	does not meet criteria, or cannot support this nomination in any way
2 or 3	Strongly Disagree	may meet prerequisite criteria, but nomination is missing much information, or candidate is not suitable in any way. Candidate does not meet the criteria at all.
4 or 5	Somewhat Disagree	meets prerequisite criteria, but the nomination and/or actions are not the best for this award – the criteria for the award are not met
6 or 7	Somewhat Agree	meets prerequisite criteria, nomination is good, and person demonstrates some/many of the criteria for the award.
8 or 9	Strongly Agree	meets prerequisite criteria, nomination is very good, and person demonstrates most of the criteria for the award and makes an excellent candidate
10	No doubt in my mind	person meets or exceeds all criteria

- **Average over 85%: Award is granted**
- **Average 70%-84% Award is to be discussed. Decisions will then be based on a yes/no vote, with the majority deciding**
- **Average under 70% Award is declined.**

SCHEDULE OF DIVISION AWARDS

Years of Service: 15, 20 year and every 5 years after 25 years
 Certificate of Recognition
 Division Appreciation
 Division Life Member Award
 Division Executive
 Outstanding Instructor Award,
 Retention and Recruitment Award
 Safety Ambassador Award
 Outstanding Patrol
 First Aid Competition

YEARS OF SERVICE RECOGNITION – 15, 20, and every 5 years after 25 years.

OBJECTIVE	To recognize the years of service of a member.
GOAL	To create awareness in the members of the contributions made by sustained membership and to foster an environment which encourages other members to do likewise.
WHEN AWARDED	Annually
ELIGIBILITY	All members in the Division,
NOMINATION PROCEDURE	Zone Presidents or Patrol leaders are to submit a list of eligible member(s), including their National registration number(s), to the Division Awards Chairperson to be verified from Zone and Division membership records.
DECISION	By the Awards committee.
GUIDELINES	Membership in the Canadian Ski Patrol over a period of years. A member in Atlantic East Division on the anniversary of their year of service.
METHOD OF AWARD	Individuals will receive one (1) Service Pin

Questions to answer in the nomination:

1. How many years has this member been active within the CSP?
2. Are they an active patroller?

CERTIFICATE OF RECOGNITION

OBJECTIVE	To recognize a member(s), non-patroller, or organization(s) that has made an exceptional contribution to the betterment of a Patrol, Zone, or the Division
GOAL	To create awareness in the members of the contributions made by a member(s) or organization(s) in the betterment of the Division at any level.
WHEN AWARDED	Annually
ELIGIBILITY	Members in good standing, individual(s) and organizations contributing to the Division.
NOMINATION	Any member of the Division in good standing may put forth a nomination.
DECISION	By the Awards Committee
GUIDELINES	<p>This certificate may be presented as:</p> <ul style="list-style-type: none"> • recognition of a contribution to a special project at the Zone and/or Division level • a retirement from a leadership position within the Division. <p>This certificate may be presented to a member more than once.</p>
METHOD OF AWARD	<p>A non-numbered certificate will be provided.</p> <p>The text on the Certificate of Recognition reads as follows:</p>

"The Canadian Ski Patrol, Atlantic East Division, is proud to award this Certificate of Recognition to _____ for their excellent work and dedication to the/as (name project or position with years held) that has exceeded the normal requirements. We offer this certificate as recognition of our sincere appreciation".

Questions to answer in the nomination: (please be succinct, and to the point when answering)

1. For what reason is this person/group/organization being nominated?
2. If the nomination is for a retirement from a position.
3. If not a retirement award, please detail the project/contribution for which they are being nominated.

DIVISION APPRECIATION AWARD

OBJECTIVE	<p>To recognize a member of the Division who has contributed far more time and effort than would normally be expected in the performance of his or her assigned functions, or a person(s) that have accepted a special project on behalf of the Division and have done an outstanding job (above all expectations).</p> <p>This award may also be given a person(s) or organizations outside of the Division who have performed services or rendered assistance to the Division far beyond the requested or expected level. The assistance provided to the Division must be of tremendous significance, beyond what would be recognized by the Certificate of Recognition.</p>
GOAL	To show appreciation for the extraordinary efforts contributed to the Division by the recipient of this award and to make the members of the Division aware of their excellent work,
WHEN AWARDED	Annually
ELIGIBILITY	Any Division member in good standing as well as any non-member or organization who meet the guidelines.
NOMINATING PROCEDURE	Zone Presidents, Patrol Leaders, and members of the Division Executive may nominate individuals or organizations for this award. Zone nominations should have the consideration of the appropriate Zone President.
DECISION	By the Awards Committee,
GUIDELINES	<p>Extraordinary effort over a period of time is the basic criteria for this award.</p> <p>Support documentation outlining the specific activities of the individual, or organization are an essential part of the decision talking process for this award.</p> <p>Ordinary effort over a long period of time is not considered part of the criteria.</p>
OTHER FACTORS	This award should be awarded only once to an individual or organization.

METHOD OF AWARD The recipient will receive an individually numbered award.

Questions to answer in the nomination: (please be succinct, and to the point when answering)

1. What are the contributions of this candidate at the patrol, zone or division level?
2. What makes these contributions extraordinary?
3. What has been the impact of these contributions and how have these contributions contributed to the growth of the zone or Division?
4. Other pertinent details about the nominee in support of this nomination.

DIVISION LIFE MEMBERSHIP AWARD

- OBJECTIVE** To recognize the important contributions in various functions over a period of at least ten (10) years by a member who has shown dedication beyond normal expectations and in so doing:
- Honour the recipient with the highest award in Atlantic East Division
 - Demonstrate the value that the Division places in such individuals.
- GOAL:** To create an awareness amongst the Division of the respect and honour accorded by the Division to this “building” group; to foster an “esprit de corps” within the Division of this unique group of individuals, and to thereby promote the long term survival of the Division.
- ELIGIBILITY:** Any member in good standing with a minimum of ten (10) consecutive years of service. Please see guidelines below for specific eligibility requirements.
- GUIDELINES:** PLEASE NOTE THAT THIS IS NOT A LONG SERVICE AWARD
- A nominee should have been recognized by his/her own Area and Zone (if applicable) with the respective highest operating awards.
- A nominee should also have received a Division Appreciation Award.
- A detailed submission must be received which provides a list of the activities of the individual. The supporting documentation/bio information should be from at least two (2) different sources.
- The individual must have provided positive leadership in the Division for several years.
- The contribution should be one of a “builder” i.e.: leadership or major contributions that have directly contributed to the growth of the Division or have had a major positive impact are the best examples of prospective Life Members;
- Significant contributions made at the Division level over an extended period of time are considered desirable.
- The individual’s dedication to the aims and objectives of the Division must be demonstrated.
- OTHER FACTORS:** The award may not necessarily be given annually. An individual can only receive this award once. There may be multiple recipients in any given year.

**METHOD OF:
AWARD** A numbered award, the type to be determined by the Division Executive and Awards Committee.
Division Life Members are not required to remit Division fees for registration

Questions to answer in the nomination: (please be succinct, and to the point when answering)

1. What programs, actions, initiatives have the patroller been significantly involved with that has contributed to the growth, development, and improvement of the Division.
2. Describe the level of involvement (local, zone, division) and explain how these contributions were positive and successful.
3. Describe the candidate's involvement and impact at the local, and/or zone, and/or division level.
4. Generally, candidates being considered are leaders and builders. Please provide examples of their leadership and how the candidate inspires others in a positive manner.
5. Other pertinent details about the nominee in support of this nomination.
6. Please provide 2 sources of information/letters of support for this nomination in addition to the nominator.

DIVISION EXECUTIVE AWARD

OBJECTIVE	To recognize the achievements of an individual who, while a member of the Division Executive, most enhances activities, directions, and policies of the CSP and the Division.
GOAL	To create awareness among all executive members of the value placed upon excellence in the service to the Division and the CSP.
WHEN AWARDED	Annually.
ELIGIBILITY	All Division Executive members
NOMINATING Executive.	Nominations will be accepted from any member of the Division Executive.
PROCEDURE	All nominations will be provided to each member of the Division Executive, who shall have a vote. The name of the nominator will not be made known. The nominee would not receive a copy of their nomination. This may be done in an electronic form. In the case of a single nomination, the vote shall be a yes/no vote.
DECISION	A majority of the votes cast will determine the recipient of this award.
GUIDELINES	<p>Demonstrated initiative and creativity in introducing and maintaining programs which further the aims and objectives of CSP and the Division.</p> <p>Demonstrates promptness and thoroughness in response to the administrative requirements of the position.</p> <p>Creates an activity level which exceeds normal expectations at the Division level and motivates others to do likewise.</p> <p>The individual must foster an attitude of mutual respect, support, and cooperation among other members of the Executive, while exercising and exemplifying leadership.</p> <p>The individual must demonstrate an ability to satisfy the administrative and leadership qualities necessary for the position held.</p>
OTHER FACTORS	The award may be awarded more than once to an individual.
METHOD OF AWARD	To be determined by the Division Executive and Awards Committee.

Questions to answer in the nomination: (please be succinct, and to the point when answering)

1. How has the nominee demonstrated initiative and creativity in introducing and maintaining programs which further the aims and objectives of CSP and the Division.
2. How has the nominee demonstrated promptness and thoroughness in response to the administrative requirements of the position?
3. How has the nominee created an activity level which exceeds normal expectations at the Division level and motivated others to do likewise.
4. How has the individual must foster an attitude of mutual respect, support, and cooperation among other members of the Executive, while exercising and exemplifying leadership.

OUTSTANDING INSTRUCTOR AWARD

OBJECTIVE	To recognize a member of the training team at the area, zone or division level who has demonstrated excellence in the field of training.
GOAL	To create an awareness within the membership of the value of training in first aid and on snow, and of the extraordinary efforts that these individuals have contributed and to show the Division's appreciation of their contributions.
WHEN AWARDED:	Annually
ELIGIBILITY	Any member of the training team in good standing.
GUIDELINES:	Nominations are made by any member in good standing
OTHER FACTORS	The award may not necessarily be given annually. The award should not be shared. This award may be presented more than once to the same individual.
METHOD OF AWARD	To be determined by the Division Executive and Awards Committee

Questions to answer in the nomination: (please be succinct, and to the point when answering)

1. What is the role of this individual within the instructing team?
2. What efforts has this individual made which have been outstanding/extraordinary?
3. How have these efforts impacted the patrol and the patrollers?
4. What makes this individual an outstanding instructor?

RETENTION & RECRUITMENT AWARD

OBJECTIVE	To recognize a member who promotes the CSP and has demonstrated outstanding efforts in recruitment and/or retention of new and returning patrollers.
GOAL	The goal of this award is to recognize an individual who actively works to increase and retain members in the CSP. For example: organizer/facilitator of (s) social event(s) or 365 events or community engagement that highlights the Canadian Ski Patrol.
WHEN AWARDED	Annually
ELIGIBILITY	Any member in good standing.
GUIDELINES:	Nominations are made by any member in good standing.
OTHER FACTORS	Key indicators would be: enthusiastic, proud, professional and passionate. Factors to be considered when putting forth a nomination may include: <ul style="list-style-type: none"> • How the individual actively engages people and builds comradery and enthusiasm within the membership. • This individual promotes the CSP in the broader community and facilitates communication and recruitment of new members. • Year-round involvement in recruitment/retention <p>This award may be awarded to multiple recipients in any given year.</p>
METHOD OF AWARD	To be determined by the Division Executive and Awards Committee

Questions to answer in the nomination: (please be succinct, and to the point when answering)

1. What efforts has this individual made to promote recruitment and/or retention?
2. What has been the results of these efforts?
3. Provide examples of how this individual has built comradery and enthusiasm
4. Provide examples of how this individual has promoted the CSP within the broader community

SAFETY AMBASSADOR AWARD

OBJECTIVE	To recognize the effort and achievement of a member, members, patrol or zone, in completing or contributing to a safety program or special safety project or safety event, which enhances the growth and development of the division.
GOAL	To recognize the valuable contribution to Atlantic East Division by a member in the area of safety and foster an environment which promotes other members to do likewise.
WHEN AWARDED	Annually
NOMINATING PROCEDURE	Any member of the Division may submit a written nomination describing contributions of the nominee and reasons how these contributions benefit Atlantic East Division.
ELIGIBILITY	Any member in good standing with the Division. This award may be presented to an individual or group of patrollers. This award may be presented to a recipient more than once.
OTHER FACTORS	<p>Emphasis should be placed on the nominee’s initiative and contributions in the area of safety. This award should not be awarded for efforts which have been previously recognized with this award. If a nominee is being nominated, and has previously received this award, the new nomination must be for new initiatives/activities.</p> <p>Considerations will be given to:</p> <ul style="list-style-type: none"> • Efforts of the nominee to promote safety and safety programs • The benefits received by the Division through the efforts of the nominee. • Documentation/supporting statements outlining the activities of the nominee(s) • The widespread impact of the efforts will be taken into consideration, but not necessarily be a deciding factor.
METHOD OF AWARD	To be determined by the Awards Committee and Division Executive. A maximum of 5 awards will be presented each year.

Questions to answer in the nomination: (please be succinct, and to the point when answering)

1. How has the nominee promoted safety and safety programs?
2. What are the benefits received by the Division through the efforts of the nominee?
3. Please provide documentation/supporting statements outlining the activities of the nominee(s)
4. What has been the widespread impact of the efforts?

OUTSTANDING PATROL AWARD

OBJECTIVE	To recognize the extraordinary efforts of a patrol in promoting, expanding, and supporting the programs and policies of the Canadian Ski Patrol and specifically Atlantic East Division
GOAL	To create awareness in the members of the valuable ongoing contribution made by patrols and to foster an environment which encourages other patrols to do likewise.
WHEN AWARDED	Annually.
ELIGIBILITY	All patrols within the Division.
NOMINATING PROCEDURE	All Patrol Leaders should submit to the Executive a summary of the activities of the patrol for the season and how these activities meet the criteria for this award. The members of the Awards Committee will then make a recommendation to the Division President.
DECISION	Awards Committee.
GUIDELINES	Demonstrates overall development of resources and demographics. Efforts should be concentrated over the year in which the nomination is being made. Previous efforts and activities should not factor into the nomination.
OTHER FACTORS	The size of a patrol will be taken into consideration when evaluating the quality and quantity of contributions, This award may not necessary be presented for a given year, if it is the opinion of the Awards Committee that no one patrol is outstanding. This award cannot be shared by two patrols at the same time.
METHOD OF AWARD	To be determined by the Division Executive and Awards Committee

Questions/Information to answer/present in the nomination: (please be succinct, and to the point when answering)

1. An outline of activities of the patrol for the season, both in season, and year round events.

FIRST AID COMPETITION AWARD

OBJECTIVE	To recognize the best performance by a first aid team at the First Aid Competition during the Division Competition.
GOAL	To create an awareness of the importance placed on the high quality performance of first aid procedures and to recognize the time and effort each member of the team has contributed in preparing for the competition.
WHEN AWARDED	Annually.
ELIGIBILITY	Any member of the Division may compete as a member of a team as outlined in the National Competition Rules.
NOMINATING PROCEDURE	No formal nomination is required.
DECISION	By the Competition jury.
GUIDELINES	This award will be presented to the team who has accumulated the highest total number of points in the first aid portion of the Division Competition.
OTHER FACTORS	The team must satisfy all criteria for competing the competition.
METHOD OF AWARD	To be determined by the Division Executive and Awards Committee