



# National Recognition Program

CANADIAN SKI PATROL  
PATROUILLE CANADIENNE DE SKI



To ensure your nominations are considered they must be  
posted to the National Database System by:

**February 15 of any given year**

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Late submissions will be held until the following year with the  
exception of the Lifesaving and Bravery Awards.

This document is the property of the Canadian Ski Patrol. It may not be altered or amended without the expressed written consent of the Vice-President of Patrol Operations. This document supersedes all previous national award and recognition program guidelines and policies.

**CANADIAN SKI PATROL**  
**PATROUILLE CANADIENNE DE SKI**



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Approved by Vice President – Patrol Operations, on October 17, 2019

Version 1.1

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Version 1.0

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## Forward

A task force was struck in April 2017, with representation from across the country, varied years of experience and levels of recognition, gender diversity, and a recognition of the bilingual nature of the CSP. The task force mandate was to examine and make recommendations to all areas of the national awards program, including application process, awards criteria, selection process, committee make-up, and presentation (recipient's award, national award, and ceremony).

Appreciation is extended to the members of the committee:

Craig Taggart - Chair	Confederation Zone	Atlantic West Division
Clifford Leigh-Mossley	Central Zone	Ontario Division
Sinead Anderson	Central Zone	Ontario Division
Nancy Askin	Sault Ste. Marie Zone	Ontario Division
Anick Vaillancourt	Eastern Townships Zone	Québec Division
Ian Bowen	Apex Zone	Pacific South Division

Appreciation is further extended to the initial committee from 2017-18 for providing feedback and additional updates.

The committee operated under the guidance of Greg McCormick, Vice-President of Patrol Operations



## Purpose of Awards

The Canadian Ski Patrol is not a business where it can recognize our members through the use of monetary bonuses; therefore, it becomes even more important that an awards program be used to recognize our volunteers. An awards program should be in place at all levels of the organization in order to recognize service that is exemplary and has had a positive effect on the organization at a patrol, zone, division and/or national level.

Many studies on recognition within volunteer organizations show that recipients of an award will always remember when their unselfish service to the cause was presented to them by their peers, even if they do not talk about it to others, or say that they do not need it, as they would volunteer for that cause no matter what.

Recognizing someone properly for outstanding performance is crucial for the continued drive and attitudes of excellence. The often-unnoticed benefit to the organization is how it positively affects others in the volunteer pool.

Recognition costs little but has great value. It should be not only a large part of any volunteer organization, but a major celebration. The return to the organization is immediate, long term and immeasurable.

The CSP Recognition program has been developed to recognize members for the tremendous work and efforts which are brought to patrolling.

Do not wait for others to take action and submit a nomination. You can be 'that someone' that another is waiting for.

A thank-you is extended to Graig King, a former CSP member, for providing this background information on the importance of recognition.



## 1. Nomination Guidelines

- 1.1. Any member in good standing may submit a nomination for any award unless specifically identified otherwise in the individual Award Guideline.
- 1.2. Self Nominations are not permitted.
- 1.3. All nominations are to be reviewed by the nominee's Zone and/or Division President prior to being presented to the Recognition Committee.
  - 1.3.1. Zone and Division Presidents will be given the opportunity to provide additional documentation to the Recognition Committee either supporting, not supporting or clarifying a nomination but will not have the ability to veto award nominations.
  - 1.3.2. Support or opposition is to be entered into the National Database System. The only exception to this when the Zone or Division President is the individual being nominated.
  - 1.3.3. A lack of response will be interpreted as support.
  - 1.3.4. All input received from the Zone or Division President will be taken into consideration by the Committee when reviewing the nomination. These comments may be entered into the nomination itself in the National Database System or in writing to the Recognition Committee Chair or the Head Office.
- 1.4. Nominations are to be submitted through the National Database System. Each field is to be completed with as much information as is required. An explanation of how the individual specifically qualifies to receive the specific award is important. Ensure that the information provided matches the criteria required.
- 1.5. The committee's consideration is based on the information received. It is therefore imperative that a nomination be as complete as possible.
- 1.6. There are no limits to the number of individual awards given each year to a zone and/or division.



- 1.7. Presentation of awards to occur as outlined in Section 5: Presentation of Awards.
- 1.8. Some nominations may require local/regional recognition as a prerequisite. See each award for nomination criteria. Where no local/regional program exists, this must be indicated in the nomination.
- 1.9. Help on using the National Database System to submit your nominations can be found within the Awards menu (Help on Submitting an Award). Queries may also be addressed to either the Recognition Committee Chair or the Information Technology Manager.
- 1.10. A list of previous national award winners can be found on the national website, under the member's information page.

## 2. Recognition Committee Composition

- 2.1. The Recognition Committee has the mandate to review and make award recommendations to the Board of Directors.
- 2.2. The Recognition Committee will be comprised of seven (7) members in addition to the Chair.
- 2.3. The Chair of the Recognition Committee is selected through an application and interview process under the direction of the Vice-President of Patrol Operations. It is recommended that the Chair hold a CSP award as a minimum.
- 2.4. The Chair, in conjunction with the Vice-President of Patrol Operations has the responsibility of selecting a committee comprised of seven Regular Members who have a sound understanding of the Canadian Ski Patrol across the country.
- 2.5. Committee members will be selected from applications taken from across the country. A reference from the applicant's Division Presidents will be sought.





- 2.6. The following will be considered when selecting the committee:
  - 2.6.1. Members must have at least five (5) years experience with the CSP.
  - 2.6.2. There must be at least one Life Member, separate from the CSP recipient.
  - 2.6.3. To ensure committee representation reflects our national diversity, members should be selected from all regions of the country (Eastern, Central, and Western regions).
- 2.7. The Vice-President of Patrol Operations is an ex-officio member of the Recognition Committee. While a member of the committee, the Vice-President of Patrol Operations does not score or vote on the nominations.
- 2.8. Each member of the Recognition Committee is expected to declare any relationship which he/she may have with a nominee for any award, promptly upon being made aware of that nomination.
- 2.9. Any committee member who is in conflict with any nominee shall recuse him/herself from any discussion and recommendation with respect to that nominee. The scoring for that nominee will be adjusted accordingly.
- 2.10. Members of the Recognition Committee may not submit award nominations.
- 2.11. Members of the Board of Directors may not submit award nominations with the exception of the outstanding executive award.
- 2.12. Term of Membership
  - 2.12.1. Maximum term for any committee member is three (3) years.
  - 2.12.2. Each year, there shall be a turnover of two (2) members and three members every third year
  - 2.12.3. Members who serve their term, may reapply for the committee after a one (1) year absence.
  - 2.12.4. The Chair may serve no more than three (3) years.
  - 2.12.5. Should a committee member have partially completed his/her term and be selected as committee chair, he/she will be permitted to serve a full three year term as chair.



- 2.12.6. The term of the Chair may be extended at the discretion of the Vice-President Patrol Operations and the National President.
- 2.13. Application forms for both the Chair and for Committee membership shall be in template form available on the National Database System.

### 3. Nomination Process

- 3.1. The Awards Guide is to be posted on the National website and in the Awards section of the National Database System.
- 3.2. The timeframe for consideration of awards will be from January 1 to December 31 of each year except where noted in specific award.
- 3.3. Members will receive communication about the awards program from the Awards Chair in the following manner and timeframes:
  - 3.3.1. Division and Zone Presidents will be contacted on or before September 15.
  - 3.3.2. A call for nominations to the general membership will be issued on or before October 15.
  - 3.3.3. A third and final call for nominations will be issued December 15.
- 3.4. The deadline for posting nominations, through the National Database System, will be midnight on the 15th of February each year.
- 3.5. Nominations will not be accepted after this date except for the Lifesaving and Bravery Awards.
- 3.6. Lifesaving and Bravery Awards can be submitted any time throughout the year, up to thirty (30) days prior to the Recognition Ceremony.
- 3.7. Submissions received with less than 30 days remaining before the National Awards Ceremony will be reviewed for presentation at the following year's National Awards Ceremony.
- 3.8. Nominations for all awards are to be submitted through the National Database System, under the Manage Awards menu except in extenuating circumstances. In these cases, the Recognition Chair must be notified by February 15<sup>th</sup>.



## 4. Scoring and Recommendations

- 4.1 The Recognition Committee members will individually grade all nominations based on the information provided and prepare their recommendations.
- 4.2 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. In the interests of transparency, this process must be documented and provided to the Board of Directors with the award recommendation.
- 4.3 No member of the Canadian Ski Patrol outside of the Recognition 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 Recognition Committee, who shall inform the Vice President-Patrol Operations. Disciplinary action may be taken against an individual who is found to be in violation.
- 4.4 The Recognition Committee will score each nomination on the National Database using a one (1) to ten (10), with a ten (10) representing the highest ranking,
- 4.5 The Chair will not score awards except in extenuating circumstances and after consultation with the Vice-President of Patrol Operations. The Chair will document the extenuating circumstances of every instance in which the Chair scored an award submission and provide it to board of directors with the award recommendation.
- 4.6 The resulting scores will be averaged for each nominee resulting in a single mean score for each nominee.
- 4.7 Scoring and recommendations will be as follows:
  - 4.7.1 Nominations with an average score above eight will be awarded. In the case where only one award is granted, it shall be the one with the highest score.
  - 4.7.2 Nominations with an average score between 5.1 and 7.9 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.

- 4.7.3 Should a committee member provide a score below 5 for a specific candidate, where the remaining scores are significantly higher, 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.
- 4.7.4 Once marks have been submitted, and during discussions, scores may not be changed by more than 1 mark in either direction, except in extenuating circumstances, which will be documented by the Chair.
- 4.7.5 Nominations with an average score lower than five will not be discussed and will not be considered for the award for which they were nominated.
- 4.7.6 Life Member nominations must receive an average score of at least nine (9) to be successful.
- 4.7.7 The Recognition 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 board with award recommendations
- 4.8 A meeting of the Recognition 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.).
- 4.9 The recommendations of the Recognition Committee will be forwarded to the Board of Directors for final approval through the Vice-President of Patrol Operations and the President/CEO.
- 4.10 Recommendations for awards are made by the awards committee, following recommendation guidelines. Award nominations must be accepted and approved by the board of directors to be granted. (See: Regulations, section 3.3.4.) Any award may be withdrawn by the board of directors for cause. The board must be unanimous in its decision and any board member with a conflict must remove themselves from the process. (See: Regulations, section 3.3.5).



- 4.11 The Vice-President of Patrol Operations, the President/CEO and the Board of Directors shall have access to the submissions for all recommended nominations or nominees.
- 4.12 All Canadian Ski Patroller Award recipients will be notified in writing shortly after the recommendations of the Recognition Committee have been approved, unless the Recognition Committee Chair or the CSP Head Office are notified in writing by the nominator, Zone and/or Division President that they do not wish the notification to be sent to the nominee.
- 4.13 Zone and Division Presidents will be notified by the Recognition Committee Chair of their individual award winners, and also provided with information as to why a nomination was unsuccessful. This may provide for individuals to be informed of or presented with their award prior to the National Recognition Ceremony depending in timing and circumstances.
- 4.14 Where Zone or Division Presidents wish to have recipients be made aware of their Canadian Ski Patrol or Life Member Award prior to the National Recognition Ceremony, a notice of award will be provided. Certificates, badges, pins, and other methods of award will not be provided prior to the National Recognition Ceremony except in extenuating circumstances as determined by the Chair of the Recognition Committee and Vice President of Patrol Operations. In these cases, prior to the zone presenting the award, they are to ask the audience to respect the National Recognition Program and not publicize the award presentation until after the National Recognition ceremony.
- 4.15 Based on Regulation Article 3, section 3.3.2 all awards are granted under the authority of the board of directors. The authority of the board of directors is fulsome and includes the establishment of award categories, the process by which awards are adjudicated as well as the overall administrative instruments to deliver an awards program. This authority is exclusive and not delegated. The Recognition Committee does not have the inherent internal authority to create discretionary capacities for itself. Therefore, discretion to make decisions with respect to "special



circumstances" is not valid without the specific sanction of the board of directors.

## 5. Presentation of Awards

- 5.1 The Vice-President of Patrol Operations and the Recognition Committee Chair will select the recipient's award (type and material) based on current trends in recognition programs, cost, and branding guidelines.
- 5.2 The Head Office will prepare all awards and presentations for distribution at the National Recognition Ceremony.
- 5.3 The following awards will be presented at the National Recognition Ceremony in the following order, where possible. Where successful nominees are not able to be in attendance, a designated individual will be provided with the award to deliver to the recipient.

Alison Smith Memorial Leadership Award

50 Years of Service

Lifesaving Award

(where an individual is unable to attend the Recognition Ceremony, the information will still be presented to those assembled)

Bravery Award

Mark Labow Diamond Award (60 years service)

Canadian Ski Patroller Award

Life Member Award

- 5.4 Where there is a successful nomination, the following Recognition Awards will be given to the Zone or Division President to present to the recipient at the Division/Zone/Local level (to be determined locally).

The recipients will be acknowledged at the Recognition Award Banquet.

National Appreciation Award

Public Relations Award

Safety Award



Zone growth/progress  
Special recognition Award  
25 years Service

- 5.5 The following awards will be presented at a level determined by the Chair of the Recognition Committee in conjunction with the Vice President of Patrol Operations. Criteria to be taken into account will include, but not be limited to recipient's level of involvement, location, number of recipients and other determining factors.

Dr. Douglas Firth Zone of the Year Award  
Outstanding Executive Award  
Excellence in Education Award  
Outstanding contribution Award  
CSP Appreciation

- 5.6 Notwithstanding the Guidelines, the board of directors may, without prejudice and without precedent, authorize the presentation of an award to an individual whose unique or outstanding lifetime contribution to the Canadian Ski Patrol cannot be properly recognized within the Guidelines. This authorization requires a clear and present case and must be approved unanimously by the directors of the board."

Any additions or changes to the policy or guidelines for the National Recognition Program require approval of the Board of Directors.



## National Appreciation Award

### OBJECTIVE

To recognize patrollers who have contributed far more time and effort than would normally be expected in the performance of their assigned functions over a period of a minimum of five years.

### ELIGIBILITY

Any regular member of the CSP in good standing.

### CRITERIA

- Extraordinary effort over a period of time.
- Contributions at any level, demonstrated leadership and innovation producing positive results.

### SPECIAL NOTE

- Individuals should have been recognized by their Zone and/or Division. In circumstances where no awards exist at the Zone or Division level, the nomination should include an explanation to that effect.

### METHOD OF AWARD

Recipients will receive a distinctive, numbered modern award, certificate, and a special recognition pin.

The award may not necessarily be given annually and is not limited in any given year.

### QUESTIONS ASKED ON THE NOMINATION FORM:

- List the contributions of this patroller at the zone, division or national level.  
Maximum 500 words
- What has been the impact of these contributions? Maximum 500 words
- Other comments (maximum of five (5) sentences or points)





## Canadian Ski Patroller Award

### OBJECTIVE

To recognize patrollers who have demonstrated extraordinary leadership, dedication and made significant contributions in any aspect of patrolling and from any level after receiving their National Appreciation Award.

### ELIGIBILITY

- Any regular member of the CSP in good standing.
- Have received their National Appreciation Award a minimum of three years previously.

### CRITERIA

- Contributions from the time the NAA was awarded until the time of the Canadian Ski Patroller Award nomination will be considered as the primary qualifying activities.
- Leadership, dedication to the aims and objectives of the CSP, responsibility accepted, and attitude are important qualifying factors.

### SPECIAL NOTE

- Individuals should have been recognized by their Zone and or Division. In circumstances where no awards exist at the Zone or Division level, the nomination should include an explanation to that effect.

### METHOD OF AWARD

Recipients will receive a distinctive numbered modern award, certificate and a special recognition pin, and a specially designed and numbered jacket crest/nametag.

The award may not necessarily be given annually s not limited in any given year.



## QUESTIONS ASKED ON THE NOMINATION FORM:

1 – Candidate – Are there specific recognitions that the patroller has received since receiving their NAA that are **not** documented within the NDS. Detail these recognitions with date and at which level it was awarded and a brief statement as to why the award was granted.

2 – Contributions – What programs, actions, initiatives has the patroller been significantly involved with that has contributed to the growth, development and improvement of the CSP **since receiving their National Appreciation Award**. Highlight the individual's leadership role within these contributions (Max 500 words)

3 - What has been the impact of these contributions and how have these contributions contributed to the growth of the CSP and at what level? Maximum 500 words

4 – Other comments Provide any other pertinent details about the nominee in support of this nomination. (Max 250 words)

5 – Overall summary –please provide a SHORT summary of the candidate and the rationale for the recognition. (Max 250 words - This may be used for the basis for the information presented during the Recognition Ceremony if successful.)



## Life Member Award

### OBJECTIVE

The Life Membership Award is given to recognize regular members of the CSP in good standing who, through their activities and actions, have made meaningful contributions to enhance, grow, or improve programs and practices across one or more of the multiple dimensions of the CSP. Preference will be given to nominees whose contributions have had, or are likely to have, significant and positive impact on the CSP nationally.

### ELIGIBILITY

An eligible nominee for the Life Membership Award is a regular member who should have:

- demonstrated dedication and commitment through being a regular member
- been recognized locally through receiving zone and division awards\* over the period of their service;
- been a recipient of the National CSP award at least 5 years previously;
- through their strong leadership of activities, or their meaningful contribution of unique skills, made a significant positive impact(s) on the national organization; and
- Earned the appropriate respect of their peers, and the privilege to be recognized as a builder within the organization.

\*Please note that it is recommended nominees should have been recognized by their Zone and/or Division with a Life Membership Award. In circumstances where Life Membership Awards do not exist at Zone or Division levels, the nomination should include that information under the “other comments” section of the questions.

### CRITERIA

- Individuals whose leadership or major contribution(s) have enhanced the stability or sustainability of their Zone, Division or the National organization.
- Contributions made at a National level are considered desirable, but not required.
- Contributions at the Zone and Division level are to be considered in the context that these activities supported continued growth of the organization as a whole.



## METHOD

The award may not necessarily be given annually and there is no limit to the number of awards presented each year.

Recipients receive membership in the CSP for life without payment of annual dues, a numbered award certificate, a recognition pin, and a numbered jacket crest/nametag.

## NOMINATION PROCESS

Nominations must provide clear and concise evidence that the nominees' contributions have excelled in all criteria as detailed in the questions that must be answered when completing a nomination online via the National website. The questions listed below are the questions that will be required to answer when making the nomination which must be submitted via the National Database

1 – Candidate – Are there specific recognitions that the patroller has received since receiving their CSP that are **not** documented within the NDS. Detail these recognitions and when they were received.

2 – Contributions – What programs, actions, initiatives have the patroller been significantly involved with that has contributed to the growth, development and improvement of the CSP. Describe the level of involvement and explain how these contributions were positive and successful. (Max 500 words)

3 – CSP Involvement– Describe the candidate's involvement and impact at the local, and/or zone, and/or division and/or national level. (Max 250 words)

4 – Leadership and inspiration to the membership – generally candidates being considered are leaders and builders within the CSP. Please provide examples of their leadership and how the candidate inspires others in a positive manner. (Max 500 words)

5 – Other comments Provide any other pertinent details about the nominee in support of this nomination. (Max 250 words)

6 – Overall summary –please provide a SHORT summary of the candidate and the rationale for the recognition. (Max 250 words - This may be used for the basis for the information presented during the Recognition Ceremony if successful.)



## Distinguished Achievement Award

### OBJECTIVE

To recognize patrollers who have undertaken a special project or unique initiative outside of the normal operational functions of the CSP that has significantly benefited the organization as a whole.

### ELIGIBILITY

Any regular member of the CSP in good standing.

### CRITERIA

- The nominee may or may not have been a previous recipient of Zone and/or Division recognition.
- The project must have had an impact on the CSP at any level.

### METHOD OF AWARD

Recipients will receive a distinctive, modern award and certificate.

The award may not necessarily be given annually and is not limited in any given year.

### QUESTIONS ASKED ON THE NOMINATION FORM:

- Describe the project. Maximum 500 words
- What has been the impact of this project? Maximum 500 words
- What were the challenges in completing this project? Maximum 500 words
- Other comments (maximum of five (5) sentences or points)



## John D. Harper Lifesaving Award

### OBJECTIVE

To recognize a first aid performance by patrollers whose application of first aid and rescue skills are deemed to be extraordinary.

### ELIGIBILITY

Any regular member of the CSP in good standing.

### CRITERIA

- The patroller(s) must have actively participated in the treatment and or transportation of the patient.
- The actions of the patroller(s) were extraordinary and beyond what might be considered 'an average situation'. The actions of the patroller(s) contributed to saving the life of a patient.
- This award may include resort staff and or bystanders if they assisted the CSP and actively participated in the treatment of the patient.
- The event must have occurred within the past three (3) years
- Letters of support, documentation in the form of accident report forms, notes from medical personnel, family, the patient, are all considered desirable for the nomination.

### SPECIAL NOTE

- Submissions for the lifesaving award can be made at any time throughout the year. Submissions received with less than 30 days remaining prior to the presentation ceremony will be reviewed for presentation at the next year's ceremony.
- This award will not be considered for nominees who were acting in a professional, non-CSP capacity (i.e. on-duty as fire, police, or paramedic).



## METHOD OF AWARD

Recipients will receive a distinctive, modern award, certificate and a special Ankh pin.

The award may not necessarily be given annually and is not limited in any given year.

## QUESTIONS ASKED ON THE NOMINATION FORM:

- List the involvement of each patroller. Beside each name, state the role(s)/responsibility(s) of the patroller during this rescue. Use one line per patroller. Describe the Incident in chronological order: Who, What, Where, When, How
- Highlight any challenges encountered at the scene
- What were the injuries of the patient(s)?
- What was the outcome of the patient(s) treatment?

**The committee will be considering the following when reviewing this award. These items may or may not impact the ultimate awarding of this recognition.**

- The incident:
  - is the injury, or multiple injuries, unusual or complicated?
  - is the environment of the situation complicated?
  - is the extraction difficult or unusual?
- The responders:
  - are the responders a team or a single person?
  - if a team, is it a ski patrol team or a collection of first responders that are involved?
- The environment - did this incident happen at:
  - a ski resort (with all its staff, procedures & equipment)?
  - a workplace (with all its staff, procedures & equipment)?
  - a common everyday location (e.g. shopping mall)?
  - an unusual environment (e.g. in an airplane or on the side of the highway in the middle of snow storm)?
- Accident management - was it difficult due to:
  - the environment, specially weather?
  - the need for crowd control?
  - command / coordination of a number of responders (especially if all are not part of a ski patrol team)?
  - the need for additional resources (e.g. SAR, air ambulance)?
- The Outcome - the Lifesaving Award is only for an ultimately successful response. The committee must determine:
  - is this an example of simply excellent care and treatment?
  - are the interventions that were undertaken major contributions to saving a life?



## Bravery Award

### OBJECTIVE

To recognize patrollers who have risked their lives while in an effort to rescue another person under any circumstance (on-snow or special events).

### ELIGIBILITY

Any regular member of the CSP in good standing.

### CRITERIA

- The patroller put his/her life in imminent danger.
- The outcome of the incident is not required to be positive.
- Letters of support, documentation in the form of accident report forms, notes from medical personnel, family, the patient, are all considered desirable for the nomination.

### SPECIAL NOTE

- Judgments will be made based on supporting documentation as to the contributions of and risk to the patroller(s).
- This award will not be considered for nominees who were acting in a professional, non-CSP capacity (i.e. on-duty as fire, police, or paramedic).

### METHOD OF AWARD

Recipients will receive a distinctive, modern award and certificate.

The award may not necessarily be given annually and is not limited in any given year.

### QUESTIONS ASKED ON THE NOMINATION FORM:

- Describe the incident based on; Who, What, Why, When, Where
- What were the dangers to the patroller in this particular situation?
- How did the patroller put their life in imminent danger?
- Other comments (maximum of five (5) sentences or points)

Refer to the Lifesaving Award for situations to consider.





## Public Relations Award

### OBJECTIVE

To recognize the efforts of an individual or group who has promoted the desired image and supported the brand of the Canadian Ski Patrol to the public.

### ELIGIBILITY

Any regular member of the CSP in good standing.

### CRITERIA

The patroller or group has;

- Created public relations activity beyond the efforts expected of all members.
- Produced tangible proof of those efforts in the form of media articles, broadcasts, exhibits, letters, etc., and
- Made available to the CSP, where possible, the program, ideas, material, etc., that resulted in the favourable publicity being generated.

### SPECIAL NOTE

- The VP of Patrol Operations will have the opportunity to comment on any and all nominations prior to the National Recognition Committee completing its final review.

### METHOD OF AWARD:

Recipients will receive a distinctive, modern award and certificate.

The award may not necessarily be given annually and is limited to one (1) award in any given year.

### QUESTIONS ASKED ON THE NOMINATION FORM:

- Describe the public relations project/activity. Maximum 500 words
- How was the image of the CSP enhanced? Maximum 500 words
- What challenges if any were encountered? Maximum 500 words
- State the short term/long term benefits of this project /activity. Maximum 500 words



## Safety Award

### OBJECTIVE

To recognize the efforts of an individual or group within the Patrol who has:

- Made an important contribution to the efforts of the Patrol to promote safety in CSP related activities.
- Acted at a level above that which is normally expected of the member or group.

### ELIGIBILITY

Any regular member of the CSP in good standing.

### CRITERIA

Preference should be shown for:

- Those submissions which support the safety programs currently emphasized by the CSP.
- Activities which generate obvious public promotion of safety among the skiing public or four season events served by the CSP.
- Programs or activities which can be implemented within the CSP.

### SPECIAL NOTE

- The VP of Members & Resorts and/or the National Safety Program Coordinator will have the opportunity to comment on any and all nominations prior to the National Recognition Committee completing their final review.

### METHOD OF AWARD

Recipients will receive a distinctive, modern award and certificate.

The award may not necessarily be given annually and is limited to one (1) award in any given year.

### QUESTIONS ASKED ON THE NOMINATION FORM:

- Describe the safety activity and or program. Maximum 500 words:
- What was the impact of this program/ activity at the local, regional or national level? Maximum 500 words:
- What was the outcome of the promotional program? Maximum 500 words:
- Other comments (maximum of five (5) sentences or points):



## Excellence in Education

### OBJECTIVE

An individual, or group of individuals who, through their actions, have made a significant and positive impact on the quality of education as it pertains to first aid, on-snow rescue or avalanche training within the Canadian Ski Patrol.

### ELIGIBILITY

Any member(s) of the CSP in good standing.

### CRITERIA

- The creation of specific lessons or materials for use in educational programs or a demonstrated excellence in the performance of the delivery or management of educational program(s).
- Breadth of exposure received.

### SPECIAL NOTE

- Accomplishments made where fewer resources are available are taken into consideration.
- Samples (pictures) of the educational material created by the nominee(s) should, if possible, accompany the nomination.
- The VP of Training and Development will have the opportunity to comment on any and all nominations prior to the National Recognition Committee completing their final review.

### METHOD OF AWARD

Recipients will receive a distinctive, modern award and certificate.

The award may not necessarily be given annually.

### QUESTIONS ASKED ON THE NOMINATION FORM:

- What program or activity has the individual or group created or what specific change has been made to education in the CSP? Maximum 500 words
- What impact has this had on the training in the CSP? Maximum 500 words
- To what degree has this moved the CSP forward? Maximum 500 words
- Other comments (maximum of five (5) sentences or points)



## Dr. Douglas Firth Zone of the Year Award

### OBJECTIVE

To recognize the extraordinary efforts of a zone in promoting, expanding and supporting the programs and policies of the Canadian Ski Patrol throughout the nomination year (January – December).

### ELIGIBILITY

Any zone in good standing.

### CRITERIA

- Level of participation at the national level.
- Administrative promptness and completeness from the Zone, i.e. Performance as measured against the Zone Completion List.
- Active participation in National Programs including but not limited to Public Relations, Safety and Awards.

### SPECIAL NOTE

It is recognized that the contributions of smaller zones may not reach the level of larger zones based on the number of members and wealth. These factors will be taken into consideration.

### METHOD OF AWARD

Recipients will receive a Modern Acrylic style wall plaque.

The award may not necessarily be given annually and is limited to one (1) award in any given year.



## Zone Growth and Progress Award

### OBJECTIVE

To recognize the extraordinary efforts of a zone in promoting, expanding and supporting the programs and policies of the Canadian Ski Patrol over a period of time.

### ELIGIBILITY

Any zone in good standing.

### CRITERIA

- The activities within the Zone relative to the resources and demographics of the Zone as they may relate to the increase in the number of; instructors, four season services, expanded delivery of off season programs, expanded delivery of educational programs or an increase in member base and/ or contributions to the zone, division or national level.
- Emphasis should be placed on programs demonstrating the relative growth and how this growth has continued.
- The progress will have taken place over a period of years.

### SPECIAL NOTE

- This award emphasizes “progress” and not the specific “final state” that would reflect the best performing zone in the country.
- It is recognized that the contributions of smaller zones may not reach the level of larger zones based on the number of members and wealth. These factors will be taken into consideration.

### METHOD OF AWARD

Recipients will receive a modern acrylic wall plaque.

The award may not necessarily be given annually and is limited to one (1) award in any given year.



## Outstanding Contribution Award

### OBJECTIVE

To recognize patrollers who continue to give above and beyond what would normally be expected in the Canadian Ski Patrol after previously beginning recognized at the national level.

### ELIGIBILITY

Any regular member of the CSP in good standing.

### CRITERIA

- The patroller must have received, at a minimum the National Appreciation Award.
- The contributions of this patroller must be given over a period of time and be above and beyond what normally would be expected.

### SPECIAL NOTE

- This award is not given in conjunction with the NAA, CSP or LM awards.
- It can be given to a patroller who has not yet met the criteria required to receive the CSP and/or LM award.
- It can be given to patroller who has received his/her CSP and/or LM award.

### METHOD OF AWARD:

Recipients will receive a distinctive, modern award and certificate.

The award may not necessarily be given annually and is not limited in any given year.

### QUESTIONS ASKED ON THE NOMINATION FORM:

- List the contributions of this patroller since receiving their last national award (NAA, CSP or LM). Maximum 500 words
- What has been the impact of these contributions at the zone, division or national level? Maximum 500 words
- Other comments (maximum of five (5) sentences or points)



## Outstanding Executive Award

### OBJECTIVE

Recognize the achievements of an individual who, while working as a National Officer in a national portfolio, demonstrates excellent leadership qualities while at the same time contributes to activities that enhance the programs, directions and policies of the CSP.

### ELIGIBILITY

- Any member of the CSP in good standing who contributes to a national program may be nominated.
- An individual is eligible to receive this award repeatedly only if he/she is in a different role and/or portfolio from that where they were a previous recipient.

### CRITERIA

Consideration should be given to:

- Contributions that have had a significant and positive motivational effect on other members of the National Executive.
- Initiative and creativity in introducing and maintaining national programs which further the aims and objectives of the CSP.
- Behaviour that fosters an attitude of mutual respect, support, and cooperation among other members of the CSP contributing at a national level.
- Demonstrated ability to satisfy the administrative and leadership requirements of the position.
- Acts as a mentor to other national officers and to those who come in contact with the nominee.

### SPECIAL NOTE

- Nominations are made only by the members of the national management team and members of the national board of directors.
- To ensure equal voting among the management team and board of directors each vote by the management team will equate to five, each vote by the board will



equate to three and a half, in the event of a tie the President and Board Chair will make the final decision.

- o At the time of adoption of this document, there are four vice-presidents on the senior management team and seven members of the national board of directors. In the event these numbers should change, the voting strengths will change to reflect an equitable vote.

## **METHOD OF AWARD**

Recipients will receive a distinctive, modern award and certificate.

The award may not necessarily be given annually and is limited to one (1) award in any given year.

## **QUESTIONS ASKED ON THE NOMINATION FORM:**

- What contributions has this patroller made in their position at the national level?  
Maximum 500 words
- What have been the outcomes of their contributions? Maximum 500 words
- In what ways has this patroller displayed excellent leadership qualities? Maximum 500 words





## Service Award – 25 Years & 50 Years

### OBJECTIVE

To recognize the efforts of long term service encourage other members to remain in the Canadian Ski Patrol for similar lengths of service.

### ELIGIBILITY

Any member of the CSP in good standing that has recorded 25 or 50 years of active service (not necessarily consecutive).

### CRITERIA

- The patroller must have patrolled for 25 and 50 years (need not be consecutive).
- Sabbaticals are not applicable toward the qualifying years of service.
- This nomination will be automatically recognized by the National organization and will be generated by the National Database.

### METHOD OF AWARD

Recipients of 25 or 50 year service awards will receive a sweater pin and a distinctive, modern award and certificate.



## Mark Labow Diamond Award

This award is named in honour of Mark Labow of Québec Division. He is the first member of the Canadian Ski Patrol to achieve this milestone, and at the end of the 2016-2017 season, had completed 70 years of service.

### OBJECTIVE

To recognize those patrollers who have attained 60 years of service in the Canadian Ski Patrol.

### ELIGIBILITY

A patroller who has been an active patroller for 60 years (need not be consecutive years).

### CRITERIA

- The patroller must have patrolled for 60 years (need not be consecutive).
- Sabbaticals are not applicable toward the qualifying years of service.

### METHOD OF AWARD

The recipient will receive a personalized keepsake to be determined annually by the Management Committee, led by the Vice-President of Patrol Operations.



## Alison Smith Memorial Leadership Award

Alison joined the Canadian Ski Patrol in 2001. It was her belief that the CSP needed young leaders that led to her involvement at the Zone level and culminated in her being elected to the Board of Directors in 2015. During her time at the board, Alison was focused on engaging younger members and providing them with opportunities to grow as leaders within the CSP. Her focus lives on in the Alison Smith Memorial Leadership Award.

### OBJECTIVE

To build awareness and celebrate members who show leadership by taking on new challenges and displaying the initiative to grow as a leader within the Canadian Ski Patrol.

### ELIGIBILITY

Any member of the CSP in good standing who is 35 years old or younger. There will be a maximum of one award presented each year.

### CRITERIA

- The nominee has shown the ability to incorporate and/or balance his/her work and life responsibilities with their CSP responsibilities.
- The nominee has displayed leadership skills.
- The nominee has a vision of how young patrollers can be of value to the CSP.
- The nominee has ideas of how to move the CSP forward.

### SPECIAL NOTE

- Alison was involved in a key program that looked at ways of engaging young patrollers to contemplate leadership roles for themselves.
- Prior recognition at the Zone or Division level is not required.

### METHOD OF AWARD

A single award in the form of a bursary and a modern acrylic plaque.

The award may not necessarily be given annually and is limited to one (1) award in any given year.



#### QUESTIONS ASKED ON THE NOMINATION FORM:

- In what ways has this patroller grown as a leader in the CSP? Maximum 500 words
- What activities did the patroller undertake that inspired or engaged young patrollers in the CSP? Maximum 500 words
- What leadership roles has this patroller assumed at the zone, division or national level? Maximum 500 words
- What has been the impact of the patroller's leadership? Maximum 500 words
- In what ways has this patroller engaged patrollers to move the CSP forward? Maximum 500 words



## Canadian Ski Patrol Special Recognition Award

### OBJECTIVE

To recognize the efforts and achievements of an individual and or business who has supported the Canadian Ski Patrol's programs and initiatives.

### ELIGIBILITY

Any individual or organization outside the CSP.

### CRITERIA

- Awarded to a non-patroller.
- Should have been previously recognized at the Zone or Division level if the contributions are at a local or regional level.
- Support may have taken a variety of forms: financial, services rendered, materials, or other.
- May have been done singularly or over a period of time.

### METHOD OF AWARD

Recipients will receive a distinctive, modern award and certificate.

The award may not necessarily be given annually and is not limited in any given year.



## Canadian Ski Patrol Appreciation Award

### OBJECTIVE

To recognize any patroller retiring and/or leaving from either the National Board of Directors or a national portfolio position.

### ELIGIBILITY

Any individual who has served as a member of the board of directors or in a national portfolio position.

### CRITERIA

- Has served a minimum of one year in a national position.
- Is retiring from the national position.

### METHOD OF AWARD

Recipients will receive a distinctive, modern award and certificate.

The award may not necessarily be given annually and is not limited in any given year.



## Recognition of a Member who has passed away during the year

As an organization, it is inevitable that we will have current and former members pass away.

As the CSP is National in scope, it becomes too cumbersome to recognize every member, past and present, who passes away. A Zone or Division may choose to recognize a member who passes away independently of the National Organization. As well, in most cases, it will be more meaningful to recognize the member at his/her local or zone level.

In all cases, first and foremost, recognition should be at the area/zone/division level. The National Office should be notified as soon as possible, and the information will be kept on file. It is the responsibility of the Zone to inform National Office of the passing of a member.

The names of these current members, where provided to the National Office, will be published in the National Publication after the National Recognition Banquet. Additionally, a moment of silence will be observed during the Recognition Banquet, where the names of those who have passed away will be displayed. Due to the potential numbers, it is not feasible to recognize individuals who are former members of the CSP, except in the case of individuals who have held a National Position, such as Member of the Board, President, or member of the Management Committee. Recognition of the passing shall be limited to those who have passed since the previous Recognition Ceremony.

The following will be used for determination of method of recognition of the passing of a member or former member of the CSP:

### **Passing of a current active member – not in the line of duty**

- Recognize at the area/zone/division level
- Notification made to National Office
- Inclusion of the name into the National Banquet list during the moment of silence
- Name published in the National publication after the Recognition Banquet

### **Passing of a former member**

- Recognition at the area/zone/division level as deemed appropriate



#### **Passing of a former member who held a National Position**

- Recognition at the area/zone/division level as deemed appropriate
- Notification made to National Office
- Once notification has been received, a mention in the next edition of the National Publication
- Inclusion of the name into the National Banquet list during the moment of silence
- Name published in the National publication after the Recognition Banquet

#### **Passing of a sitting Board Member or Management Committee Member**

- Recognition at the area/zone/division level as deemed appropriate
- Notification made to National Office
- A sympathy card sent from the National Office
- Inclusion of the name into the National Banquet list during the moment of silence
- Name published in the National publication after the Recognition Banquet

#### **Passing of a Life Member**

- Recognition at the area/zone/division level
- Notification made to National Office
- A short biography in the National Publication
- A sympathy card sent from the National Office
- Inclusion of the name into the National Banquet list during the moment of silence
- Name published in the National publication after the Recognition Banquet

#### **Member passing away in the line of duty**

- Recognition at the area/zone/division level
- Notification made to National Office
- Publication of information in the National Publication
- A sympathy card sent from the National Office
- Inclusion of the name into the National Banquet list during the moment of silence
- Name published in the National publication after the Recognition Banquet





### Use of a Mourning Ribbon

- A 'virtual' mourning ribbon has been created and is available for use on social media platforms.
- This image will be the only image to be used upon the death of a current member.
- This is not used for the passing of a former member, except in the event where the member could not fulfill obligations due to illness or injury but would have otherwise been a regular member.
- The image can be posted on Social Media sites from the time of death until midnight on the day of the individual's funeral/memorial.
- CSP members, family, friends and anyone who wishes to mourn and illustrate their support may display the Mourning Ribbon.
- Posting must fall into existing CSP social media guidelines
- Graphic created by Brand and Partners, and approved 2018
- Should the image be used incorrectly the Zone President will be contacted and allowed to manage the misuse such that a difficult time is not worsened.





## Appendix A

### Checklist for Life Member/CSP Award Submission/Scoring

(a guide for Nominators, Zone/Division Presidents, and Committee members to ensure that candidate meets requirements for Life Member/CSP Nominations)

Candidate name						
OBJECTIVE To recognize patrollers who have shown continued dedication and leadership and have made meaningful contributions beyond normal expectations over a period of time						
		Yes	No	N/A	Comments	
Received CSP/NAA						
Has met time period criteria for recognition						
Life Membership Zone ( if applicable)					example no LM in zone	
Life Membership Division ( if applicable)					example no LM in division	
Zone recognition awards						
Division Recognition awards						
Meets membership criteria						
In Good standing						
ZP Approval						
DP Approval						
Major Contributions to the CSP						
		Zone				
		Division				
		National			example of exceptions - candidate is unilingual	
Leadership Contributions to the CSP						
		Zone				
		Division				
		National			example of exceptions - candidate is unilingual	
Did the candidates effort contribute to the success of the CSP						
		Zone				
		Division				
		National			example of exceptions - candidate is unilingual	