



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:

January 15, of any given year

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 Brand and Partners. This document supersedes all previous national award and recognition program guidelines and policies.

Version 1.0

Approved by the Board of Directors on September 15, 2017

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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

The committee operated under the guidance of Greg McCormick, Vice-President of Brand and Partners.



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 be 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. **All nominations are to be reviewed by the nominee's Zone and/or Division President** prior to being presented to the Recognition Committee.
 - 1.2.1. 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.
 - 1.2.2. Approvals or oppositions are to be entered into the National Database System. The only exception to this is when the Zone or Division President is the individual being nominated.
 - 1.2.3. A lack of response will be interpreted as an approval and support.
 - 1.2.4. 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.
- 1.3. 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.



- 1.4. The committee's consideration is based on the information received. It is therefore imperative that a nomination be as complete as possible.
- 1.5. There are no limits to the number of individual awards given each year to a zone and/or division.
- 1.6. Except in extenuating circumstances, awards will be presented at the National Recognition Ceremony.
- 1.7. 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.
- 1.8. 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.
- 1.9. 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 does not score awards.
- 2.4. The Chair of the Recognition Committee is selected through an application and interview process under the direction of the Vice-President of Brand and Partners. It is recommended that the Chair hold a CSP award as a minimum.
- 2.5. The Chair, in conjunction with the VP Brand and Partners 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.
- 2.6. Committee members will be selected from applications taken from across the country. **A reference from the applicant's** Division Presidents will be sought.
- 2.7. The following will be considered when selecting the committee:



- 2.7.1 Members must have at least five (5) years experience with the CSP.
- 2.7.2 There must be at least one Life Member, separate from the CSP recipient.
- 2.7.3 To ensure committee representation reflects our national diversity, members should be selected from all regions of the country (Eastern, Central, and Western regions).
- 2.8. The VP Brand and Partners is an ex-officio member of the Recognition Committee. While a member of the committee, the VP Brand and Partners does not score or vote on the nominations.
- 2.9. 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.
- 2.10. 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.
- 2.11. Members of the Recognition Committee may not submit award nominations.
- 2.12. Members of the Board of Directors may not submit award nominations with the exception of the outstanding executive award.
- 2.13. Term of Membership
 - 2.13.1. Maximum term for any committee member is three (3) years.
 - 2.13.2. Each year, there shall be a turnover of two (2) members.*
 - 2.13.3. Members who serve their term, may reapply for the committee after a one (1) year absence. *
 - 2.13.4. The Chair may serve no more than three (3) years.
 - 2.13.5. 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.

* The initial committee, starting in the 2017-18 season shall determine the term length for each member of the initial committee, thereby allowing for the required turnover. Members who serve only an initial one or two year term may apply for a position when it becomes available.



- 2.14. 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 31.
 - 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 January 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 January 15th.

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 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,
- 4.3 The Chair will not score nominations except in extenuating circumstances, and after consultation with the Vice-President of Brand and Partners.
- 4.4 The resulting scores will be averaged for each nominee resulting in a single mean score for each nominee.
- 4.5 Scoring and recommendations will be as follows:
 - 4.5.1 Nominations with an average score above seven will be discussed.
 - 4.5.2 Nominations with an average score between five and seven will be discussed at the discretion of the committee.
 - 4.5.3 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.
 - 4.5.4 The Recognition Committee Chair will have the discretion to make decisions with respect to special circumstances.
- 4.6 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.).
- 4.7 The recommendations of the Recognition Committee will be forwarded to the Board of Directors through the VP Brand and Partners and the President/CEO for final approval.
- 4.8 The VP Brand and Partners, the President/CEO and the Board of Directors shall have access to the submissions for all recommended nominations or nominees.
- 4.9 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.

- 4.10 Zone and Division Presidents will be notified by the Recognition Committee Chair of their individual award winners for the National Appreciation Award, Canadian Ski Patroller Award and Life Member Award, and also provided with information as to why a nomination was unsuccessful.
- 4.11 The VP Brand and Partners 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.
- 4.11 The Head Office will prepare all awards and presentations for distribution at the National Recognition Ceremony..

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 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.

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 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.

Life Member Award



OBJECTIVE

To recognize patrollers who have shown continued dedication and leadership and have made meaningful contributions beyond normal expectations over a period of time. These contributions should have had a significant impact on the CSP.

ELIGIBILITY

- Any member of the CSP in good standing.
- A patroller who has received their Canadian Ski Patroller Award a minimum of five years previously.

CRITERIA

- Individuals must have provided positive leadership in the CSP for a minimum of thirteen years.
- Individuals whose leadership or major contributions have aided the growth of the CSP or have had a major positive impact on the CSP or its programs.
- Contributions made at a National level are considered desirable, but not required.
- Contributions at the Division and Zone level are considered in the context that these activities have supported and helped to build the CSP as a whole.

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.
- Active CSP national life members will have an opportunity to review the Life Member nominations and submit their comments for consideration to the committee chair.

METHOD OF AWARD

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

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 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.

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 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 a positive outcome of the 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 Recognition Committee and/or a medical advisor may consider documentation presented by friends, family of the patient, and/or witnesses at the scene.

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. In addition to these, the recipient will receive a blanket provided by the Insurance Brokers of Canada. The blanket will be embroidered with an ankh icon and the Canadian Ski Patrol logo.

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 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.
- The Recognition Committee and/or Medical Advisor may consider documentation presented by friends, family of the patient, and/or witnesses at the scene.

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.

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 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 Brand and Partners 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.

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 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.

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.

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.

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.

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 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.

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.
 - 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.

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 Brand and Partners.

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.

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.

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.