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Canadian Ski Patrol System

Scotia Zone Awards Guide



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**Guide to Patroller Recognition
Programs at the Zone level of
the Canadian Ski Patrol System**

May 2003

Scotia Zone

Zone Awards

- The following awards are presented annually by Scotia Zone for Patroller Recognition:
 - Service Award
 - First Aid Competition
 - Junior Safety Patrol
 - Safe Skiing Award
 - Executive Member of the Year
 - Outstanding First Year Patroller
 - Patroller of the Year
 - Patrol of the Year
 - Outstanding Leadership
 - The Fred Caudle Excellence in Education Award
 - Certificate of Recognition
 - Zone Appreciation Award
 - Zone Special Award
 - Zone Lifesaving Award
 - Zone Life Member

General Information

- The Zone President shall, each year, appoint the Chair of the Scotia Zone Awards Committee.
- The Chair shall then appoint a minimum of two others to serve on the Committee. All members of the Committee shall be members in good standing of the Canadian Ski Patrol System, have a sound understanding of the Canadian Ski Patrol System, Scotia Zone, and be a recipient of the Scotia Zone Special Award or the Canadian Ski Patroller Award. It is also recommended that there be representation from all levels of the system on the committee.
- If any Committee member is in a position of a potential conflict for any one specific award, they will be removed from any decision making on that award.
- All nominations for Zone Awards shall be submitted to the Chair of the Awards Committee.
- The deadline for submission of all Zone nomination forms is **March 1st** of each year, unless otherwise stipulated by the Scotia Zone Awards Committee.
- The Committee shall meet to review and evaluate all nominations in a timely manner and the Chair shall submit the Committee's recommendations to the Zone President.
- Any additions, changes or deletions to the Zone Patroller Recognition Program require Zone approval.
- The content of all nominations will remain confidential.
- For further information, or to make a comment about the Scotia Zone recognition program, or for specific information on a Zone Award, please contact the Chair of the Awards Committee.

Nomination Process

- The Call for Nominations, along with the Scotia Zone Awards Guide and nomination forms, is distributed throughout the Zone in mid January. A reminder is distributed in mid February.
- The deadline for submission of nomination, with supporting documentation where applicable, is **March 1st**, unless otherwise stipulated by the Scotia Zone Awards Committee. The Committee cannot consider late submissions.
- Please note that the Committee will consider nominations for the Zone Life Saving Award any time during the year.
- All nomination forms and their supporting documentation will be distributed to each member of the Committee.
- The Committee members will score all nominations based on the information provided and prepare their recommendations. **Please note that the Committee's consideration can only be based on the information provided. It is therefore imperative that your nomination be as complete as possible.**
- The recommendations of the Committee will be forwarded to the Zone President for their consideration and approval.
- Upon receiving approval from the Zone President, the Chair shall facilitate the preparation of all awards so that they are ready to be presented at the Scotia Zone Annual Banquet (or other suitable event or time as deemed appropriate).

Frequently Asked Questions

- **Who can submit a nomination?**
 - Any member in good standing may submit a nomination for the awards contained on the nomination form.
- **Who should be considered for nomination?**
 - Since we are not a business where we can reward our employees through the use of monetary bonuses it becomes even more important that we use the patroller recognition program. Patrollers should be considered for awards in order that they be recognized for exemplary work that has made a considerable contribution to the local, division or national level of the System.
- **Who must approve the nominations?**
 - The Awards Committee will accept for consideration any nominations for Zone Awards. The Committee reviews all nominations and presents their recommendations for recipients to the Zone President for approval.
- **What type of information must be included?**
 - A completed nomination form.
 - An explanation on how this individual specifically qualifies to receive this award. This explanation should address the criteria listed for the applicable award.
 - **Please note that the Committee's consideration can only be based on the information provided.** Since multiple nominations are often received for one award, nominators must provide as much detail as possible regarding the accomplishments of the nominee that they feel warrant recognition by the System.
- **What if we want to nominate more than one candidate for the same award?**
 - Attach a covering memo that ranks these candidates in order of preference based on who best meets the award criteria and who is most deserving. The Awards Committee will consider this information. There are no limits to the number of awards given each year.
- **When are awards presented?**
 - Awards are presented at the Scotia Zone Annual Awards Banquet (or other suitable event or time as deemed appropriate).

Suggested Structure of Awards

The following is the suggested structure of a typical progression through the awards program. For more information, please contact the Chair of the Awards Committee.

Zone Awards	Division Awards	National Awards
Service: First Year	Service: 5 Years Service: 10 Years Service: 15 Years Service: 20 Years	Service: 25 Years Service: 50 Years
First Aid Competition	First Aid Competition	First Aid Competition
Junior Safety Patrol Safe Skiing		Safe Skiing
Outstanding First Year Patroller Patroller of the Year Patrol of the Year	Outstanding Zone	Zone Progress Outstanding Zone Outstanding Division
Certificate of Recognition	Certificate of Recognition	
Outstanding Leadership Executive Member of the Year	Outstanding Executive	Outstanding Executive
The Fred Caudle Excellence in Education Award		Excellence in Education
Zone Appreciation Award Zone Special Award	Division Appreciation Award	National Appreciation Award Canadian Ski Patroller Award
Life Saving Award		CSPS Lifesaving Award CSPS Bravery Award
Zone Life Member		CSPS Life Member
		Public Relations Award Outstanding Contribution CSPS Ski Industry Award CSPS International Award

Service Award

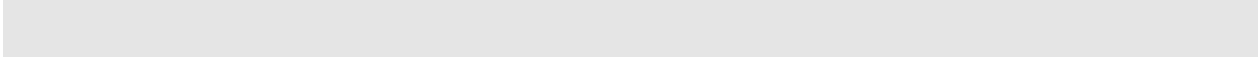
- Objective:** To recognize the service and contributions made by a member in their first year of membership in the Canadian Ski Patrol System.
- Goal:** To create awareness, in the members, of the value the System places on the contributions made by sustained membership and to foster an environment which encourages other members to do likewise.
- Guidelines:** Recipients must be in their first year of membership in the Canadian Ski Patrol System.
- Eligibility:** All first year members in good standing.
- Nomination:** The Scotia Zone Vice President, Administration will provide a list of all first year members in good standing to the Chair of the Awards Committee by the nomination deadline.
- Decision:** Awards Committee.
- Awarded:** Annually
- Award:** Recipients will receive a **Service Award** parchment.

First Aid Competition

- Objective:** To recognize the first place team at the annual Scotia Zone First Aid Competition.
- Goal:** To create an awareness of the importance Scotia Zone places on high quality first aid and to recognize the time and effort each member of the team has contributed in preparing for the competition.
- Guidelines:** This award will be presented to the first aid team who has accumulated the highest total number of points in the Scotia Zone First Aid Competition.
- Eligibility:** Any member in good standing may participate as a team member in Scotia Zone First Aid Competition. Scotia Zone follows the team eligibility rules and regulations as outlined in the CSPA National Competition Rules.
- Nomination:** The Scotia Zone Vice President, Education will provide the names of members on the winning team to the Chair of the Awards Committee by the nomination deadline.
- Decision:** By the Competition jury.
- Awarded:** Annually
- Award:** Each member of the first place team will receive a **First Aid Competition** keeper plaque.

Junior Safety Patrol

- Objective:** To recognize the young individuals that have successfully taken the Junior Safety Patrol Program and to recognize individuals and/or organizations that contribute to or support the Junior Safety Patrol Program in Scotia Zone.
- Goal:** To show appreciation and the value that Scotia Zone places on this program and to encourage others to participate in the Junior Safety Patrol.
- Guidelines:** Individuals and organizations may only receive this award once.
- Eligibility:** Individuals who successfully complete the Junior Safety Patrol Program or individuals and/or organizations that contribute to or support the Junior Safety Patrol Program in Scotia Zone.
- Nomination:** Any member in good standing.
- Decision:** Awards Committee.
- Awarded:** Annually
- Award:** Recipients will receive a **Junior Safety Patrol** parchment.



Safe Skiing Award

Objective: To recognize the efforts of an individual or group of individuals who have promoted safety practices in the on-snow industry in a positive and effective manner.

Goal: To create a broadening of awareness of the role of the Patrol in the promotion of safe skiing/sliding both within and beyond the System.

Guidelines: Preference should be shown for those nominations that support the safety programs currently emphasized by the System; activities which generate favorable publicity among the general skiing public; and programs, and/or activities, that can be implemented on a broad scale within the System.

Nominees should have made an important contribution to the efforts of the Patrol to make skiing a safer and more enjoyable sport, will have acted at a level above that which is normally expected of a member or group, and will have motivated others within the System to support/expand those efforts.

The name "Safe Skiing Award" reflects the historical origins of the Canadian Ski Patrol System and our mandate to promote safety and service to participants of alpine and nordic sports. Due to the changing nature of on-snow activities, the Awards Committee does recognize and acknowledge that contributions to safety may reflect skiing, snowboarding, telemarking, mini-ski, nordic skiing and other on-snow sports patrolled by members of the Canadian Ski Patrol System.

Individuals or organizations may only receive this award once.

Eligibility: Any member in good standing as well as any external individual or organization who meets the guidelines.

Nomination: Any member in good standing.

Decision: Awards Committee.

Awarded: Annually. Please note that the award need not be given if, in the opinion of the Awards Committee, the nominee's contribution does not meet the goal and objectives of this award as outlined in the guidelines. Similarly, this award should not be shared.

Award: Recipients will receive a **Safe Skiing Award** keeper plaque.

Executive Member of the Year

Objective: To recognize the achievements of an individual who, while a member of the Scotia Zone Executive, most enhances activities, directions, and policies of the System and Scotia Zone.

Goal: To create awareness among all executive members of the value placed upon excellence in the service to Scotia Zone and the System.

Guidelines: The nominee should demonstrate initiative and creativity in introducing and maintaining programs that further the aims and objectives of the System and Scotia Zone.

Demonstrates promptness and thoroughness in response to the administrative requirements of the position.

Creates an activity level that exceeds normal expectations at the executive level, and motivates others to do likewise.

The individual must foster an attitude of mutual respect, support, and cooperation among other members of the Executive, while exercising and exemplifying leadership.

The individual must demonstrate an ability to satisfy the administrative and leadership qualities necessary for the position held.

Individuals may only receive this award once.

Eligibility: Members of the Scotia Zone Executive. For the purposes of this award, the Executive is defined as the President, Past President, Vice President Administration, Vice President Education, Vice President Finance, Vice President Operations, Secretary, and Patrol Leader.

Nomination: This award is chosen by secret ballot. All members of the Zone executive are entitled to vote.

Decision: A majority of the votes cast will determine the recipient of this award.

Awarded: Annually

Award: Recipient will receive an **Executive Member of the Year** keeper plaque.

Outstanding First Year Patroller

- Objective:** To recognize a first year patroller who has contributed far more time and effort than would normally be expected in the performance of their assigned functions.
- Goal:** To show appreciation to a first year patroller for their extraordinary efforts and contribution to Scotia Zone and to make the members of Scotia Zone aware of their excellent work.
- Guidelines:** This award is to recognize the extraordinary efforts made by a first year patroller. Nomination documentation should include an outline of the specific activities of the individual and how these activities impacted or improved overall patrol activities. This award should reflect activities primarily at the local patrol level.
- The Awards Committee will recommend that one award be presented to a patroller from each area within Scotia Zone.
- Eligibility:** Any member in good standing in their first year of membership in the Canadian Ski Patrol System.
- Nomination:** Any member in good standing.
- Decision:** Awards Committee.
- Awarded:** Annually
- Award:** Recipients will receive an **Outstanding First Year Patroller** keeper plaque.



Patroller of the Year

Objective: To recognize a member of Scotia Zone who has contributed far more time and effort than would normally be expected in the performance of his or her assigned functions, and has done so above all expectations.

Goal: To show appreciation for the extraordinary efforts contributed to Scotia Zone by the recipient of this award and to make the members of Scotia Zone aware of their excellent work.

Guidelines: This award is to recognize the extraordinary efforts made by a patroller. Nomination documentation should include an outline of the specific activities of the individual and how these activities impacted or improved overall patrol activities. This award should reflect activities primarily at the local patrol level. Ordinary effort over a long period of time is not considered part of the criteria.

The Awards Committee will recommend that one award be presented to a patroller from each area within Scotia Zone.

Individuals may only receive this award once.

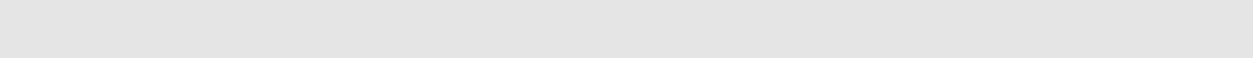
Eligibility: Any member in good standing who has completed one or more years with the Canadian Ski Patrol System.

Nomination: Any member in good standing.

Decision: Awards Committee.

Awarded: Annually

Award: Recipients will receive a **Patroller of the Year** keeper plaque.



Patrol of the Year

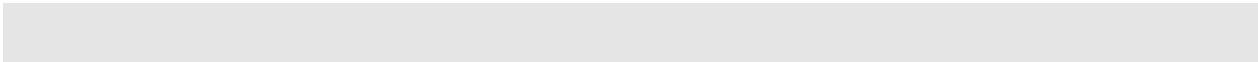
- Objective:** To recognize extraordinary efforts of a patrol in promoting, expanding and supporting the programs and policies of Scotia Zone, Atlantic East Division and the Canadian Ski Patrol System.
- Goal:** To create awareness in the members of the valuable ongoing contribution made by patrols and to foster an environment that encourages other patrols to do likewise.
- Guidelines:** Nomination documentation should include an outline of the specific activities of the patrol and how these activities impacted or improved overall patrol activities. This award should reflect activities primarily at the local patrol level and demonstrates an overall sustainable development of resources. Consistent progress and improvement are not necessarily limited to the present year but can take place over a number of years and should include contributions by the patrol above and beyond what is normally expected.
- The size of a patrol will be taken into consideration when evaluating the quality and quantity of contributions.
- Eligibility:** Any patrol within Scotia Zone in good standing.
- Nomination:** Any member in good standing.
- Decision:** Awards Committee.
- Awarded:** Annually. Please note that the award need not be given if, in the opinion of the Awards Committee, the nominee's contribution does not meet the goal and objectives of this award as outlined in the guidelines. Similarly, this award should not be shared.
- Award:** Recipients will receive a **Patrol of the Year** keeper plaque.

Outstanding Leadership

- Objective:** To recognize the extraordinary performance or contribution by a member to Scotia Zone through outstanding leadership in an operational, administrative or educational capacity.
- Goal:** To show appreciation for the extraordinary efforts contributed to Scotia Zone by the recipient of this award and to make the members of Scotia Zone aware of their excellent work.
- Guidelines:** This award is to recognize the extraordinary efforts made by a patroller.
- Nomination documentation should include an outline of the specific leadership activities of the individual and how these activities impacted or improved overall patrol activities at both the local and Zone levels.
- The nominee should demonstrate initiative and creativity in introducing and maintaining programs that further the aims and objectives of the System and Scotia Zone, creates an activity level that exceeds normal expectations of a member, and motivates others to do likewise.
- The individual must foster an attitude of mutual respect, support, and cooperation among other members, while exercising and exemplifying leadership.
- Individuals may only receive this award once.
- Eligibility:** Any member in good standing. Members of the Scotia Zone Executive are ineligible for this award. For the purposes of this award, the Executive is defined as the President, Past President, Vice President Administration, Vice President Education, Vice President Finance, Vice President Operations, Secretary, and Patrol Leader.
- Nomination:** Any member in good standing.
- Decision:** Awards Committee.
- Awarded:** Annually. Please note that the award need not be given if, in the opinion of the Awards Committee, the nominee's contribution does not meet the goal and objectives of this award as outlined in the guidelines. Similarly, this award should not be shared.
- Award:** Recipient will have their name engraved on the **Outstanding Leadership** trophy and receive an **Outstanding Leadership** keeper plaque.

The Fred Caudle Excellence in Education Award

- Objective:** To recognize a member of Scotia Zone who has consistently contributed to furthering the aims and objective of first aid and/or on snow training in Scotia Zone.
- Goal:** To show appreciation for the extraordinary efforts contributed to Scotia Zone by the recipient of this award and to make the members of Scotia Zone aware of their excellent work.
- Guidelines:** This award is to recognize the extraordinary efforts made by a patroller. Nomination documentation should include an outline of the specific activities of the individual and how these activities impacted or improved educational programs in Scotia Zone.
- The nominee should demonstrate initiative and creativity in introducing and maintaining educational programs that further the aims and objectives of Scotia Zone and the System, creates an activity level that exceeds normal expectations of a member, and motivates others to do likewise.
- The individual must foster an attitude of mutual respect, support, and cooperation among other members, while exercising and exemplifying excellence in education.
- Individuals may only receive this award once.
- Eligibility:** Any member in good standing.
- Nomination:** Any member in good standing.
- Decision:** Awards Committee.
- Awarded:** Annually. Please note that the award need not be given if, in the opinion of the Awards Committee, the nominee's contribution does not meet the goal and objectives of this award as outlined in the guidelines. Similarly, this award should not be shared.
- Award:** Recipient will have their name engraved on the **Excellence in Education** trophy and receive an **Excellence in Education** keeper plaque.



Certificate of Recognition

Objective: To recognize a member(s) or organization(s) that has made an exceptional contribution to the betterment of the Zone.

Goal: To show appreciation for the exceptional efforts contributed to Scotia Zone by the recipient of this award and to make the members of Scotia Zone aware of their excellent work.

Guidelines: Certificate of Recognition is awarded to a member(s) or organization(s) that have made an exceptional contribution to the betterment of the Zone. This certificate may be presented as recognition of a contribution to a special project or as a retirement from a leadership position within the Zone.

This certificate may be presented to a member more than once.

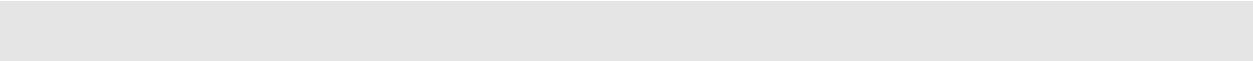
Eligibility: Any member in good standing.

Nomination: Any member in good standing.

Decision: Awards Committee.

Awarded: Annually.

Award: Recipients will receive a **Certificate of Recognition** parchment



Zone Appreciation Award

- Objective:** To recognize a member of Scotia Zone who has contributed far more time and effort than would normally be expected in the performance of their assigned functions, and has done so above all expectations. This award may also be used to recognize external individuals and/or organizations that have contributed to or supported Scotia Zone.
- Goal:** To show appreciation for the extraordinary efforts contributed to Scotia Zone by the recipient of this award and to make the members of Scotia Zone aware of their excellent work.
- Guidelines:** This award is to recognize the extraordinary efforts made by a patroller over a period of time. Nomination documentation should include an outline of the specific activities of the individual and how these activities impacted or improved Scotia Zone.
- The nominee should demonstrate initiative and creativity in introducing and maintaining programs that further the aims and objectives of Scotia Zone and the System, creates an activity level that exceeds normal expectations of a member, and motivates others to do likewise.
- Individuals and/or organizations may only receive this award once.
- Eligibility:** Any member in good standing.
- Nomination:** Any member in good standing.
- Decision:** Awards Committee.
- Awarded:** Annually. Please note that the award need not be given if, in the opinion of the Awards Committee, the nominee's contribution does not meet the goal and objectives of this award as outlined in the guidelines.
- Award:** Recipients will receive an **Appreciation Award** parchment.

Zone Special Award

Objective: To recognize a member of Scotia Zone for their extraordinary performance and contributions to the system and. The Zone Special Award is the **highest operating award** within Scotia Zone.

Goal: To show appreciation for the extraordinary efforts contributed to Scotia Zone by the recipient of this award and to demonstrate to the members of Scotia Zone the value that Scotia Zone places in such individuals.

Guidelines: This award is to recognize the extraordinary efforts made by a patroller over a period of time.

The individual shall have been a previous recipient of a Zone Appreciation Award.

Significant contributions from the time the Zone Appreciation Award was awarded until the time of the Special Award nomination will be considered as qualifying activities. Normally, at least two years should have elapsed since the awarding of the Zone Appreciation Award.

The nominee should demonstrate initiative and creativity, effective leadership, innovation, and a dedication to the aims and objectives of the System. The level of responsibility accepted, and attitude, will also be considered. Documentation should include an outline of the specific activities of the individual and how these activities impacted or improved Scotia Zone.

Individuals may only receive this award once.

Eligibility: Any member in good standing.

Nomination: Any member in good standing.

Decision: Awards Committee.

Awarded: Annually. Please note that the award need not be given if, in the opinion of the Awards Committee, the nominee's contribution does not meet the goal and objectives of this award as outlined in the guidelines.

Award: Recipients will receive a **Special Award** parchment.



Zone Lifesaving Award

- Objective:** To recognize a member(s) of Scotia Zone who has saved the life of another person under any circumstance.
- Goal:** Acknowledge the success in preserving the life of a fellow human being and to create an awareness of the ultimate goal of first aid with the members of the System.
- Guidelines:** The nomination must be supported by a detailed description of:
- The circumstances of the accident;
 - The actions taken by the patroller and the results;
 - Submission to include detailed statements from witnesses, doctors, and other involved professionals;
 - A letter from qualified medical and/or emergency personnel that states in their opinion:
 - A person's life was in imminent danger as the result of an accident; and
 - The actions taken by the patroller resulted directly in the preservation of life for a significant period of time following the accident.
- Documentation must be submitted in writing and a submission will not be considered until complete documentation is submitted.**
- In the event that a member(s) of the System risks their life while saving the life of another person, the Lifesaving Award will include a notation of Bravery.
- Documentation must include third party confirmation of the risk taking nature of the actions of the member(s).
- Eligibility:** Any member in good standing.
- Nomination:** Any member in good standing.
- Decision:** Awards Committee.
- Awarded:** Annually. Please note that the award need not be given if, in the opinion of the Awards Committee, the nominee's contribution does not meet the goal and objectives of this award as outlined in the guidelines.
- Award:** Recipients will receive a **Lifesaving Award** parchment or keeper plaque.

Zone Life Member

- Objective:** To recognize a member of Scotia Zone for their extraordinary performance and dedication beyond normal expectations. The Zone Life Member is the **highest award** within Scotia Zone.
- Goal:** To show appreciation for the extraordinary efforts contributed to Scotia Zone by the recipient of this award and to demonstrate to the members of Scotia Zone the value that Scotia Zone places in such individuals. To foster an "esprit de corps" within Scotia Zone and to promote the long-term survival of the System.
- Guidelines:** This award is to recognize the extraordinary efforts made by a patroller over a period of time. The individual shall have been a previous recipient of Scotia Zone's *Special Award* and have been recognized by the System with a *Canadian Ski Patroller* award. Significant contributions over a period of ten (10) or more years that have directly contributed to the growth of the Zone or had a major positive impact to the Zone.
- New initiatives since receiving the Zone Special Award will be heavily weighted. The nominee should demonstrate initiative and creativity, effective leadership, innovation, and a dedication to the aims and objectives of the System. The level of responsibility accepted, and attitude, will also be considered. Documentation should include an outline of the specific activities of the individual and how these activities impacted or improved Scotia Zone. The nominee are considered to be "builders"; that is, their leadership and major contributions have directly contributed to the growth of the system or have had a major positive impact are the best examples of prospective Life Members. Please note that this is not a long service award.
- Individuals may only receive this award once.
- Eligibility:** Any member in good standing.
- Nomination:** Any member in good standing.
- Decision:** Awards Committee.
- Awarded:** Annually. Please note that the award need not be given if, in the opinion of the Awards Committee, the nominee's contribution does not meet the goal and objectives of this award as outlined in the guidelines.
- Award:** Recipients will receive a **Zone Life Member** keeper plaque and membership within Scotia Zone for life without payment of the annual membership fee.