



## **ROWING CANADA AVIRON AWARDS POLICY**

This policy is set out under the following headings:

1. Rowing Canada Aviron Awards Committee
2. Committee mandate
3. RCA Award Categories
4. RCA National Awards
5. RCA Other Awards
6. RCA Athlete and Coach Bursaries
7. The Nomination Process
8. Requests for Nominations by Other Entities
9. RCA Staff

Appendix "A" – Awards Ceremony

### **1. Rowing Canada Aviron Awards Committee**

- 1.1 There will be a Rowing Canada Aviron (RCA) Awards Committee comprised of such members as may be decided by the Board of Directors and reporting to the President of RCA.

### **2. Committee Mandate**

- 2.1 The Awards Committee shall be responsible for submitting a list of recommended recipients to the Board of Directors for approval. Recipients will have been selected from nominations it has invited for RCA awards together with those whom the Awards Committee itself has identified from regatta results and its information database.
- 2.2 The Awards Committee shall establish and maintain a record of nominations and of the criteria and evaluations by which recipients were selected from the nominations. The record of nominations shall be archived each year by the RCA Head Office.
- 2.3 The Board of Directors shall annually budget for the expense of implementing the Awards policy

### **3. Award Categories**

- 3.1 RCA has the following categories of awards:

#### **RCA National level awards**

- Athlete of the Year (Senior, U23, Junior, Para)
- Umpire of the Year
- Volunteer of the Year

- Coach of the Year
- Club Outstanding Achievement of the Year
- Lifetime Achievement Award
- The John Anderson Sport Partner Award
- The President's Award

#### **RCA Other awards and Recognition**

- RCA International Achievement Awards
- RCA Long Service Recognition

#### **RCA Athlete and Coach Bursaries**

- <sup>1</sup>Jack Guest Award (Junior Male Sculler)
- <sup>2</sup>Bobby Pearce Award (Junior Female Sculler)
- <sup>3</sup>Kiran Van Rijn Award (Male Sculler) - \*named award – no bursary
- <sup>4</sup>Tony Zasada Memorial Scholarship
- Hanlan Keller Award
- RCA Future Athlete Bursary (FAB)
- <sup>5</sup>Jack Nicholson Coaching Bursary

- 3.2 All National Level Awards are presented at the National Conference and Awards Banquet held in concert with the Rowing Canada National Conference.
- 3.3 An assessment of possible recipients of all awards is made annually but an award is not necessarily made every year.

---

<sup>1</sup> Jack Guest of the Don Rowing Club won the Diamond Sculls at the 1930 Henley Royal Regatta and a silver medal at the 1928 Olympic Games in partnership with Joe Wright Jnr.

<sup>2</sup> Bobby Pearce of the Leander Rowing Club won the Diamond Sculls at the 1931 Henley Royal Regatta and gold medals at the 1928 and 1932 Olympic Games for his native Australia. He moved to Canada and turned professional and was never beaten as both an amateur and professional champion.

<sup>3</sup> Kiran van Rijn was a much admired and well-loved athlete who started his rowing career at St. George's school in Vancouver, rowed with the University of British Columbia, Ridley Graduate Boat Club, the University of Toronto, Burnaby Lake Rowing Club and represented Canada at a FISA World Cup in 2001 in the double sculls. He died of cardiac arrhythmia while rowing on Burnaby Lake in 2005 at the age of 29.

<sup>4</sup> Tony Zasada was fifth in the coxed pair event at the 1984 Olympic Games and was killed in a car accident shortly after. The fund was established by his family and friends from the Regina Rowing Club to honour his memory.

<sup>5</sup> Jack Nicholson(1932 – 2014) coached athletes at all levels of rowing, from beginner to World Champion, and was highly regarded by rowers, coaches and officials alike. Jack's dedication to the sport, his intuitive understanding of the technique, and his ability to communicate with and inspire his crews helped them prepare for their future in sport and life in general. Jack was well known in Canadian Rowing for his ongoing mentorship and support of Club level Coaches, encouraging them to take advantage of all learning opportunities and becoming the best they could be for the benefit of the athletes. Jack truly exemplified the "Spirit of Coaching".

## **4. RCA National Level Awards**

### **4.1 Athlete of the Year Awards**

Athlete of the Year Awards will be awarded to those athletes who have a record of outstanding achievement at a range of events both nationally and internationally during the year. Athletes will have set an example for others through their behavior and manner, have demonstrated leadership and sportsmanship, and be a Canadian Citizen or permanent resident. Their contributions to the sport of rowing should reflect the RCA values of excellence, integrity and community.

Athlete of the Year will be determined for each of the categories: Senior, U23, Junior and Para Rowing.

### **4.2 Umpire of the Year Award**

This Award recognizes the contribution of an Umpire who has made a significant and exemplary contribution to rowing racing in Canada, particularly in the immediate past season/year. To be eligible an Umpire must have been licensed for a minimum of three years, and there is no limit to the number of times an Umpire may be nominated for this award.

The Umpire would be one who:

- Consistently ensures the safety of athletes and the fair conduct of races;
- Demonstrates a willingness to: be available to attend a variety of regattas; participate in all stations (on-water, start, finish, weigh-in, control commission, etc.); travel to regattas in areas where there are limited resident umpires; assist with other assignments if asked (i.e. recruiting new Umpires); and, change his/her umpiring methods to bring them in line with updates to the Rules of Racing;
- Contributes to all aspects of umpiring as an Umpire, Chief Umpire, and, if asked, as a “mentor” or “umpire coach” to Associate Umpires;
- Has made a contribution to the advancement of officiating at the Club, Provincial, National or International levels;
- Is firm and fair with competitors and coaches at all positions and under any circumstance that may arise; and
- Is a positive role model to other Umpires and Associates by ensuring the RCA standards of umpiring and Rules of Racing are fairly and consistently interpreted and applied.

Nominations for this award can be made by any Regatta Chair, Rowing Club, PRA or RCA individual member. Nominations will be reviewed by the appropriate Provincial Rowing Association, prioritized, and submitted to the RCA Umpires Committee. The Umpire of the Year Award final nominees will be reviewed by the RCA Umpires Committee, which will make its recommendation for the Umpire of the Year Award and “runner up” to the RCA's Awards Committee.

Winners of the Umpire of the Year Award may be nominated again in subsequent years.

### **4.3 Volunteer of the Year Award**

The **RCA Volunteer of the Year Award** recognizes an individual who has, in a manner consistent with RCA's values of excellence, integrity and community made an exemplary

contribution to the sport in the areas of leadership, development and growth. Distinct from Long Service or Lifetime Achievement Awards, this award is intended to recognize a volunteer member of a Club or Special Association who has, through a particular piece of work or initiative made a significant contribution that has had a strong and positive impact on the rowing community, particularly in the immediate past season/year.

To be eligible a Volunteer must be a member of an RCA Club or Special Association and registered with RCA. The nominee will have volunteered consistently for the sport for a period of not less than 5 years and there is no limit to the number of times a Volunteer may be nominated for this award.

Any RCA Member (Club, Special Association or Provincial Rowing Association) may nominate an individual for this award. The final nominees will be reviewed by the Awards Committee who will make its recommendation for the Volunteer of the Year and “runner up” to the RCA Board of Directors.

#### **4.4 Coach of the Year Award**

The RCA Coach of the Year Award recognizes a Club/University coach of Para or able-bodied rowers who has produced outstanding crews or individual athletes in competitive activities at the provincial and national level in the immediate past season/year. To be considered, the Coach must also be someone who:

- Demonstrates a personal commitment to coaching excellence;
- Demonstrates a commitment to the values of fair play, good sportsmanship and respect for officials;
- Promotes the development of athletes' abilities both on and off the water;
- Has been continuously involved in RCA's national coaching education program; and
- Has the respect of his or her peers.

Any RCA Member (Club, Special Association or Provincial Rowing Association) may nominate an individual for this award. The Coach of the Year nominees will be reviewed by RCA's Coach Education and Development Committee which will make its recommendation for Coach of the Year and “runner up” to RCA's Awards Committee.

Winners of Coach of the Year Award may be nominated again in subsequent years. Coaches of RCA's National Team or, employed as full time Coaches with RCA are not eligible for this award.

#### **4.5 Club “Outstanding Achievement of the Year” Award**

The RCA Club “Outstanding Achievement of the Year Award” is presented to a Rowing Canada Aviron Club that has undertaken a new project or initiative that demonstrates outstanding leadership, innovation or success and has had a significant impact at the Club, sport or community level. The Club “Outstanding Achievement of the Year Award” is designed to recognize those Clubs who, over the past year:

- Have made a significant difference within the local community through engagement in a special project, or;
- Have implemented a new program or initiative that has had a measurable impact on club or athlete development, or;

- Have hosted a significant regatta or event that incorporated new or innovative elements with positive results, or;
- Undertook any other club or program development activity that is worthy of celebrating in terms of its success or impact.

To be considered for this Award, Clubs must:

- Be a member in good standing with RCA and have registered all of the Clubs participants and Coaches;
- Be actively implementing the principles of Long Term Athlete Development (LTAD) into Club programming;
- Demonstrate a commitment to Coaching education through RCA's National Coaching Certification programs; and
- Have in place standards for Member Conduct and Participant Safety.

To nominate a club, the Club must complete the nomination form describing how the Club meets the eligibility criteria and highlighting the exceptional achievement of the Club that was completed or implemented during the past year. The submission must be accompanied by a letter from the Club's President supporting the nomination and may include information from stakeholders (i.e. Provincial or national sports associations, community leagues, charitable organizations, government officials, etc.), that would be beneficial in the selection process

The award selection committee will consist of (1) RCA Awards Committee Member, (1) RCA Sport Development staff and (2) "At Large" members or PAC representatives as designated by the Awards Committee.

#### **4.6 The RCA Lifetime Achievement Award**

A Lifetime Achievement Award shall be awarded to recognize a longstanding (minimum 10 years), significant and exemplary contribution to the sport of rowing within Canada. Any member may nominate an individual for this Award however; this Award is given at the discretion of the RCA Board of Directors and may or may not be awarded annually. A recipient may only receive this award once.

#### **4.7 The John Anderson Sport Partner Award**

The John Anderson Sport Partner Award shall be awarded to the corporation or corporations that have contributed in a significant manner to the development of Canadian rowing. A corporation's contribution may have been realized over a number of years and may have been to the benefit of High Performance or Domestic rowing development. This Award is given at the discretion of the RCA Board of Directors and may or may not be awarded annually.

The award is named in honour of John Anderson who was Vice-President Marketing of Rowing Canada Aviron when he was killed in a car accident in January 2005.

#### **4.8 The President's Award**

The President's Award is awarded at the sole discretion of the President of RCA and will consider those who are deserving of special recognition for significant contributions or outstanding acts of bravery, sportsmanship, etc.

### **5. RCA Other Awards**

## 5.1 RCA International Achievement Awards

- The **International Achievement Award** is awarded to winners (athletes and coaches) of gold, silver or bronze medals at Olympic Games and the FISA World Rowing Senior Championships.
- The **RCA Under 23 Award for International Achievement** is awarded to athletes and their coach who win gold, silver or bronze medals at the FISA Under 23 World Rowing Regatta.
- The **RCA Junior Award for International Achievement** is awarded to athletes and their coach who win gold, silver or bronze medals at the FISA World Rowing Junior Championships.
- The **RCA Para-Rowing Award for International Achievement** is awarded to athletes and their coach who win gold, silver or bronze medals at the Paralympic Games and Para-rowing events at FISA World Rowing Championships.
- An RCA International Achievement Award shall be awarded to any athlete and any coach of an athlete who wins an International medal while rowing for RCA (as opposed to rowing for a club or province) in an International Multi-Sport Games such as at the Pan American Games, Youth Olympic Games or Commonwealth Games (where rowing is included).
- Awards for Olympic Medalists will be presented at the National Conference and Awards Banquet in an Olympic year.
- Non Olympic Awards will be presented at the NRC Athlete Awards Banquet.

## 5.2 International Achievement (other)

- Any athlete and any coach of an athlete who wins an international medal while rowing for RCA (as opposed to rowing for a club or province) in any other international event (i.e. Commonwealth Rowing Regatta, CanAmMex) will receive a congratulatory letter from the RCA President suitable for framing.

## 5.3 Retiring FISA Umpire Recognition

**Retiring FISA Umpire Recognition** is given to those retiring as FISA umpires, a requirement on reaching age 65. A retiring FISA Umpire will receive a Letter of Appreciation suitable for framing from the President of RCA for the contribution they have made to our sport for many years and, in particular, for representing Canada at international regattas as a FISA umpire. In doing so, they have supported athletes and our sport around the world and, brought honour and prestige to Canada and to Rowing Canada Aviron.

## 5.4 Long Service Awards

Long Service Awards shall be given for service to RCA as a rowing volunteer in any capacity of; 15 years or greater, in increments of 5 years (i.e., 20 years, 25 years, 30 years, 35 years, 40 years, 45 years and 50 years – longer if applicable) Those receiving Long Service awards of 30 years or more will be recognized at the National Conference and Awards Banquet. Others will

be listed in the evenings Program and on the RCA website.

- Both individual persons and organizations are eligible for this award.
- Those entitled to long-service awards will be identified from nominations submitted by member clubs or individuals with the relevant details. The awards committee will send a letter to all clubs each year inviting such nominations (see Appendix C).
- To qualify for a long service award, a person shall be registered with RCA at the time of the award. Recognition will be awarded on the basis of confirmation of RCA registration and confirmation by a member club and/or the Provincial Rowing Association that the individual has qualified for the award. If part of the service is claimed at another member club of RCA, clubs may, in making the confirmation, include such part of service in their confirmation.
- Service shall be determined on the basis of participation as:
  - A member of a member club of RCA
  - Service as a volunteer worker or administrator at the club, provincial or national levels
  - Service as a volunteer coach at the club, provincial or national levels
  - Service as an official at the club, provincial or national levels.
- Quality of service shall not form a consideration; however, mere payment of membership or other fees and/or attendance at events as a spectator only, shall not be considered as qualifying service.
- The Long Service Award recipient shall receive a distinctive lapel pin in the case of an individual, a framed or mounted certificate in the case of an organization.

## **6.0 RCA Athlete and Coach Bursaries**

### **6.1 Jack Guest Award (Junior Male Sculler) (\$500)**

*Jack Guest of the Don Rowing Club won the Diamond Sculls at the 1930 Henley Royal Regatta and a silver medal at the 1928 Olympic Games in partnership with Joe Wright Jnr.*

The Jack Guest – Junior Male Sculler of the year shall be awarded to the Junior athlete (male) with the highest standings based on results at one of the National Trials (East or West) and the RCA National Championships.

To be awarded at the National Rowing Championships Athlete Awards Banquet.

### **6.2 Bobby Pearce Award (Junior Female Sculler) (\$500)**

*Bobby Pearce of the Leander Rowing Club won the Diamond Sculls at the 1931 Henley Royal Regatta and gold medals at the 1928 and 1932 Olympic Games for his native Australia. He moved to Canada and turned professional and was never beaten as both an amateur and professional champion.*

The Bobby Pearce – Junior Female Sculler of the year shall be awarded to the Junior athlete (female) with the highest standings based on results at one of the National Trials (East or West) and the RCA National Championships.

To be awarded at the National Rowing Championships Athlete Awards Banquet.

**6.3 Kiran Van Rijn Award (Male Sculler)**

*Kiran van Rijn was a much admired and well-loved athlete who started his rowing career at St. George's school in Vancouver, rowed with the University of British Columbia, Ridley Graduate Boat Club, the University of Toronto, Burnaby Lake Rowing Club and represented Canada at a FISA World Cup in 2001 in the double sculls. He died of cardiac arrhythmia while rowing on Burnaby Lake in 2005 at the age of 29.*

- Under review

**6.4 Tony Zasada Memorial Scholarship (\$2,000)**

*Tony Zasada was fifth in the coxed pair event at the 1984 Olympic Games and was killed in a car accident shortly after. The fund was established by his family and friends from the Regina Rowing Club to honour his memory.*

The criteria used in evaluating an athlete's suitability for the Tony Zasada Memorial Scholarship Award shall be based on athlete (non-national team) performance in the current year (although performance for previous years may be considered) and other factors such as scholastic performance, may be included. Nominations for this scholarship shall be forwarded to a selection committee as established by the Trustee at the committee's sole discretion.

To be awarded at the RCA National Conference and Awards Banquet

**6.5 Hanlan Keller Award (\$500)**

*Established in memory of Thomas Keller, President of FISA for many years, by his friends, particularly those at the Hanlan Boat Club of Toronto.*

- Under review

**6.6 RCA Future Athlete Bursary (FAB) (\$2,000)**

Established through the generous contribution of a private donor, the FAB Award is designed to give financial support (\$2,000 per recipient) for up to five upcoming Canadian rowing athletes who remain in Canada while completing their post-secondary studies at a recognized Canadian institution that, ideally, has a rowing program.

Recipients of the FAB Award will have demonstrated and continue to demonstrate potential of becoming a high performance athlete in one of Rowing Canada Aviron's High Performance programs (Heavyweight Women and Men, Lightweight and Para-- Rowing).

Successful athletes will need to demonstrate a commitment to both their club/university rowing program and RCA's High Performance program.

Call for applications is issued in February of each year, with selection completed prior to the start of the Secondary School season.

**6.7 Jack Nicholson Coaching Bursary (up to \$2,000)**

*Jack Nicholson (1932 – 2014) coached athletes at all levels of rowing, from beginner to World Champion, and was highly regarded by rowers, coaches and officials alike. Jack’s dedication to the sport, his intuitive understanding of the technique, and his ability to communicate with and inspire his crews helped them prepare for their future in sport and life in general. Jack was well known in Canadian Rowing for his ongoing mentorship and support of Club level Coaches, encouraging them to take advantage of all learning opportunities and becoming the best they could be for the benefit of the athletes. Jack truly exemplified the “Spirit of Coaching”.*

The Jack Nicholson Coaching Bursary is awarded annually at the discretion of the selection committee to an RCA Club Coach who has demonstrated a commitment to Coach Education and Development and is looking to further their training. Selection of recipients will be determined by the following criteria:

- applicant’s coaching background and performance
- applicant’s coaching approach, philosophy and goals
- intended use of funds towards applicant’s specific and general coaching aspirations
- demonstration of applicant’s involvement within their club and/or the rowing community at large

The Jack Nicholson Coaching Bursary is awarded at the RCA National Conference and Awards Banquet.

## **7. The Nomination Process**

- 7.1 The Awards Committee shall annually request the RCA Head Office to call, by way of letters to Provincial Associations, member clubs and coaches for nominations. This call for nominations will also be published on the RCA web site.
- 7.2 All nominations received in accordance with the published deadlines shall be considered for an award in that year. Nominations received after the published deadlines shall be considered in following years.
- 7.3 Upon receipt of such application, it will be examined by the Awards Committee, who will ensure that the application is prepared in accordance with the approved form, and will evaluate the information in accordance with the Awards Policy to ensure that all pertinent factors have been considered. Based on this review the Awards Committee shall prepare a recommendation for awards for the Board of Directors each year.
- 7.4 The Board of Directors will consider and, unless it disagrees, approve the recommendation. In the case of disagreement, the Board of Directors will communicate with the Awards Committee to discuss the disagreement and after discussion the Board of Directors may accept or reject the recommendation. If the Board of Directors rejects the recommendation, it shall do so in writing, stating reasons and criteria on which its decision is based. A rejection shall remain in force for not less than one (1) year. After one year, the Awards Committee may, if it still deems so to be appropriate, resubmit its original recommendation as if it were a new submission.
- 7.5 The process shall be conducted so that all awards may be announced no later than the National Conference and Awards Banquet of the current year. For awards not within the gift of RCA, announcements are within the jurisdiction of the “Trustee” of the gift and shall be made accordingly.

- 7.6 All awards made by RCA, or awards made on the recommendation or support of RCA, shall be published.

An award, once made, shall not, be withdrawn, unless the information supplied by the nominee is false.

## **8.0 Requests for Nominations by Other Entities**

- 8.1 RCA receives requests annually for nominations or support of nominations for awards from other organizations. These awards are given annually in competition with other Olympic Sports and, based on experience to date, suggest that in order to be considered likely for successful nomination, a nominee must have excelled in the year of nomination (winning a Gold Medal at Olympics or World Championships) and have had a proven, superlative track record. Nominees for these awards will meet the criteria set by these external bodies.
- 8.2 Notwithstanding any other requirement, any person who, as an athlete or coach, has won a Gold Medal at the Olympics or a Gold Medal at the World Championships and at least one other medal at either the Olympic Games and/or the World Championships, shall be nominated by RCA to Canada's Sports Hall of Fame.
- 8.3 Any person who has provided quality and quantity of service, shall be considered for a further award as follows:
- To Canada's Sport Hall of Fame if the quantity and quality of service has been such as to had an effect largely within the Canadian rowing community (i.e. the Canadian public would not, in the course of normal events, be aware of, or introduced to, the result of this person's work).
  - To the Order of Canada if the quantity and quality of service has been such as to have had a significant effect outside the Canadian rowing community (e.g. the Canadian public would, in the normal course of events, be able to be aware of or be introduced to the results of the person's work); or the person has performed a task or series of tasks which has brought Canadian efforts in rowing to notice internationally.
- 8.4 In determining the effect of the work of a potential nominee outside the rowing community, even if the nominee's name has not been widely associated with the work, reference shall be made to:
- Any standard books of Canadian reference
  - References in Canadian and foreign rowing and other journals
  - Awards given for services to Canadian rowing by Canadian or Foreign organizations, which are not restricted to rowing alone.
- 8.5 Where such an award is considered by RCA, the awards Committee will be responsible for initiating the nomination process. Any nomination for such an award will require the approval of the Board of Directors before it is submitted to the Sports Hall of Fame or the Chancellery of Canadian Orders and Decorations.
- 8.6 Where a member club or a person registered in RCA applies to RCA in support of a nomination for an award being made on behalf of another person registered in RCA, or

where RCA is asked to comment in support of a nomination of an RCA member, RCA may support such nomination if the nominee would otherwise qualify for an RCA nomination for that award. If the award is an award for which RCA would not, according to this policy, submit a nomination, RCA may nevertheless comment on the nomination by providing information in narrative form, indicating quality or quantity of service rendered RCA by the nominee.

## **9.0 RCA Staff**

- 9.1 Professional Staff of RCA may qualify for Awards, but only for contributions made as a volunteer (e.g. volunteer athlete, coach, official of administrator).

## APPENDIX A

### AWARDS CEREMONY

#### 1.0 Awards Ceremony

- 1.1 *There shall be an Awards Ceremony at which all the Awards set out in this policy are presented. Medals won at the FISA World Rowing Championships and awarded to RCA by FISA will be presented to the coach of the medal-winning crew, either at the National Conference and Awards Banquet or at another time deemed more appropriate. These medals shall remain the property of RCA, may be retained by the coach during his or her lifetime but shall be returned to RCA upon the death of the coach or at the coach's discretion.*
- 1.2 The Awards Committee and the RCA Office shall work together to ensure that all awards for presentation are present and correct for presentation at the National Conference and Awards Banquet.

#### 2. Nature of the Awards

- 2.1 The **RCA National Awards** shall consist of glass (or similar) trophies bearing the CARA crest, the name of the winner and a title/description of the Award.
- 2.2 **Athlete Scholarships and Bursaries or Awards made by trustees of funds** held by RCA are in the form of a cheque.
- 2.3 **RCA International Achievement awards**
- **The RCA International Achievement award** shall consist of a specially designed certificate with the CARA crest, the title of the award, the name of the award winner, the event that they gained a top three position in and the position that they finished.
- 2.4 RCA Volunteer service awards
- The **Volunteer of the Year Award** shall be as described in 2.1
  - The retiring FISA umpire recognition takes the form of a letter of appreciation suitable for framing.
  - The **Long Service Award** will consist of a pin with the RCA logo and bearing the number of years of service recognized for an individual, a scroll in the case of an organization.

#### 3. Attendance at the Awards Ceremony

- 3.1 The recipients of National Level Awards shall be invited to attend the National Conference and Awards Banquet. RCA shall assist them to defray the cost of attending the Awards ceremony as follows:
- Athletes who win a Gold Medal at a FISA World Championship or a medal at the Olympic Games or Paralympic Games shall receive transportation, one night (shared) accommodation (if the Awards Banquet is in a city other than where the

recipient resides) and a ticket to the Awards Banquet. As much as feasible, travel will be coordinated with travel to winter training camps and supported by High Performance.

- The winner of the Club Achievement of the Year Award shall receive one night accommodation and one (2-day) National Conference registration. Further support may be available if the award is sponsored in any given year.
- The winner of the “Coach of the Year Award” shall receive one free National Conference registration that includes a ticket to the National Conference and Awards banquet.
- Winners of the National Rowing championships and RCA International Achievement Awards will be identified in the RCA National Awards Program
- All other recipients of the RCA National level Awards, shall receive one night’s (shared) accommodation (if not from the City in which the Awards Banquet is being held) and a ticket to the National Conference and Awards Banquet.
- Recipients of the RCA Long Service Award (30 years or greater) will receive a ticket to the Awards Banquet.
- The RCA Head Office shall notify award recipients of their award via e-mail<sup>6</sup> based on the Award’s Committee’s final report as approved by the Board, not less than 21 days prior to the Awards Ceremony. Notification to include the date, time and location of the Awards Ceremony along with travel, accommodation and banquet ticket details as per Section 3.1 of this policy.

#### **4. Form Of The Awards Celebration:**

- 4.1 The form of the Awards Celebration shall be established by the Awards Committee.
- 4.2 In general, the Awards Celebration shall include a formal dinner, an established order of presentation of awards and such highlights, including speeches, film or video presentations as the Awards Committee shall from time to time recommend.
- 4.3 The Awards Committee shall provide the final award’s report as approved by the Board to the RCA Head Office in order to prepare a printed program for the Awards Ceremony that recognizes each of the Award recipients to be recognized at the Banquet.
- 4.4 Past Officers of RCA may be invited to assist in the presentation of awards.

---

<sup>6</sup> Based on the primary e-mail address included in the RCA Web Registration System.