

## **CSRDS Award of Excellence/ Long Service Award Nomination Form.**

### **Nomination Form**

**Award of Excellence:** is the CSRDS's highest award and is reserved for any dancer, or caller/cuer or leader who is a member of the society. It was established in 1987. In 2000 the society initiated a **Long Service Award** to be presented to a person who has made a contribution and service to the movement over many years.

### **Guidelines**

#### **General**

The Canadian Square and Round Dance Society, on behalf of its members recognizes outstanding contributions to the Canadian square & round dance movement by an AWARD OF EXCELLENCE OR LONG SERVICE AWARD.

#### **Description**

The award consists of a certificate and a bronze medallion (for each recipient) the design of the medallion is attached as Annex "A". Long service award consists of a Certificate and a Lapel Pin.

#### **Eligibility**

Any dancer, caller, or cuer member of the society is eligible for this award. Awards may be made posthumously or to former members no longer active in the movement. There are no restrictions as to the number of awards granted, nor is there a requirement to make any reward in any given year.

#### **Nominations**

Any ten members can make nominations anytime from anywhere in Canada **to any federation**. In the case that no federation exists (Use Association, No association then use the club). (For assistance contact the Chairperson Honors & Awards only).

Nominations are to be made using the **Award of Excellence and Long Service Nomination Form** and provide full substantiation as outlined under "criteria" .

In the case of an unsuccessful nomination, a new nomination may be made with further substantiation.

**In order to avoid disappointment, candidates should not be informed by nominators or reviewers that they are being considered.** The nomination package consists of six pages; all six pages must be included in the application. (3 nomination, 3 guideline & Criteria). Nominator shall forward complete forms and related material

to the president of the Provincial Federation concerned, for the federation supporting signature and a copy to the Provincial CSRDS director.

**Federations shall forward nominations with recommendations to the Chairperson, Honours & Awards committee in narrative form.**

**Improperly completed Forms and Nominations not meeting the CSRDS Criteria will be returned.**

**ALL APPLICATIONS MUST BE SUBMITTED VIA CANADA POST. The CSRDS Honours & Awards Chairperson must receive this application prior**

- (A) February 28 of the current year for Presentation at the National Convention.**
- (B) Presentation during the period September to August Non Convention years, 3 months prior to the event.**
- (C) Only in exceptional cases should requests for deviations from this policy be initiated. (Contact the Chairperson H & A only).**

## **Criteria**

### **(A) Award of Excellence**

The standards of this award are very high and therefore a nomination must be fully substantiated with details of the results of the accomplishment to be recognized. This might include news items, copies of publications, or copies of samples of the result of the candidates work. Accomplishments to be recognized are only those, which are above and beyond the **normal activity**. For example, positions on committees, boards, etc. would not be considered, unless the work in that position resulted in an outstanding contribution to the movement which far exceeds that normally expected by and incumbent in that position.

**Accomplishments, which are local in scope, will normally be recognized by local organizations; therefore Society awards will mainly be national in scope.** However this does not preclude the society from recognizing an exceptional local accomplishment and granting an Award of Excellence.

Accomplishments can be in any field of endeavor, performed by any **individual** in the Canadian Square & round dance movement. Accomplishments could be a single exceptional result over a short

period of time or a steady above average devotion over a long period of time.

Accomplishments should be original in nature or be the nature or be the recognition of any opportunity not normally seen by others. The result may be reflected externally or internally. Externally the accomplishment could enhance the future of the movement by providing more visibility in the public's mind. Internally the accomplishment could be a positive improvement in the movement now, with some evidence that the improvement will be lasting. Improvements in organization or administration may be recognized provided they lead to major improvements due to innovation.

## **B) Long Service Award**

The nominations **MUST** set out the **EXCEPTIONAL SERVICE** (non-profitable) the nominees have provided to the activity through involvement in their clubs, Associations, Federations, Etc. Such service being beyond that of the average Dancer/Caller/Cue/Leader. Length of service shall normally be a minimum of 15 years.

## **Decisions and Notification**

Decisions on the granting of the award are made by the Board of Directors of the Canadian Square & Round Dance Society on receipt of nominations. The Board will make its decision within 3 months of receipt of the application. The Chairperson of the Honours & Awards Committee (A) informs the federation and the Nominator if its decision is negative. (B) A confidential positive decision will be forwarded to the federation and nominator concerned. The Society President (**or Delegate**) shall inform the successful candidates via telephone.

**NOTE: The final decision for the type or any Award will be made by the Board of Directors of The Canadian Square & Round Dance Society.**

## **Presentation of Awards**

Presentation of an award will normally be made at the next National Convention following a decision to grant an award. Awards presented in absentia will be forwarded to the applicable Provincial Director for later presentation.

**The President and Provincial Directors shall sign the Certificate.**

**Applications submitted for the Award of Excellence not meeting the required rating May be entitled to a Long Service Award.**