



Government
of Canada

Gouvernement
du Canada

National Search
and Rescue
Secretariat

Secrétariat national
Recherche et
sauvetage

National Search and Rescue Program Awards of Excellence



2010 General Information and Nominator's Guide

National Search and Rescue Secretariat
400 – 275 Slater Street, Ottawa, ON K1A 0K2
SARawards@nss-snrs.gc.ca

Canada

National Search and Rescue Program: Awards of Excellence

- 1.0 Background
- 2.0 Eligibility
 - 2.1 Nominees
 - 2.2 Nominators
- 3.0 Description of Awards
 - 3.1 Education and Training
 - 3.2 Innovation
 - 3.3 Leadership
 - 3.4 Research
 - 3.5 Exemplary Service
- 4.0 Nomination
 - 4.1 General Rules
 - 4.2 Preparation of Nominations
 - 4.3 Submission
- 5.0 Selection
 - 5.1 Awards Committee
 - 5.2 Review Process
 - 5.3 Announcement of Results
- 6.0 Presentation of Awards
 - 6.1 Awards Ceremony
 - 6.2 Promotion/Publicity
- 7.0 Key Dates for 2010
- 8.0 Contacts

Annex A – Previous Award Recipients

Annex B – Nomination Form

1.0 Background

Canada's National Search and Rescue (SAR) Program is comprised of a great diversity of government, military, civilian, and private sector individuals and organizations that work together to save lives. In addition to responding to search and rescue emergencies, time and resources are also invested to help prevent incidents from occurring. Through public education and awareness, and by capitalizing on research and innovations in the academic and private sectors, the National SAR Program helps make Canada a safer place to live, work, and play.

Most of those who are involved in search and rescue are already remarkable, in that they have chosen to come to the aid of others, often in their time of greatest need. Since 1995, the National SAR Program has acknowledged particularly outstanding individuals and groups through the presentation of the annual Outstanding SAR Achievement Award and Certificates of Achievement. A list of these recipients is included in Annex A. In addition to the importance of recognizing their efforts, these awards have also served to raise public awareness of search and rescue efforts across the country.

Starting in 2010, the National SAR Program's new *Awards of Excellence* will continue the tradition of recognizing outstanding contributions to search and rescue response and prevention in Canada. Awards are available in five categories:

- Award of Excellence for Education and Training
- Award of Excellence for Innovation
- Award of Excellence for Leadership
- Award of Excellence for Research
- Award of Excellence for Exemplary Service

There are a number of international, national, and in-service awards recognizing the heroism and bravery of those who respond to individual search and rescue incidents. Like the original SAR achievement awards, the new *Awards of Excellence* recognize contributions that may not necessarily take place on the front lines, but which are critical to supporting search and rescue in Canada.

The Awards program is administered by the National Search and Rescue Secretariat (NSS).

2.0 Eligibility

2.1 Nominees

Volunteers and other SAR professionals. The National SAR Program Awards of Excellence are open both to volunteers and to those employed directly or indirectly in the field of search and rescue. Nominees may include, for example, search and rescue volunteers, university researchers, park wardens, police officers, students, public servants, military personnel, company employees, and emergency services workers, among others.



Contributions made to the advancement of search and rescue may therefore arise through work performed as a volunteer; as a paid employee; or through a combination of both. Those working full or part-time in the search and rescue field must be nominated on the strength of their superlative contribution to search and rescue, which is considered to exceed the routine performance of their duties.

Individuals and groups. Both individuals and groups (e.g. associations, teams, squadrons, societies, companies, ad hoc committees) may be nominated for awards.

Citizenship. Nominees must either be Canadian citizens, or permanent residents of Canada at the time of nomination. Foreign nationals may also be nominated for a direct contribution to the enhancement of search and rescue in Canada.

Age. There is no minimum or maximum age for nominees.

Posthumous awards. Although the *Awards of Excellence* are intended primarily to honour living people, posthumous nominations will be accepted up to 18 months after the death of the nominee. Awards will also be presented posthumously to any pending recipients who die before the awards presentation.

Previous National SAR Program award recipients. Recipients of the Outstanding SAR Achievement Award may not be nominated for an *Award of Excellence for Exemplary Service*, unless the nomination is for new or substantively different contributions made to search and rescue since the previous award was presented.

NSS staff. Current employees of the National Search and Rescue Secretariat are not eligible for nomination.

2.2 Nominators

Overall requirements. Those nominating an individual or a group for an Award of Excellence must have first-hand knowledge of the nominee's contributions to search and rescue. It is recognized that due to chain-of-command protocols within some organizations, the primary nominator may not be the one who has the authority to sign the nomination form.

Citizenship. Nominations for the National Search and Rescue Program Awards of Excellence must be made by Canadian citizens or permanent residents of Canada, who have a direct knowledge of the nominee's contributions.

Minimum age. Persons wishing to submit a nomination must be 18 years of age or older.

NSS staff. Current employees of the National Search and Rescue Secretariat may not submit a nomination to this program.

Nomination of groups/organizations. Members serving within a group, team, or unit cannot nominate that same group, team, or unit for an award. An arms-length nomination within a larger organization is, however, permissible. For example, the president of a provincial search and rescue association may wish to nominate one of its member units for an award. Similarly, a program manager within a government agency may wish to recognize a district or regional office with a nomination. In such cases, nominations may be strengthened by statements of support from outside the immediate group/organization.

Nomination of individuals by colleagues. It is certainly permissible for individuals to be nominated by their fellow group/organization members, peers, subordinates, or supervisors. In such cases, however, nominations may be strengthened by statements of support from those outside the immediate group/organization. Self-nominations are not accepted.



3.0 Description of Awards

Recipients of *Awards of Excellence* receive a plaque and a congratulatory letter from the Lead Minister for Search and Rescue. Recipients' names will also appear on the National SAR Program *Awards of Excellence* display maintained at the National Search and Rescue Secretariat office in Ottawa. The *Awards of Excellence* do not have a monetary value attached to them.



The names and photographs of the awards recipients, along with citations summarizing their accomplishments, will be posted on the NSS website, included in the *SARSCENE* magazine publication, and released to the media on the day of the awards presentation.

As a general rule, depending upon the number and type of nominations received, one award will be presented annually in each of the following five categories. Sections 4.0 and 5.0 provide more details on the nomination and selection process.

3.1 *Award of Excellence for Education and Training*

The *Award of Excellence for Education and Training* recognizes those who have made an outstanding contribution to training and education in the field of search and rescue. For example, this may include, but may not necessarily be limited to:

- Identifying and successfully addressing a long-standing training or educational need for search and rescue workers.
- Achieving excellence in the development and delivery of search and rescue prevention programs, or similar initiatives aimed at promoting public safety and reducing the need for search and rescue services.
- Consistently exceeding standards for the delivery and/or development of search and rescue training programs.
- Establishing a centre of expertise for search and rescue knowledge, and sharing that expertise effectively with others.

The nomination must highlight the special or exceptional quality of the training or educational initiative which makes the nominee a candidate for a National SAR Program *Award of Excellence*.

3.2 Award of Excellence for Innovation

The *Award of Excellence for Innovation* recognizes those who have solved a problem or successfully leveraged an opportunity that has served to enhance search and rescue. Such innovation may involve technology or equipment, but may also include innovative approaches or techniques. For example, this may include, but may not necessarily be limited to:

- Successfully applying new technologies – or existing technologies in an innovative manner -- to enhance the provision of search and rescue services.
- Implementing new practices or processes that have created a positive impact on search and rescue in Canada.
- Establishing new partnerships for the benefit of search and rescue (e.g. between or among front-line responders, industry, researchers, other stakeholders).
- Building or developing a new capacity for search and rescue response or prevention within an organization, or within a particular geographical area where it did not previously exist.

The nomination must highlight the special or exceptional quality of the innovation, which makes the nominee a candidate for this *Award of Excellence*. The nomination should include at a minimum:

- What problem was solved, or what opportunity was leveraged;
- What the innovation was, and why it was new or unique (product, service, approach);
- A qualitative or quantitative assessment of the enhancements or improvements made as a result of the innovation.

3.3 Award of Excellence for Leadership

The *Award of Excellence for Leadership* recognizes those who have distinguished themselves as leaders or outstanding advocates for search and rescue, either locally, nationally, or internationally. For example, this may include, but may not necessarily be limited to:

- Exemplary management and the ability to motivate, resulting in significant enhancements to a search and rescue unit, group, or organization.
- Displaying outstanding leadership in search and rescue during a major crisis or unexpected event.
- Advocating a change, or successfully implementing a new initiative or policy which has resulted in the enhancement of search and rescue response and/or prevention.
- Inspiring or instilling a culture of excellence in search and rescue, which has led to enhanced safety and effectiveness.

The nomination must highlight the special or exceptional quality of the leadership exercised by the individual or group, which makes the nominee a candidate for this *Award of Excellence*.

3.4 *Award of Excellence for Research*

The *Award of Excellence for Research* recognizes those who have made an outstanding contribution in the field of research, to the benefit of search and rescue response and/or prevention. "Research" may include the natural and applied sciences, social sciences, humanities, or a related discipline. For example, this may include, but may not necessarily be limited to:

- Achieving excellence in the development of a new or an improved technology that promises to enhance search and rescue alerting or response.
- Significantly contributing to the body of knowledge on human behaviour and decision-making, as it relates to the design of search and rescue prevention programs.
- Collaborating nationally or internationally on a research initiative that may provide significant guidance to search and rescue programs, policies, or practices.
- Developing a practical model to identify and overcome organizational barriers, and improve interoperability in search and rescue.

The nomination must highlight the special or exceptional quality of the research initiative, which makes the nominee a candidate for a National SAR Program *Award of Excellence*. This may include those initiatives which have addressed a long-standing research need or gap in knowledge.

3.5 *Award of Excellence for Exemplary Service*

The *Award of Excellence for Exemplary Service* recognizes special and outstanding service to search and rescue provided by an individual or organization, usually over a significant period of time, or during a critical event of widespread or national and/or international significance.

More specifically:

- For individuals, for a lifetime of service; or for a period of sustained and exceptional contributions to search and rescue, either as a volunteer, as a paid professional, or both.
- For organizations, for long-standing and exceptional service to SAR.
- For both individuals and organizations, for exceptional service to search and rescue during a crisis or critical event of widespread or national/international significance.

“Service to search and rescue” may include a wide range of activities, such as frontline incident response or coordination; public awareness and communication; academic research or teaching; the provision of logistics or administrative support to SAR responders; the manufacturing, supply, or servicing of search and rescue equipment; advocacy and support to volunteer organizations; program management; policy development; and many other possibilities.

It must be emphasized that the examples provided for each award category in this section are intended for general guidance only, and are not meant to be limiting or prescriptive. Each nomination will be evaluated on its own merit, as well as its merit relative to the other nominations received in the category.



4.0 *Nomination Process*

4.1 **General Rules**

Eligibility. Prospective nominees, as well as those forwarding nominations, must meet the eligibility criteria outlined in Section 2.0.

Award categories. Nominations must be directed to one of the five (5) different award categories as described in Section 3.0. While examples are provided of what might qualify a nominee for each award, these are to be used for general guidance only, and are not limiting. Each nomination will be evaluated on its own merit, and relative to the context and supporting information provided.



Consent. The nominee must not object to being nominated for an *Award of Excellence*. This will be verified through the nomination process.

Frequency of nominations. Individuals or groups may only be nominated in a single award category in a given year. If a nomination is not successful, it may be resubmitted for consideration in a subsequent year.

Repeat nominations. The recipient of a National SAR Program *Award of Excellence* cannot be nominated for a subsequent award in the same category. Previous recipients may, however, be nominated for new achievements in a different category. For example, the recipient of the 2010 *Award of Excellence in Education and Training* may be nominated for the *Exemplary Service Award* in 2011, for a lifetime of contributions to search and rescue as a team leader and front-line responder.

4.2 **Preparation and Submission of Nominations**

Essential requirements. Each nomination must include the following elements:

- Nomination Form (Annex B)
- Two (2) letters or statements of support

Nomination form. The Nomination Form found at Annex B should be completed and signed by both the nominator, and the nominee. If the nomination is being submitted electronically a scanned copy of the signature page and any attachments is acceptable.

Letters/Statements of Support. In addition to the nomination form, two (2) letters or statements of support must be included in the package. Letters or statements of

support should be from an individual or a group/organization with direct knowledge of the nominee's achievements, and which appreciates their impact. They should not exceed two pages in length.

Supporting material. As indicated on the Nomination Form, additional pages are permissible to accommodate text which exceeds the spaces provided, or helps illustrate or support the text. The total size of the nomination package, including the 5-page nomination form, letters of support, and (optional) additional material must not exceed 15 pages. Nominators are reminded that quality, not quantity is generally the most influential factor during review.

Format. Nominations will be accepted electronically in MS Word or Adobe .pdf format, or through conventional mail or facsimile. Mailed-in applications should not be permanently bound; pages should be collated only with staples or clips.

Use of colour. Nomination packages are duplicated for distribution to the awards committee; this duplication will be in black-and-white only. Nominators are therefore encouraged to ensure their package is simple, and retains impact without the need for colour. While photographs, illustrations, or copies of newspaper articles, etc. are permitted as supporting material, they must be of a size and quality to permit reasonable duplication using a conventional laser printer or photocopier.

Multi-media. Nominators are requested not to forward any multi-media presentations, video footage, recordings, or other physical items with their nomination. The nomination package should instead focus on providing compelling evidence for the award through the narrative and facts presented in the text and supporting documents.

Hyperlinked material. As the accessibility of Internet-based material cannot be guaranteed, nomination packages should endeavour to include full versions of additional content (e.g. news reports or articles), rather than supplying hyperlinks only.

Plain language. While it is necessary to provide sufficient detail about the nominee's accomplishments, the nomination should be written in plain language, such that any reviewer with a general background in search and rescue can understand and appreciate the significance of the achievements being showcased. Specialized or highly-technical terms should be defined.

Submission of nominations. Nominations may be e-mailed, faxed, mailed, or hand-delivered to the National Search and Rescue Secretariat Awards Coordinator. Contact information is provided in Section 8.0.

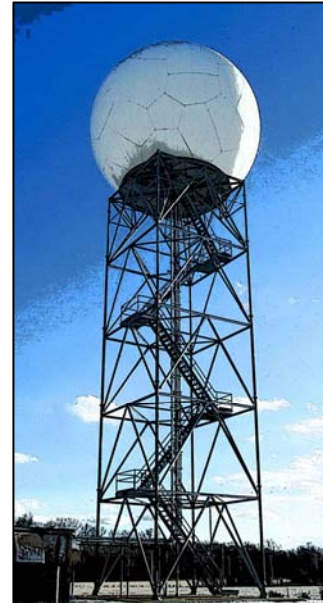
Nominations deadline. Nominations are due on the date shown in Section 7.0.

5.0 Selection

5.1 Awards Committee

While the National Search and Rescue Secretariat administers the Awards of Excellence as part of its National SAR Program mandate, selection of recipients will be entrusted to an Awards Committee, chaired by the NSS and comprised of representatives as follows:

- National Search and Rescue Secretariat – 2 representatives (Chair + 1)
- Federal (e.g. Canadian Forces, Coast Guard, Parks Canada) – 2 representatives
- Provincial/Territorial (e.g. police service, emergency measures) – 2 representatives
- SAR volunteer community (air, marine, or ground) - 2 representatives



Representatives from these communities with SAR knowledge and experience will be invited to form the SAR Awards Committee. Committee members cannot themselves be nominees, or have submitted nominations to the program during the time they serve on the committee. If a close associate, colleague, or relative of a sitting committee member is nominated for an award, that member will withdraw from voting or commenting on the nominations in that category. The mathematically-driven evaluation grid eliminates possible subjectivity from one member having a notable impact on the final scoring, as there are eight committee members who will be evaluating and scoring the submissions.

5.2 Review Process

The nominations will be reviewed in a two-step process:

- i) *Administrative review.* Following the final submission date for nominations, the NSS Awards Coordinator will review all nominations for completeness and clarity. Nominators may be contacted should clarification be required. During this administrative review the NSS may also, upon consultation with the nominator, suggest that a nomination may be better suited for a different category than the one originally selected. The nominator, however, will have the final decision.
- ii) *Assessment of Merit.* When the administrative review is complete, the nominations will be forwarded to the Awards Committee members for review and scoring. Each committee member will complete an evaluation grid for

each nominee. The Committee will meet in person and/or via teleconference to discuss their results and make a final decision, based on the total points given to each nominee. The most deserving recipient in each category will be determined through a ranking system. Ties or deadlocks will be resolved by a secret ballot in which the chair will abstain from voting.

Based on the advice of the Committee, the NSS reserves the right to present more than one award per category; or, to decline presenting an award in one or more categories during a given year, regardless of the number of received nominations.

5.3 Announcement of Results

Once the Awards Committee has made its final decision, the NSS Awards Coordinator will advise each nominator whether their proposal was successful. The NSS will also contact the selected award recipients, and provide them with information on the awards ceremony and related arrangements. Award recipients, nominators, and committee members will be asked to sign a confidentiality agreement valid until the SAR Awards of Excellence results are made public by the Executive Director of the NSS.

The NSS and the Awards Committee members will not share details of the committee's deliberations, or why a particular nomination was unsuccessful.



6.0 Presentation of Awards

6.1 Awards Ceremony

Date and Location. The Awards of Excellence are typically presented each year in conjunction with the annual search and rescue conference, SARSCENE. If, for some reason, the SARSCENE awards banquet does not proceed as scheduled, the National Search and Rescue Secretariat will arrange an alternate date, occasion, and location to present the Awards of Excellence.



Presenter. Depending upon availability, the Awards of Excellence will be presented by the Lead Minister for Search and Rescue (the Minister of National Defence); his/her designate; or the Executive Director of the National Search and Rescue Secretariat.

Alternate arrangements. If a recipient is unable to attend the awards banquet, he or she may choose either to have another person in attendance accept the award on their behalf; or to have the award presented at another date and location (e.g. an annual meeting or awards ceremony associated with the recipient's employment or volunteer activities). The National Search and Rescue Secretariat will make every effort to accommodate alternate presentation options, but cannot guarantee that all preferences can be met.

Travel assistance. Each award recipient will be invited to travel to the awards banquet, including the cost of return economy air, road, ferry or rail travel, associated transfers, one night of accommodation, and a meal allowance. If the award is to be presented to a group or organization, travel assistance will be extended to two persons identified as representatives of the group or organization. All travel expenses must be pre-approved by the Executive Director of the NSS and adhere to the Treasury Board Travel Directive: <http://www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a3-eng.php>.

Posthumous awards. Should a recipient die before being presented with their award, or be selected for an award as the result of a posthumous nomination, a relative or other designated representative will be invited to accept the award on their behalf. Similar travel assistance will be extended to this representative to attend the awards banquet, as noted above.

6.2 Promotion/Publicity

Media release. The achievements of all recipients will be promoted both nationally and in the recipients' home communities through a media release on the day preceding the awards presentation.

Online publication. With their permission, profiles of the award recipients, including photographs, will also be posted on the National Search and Rescue Secretariat website, and included in SARSCENE magazine. Names of award recipients will also be added to the following year's awards program guide.

7.0 Key Dates for 2010

The following are the key dates for the 2010 National SAR Program *Awards of Excellence*.

As some of these dates may be subject to change, it is strongly recommended that the National Search and Rescue Secretariat website be consulted periodically for updates: www.nss-snr.gc.ca.



June 07	Call for nominations issued
July 15	Deadline for nominations (23:59 Pacific)
August 1	Preliminary review by NSS Awards Coordinator and nominations sent to Awards Committee members
August 12	Awards Committee meets
August 15	Award recipients and nominators informed of results
September 23	Media release issued
September 27	Official announcement/presentation: SAR Awards banquet at SARSCENE conference

8.0 *Contacts*

For 2010 National SAR Program *Awards of Excellence* information, and for the submission of nominations, please contact:

Awards Coordinator
National Search and Rescue Secretariat
400 – 275 Slater Street
Ottawa, ON K1A 0K2

Email: SARawards@nss-snrs.gc.ca
Tel: 1-800-727-9414 or (613) 944-4101
Fax: (613) 996-3746



Annex A: Previous Award Recipients

Outstanding SAR Achievement Awards 1995-2008

- 1995 Mr. Kevin George
- 1996 Mr. Mike Daniels
- 1997 LCol Keith Gathercole
- 1998 Mr. Harry Strong
- 1999 Mr. Lloyd Gallagher
- 2000 Mr. Philip Jennex
- 2001 Mr. Jeff Eggleton
- 2002 Mr. John Kelly
- 2003 Cst. Paul Olmstead
- 2004 Mr. Frank Whitecotton
- 2005 Mr. Barry Nash
- 2006 Mr. Robert Petitpas⁺
- 2007 CCG Rescue Specialist Coordinators Working Group
- 2008 Ms. Sylvie Montier

+ Award presented posthumously

Certificates of Achievement 1996-2008

1996

Mr. Tim Auger
Sgt. Keith Crosland
Cst. Everett Densmore
S/Sgt. Richard Dew
Maj Mike Dorey
Mr. Mike Ferris
Mr. Eric Langley
Mr. Armand Leblanc
Mr. Mike Lester
Mme. Carol Namur
Mr. Tony Rodgers
Mr. Harry Strong
Mr. Ab Taylor

1999

Mr. Harry Blackmore
Mr. Martin Colwell
Mr. Douglas E. Betts
Halifax Regional SAR

2002

Cst. James Galloway
Mr. Tim Jones
Mr. Eric Langley
Mr. Denis Maurice
Mr. Robert Petitpas

2005

Mr. Lloyd Freese
Mr. Douglas Popowich
Mr. Peter Spear
Mr. Rick Staley
Mr. Horace Webb
Cst. Colin Wiebe

1997

Mr. Kenneth Armstrong
Mr. Mike Doyle
413 T&R Squadron
Mr. Charles Gadula
Ms. Bonnie Goebel
Mr. Michel Guay
Mr. John Lavery
Sgt Michael J. Maltais
Mr. Stan McClellan
Mr. Wayne Merry
Mr. Gene Newcombe
Mr. Peter Relkoff
Cst. Terry Totten

2000

Mr. Jean Maillette
Mr. Wayne Merry
Mr. Greg Ursel
Moose Factory SAR
Mr. Scott Brickwood
Ms. Bonnie Hood

2003

Mr. David H. Brewer
Mr. John Chaffey
S/Sgt Tim Charlebois
Mr. Stuart A. Meeks +
Maj Graham Newbold
Cpl John Rotheisler
Mr. Daniel Tremblay

2006

Mr. Mathieu Bourdon
Mr. Neil Brewer
Mr. Martin Desrosiers
Mr. Rick Holmes
Mr. Guy Lapointe

2008

CCGA-Pacific Unit 14 Gibsons
Whitney Numan
Al Ekholm
Darren Buck
Bob Smith
Roland Hanel
Ex Unified Command Working Group

1998

BC SAR Advisory Committee
Mr. Lance Cooper
Col Rick Hardy
Iqaluit CASARA
S/Sgt. Jack Kruger
Mr. Jerry Mulder
Mr. Raoul Proteau
Mr. Gary Sidock
Ms. Kirstie Simpson
Mr. Richard Smith
Mr. Dan Vedova
Mr. Pete Wise

2001

Mr. Russell Craig Dunn
Mr. Sandy Guse
Mr. Guy Kerr
Mr. William D. Reid
Mr. David Taylor

2004

Sgt. Don Bindon
Mr. Harry Blackmore
Mr. Don Burgess
Sgt. Mike Cook
Mr. Don Limoges
Capt. John Palliser

2007

Canadian Avalanche
Association
Sgt. Patrick J. Egan
Mr. Jim McAllister
Mr. Phil Whitfield

+ Award presented posthumously

Annex B: Nomination Form

*National Search and Rescue Program
Awards of Excellence*

NOMINATION

After consulting the 2010 Awards General Information and Nominator's Guide, I,

_____ of _____
(printed full title (Mr./Ms./rank) & name of Nominator) Organization/group or city/province-territory

hereby nominate:

_____ of _____
(printed full title (Mr./Ms./rank) & name of Nominee) Organization/group or city/province-territory

for a *National Search and Rescue Program Award of Excellence* in (mark one box):

- | | |
|--------------------------|-------------------------------|
| <input type="checkbox"/> | <i>Education and Training</i> |
| <input type="checkbox"/> | <i>Innovation</i> |
| <input type="checkbox"/> | <i>Leadership</i> |
| <input type="checkbox"/> | <i>Research</i> |
| <input type="checkbox"/> | <i>Exemplary Service</i> |

I confirm this nomination:

(Signature of Nominator) Date

Nominator's e-mail address:

Nominator's contact number:

I accept this nomination, and understand and agree that names and accomplishments of award recipients will be published on the Internet and shared with the media.

(Signature of Nominee) Date

Part A – Nominee Profile

Title: (Mr/Ms/rank/other)	
First & last name(s):	
City/town of residence:	
Province/territory:	
E-mail address:	
Contact number:	

Contributions to search and rescue have been made through service . . . (mark one or both, as applicable; include affiliation(s) and approximate years of service)	Yrs of service
<input type="checkbox"/> . . . as a volunteer with: (incl. all relevant groups) _____	_____
<input type="checkbox"/> . . . as an employee of: (incl. all relevant employers) _____	_____

Part B – Rationale

1) Nomination Statement

State, clearly and succinctly, the core reason why the nominee is being recommended for this award. Be sure to reference the award category. Refer to Section 3.0 of the guide as required.

For example, "As a result of his lifelong commitment to the volunteer lifeboat service, including 45 years as a crewmember and 15 years leading the national safety program, Mr. Brown is hereby nominated for an Award of Excellence for Exemplary Service".

2) Detailed description of accomplishment(s)

Describe in detail, using qualitative or quantitative means, the accomplishment(s) of the nominee. The accomplishment(s) being described should be related directly to the reason for the award. Include information on the level of effort invested by the nominee, such as duration and intensity of work done, as/if applicable.

Additional pages may be used as required (not to exceed maximum for the nomination package).

For example: "Mr. Brown was introduced to the lifeboat service at the age of 18, and rapidly qualified for operations. For the next 45 years, he served in progressively more responsible roles at a number of units on the coast, acting as coxswain of the busy Humber unit from 1985 to 2006. During this period, he mobilized the volunteers and the local community to fundraise for a second vessel and a new boathouse, a goal which was realized in 1999 when the "Spirit of Humber" was delivered and commissioned in front of the new facility. Mr. Brown also contributed at the national level, leading the safety committee from 1992 to . . ." etc.

3) Impact Assessment

In this section, the impacts the nominee's achievements have had on search and rescue should be communicated. Additional pages may be used (not to exceed maximum for the nomination package).

The following criteria will be used to evaluate the nomination:

- Significance and relevance of the impact: How have the nominee's efforts improved or enhanced search and rescue, or a situation (e.g. crisis) where SAR played a key role? What opportunities might otherwise have been lost; or challenges left unresolved; or lives/communities adversely affected if the nominee hadn't made their contribution(s)? Did the nominee's contributions directly impact search and rescue, or did they have a more indirect impact?
- Challenges: Did the nominee face any particular challenges in the course of their work?
- Extent/magnitude: Have the nominee's accomplishments had an impact locally, nationally, and/or internationally?
- Duration: Are these positive effects likely to have an impact over the short term, medium term, or long term?

For example: *"Without Mr. Brown's unwavering belief in the service provided by his fellow volunteers, and his ability to convince, motivate, and lead others, it is unlikely that the enhancements at Humber would have been realized. Operational capability in the region is now secured well into the future. Similarly, the safety system his committee implemented, highly unpopular at first, is now considered vital to the service's national program, and is being used as a model by other jurisdictions . . ."* etc.

Part C – Supporting Letters/Statements

Two supporting letters or statements should be included with this nomination, not to exceed a length of two pages each. The letters/statements should be written by an individual or representative of an organization that has direct knowledge of the nominee's accomplishments, and their impact. Signed originals are not required; photocopies, scanned images, or e-mailed statements are also permissible. The following information should be provided for the author of each letter/statement:

Letter/Statement of Support #1:

Full name:	
Affiliation: (Group, organization, agency)	
Relationship to nominee: (e.g. colleague, supervisor, subordinate, stakeholder, etc.)	
Location: (e.g. city, province/territory, country)	
Contact daytime telephone number / e-mail :	

Letter/Statement of Support #2:

Full name:	
Affiliation: (Group, organization, agency)	
Relationship to nominee: (e.g. colleague, supervisor, subordinate, stakeholder, etc.)	
Location: (e.g. city, province/territory, country)	
Contact daytime telephone number / e-mail:	

Part D – Other supporting information

The provision of other supporting information – e.g. newspaper clippings, photographs – is **optional**, but may be included at the discretion of the nominator if he/she feels it contributes to the text in Part B.

The maximum permissible size of a nomination package, including this 5-page form, supplementary pages, letters/statements of support, and other (optional) supporting information is 15 pages.

The total size of this nomination package is:	pages.
------------------------------------------------------	---------------

