



# Hugh Town Memorial Builder Award Policy & Process

## Purpose Of The Award

The purpose of the **Hugh Town Memorial Builder Award** is to recognize volunteers who have made significant and exemplary contributions to the Outrigger Canoe Racing Discipline of Canadian Outrigger Racing Association ("CORA") within Canada in the Builder Category.

## Eligibility

The Award is available annually to deserving individuals for recognition at the international (outside CORA), national (CORA), provincial, or club level. The Award is also intended to recognize volunteers on account of significant contributions made at the international (outside CORA) level.

## Criteria

### Builder Generally:

- A. The nominee must have made significant and exemplary contributions to the Outrigger Canoe Racing Discipline over a lengthy period of time.
- B. The nominee must have made significant and exemplary contributions during the year ("Active") in which she / he is nominated.
- C. A recipient of the Award is ineligible for nomination on another occasion.

### Builder Specifically:

Specifically In Addition To The Above General Criteria:

- Contribution to the organization or administration within the Outrigger Canoe Racing Discipline that advances the sport at the international, national, provincial, or club level;
- Contribution to the development of coaching at the international, national, provincial, and / or in the development of outstanding athletes in a particular club.

## Procedures For Administering The Award

1. Canadian Outrigger Racing Association ("CORA") on behalf of the Awards Committee (CORA Board) of the Outrigger Canoe Racing Discipline, shall invite nominations for the Award (informally through-out the calendar year and formally with the AGM Notice).
2. Nominations shall be received by the Awards Committee (CORA Board) from Paddling Association Members of the Outrigger Canoe Racing Discipline via a *form* posted on the Canadian Outrigger Racing Association ("CORA") website (***within 14 calendar days of the AGM***). The nomination must be supported with the following information:
  - a. A brief biographical sketch which details contact information (name, address, phone number, email address) of the nominee;

- b. An historical sketch which details the nominee's overall involvement in paddling, and Outrigger Canoe Racing in particular;
  - c. The specific accomplishment / activity for which the nomination is made.
3. Nominations shall be reviewed by the Awards Committee (CORA Board) *and receptive past **Hugh Town Memorial Builder Award recipients** (for continuity)* and a decision shall be taken by mail or email ballot for each nomination received. The nomination is lost if insufficient balloting goes in its favour and absentee ballots are considered as abstentions *and if there is "an equality of votes", then the CORA Chairperson will review the Nominees and have the deciding / casting vote.* Results shall be communicated to the Chairman of the Canadian Outrigger Racing Association ("CORA").
4. If approved by the Canadian Outrigger Racing Association ("CORA"), the selected Award recipient shall be advised and invited to attend the upcoming AGM with a *guest speaker* at the Meeting of Members as guests of CORA. The Canadian Outrigger Racing Association ("CORA") shall announce the Award recipient to the paddling community (via a CORA website perpetual page **within 14 calendar days** after the first CORA Board Meeting of the New Year).
5. The presentation of the Award shall be made on the occasion of the Meeting of Members of the Outrigger Canoe Racing Discipline or, if the recipient is unavailable at that time, then at another appropriate time (via a CORA website perpetual page **within 14 calendar days** after the first CORA Board Meeting of the New Year).
6. The Canadian Outrigger Racing Association ("CORA") shall formally present a trophy with engraved names of all previous winners to the recipient of the Award *at the Canadian Iron Championships or at a mutually conducive time / place* each calendar year.
7. When nominations in a particular year do not, in the opinion of the Awards Committee (CORA Board), meet the criteria for the Award, or there are insufficient ballots to put a nominee's name forward, or there are no nominations, no Award shall be given in that year.

### **Hugh Town Memorial Builder Award Trophy Administration**

The procedure for administration and bestowing is well-documented. This is still a novel process and is steadily becoming ingrained in CORA Board business-as-usual with an expectation that this should happen on an annual basis. An individual should be tasked with ensuring that the procedures are followed going forward.

### **CORA Awards / Recognition Vendors**

Note that Kerr Recognition Services Inc. in Vancouver BC has provided trophies and glass awards and medals for CORA for many years. There are many recognition services vendors that provide comparable products / services. However, the proprietor (Sae Kerr) and the designer (Ross Lawton) have collaborated with CORA for many years and provide exceptional service and maintain records of design work and invoices going back to the 1990s. A recent change in business operations for Kerr Recognition Services means that when plates / shields on trophies require engraving to commemorate the current year Recipient, these plates / shields are now out-sourced to a third-party vendor and CORA must replace the existing plates / shields that are affixed with double-sided tape.

### **Hugh Town Memorial Builder Award Trophy Retirement**

If / when this Initiative reaches a conclusion, Lotus Sports Club (Grace Morrissette; Greg Bodin; Lotus Executive) have offered to have the Trophy move from the residence of the CORA Board Member (where it has resided for 6 years) to the Lotus Sports Club Trophy room. If any CORA Board Member wishes to take custody of ownership / management / presentation of this Trophy for future years, please put your name forward.

## **Historical Perspective**

*Following their Annual General Meeting, CORA announced the creation of a new Award to acknowledge Builders in the sport of Outrigger Canoe Racing in Canada.*

*This Award is named in honour of the late Hugh Allen Town, a long time paddler, coach and builder of outrigger clubs in Vancouver, BC and Maui, HI. Hugh passed away in January 2016.*

*The annual Award acknowledges individuals who have made outstanding and extraordinary contribution to Outrigger Canoe Racing in Canada, other than as a competitor – demonstrating exemplary values and personal characteristics in their contribution.*

*Nominations for selection may be made by any CORA member or club representative of any active CORA club in Canada through the CORA website.*

*Nominees must be active at the time of their nomination.*

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