

CENTRAL DIVISION AWARDS MANUAL 2013-2014



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CENTRAL DIVISION AWARDS MANUAL 2013-2014

Outlined in the following pages is much of the information submitted yearly to each Central Division Region Awards Advisor and Region Director.

This is the information needed to understand, write, and process NSP Awards.

Each fall before ski season, Central Division also e-mails each Region Awards Advisor copies of all the previous season's Central Division Outstanding Winners' nominations that they are encouraged to use as templates to help their Region patrols better represent themselves to their Region Awards Committee as well as to the Central Division judges.

These awards templates will be available to all patrols and patrollers by contacting their Region Awards Advisor or the Central Division Awards Advisor.

The information in this manual details everything any sponsor will need to succeed in all areas of NSP awards by detailed explanation of each area of the Awards Section of the National Ski Patrol Policies and Procedures as well as the Central Division Policies and Procedures.

It will show what awards your patrollers might be qualified and not qualified for and how to write an appropriate submission.

This is easy. Any patroller can do it.

But no submission can succeed if the rules are not followed:

EVERY YEAR MANY AWARDS SUBMITTALS ARE DONE INAPPROPRIATELY.
NO PATROL AWARDS WRITERS SHOULD WASTE THEIR TIME IF THEY DO NOT
INTEND TO READ AND PAY ATTENTION TO THE RULES

Every year since the beginning of the awards process, many inappropriate submissions have been sent in to the various Central Division Regions and then on to Central Division. An inappropriate submission automatically means failure.

Outstanding Nominations as well as Merit Stars, Appointments, etc. are still being sent on outdated forms and patrollers submitted in the wrong categories or with missing information. This can easily be avoided. The information in this manual should be followed precisely.

DO NOT hand write with the exception of your signature. This will also disqualify the submission
We are not trying to frighten anyone- we want your submission to succeed and will do our best to help you.
The major rules below will help you.

MAJOR RULE #1.

Central Division and National will accept nominations on the current year's forms only

These forms are easily downloaded from the current Policies and Procedures on the National website.

MAJOR RULE #2

Carefully follow the rules and suggestions detailed in this manual, your submission forms, and the NSP Policies and Procedures.

MAJOR RULE #3

Start early in the season- the sooner, the better.

MAJOR RULE #4

A sponsor only signs the sponsor line, nothing else

MAJOR RULE #5

You have a Region Awards Advisor and a Division Awards Advisor- use their expertise- call or e-mail them if you have any questions.

SUBMISSION SUGGESTION FOR ALL AWARDS

Awards can be submitted to your Region Awards Advisor at any time of year with the exception of the Outstanding Awards which have a specific deadline each spring, Each Region has slightly different times for requiring their submissions for Outstandings, so each Patrol Representative or Patrol Awards Advisor should check your Region web site or contact the Region Awards Advisor to verify any deadline dates.

For awards other than Outstandings, an early submission will allow your Region Awards Advisor the time to work with you to improve and polish your submissions.

We strongly encourage all patrols to electronically “pre-submit” to their Region Awards Advisors all submissions from Appointments to Outstandings. This way, these e-mailed submissions can be readily examined and if they need to be changed or they do not quite meet National guidelines, the Region Awards Advisor can easily reply and suggest the necessary changes. Some submissions just need to be clarified, some need to be placed in another category, and some just do not fit National criteria.

Once the submissions are pre-approved, the hand signed cover sheet can then be sent on by post to your Region Awards Advisor who will present them to the Region Awards Committee to examine and give final approval. This means sponsors sign on the sponsor line and patrol reps sign on the Patrol rep line- nowhere else.

Accepted awards are sent back from National to the Region Awards Advisor or Region Director only!

We also strongly encourage each Region Awards Committee to electronically send any of their Region Awards Committee's accepted submissions or inquiries (for Merit Stars, LCAs, Nationals, DSAs, MSAs, and Patrollers' Crosses) to the Central Division Awards Advisor before the hand signed submissions are sent on to the Division Advisor by mail.

This technique works well- it may seem time consuming, but electronic communications do greatly speed up the process and assure greater accuracy and acceptance at National.

Those Regions and Patrols who have been doing this have had extreme success in getting their awards accepted at Division and National levels.

AWARDS JUDGING

There is always a question about how awards are judged. We have basically 4 tiers- 1. Local, 2. Region, 3. Division, and 4. National.

The instructions below detail all information given to Region Awards Advisors for their judging committees and all information sent to our Central Division Outstanding judges.

*******Consider the rules*******

1. Local For all Submitters

If you think any of your fellow patrollers meet the criteria for any of the many NSP awards from Merit Stars to National Nominations, look up and/or download the awards section of the current year's Policies and Procedures which is easily found on the NSP website.

Carefully read the information as detailed in the award description of the current National Ski Patrol Policies and Procedures

Carefully read the submission form for the current year

Carefully examine the supporting information for each award you submit

Remember once again we stress- as will be stressed many times in this awards guide- any submission on a non-current form is automatically considered ineligible.

Pay attention to detail: read, read, and read.

If a form says only consider the past 4 years in section X, then DO NOT use any information beyond the past 4 years.

Patroller means Patroller (Auxiliary), Certified, Nordic, or Alpine patroller. **AT THIS TIME CANDIDATES and ALUMNI ARE NOT ELIGIBLE FOR AWARDS**

Use your letter of recommendation to detail more information if you need to augment any areas on the forms.

When you are listing awards received, classes taught or taken, etc. always use dates and this means only the dates allowed on the form. With Outstanding submissions, if something such as an office or training or testing is ongoing over the 4 years write something like “---- to 2011” This will indicate ongoing service.

If there can be any question of what was done by your nominee- EXPLAIN. Judges can't just take your word that your nominee has taken a course or taught one. If a person has taught a class of 200 people, say it in your letter.

Like any accident reports you fill out for your ski area- never assume. Make sure all the blanks are filled in.

Network: If there are any questions, all sponsors are strongly encouraged to get with their Region Awards Advisor and/or Central Division Awards Advisor

2.

For Region Awards Committees

As in the above:

Always have a copy of the current year's Policies and Procedures in front of all members of the awards committee.

Always have a copy of the current year's appropriate submission form in front of all members of the committee.

Pay attention: read.

If a form says only consider the past 4 years in section X, then ignore and discard anything beyond the past 4 years.

If you have a submission that looks good, make sure the sponsor has put in dates.

Make sure the sponsor has explained. Make sure the sponsor has supplied accurate information.

Like an accident report- never assume. Make sure all the blanks are filled in. Why send in a poor submission that will fail?

And as has been stated many times before, any submission on a non-current form is automatically considered ineligible.

Make sure all signatures are written by hand or electronically in the appropriate place

If there are any questions do not hesitate to ask for help

Finally, it is very important that no member of the committee be present if he or she is being considered for an award and equally important that no extraneous patrollers be in attendance at awards committee meetings- it is distracting and easily leads to duress and inappropriate submissions.

3.

CENTRAL DIVISION

For Outstanding Submissions: see section 10.7.13 below

This information for Outstandings is highly detailed in the section 10.7.13 as to qualifications and judging techniques

For all other awards submissions, the Central Division Awards Advisor reviews material sent by the Region Awards Committees and forwards them on to National if they meet National standards

CENTRAL DIVISION EXPLANATION OF INTENT NATIONAL POLICIES AND PROCEDURES CHAPTER 10 AWARDS PROGRAM

The Awards Chapter 12 of the NSP Policies and Procedures can be found by getting into your membership page and logging on to “my Bookshelf” section on the left side of your member information page. Current forms and the current Policies and Procedures are found there.

The Awards chapter is broken down into 14 major sections. These are detailed below and followed by the Central Division Policies and Procedures.

- 12.1 General overview
- 12.2 Appointments- National and Leadership Commendation
- 12.3 Distinguished Service Award
- 12.4 Meritorious Service
- 12.5 Merit Stars (and Central Division Critical Care Recognition)
- 12.6 Patroller’s Cross/ Patroller Memorial
- 12.7 National Outstanding Awards
- 12.8 National Recognition Awards
- 12.9 Service Recognition Awards
- 12.10 Honorary Awards
- 12.11 Awards Advisor Job Description
- 12.12 Awards Forms
- 12.13 Awards Rejection Process

Following addendum:

- Central Division Policies and Procedures
- Samples of write-ups for various awards

To help clarify the intent and current Central Division and National interpretation of each section of the Awards Chapter, the information in this manual should be examined alongside the National Policies and Procedures and the current year’s Awards Forms.

The best way to assure that any deserving patroller receives an award is to carefully follow this repeated advice:

First, carefully examine the appropriate section of the Policies and Procedures for the awards you think your nominee is best suited.

Second, carefully examine the Central Division Awards Manual for explanations of the award you think may be best.

Third, carefully examine the Awards Form to make sure you do not leave anything out.

CHAPTER 12

Policies and Procedures: Awards Program

Central Division explanation and interpretation of intent

Section 12.1

Important points-1. most awards can be sent in at any time during the season

2. it takes time- count on **45 days** from the time Division sends it to the National Awards Coordinator to process awards.

Section 12.2

APPOINTMENTS (NATIONAL AND LEADERSHIP COMMENDATION)

Intent:

Demonstrates leadership, character, diplomacy, positive attitude, judgment, quality patrolling ability, desire to serve the public and extraordinary service to the National Ski Patrol.

There have been some questions surrounding qualifications for getting an Appointment. The primary area of confusion is that every patroller and every Region Director has different rationale as to what constitutes either a “National Appointment” or “Leadership Commendation Appointment”

First, all appointment sponsors must have an Appointment and understand that their nominee must be a registered NSP patroller for a minimum of eight years and have Senior or Certified status for a minimum of at least a full year prior to being nominated. (At this point, Candidate years do not count)

Appointment Nomination Form- Section 6 (NEW APPOINTMENT FORMS 2013)

Over the years, the main area of contention seems to be Section 6 of the nomination form:

Must have demonstrated leadership that benefits the NSP

A- Beyond the patrol level

B- **AND/OR** by serving two or more ski seasons as **an exceptional** certified instructor in a program beneficial to the NSP- this must be exceptional, not just ordinary

C- **AND/OR** exceptional service as an NSP Patrol Rep- this must be multiple terms, not just one. LEADERSHIP IS THE KEY WORD in all 3 categories.

A. Beyond patrol level means continuous advising in NSP credentialed programs.

B. Instructing at patrol level means instructor of record with yearly enhancements- not just instructing a station in yearly refreshers

C. As a patrol rep means a leader who over a period of time has initiated and strengthened his patrol through NSP credentialed programs.

In the Central Division, an Appointment is characterized by **“extraordinary ongoing service to the NSP”** This means ongoing documented exceptional service and leadership. Patrollers receiving an Appointment are being recognized for service to the NSP programs within the framework of the vision and mission statements, that is through **credentialed education and training** in leadership, outdoor emergency care, safety and transportation services, which enables members to serve the community in the safe enjoyment of outdoor recreation.

Policies and Procedures Section 12.2.6.5: ACCORDING **TO NATIONAL RULES**

If the nomination is rejected at any step, the nomination, along with the reason for rejection, must be returned to the sponsor within 30 days, with a copy sent to all in the review chain below, as well as one step above the rejecting party. See section 10.13 for appeals process.

Policies and Procedures Section 12.2.6.8: ACCORDING **TO NATIONAL RULES**

The nomination of a member for Appointment must occur without the nominee's knowledge

PLEASE REMEMBER...

**THE APPOINTMENT WHETHER NATIONAL OR LEADERSHIP
COMMENDATION SHOULD BE OVERDUE RATHER THAN PREMATURE.
OVERDUE DOES NOT MEAN THE PATROLLER ONCE DID THINGS FOR THE
NSP. IT MEANS THE PATROLLER DID THINGS AND STILL DOES THINGS
FOR THE NSP.**

**NOMINATING SOMEONE WITH MINIMAL CREDENTIALS IS DEFINITELY
NOT IN THE SPIRIT OF WHAT THESE APPOINTMENTS REPRESENT.**

Section 12.3 DISTINGUISHED SERVICE AWARD

Intent:

The DSA is awarded to patrollers or other organizations or individuals who have performed outstanding service to the National Ski Patrol and the skiing public. Patrollers are distinguished by exceptional devotion to duty and outstanding performance over a long period of time

National recommends a minimum of 20 years service and Central Division will insist on meeting this minimum standard.

There have been some questions regarding the Distinguished Service Award. Remember, there is a distinction between outstanding service and devotion to a local patrol and outstanding service and devotion to the vision and mission of the NSP

Here is the Central Division interpretation of the Distinguished Service Award. It is for patrollers who are dedicated to the NSP's vision and mission and are model patrollers. This award is to be a culmination of service to the system and should be about the last award a member receives.

This is not just based on years of seniority. Once again- this award should be awarded to those patrollers who have given years of SERVICE to the NSP (not just their patrol)- they should have been leaders and demonstrate values that others can follow.

So... When you have a submission for a DSA in your committee, think of what this person has done. Has this person done just one or two things that deserve recognition? Is this a feel good award? Have you considered a Certificate of Appreciation? (They can come from the Patrol, Region, Division or National.) How about a Yellow Merit Star? The YMS is "...for ANY outstanding act or service to the NSP". Please do not think that we are trying to limit the presentation of DSA's. Just don't be too quick to approve a DSA, as it can be given only once. Ask yourself how you will recognize true outstanding service if you present a DSA to every patroller with longevity. Are you compromising your standards? How about your fellow patrollers' standards? This should be a special award near the end of a patroller's career. It definitely should also be meaningful and special.

Section 12.4

MERITORIOUS SERVICE AWARD

Intent:

Given to active members who have completed outstanding service as region or division staff members. These are submitted only by Region Directors or Division Directors

12.4.1: Staff members do not include elected officers.

All MSAs must be on the Region or Division roster (which we check.) They must be retiring, or in the last year of the current RD's or DD's tenure so that they will be considered to be tendering their resignations. This does not mean that the next RD cannot invite them back to join a new administration. Please remember: the MSA is important and should not be given unless the service has been outstanding and like the YMS can only be given once for a particular position or type of function.

A patroller who has been given a Yellow Merit Star for Service is not eligible for a Meritorious Service Award for the same period of service.

Section 12.5

MERIT STARS

Merit Stars are probably the most confusing awards in the National Ski Patrol System. The NSP has 6 types of merit star: gold, silver, purple, green, blue, and yellow. Each star is detailed below.

The gold and silver merit stars are involved in the Outstanding Patroller awards: Gold is for National Outstanding Patrolling categories. Silver are for National Outstanding First Runner-up.

The green merit star is involved in hazardous rescue

The purple merit stars and blue merit stars are involved in medical lifesaving.

The yellow merit stars (and the most complicated stars) are involved in medical lifesaving situations and in special non medical service to the NSP.

General Information for LIFESAVING related merit star consideration

If more than one person involved in an accident situation is being nominated for merit stars, each individual must have his or her own separate write-up. Always! This does not mean sending the same letter with the name changed! Many Samples are available on request

All write-ups should be consistent- the biggest roadblock holding up Blue and Purple Merit Stars at Central Division and National is consistency. Three different patrollers cannot be the lead at the same accident at the same time. Remember, most of the time there is **one leader** unless it is two person CPR and both patrollers arrive on the scene simultaneously.

Write-ups should be as free from extraneous information as possible. Some letters tell how long a patroller has been a member of his patrol and other accomplishments. This has nothing to do with the

lifesaving and should be avoided. Give the appropriate information. Less is sometimes better than more, but do not fail to explain.

If you have a medical situation and no documentation, stating that the patrollers involved saved the patient's life, according to 12.5.4.4 if you cannot get that opinion, **we strongly recommend** that you contact the Central Division Awards Supervisor who will help you work with the Central Division Medical Advisor for an opinion.

IMPORTANT PLEASE

Do not have a medical person sign any submission for Purple or Blue Merit Stars if this was not a lifesaving scenario as exactly defined in the Central Division Awards Manual 12.5.4 below.

Central Division and National still reserve the right to reject a medical merit star scenario for any if the nominees involved (even if a medically knowledgeable practitioner signs a letter recommending the nominees) if the Central Division Medical Advisor, the National Awards Coordinator and/or National Medical Advisor deem the scenario not to be lifesaving according to the NSP guidelines.

Finally, every situation varies, so if there is a question of just what type of star should be awarded, please contact either your Region Awards Advisor or the Central Division Awards Supervisor.

Our National Awards Coordinator does not know your nominee. He cannot guess details. Convince him and convince us at Division that your nominee has accomplished a lifesaving worthy of this recognition.

Once again, at Central Division, we have many accident scenario flow sheets and many scenario write-ups that any Patrol Representative or Awards writer can request from the Division Awards Supervisor.

Newly initiated in 2008-2009:

The Central Division has approved a **Central Division Critical Care Recognition** awarded for exceptional assessment and care using OEC skills that recognizes and treats a patient with a huge potential for life threatening injuries and illness. This will be mentioned in greater detail below

12.5.4

Purple Merit Stars (PMS)

Intent:

Primarily responsible for saving a life using emergency care. Save means this patient would have died; not this patient could have died. This is described in greater detail below.

The first sentence of attached letter of recommendation should say “I am submitting this patroller for a Purple Merit Star because this patroller was **primarily responsible** for directly saving a human life at _____ Ski Area on __/__/__” The letter should then go on to spell out the situation and why this patroller was primarily responsible.

Since the PMS is for life saving using awareness and judgment that a lifesaving situation exists and responding to it with the appropriate care, the lifesaving must be accomplished by recognition of a lifesaving situation and OEC/CPR skills utilization learned through the NSP rather than luck! Once again, this award is not for working in an accident situation where there could have been a life threatening problem. All scenarios can potentially be life threatening.

Because we are dealing with lifesaving for this award, the management of the ABCs of a serious trauma or catastrophic medical emergency is the foundation of a Purple Merit star.

The other details like number and severity of broken bones, lacerations etc. need to be described in detail and the technique of care, but it is the management of the ABCs throughout the entire incident that determines whether the criteria for a Purple Merit Star are met. This means- If a patroller stopped performing tasks that maintained the ABCs, that patient would die on the spot.

In addition to the narrative letter telling us the events of the incident, we would like to see a simple assessment sheet and the actions that the patroller(s) took, along with the outcomes of their actions. We need to see changes in the patient’s outcome that the patroller(s) had to adapt to.

The information immediately below will help give us a clinical picture of the accident.

1 AIRWAY

Was the airway open? If not, how did the patroller(s) treat this? Did they need to maintain the airway in order to keep it patent? Give detailed description of what the care providers did.

2 BREATHING

If the patient was breathing, describe the breathing and approximate rate. Give details- who assisted with respirations? Was lung expansion equal? Discuss pulse oximetry if the ski area uses this. Give detailed description of what the care providers did.

3 CIRCULATION

Did the patient have a pulse? If not, what did the patrollers do and for how long? What was the outcome of CPR? If patient had a pulse, provide approximate pulse rate and blood pressure. Describe the skin color, skin temperature and capillary refill time. Describe the level of consciousness. Discuss any other findings and treatments such as serious bleeding. Give detailed description of what the care providers did.

If you are nominating multiple people for Merit Stars, consider using a timeline format to aid in describing what each member of the team did as a member of that team.

Central Division has timeline templates and will send these to any patroller who needs one

Once again it bears repeating- if you do not have documentation by a medical authority vouching for the lifesaving **get with me and I will contact our Central Division Medical Advisor to give his expert opinion as to whether the actions taken saved the life.**

Again- Save means this patient would have died on the spot: not this patient could have died later- getting a patient to advanced medical treatment within the “golden hour” does not constitute an immediate lifesaving procedure

Merit Star Submission Form Section 6 This is very frequently mishandled.

The submission must say something like: “in recognition and acknowledgement of saving a life at ____ Ski Area on __/__/____.”

DO NOT LEAVE THIS AREA BLANK. Do not use the injured party’s name- in some states and in some courts of law, this may be considered a HIPPA violation.

Please do this right- your awards committee should not be responsible for cleaning up your submission.

Section 10.5.4 A

CAREFULLY read section 12.5.4.2. This seems to be ignored by many submitters:

The life saving must be initiated under the sole direction of a patroller using OEC/CPR skills- not a patroller and a medical person.

Currently, if you say in your write-up that a patroller is in any way an active member of any lifesaving profession such as a physician, dentist, nurse, EMT, policeman, or fireman, this does not qualify at this time according to Section 12.5.4.2. The National Policies and Procedures currently considers that those individuals who perform life saving while on duty in the course of their normal occupations do not qualify- those occupations mentioned above are a member of their profession 24 hours a day. I am pushing to have this verbiage changed in the 2014-2015 Policies and Procedures to allow advanced medical people merit stars as long as the life saving techniques does not go beyond the use of OEC skills but at this time NO MEDICAL PROFESSIONAL CAN GET A PURPLE MERIT STAR AND IF A MEDICAL PROFESSIONAL IS INVOLVED IN A LIFESAVING SCENARIO, HIS FELLOW PATROLLERS CANNOT RECEIVE A PURPLE MERIT STAR BECAUSE THEY ARE UNDER THE DIRECTION OF A MEDICAL EXPERT.

Section 12.5.5

Blue Merit Stars (BMS)

Intent:

Primarily responsible for outstanding support roles in saving a life,

Or primarily patroller who attempts to save a life, but does not meet the Purple Merit Star criteria

- 1 In the past, this is for situations where you may not have quite enough documentation for Purple Merit Stars, but the person definitely saved a life. Now we can send in the information to the Central Division Medical Advisor and if he feels the information was lifesaving, this will be upgraded to a Purple Merit Star.

Get with me if you have one of these for help with the upgrade to Purple Merit Star

- 2 This is for situations where the life saving attempt does not keep the patient alive for 24 hours.
- 3 This is for primarily helping well documented Purple Merit Star nominees, but the help must be very significant.

For Number 2 above: The attached letter of recommendation should say “I am submitting this patroller for a Blue Merit Star because of her heroic efforts in attempting to save a human life at ____ Ski Area on ____/____/____.”

Or for Number 3 above:

“I am submitting this patroller for a Blue Merit Star because of his outstanding support role in helping save a human life at ____ Mountain Ski Area on ____/____/____.”

Outstanding support role means primary outstanding support role, NOT directing traffic or calling EMS. For these see Yellow Merit Stars below

Section 6 of submission form as indicated earlier with the purple merit stars should say something like: “in recognition and acknowledgement of her outstanding support in helping save a human life at ____ Ski Area on ____/____/____.”

DO NOT LEAVE THIS SECTION BLANK and again consider HIPPA- do not use patients’ names.

Section 12.5.6 **Green Merit Stars (GMS)**

Intent:

Given for heroic or hazardous rescue using ski patrol training, using ski patrol skills

The attached letter should say something like: “I am submitting this patroller for a Green Merit Star for his or her outstanding act of heroism by using ski patrol skills to rescue a mountain climber at ____ Mountain on ____/____/____.”

This must be for hazardous rescue—at ski areas, air crashes and mountain rescue situations, etc. and the act must be performed by using skills learned from the NSP.

Section 6 of the submission form should say something like “in recognition and acknowledgement of heroic rescue of a mountain climber at ____ Mountain on December ____/____/____.”

DO NOT LEAVE BLANK and again- no patients’ names

Section 12.5.7 **Yellow Merit Stars (YMS)**

Intent:

Outstanding act or service to the National Ski Patrol

Outstanding secondary support of a Blue or Purple Merit Star lifesaving scenario.

In the first instance, the attached letter should say something like

“I am submitting this patroller for a Yellow Merit Star for retiring after twenty years of service as Patrol Representative of ____ Ski Patrol.”

OR

“I am submitting this patroller for a Yellow Merit Star for his work as ____ Region OEC supervisor from ____/____/____ to ____/____/____.”

In the second instance, the attached letter should say something like

“I am submitting this patroller for a yellow merit star for her work in helping save the life of a skier at.....”

Other Concerns About Yellow Merit Stars:

There has been a huge amount of controversy in the past as to what can be submitted for a non medically related Yellow Merit Star .

Yellow Merit Stars were once given only for work done ABOVE patrol level. The Central Division and National agreed to accept some work at patrol level done over “a long period of time” that benefited the NSP or an NSP program. The importance of NSP must be emphasized. Things done to benefit the local patrol or section, or even Region if they are not NSP program related are not considered. Fund raisers are money making affairs and are not NSP programs. Chair evac is currently considered a local process and not an NSP program. Building, snowmobile, or radio maintenance is considered a local process and not an NSP program.

Our policy is outlined below for YMS other than those awarded for support of PMS or BMS:

1. Most Yellow Merit Stars are given for promoting an NSP program above and beyond the call of duty -- i.e. teaching or testing NSP sponsored programs at Section, Region or above. This is reaching out to other patrols to help everyone attain a higher level of achievement, regardless of his or her local affiliation.
2. The Yellow Merit Star can also be awarded to a Patrol Representative who is retiring after a "long" period of time. This should be a significant period. We need numbers. We need data.
3. The Yellow Merit Star can also be awarded to a patroller who has taught or supervised consistently locally in an NSP discipline or CPR for a "long" period of time. Once again this should be a significant period.

Help us convince National. We need numbers. We need data; i.e. number of courses taught, instructor of record, primary instructor, number of students taught, hours spent teaching, hours spent preparing.

In general, all of our patrollers do an excellent job. They make us proud to be National Ski Patrollers. Our patrollers volunteer countless hours. But at the same time, according to the NSP Policies and

Procedures and watched closely at National --the Yellow Merit Star "is not to be given out too freely." It is awarded for an outstanding act or service to the National Ski Patrol.

So, when a patrol sponsors submit someone for a Yellow Merit Star, they should not tell us what a great person this patroller is. They should not tell us how hard this patroller works. They should not tell us this is a patroller in good standing. They should detail to us the act or service this person has done that benefits the NSP and its programs.

If a sponsor submits a patroller who has done a great job, but the job does not fit in with the above, strongly consider a Certificate of Appreciation from the National office signed by the Division Director, Region Director, Section Chief, or Patrol Director.

Patrol Representatives and above can also order Certificates of Appreciation from the National office.

Here is what we recommend in a nutshell to fit most scenarios:

1) If you have a patroller who has worked hard for your patrol, but not at jobs of NSP testing or training significance consider a Certificate of Appreciation signed by the Patrol Rep or Section Chief

2) If you have a patroller who works hard in NSP testing and training for your patrol, consider a Certificate of Appreciation signed by the Section Chief or Region Director (Very long period of time can get YMS for training and testing at an NSP program, but convince us with numbers as stated above)

3) If you have a patroller who is retiring from a Section position job, but has not had the position for a long time consider a Certificate of Appreciation signed by the Section Chief or Region Director.

4) If you have a patroller who is retiring from a Section position and has had that position for a long period of time consider a YMS (but again spell it out)

5) If you have a patroller who is retiring from a Region position but has not held that position for a long time consider a Certificate of Appreciation signed by the Region Director or maybe the Central Division Director

6) If you have a patroller who is retiring from Region work and done a great job at Region level for a long period of time consider a YMS

7) If you have a long term Region advisor or program administrator who is retiring from Region work, he or she could be considered by the Region Director for either a YMS or Meritorious Service Award at the discretion of the Region Director.

The MSA is considered a higher level of recognition than the YMS

8) Any long term patroller retiring who has performed terrific service of “National significance” could be submitted for a National Certificate of Appreciation signed by the National Chair. (Get with the Central Division Awards Supervisor for this)

9) Any long term patroller retiring who has performed terrific service of Division or Region significance can be submitted for a Certificate of Appreciate of Appreciation from Division or Region.

Carefully examine the template below to note how the form should be appropriately filled out

NATIONAL SKI PATROL
133 South Van Gordon Suite 100
Lakewood, CO 80228-1706

Date

Please refer to Chapter 10 of the current version of NSP Policies and Procedures for award guidelines before completing this form.

NOMINATION
MERIT STAR or NATIONAL CERTIFICATE OF APPRECIATION

☐ PURPLE ☐ BLUE ☐ GREEN ☐ YELLOW ☐ NATIONAL CERTIFICATE OF APPRECIATION

1. Nominee's Name _____ NSP ID
No. _____
2. Mailing Address _____
3. Registered with _____ Patrol _____ Division

45 DAYS ARE REQUIRED BY THE NATIONAL OFFICE FOR PROCESSING AND MAILING OF AWARDS FROM DATE RECEIVED IN THE NATIONAL OFFICE

APPROVALS

Print

Sign

Sponsor		Date Signed	
NSP Patrol Representative		Date Signed	
Section Chief/Region Director		Date Signed	
Review Board Chair		Date Signed	

Region Awards Advisor		Date Signed	
Division Awards Advisor		Date Signed	
Division Director/Designee		Date Signed	

INSTRUCTIONS

This form is used for the nomination of a patroller for a NSP Merit Star or National Certificate of Appreciation. It should be typewritten and include the date the form was prepared. Font size should not be smaller than 9 point.

Section 1-3

Sections are to be filled out accurately. Do not use nicknames.

Section 4

All nominations must include a letter of recommendation from the sponsor.

Section 5

The following support material is required:

- PURPLE MERIT STAR - a signed statement from an attending physician, or in his/her absence, a medically knowledgeable witness. Also letters from others in attendance would be helpful.
- BLUE MERIT STAR - same documents required as those for purple and green merit stars.
- GREEN MERIT STAR - newspaper clippings, statements from government officials, and any other knowledgeable persons of the incident indicating the nominee's involvement.
- YELLOW MERIT STAR - any appropriate material in accordance with your division policy.
- NATIONAL CERTIFICATE OF APPRECIATION – letter of justification signed by the sponsor.

Section 6

Give reason, event, place, and dates, indicating exactly how the wording on the award certificate should appear. Be brief as space on the certificate is limited. The National Office reserves the right to change the wording thereof.

4. Letter of Recommendation is attached (as required): ☐ YES

5. Supporting Documents are attached ☐ YES

6. Wording on Certificate (event, place, date): Make sure this is filled out DO NOT MAKE THIS TOO ORNATE- LIMITED SPACE
(limited space)

To whom award should be sent: (To be completed by Division)

Name Region awards advisor fills this out

Address _____

City, State, Zip _____

Date Needed Region Awards advisor uses this for banquet date

Presentation Date Region awards advisor to tell when this can be public

Copies: 1 Patrol 1 Section (if required) 1 Region 2 Division (original to be sent by Division to National Office)

SAMPLE LETTER OF RECOMMENDATION FOR NON MEDICAL YELLOW MERIT STAR

I am submitting John Doe for a Yellow Merit Star in Training.

John has been extremely active in training for the Central Division, X Region, Section 1 for over ten years. He has attended Division clinics for both toboggan and OEC training, assisted in organizing toboggan enhancement seminars and region events as well as being highly active in our local patrol training. These efforts were undertaken to help maintain the quality of our toboggan and OEC programs and ensure that all of our instructors and instructions remain current.

He has actively promoted this course to other patrols in our region. He served as a Patrol Representative at X Mountain Ski Area and as such, emphasized the necessity and importance of training. John has been the instructor of record for Patroller 101 for the past five years at X Mountain and now as Section Chief, encourages and teaches this course to others in our region. Add to his list of awards in our region- two X Region Special Recognition Awards, each for testing and training.

I am proud to nominate John Doe for a yellow merit star in acknowledgement of his commitment to testing and training in Section 1, X Region, Central Division of the National Ski Patrol

XXXXXX

Patrol Representative

X Mountain Ski Patrol

**SAMPLE LETTERS OF MEDICAL MERIT STAR SUBMISSIONS WILL BE FOUND AT THE
END OF THE MANUAL**

Section 12.6 **PATROLLER'S CROSS**

Intent:

The patroller's Cross is for patrollers who are seriously injured in the course of duty

This means a significant injury that requires intensive rehabilitation or surgery

This means the injury requires physician care and intervention.

This does not include mild injuries where the patroller is out at the resort the next day but confined to the patrol room for rest and rehabilitation.

National will only honor requests dating back to the past two seasons.

Section 12.6 **PATROLLER MEMORIAL**

This is a new memorial that is being completed this year recognizing this need to fill a void in our system.

Intent: The National Ski Patrol Memorial is to be given to the family of any member of the National Ski Patrol who has lost his or her life in the line of ski patrol duties.

- A. The request for this memorial must be on an approved form and will require a sponsoring letter.
- B. Approvals are required by region and/or division director and division awards advisor.
- C. The member's family will receive a certificate plaque and medallion.
- D. A region director or higher officer must make presentation of the NSP Memorial at a special occasion. Persons closely associated with the member should be invited to attend.
- E. The member's name will be permanently engraved on the memorial and housed at the national offices, recognizing the member's devotion to duty.
- F. Members who die while not on duty may be recognized at the division level and may include a letter of recognition from the National Chair.

Section 12.7

NATIONAL OUTSTANDING AWARDS

OVERVIEW OUTSTANDINGS

DO NOT REDUCE TYPE SIZE- NEITHER CENTRAL DIVISION NOR NATIONAL WILL TAKE SMALLER THAN 9 POINT TIMES NEW ROMAN

Read. Read. Read the Policies and Procedures as well as the submission forms.

A winner of a National Outstanding award, either an individual or patrol, cannot reapply for any outstanding award for the following four seasons.

No one individual may be nominated for more than one outstanding award in any one year.

Central Division Policy is- no previous year's CD winner may be re-nominated in the

following season. If that winner won National Outstanding- then that winner would not be eligible for resubmission for 4 years.
No information dating back more than four years including the current season can be used.

Call your Region Awards Advisor to find out when your awards committee needs your submissions.

Call your Region Awards Advisor or Central Division Awards Advisor for help

Because all submissions for Outstandings are graded on a point basis- do not leave out any areas and always use dates. A submission without dates or without explanation does not impress judges. They want to know when a nominee did his other work.

Use the letter of recommendation to enhance the write-up

Fill in all the blanks- every point helps because in any category, there may be from zero to eight submissions (we have eight regions)

Once again- USE PROPER FORMS-
THE CURRENT 2013 FORM IN THE P & P

For Outstandings:

Please- no she/he- if it is a female patroller use “she”, if a male patroller use “he”. We also no longer are required to use the generic “they”.

For Outstandings, such as young adult patroller, we can use more than one letter to bolster the presentation, but the entire material presented must be 4 pages or less

12.7.3.2

OUTSTANDING LARGE ALPINE SKI PATROL

(41 or more patrollers)

Intent: In determining the number of members registered with a ski patrol, all members who are registered as primary and secondary registrants shall be included in the total membership count for this award. Nominations for Outstanding Patrol shall only be accepted from a single patrol registered with the NSP. If there are two or more separately registered patrols at the same area/resort (i.e., geographic division registrant, alpine or Nordic patrol registrant or Professional Division registrant), only the members and achievements of one patrol will be considered per nomination.

No information can be used dating back past four years including the past season

12.7.3.3
OUTSTANDING SMALL ALPINE SKI PATROL
(40 or fewer members)

Intent: In determining the number of members registered with a ski patrol, all members who are registered as primary and secondary registrants shall be included in the total membership count for this award. Nominations for Outstanding Patrol shall only be accepted from a single patrol registered with the NSP. If there are two or more separately registered patrols at the same area/resort (i.e., geographic division registrant, alpine or Nordic patrol registrant or Professional Division registrant), only the members and achievements of one patrol will be considered per nomination.

Secondary patrollers are fantastic and judges consider them as a valuable adjunct to a patrol, but - it is grossly unfair to use information from some secondaries and not include all secondaries in your patrol total “numbers”. It must be mentioned in the write-up that the positions held or awards earned by these secondary patrollers are as secondaries.

National and Central Division will find ineligible any patrol that uses secondary information without including all secondaries in their numerical total as well as any patrol who does not explain the awards and positions held by secondaries.
Circumvention of the rules is not the mark of an outstanding patrol.

12.7.3.4
OUTSTANDING NORDIC SKI PATROL

As mentioned above all Nordic Patrols can submit information from primary and secondary patrollers.

As with Small Alpine Patrols, secondary patrollers are very valuable and judges consider them as a valuable adjunct to a patrol, but – as with alpine patrols, it is grossly unfair to use information from some secondaries and not include all secondaries in their patrol total “numbers”.

Nordic patrols can also use secondary patroller information as long as they are mentioned in the write-up as being secondaries.

National and Central Division will find ineligible any patrol that uses secondary information without including all secondaries in their numerical total as well as any patrol who does not explain the awards and positions held by secondaries.
Circumvention of the rules is not the mark of an outstanding patrol.

10.7.4

OUTSTANDING VOLUNTEER PATROLLER AWARDS

Intent: If a nominee has service as a volunteer and a paid patroller and is nominated for any award other than Outstanding Paid Patroller, the nomination must be considered on the merits of the volunteer service and experience alone.

10.7.4

OUTSTANDING ALPINE SKI PATROLLER

The NEW 2011-2012 Policies and Procedures states that for any member to be eligible for Outstanding Alpine, Nordic, or Patroller (Auxiliary), that patroller cannot have a position at region level or above.

12.7.5

OUTSTANDING NORDIC SKI PATROLLER

The NEW 2011-2012 Policies and Procedures states that for any member to be eligible for Outstanding Alpine, Nordic, or Patroller, that patroller cannot have a position at region level or above.

12.7.6

OUTSTANDING YOUNG ADULT PATROLLER AWARD **(Previously Outstanding Student Patroller)**

Outstanding student requirements have been changed by National. Because of the short career of a student, the National Awards Committee decided to change this award to include more young patrollers

12.7.6.2 now states:

Any NSP patroller may be nominated for this award if no more than 19 years of age on June 1st in the year nominated.

12.7.7

OUTSTANDING PAID SKI PATROLLER

A Paid Patroller is a patroller who is registered as a paid patroller or dually registered as a paid **and** volunteer patroller (12.7.7).

Any paid patroller regardless of his or her position can be eligible for this award, but only information from that patroller's paid duty hours can be used in the submission

12.7.8

OUTSTANDING PATROLLER

The 2013-2014 Policies and Procedures states that for any member to be eligible for Outstanding Alpine, Nordic, or Patroller (Auxiliary), that patroller cannot have a position at or above the level of Patrol Representative.

12.7.9

OUTSTANDING OEC INSTRUCTOR

- A. This award is presented each year to a member who has been an NSP certified instructor in Outdoor Emergency Care. The nominations are sent by the division directors or designees to the national office and approved by the National Awards Coordinator. The Warren Bowman Outstanding OEC Instructor Award is inscribed on the trophy that is kept on display at the national office.
- B. The intent of this award is to cover the OEC education discipline only.
- C. The recipient must have been a certified OEC instructor for at least three ski seasons and actively instructed for the last two seasons.
- D. Any NSP member is eligible to receive this award.

Only information dealing with OEC is to be submitted. All mention of other instructing is to be omitted. This nominee is to be judged on OEC only

12.7.10
OUTSTANDING INSTRUCTOR
(non OEC designation)

This award has been designed this year to be presented to a member who has been an NSP certified instructor in any of the NSP educational programs, other than OEC

The recipient must have been a certified instructor for at least three ski seasons and actively instructed for the last two seasons.

Only information dealing with non OEC related instruction is to be submitted. All mention of other instructing is to be omitted. This nominee is to be judged on non OEC instruction only

12.7.11
OUTSTANDING PATROL REPRESENTATIVE

For the 2011-2012 season, eligibility for this award includes any active NSP patrol representative **or** one who has served in the position during the immediate preceding season.

NEW CENTRAL DIVISION AWARD

Outstanding NORDIC patrol representative

Central Division has a total of 23 Nordic Patrols with 146 primary patrollers. In 2005, at the Central Division Board meeting, the RDs unanimously voted to initiate this award for Central Division.

If this is to be meaningful, we must have submissions.

This season, use the Outstanding Patrol Representative submission form, but either write or type NORDIC on it to distinguish this from Outstanding Alpine Patrol Representative

12.7.12

OUTSTANDING ADMINISTRATIVE PATROLLER

This can be any administrator from section chief to region director to various supervisors from section to division level. Division Directors or National Board Members or National Program Directors are not eligible for this

However, if the individual is eligible for the Outstanding NSP Patrol Representative Award, that patroller is considered ineligible for this award

Section 10.7.13

Rating System for Outstanding Awards

This is integral to judging by our
CENTRAL DIVISION JUDGES FOR OUTSTANDINGS

Each Region submits the names of two judges to participate in the judging of Outstanding submissions to Division.

This means Central Division has 16 judges from 8 Regions

Each judge nominated by a Region is expected to have experience in awards.

Each judge cannot be a member of his or her Region Awards Committee and should not be an active member of his or her patrol's awards committee

Central Division sends each category of submissions (such as Outstanding Administrative Patroller) to seven judges from different regions to analyze and grade. With 8 Regions, this means that each category might have from zero to one to eight possible submissions.

Each Outstanding category Award Form has 11 different sections to fill out about the nominee ranging from awards and offices held to testing and training courses taken or taught.

Those sections have a specific maximum number of points that can be awarded for that particular function- some sections may be worth 5 points and others worth 20 points. The most total points that can be given (adding up all sections) are 100 points.

Judges are instructed to look at all submissions in the category they are judging (such as Outstanding Instructor), give each section points based on the information given, and total those points.

The submission awarded the most points overall by the judges will be the winner in that category.

Important pointers:

All sections are important because any blank areas are zero points.

Dates are very important- do not just type that this nominee has been an OEC IT. WHEN WAS THIS PATROLLER AN OEC IT

If a form says last 4 years –only use last four years (including this season).

Even a couple of extra points can mean the difference in winning.

Supporting information must not exceed two extra pages

Type print can be no smaller than 9 point Times New Roman.

An Outstanding submission must be an outstanding presentation- judges are to carefully examine the information and can deduct points for rules violations or if they deem any information misleading or false

In the event of one nomination being sent to Central Division for consideration of Outstanding in any category- the submission is sent to seven judges with the instruction to examine that nomination, decide if the submission is worthy of being considered Central Division Outstanding, and if so, should it be sent in to National for National consideration.

You can now use he or she rather than the generic “they” to describe the patroller you are submitting

12.7.13- Rating System for Outstanding Awards- these are the points for each section

Award Form Section	Patroller <i>Alpine, Nordic, PATROLLER</i>	Patroller <i>Paid</i>	Young Patroller	Admin. Patroller	Instructor (both)	NSP Patrol Representative	Patrol
1	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0
3	0	0	0	0	0	0	10
4	0	0	0	0	0	0	10

5	0	0	0	0	0	0	10
6	15	15	20	15	20	15	15
7	a5/b5	a5/b5	a5/b5	a5/b5	a5/b10	a5/b5	15
8	10	5	5	5	5	10	15
9	5	5	5	10	5	5	25
10	15	15	15	15	15	15	0
11	10	15	15	10	5	10	0
12	10	10	5	10	10	10	0
13	25	25	25	25	25	25	0
14	0	0	0	0	0	0	0
Total	100	100	100	100	100	100	100

12.8

NATIONAL RECOGNITION AWARDS

12.8.1

Unit Citation Award

This award is given to each ski patrol- Small Alpine, Large Alpine, and Nordic- nominated by its Division for National Outstanding.

This award can also be submitted by each region for any patrol that has been in existence for 50 years or has done very special work for Region or Division.

Check with your region awards advisor or the Central Division Awards Advisor if you have any questions about this.

12.8.2

NATIONAL CERTIFICATE OF APPRECIATION

This is especially applicable to special retiring patrollers who have performed National level service.

12.8.5

STANDARD CERTIFICATE OF APPRECIATION

Standard Certificates of Appreciation can be issued from patrol to Division level for appropriate service.

The submission is on the merit star form and must progress through the awards chain from patrol through region through division levels.

12.8.5
AVALANCHE AWARD

Currently, this is an award given only at National level and very rarely

12.8.6
National Chair's Outstanding Administrative Patroller Award

Currently, this is an award given only at National level to National Board Members or to National Program Directors/Supervisors.

12.8.7
NATIONAL SERVICE EXCELLENCE AWARD

This is an award given only by the National Chair to a National staff member

12.8.8
NATIONAL SKI PATROL PATROL MEMORIAL
(SEE SECTION 12.8 PATROLLERS CROSS/MEMORIAL)

12.8.9
CHARLES MINOT "MINNIE" DOLE AWARD

Many changes have been made to this award.

A. This extremely rare award recognizes those exceptional few members who, over the years, have closely exemplified the long-term dedication, devotion, and self-sacrifice of the founder of the NSP, Charles Minot "Minnie" Dole.

B. The winner of this award must be an NSP member who has at least 30 years of active patrolling service, is registered as an active member at the time of nomination, has provided continuous leadership for more than 15 years, served in a variety of offices/advisorships from NSP patrol representative through division and/or national levels, and has designed and implemented programs, projects, and procedures that have had an overall positive impact on the entire National Ski Patrol. All must be documented with dates

C. A nomination must be made in the form of a letter that has been signed by 10 or more currently registered NSP members with Appointments. The letter should be forwarded to the National Awards Coordinator.

D. Upon three quarters vote of support of the National Awards Committee, the nomination for this award will be sent to the National Board of Directors. By a vote of the National Board of Directors, the award will be approved by a super majority, or three-fourths of the Board in support.

E. This award may not be presented to the person who receives an outstanding patroller award in that year. The Minnie Dole Award may be given only upon nomination and approval. The Minnie Dole Award may not be presented at all if no one is eligible in a given year, or may be presented to more than one recipient per year.

F. The Minnie Dole Award will be presented to the recipient at the annual meeting of the NSP Board of Directors. Announcements may be withheld if the award is to be made at another occasion.

12.8.10

NATIONAL SKI PATROL HALL OF FAME

This is a newly established Hall of Fame. This extremely rare award will recognize the greatest of the great in the NSP. The form for submitting any worthy patroller will be found in the NSP awards form downloads.

12.9

SERVICE RECOGNITION AWARD

This award can be given for NSP service of five years or longer in 5 year increments. NSP Patrol Representatives or Awards Advisors may order these from National.

12.10

HONORARY AWARDS

12.10.1.1

HONORARY NATIONAL APPOINTMENT

Extremely rare award given to a person who has contributed an extremely valuable service to the NSP. Examples of this are Gerald Ford and Ronald Regan

12.10.2

Angel Pin

In Central Division this is given to non patrollers for support of a significant other ski patroller. In Central Division the Division Awards Supervisor gives permission for

Patrol Reps to award this to spouses of patrollers who have given great service to the patrol and the NSP

12.11
Various Awards Advisor Job Descriptions
(see also the Central Division Policies and Procedures)

12.13
AWARD REJECTION/ APPEAL PROCESS
(EXCEPT OUTSTANDING AWARDS)

- 12.13.1 If the nomination is rejected at any step, the nomination, along with the reason for rejection, must be returned (in writing or by email) to the sponsor within 30 days, with a copy sent to all in the review chain below, as well as one step above the rejecting party.
- 12.13.2 The rejection of the nomination may be appealed by the sponsor within 30 days of receipt of the rejection notification.
- 12.13.3 The appeal by the sponsor must be filed with the next level higher than the party who initially rejected the nomination.
- 12.13.4 A second rejection shall follow the same process defined in 12.13.1 and no further appeal may be pursued by the sponsor.
- 12.13.5 The nomination may not be resubmitted for 12 months from the date of final rejection.

12.13.6 In the event an awards request is denied for the first time by the National Awards Coordinator, the sponsor who submitted the award can request that the submission, along with the reason for the rejection be sent to the National Awards Committee for a final appeal. Within 30 days of this request for appeal, the National Awards Coordinator will be required to forward the submission, along with the reasons for denial to all members of the National Awards Committee but excluding the Division Awards Advisor of the nominee's division and excluding the National Awards Coordinator.

Each polled National Awards Committee member will analyze the rejected submission and return a decision to the National office within 2 weeks indicating their acceptance or denial of the submission along with a brief synopsis of the reasons for their decision.

The final disposition of the appeal will be based upon a simple majority vote of the polled National Awards Committee.

**CENTRAL DIVISION
CRITICAL CARE RECOGNITION**

For assessment and care using OEC training and skills that recognizes and treats a patient with a very high potential for life threatening injuries and illnesses.

This would be presented to a patroller or patroller team whose heroic care does not quite meet the specific life saving requirements for a Purple Merit Star or Blue Merit Star.

- A. The Critical Care Recognition may be presented regardless of where the act was performed, provided the emergency care was accomplished under the sole direction and sole responsibility of patroller(s). Patrollers who are under the direction of another group (e.g., search and rescue, American Red Cross, military) do not qualify for a Critical Care Recognition, nor do individuals who perform the aid while on duty in the course of their normal occupations or medical commitments (e.g., ambulance crew, firefighter, medical personnel, etc.) unless that occupation is ski patrolling.
- B. The Critical Care Recognition for a patroller requires that that patroller's nomination has a letter of recommendation describing the incident, but does not necessarily require medical documentation.
- C. The Critical Care Recognition for a patrolling team requires that each team member's nomination has its own letter of recommendation describing the incident, but does not necessarily require medical documentation.
- D. The standard merit star submission form is to be used for this award at this time

CENTRAL DIVISION POLICIES AND PROCEDURES AWARDS PROGRAM

The Central Division follows the National Awards Program except with the additions and exceptions as noted below.

GUIDELINES FOR AWARDS PRESENTATION:

Appointments: National and Leadership Commendation Guidelines

1. The nomination of a member for an appointment must occur without the nominee's knowledge- this must be done without the Nominee's knowledge from the moment it is written-up until the moment of presentation to that nominee.
2. Upon approval from the National Awards Advisor, the national office sends the appointment credentials to the awards advisor designated on the nomination form by the Central Division Awards Advisor, also photocopying the Central Division Awards Advisor.
3. All appointments must be presented at a special occasion by the highest NSP officer in attendance, if a National Line Officer is not available, the presentation must be made by the Division Director or a Central Division Board Member.

Distinguished Service Award Guidelines

- 1 The nomination of a member for a DSA must occur without the nominee's knowledge. This must be done without the Nominee's knowledge from the moment it is written-up until the moment of presentation to that nominee.
- 2 Upon approval from the National Awards Advisor, the national office sends the award credentials to the awards advisor designated on the nomination form by the Central Division Awards Advisor, also photocopying the Central Division Awards Advisor.
- 3 All DSA's must be presented at a special occasion by the highest NSP officer in attendance, if a National Line Officer is not available, the presentation must be made by the Division Director or a Central Division Board Member.

Meritorious Service Award Guidelines

- 1 The nomination of a member for an MSA must occur without the Nominee's knowledge from the moment it is written-up until the moment of presentation to that nominee.
- 2 Upon approval from the National Awards Advisor, the national office sends the award credentials to the Division Director, Region Director, and/or awards advisor as designated on the nomination form by the Central Division Awards Advisor, also copying the Central Division Awards Advisor.
- 3 All MSAs must be presented at a special occasion by the highest NSP officer in attendance, if a National Line Officer is not available, the presentation must be made by the Division Director or a Central Division Board Member.

Merit Stars Guidelines

- 1 Upon approval from the National Awards Advisor, the national office sends the award credentials to the awards advisor designated on the nomination form by the Central Division Awards Advisor, also photocopying the Central Division Awards Advisor.
- 2 All awards must be presented at a special occasion by the highest NSP officer in attendance, if a National Line Officer is not available, the presentation must be made by the Division Director or a Central Division Board Member.

Patroller's Cross Guidelines

- 1 Upon approval from the National Awards Advisor, the national office sends the award credentials to the awards advisor designated on the nomination form by the Central Division Awards Advisor, also photocopying the Central Division Awards Advisor.
- 2 All awards must be presented at a special occasion by the highest NSP officer in attendance, this means a Region Director or higher or a designee of the Region Director or Division Director

Central Division Outstandings Guidelines

- 1 Upon final tally of the Central Division awards judges, the Central Division Awards Advisor will send to the Division Director, Assistant Division Directors, all Region Directors and Region Awards Advisors a list of all Central Division Outstanding winners. This will be typically completed by July 1.
- 2 The Region Director, or his designate, will contact each winner, and their PR, by post, e-mail or direct contact to announce their accomplishment and invite each winner to attend the Central Division fall meeting and banquet to be presented with their award.
- 3 Region Directors will make every effort for Central Division Award participants to attend the banquet and will notify the Central Division Awards Advisor of all attendees by July 15. On July 15th, the Awards Advisor will follow up with a posted letter from the Division Director to each recipient confirming their award.
- 4 All Central Division Awards will be presented at the Fall Awards Banquet. Any award unable to be presented at the banquet will be presented at a special occasion by the highest NSP officer in attendance, if a National Line Officer is not available, the presentation must be made by the Division Director or a Central Division Board Member.

National Outstandings Guidelines

- 1 Once National judging is complete, the National Awards coordinator sends results of all National Outstanding winners to each Division Awards Advisor.
- 2 The Central Division will not publicly announce National Awards until the fall Awards Banquet.

Any award unable to be presented at the banquet will be presented at a special occasion by the highest NSP officer in attendance- for Central Division, if a National Line Officer is not available, the presentation must be made by the Division Director or a Central Division Board Member.

National Certificate of Appreciation Guidelines

1 National Policy allows each Division the discretion as to how to notify winners and present National or Division Certificates of Appreciation.

2 Upon approval from the National Awards Advisor, the national office sends the Certificates of Appreciation to the appropriate designated individual according to each division's custom.

3 All Division or National Certificates of Appreciation must be presented at a special occasion by the highest NSP officer in attendance, if a National Line Officer is not available, the presentation must be made by the Division Director or a Central Division Board Member.

Special Occasion Programs and Order of Presentation

As detailed above, all awards from local to National significance must be presented at a special occasion by the highest NSP officer in attendance.

The Division Director or Region Director will decide the appropriate venue for presentations. Awards are usually presented in the order of National significance, that is local awards are usually presented first, then Section, then Region, then Division, and lastly National awards.

Typical registration unit, region, and division awards presentation.

Patrol level presentation:

Local Awards are first on the agenda and presented by the Patrol Representative or designee

Awards from Region are next and presented by Region Director or designee

Awards from Division or above are presented by the highest ranking NSP officer in attendance .

Region level presentation:

Local awards can be presented by any designee of the Region Director

Region Awards should be presented by the Region Director or his designee

Division and National Awards must be presented by Division Director, Region Director, or highest ranking

NSP officer in attendance.

Division level Presentation:

Local Awards can be presented by any designee of the Region Director or Division Director

Region Awards can be presented by the Region Director

Division Awards must be presented by Division Director or highest ranking

Central Division Board Member in attendance.

National Awards must be presented by the highest ranking National officer or the Division Director or designee.

CENTRAL DIVISION SPECIAL AWARDS

Outstanding Nordic Patrol Director/Representative

The award for the Outstanding Nordic Patrol Director/Representative is a Central Division Award. This award is issued each year to the Outstanding Nordic Patrol Representative selected from among those nominations sent by the Region Director to the Central Division Director and approved by the Central Division Awards Review Committee. This award is in addition to the overall Outstanding Patrol Representative award due to the distinct differences between Alpine and Nordic Registration Units.

Division Director's Program Award

The Division Director's Program Award is a Central Division Award presented each year to recognize unsung heroes in the Central Division. Each program supervisor in Central Division is encouraged to nominate one special person (staff member or instructor) to be recognized who exemplified that program during the past ski season.

Central Division Outstanding Instructor Trainer Award

The Central Division Outstanding Instructor Trainer Award is a Central Division award. It is issued each year to an Instructor Trainer selected by the Central Division Director and Assistant Directors from nominations sent to Central Division by Central Division Program Supervisors.

Central Division Outstanding Supervisor Award

The Central Division Outstanding Supervisor is a Central Division Award presented to the Program Supervisor who during the past season has excelled in his or her program as determined by the Central Division Director and Assistant Directors.

Division Director's Award

The Division Director's Award is an award to be given yearly at the Central Division Director's discretion to members of the Central Division who have performed exceptional service to the Central Division.

Central Division Lifetime Achievement Award

The Central Division Lifetime Achievement Award is to be presented yearly at the Central Division Director's discretion to member(s) of the Central Division whose dedication and service over a long period of time personifies the fundamental purpose of the Central Division and the National Ski Patrol.

Central Division Critical Care Recognition

For assessment and care using OEC training and skills that recognizes and treats a patient with a very high potential for life threatening injuries and illnesses.

This would be presented to a patroller or patroller team whose heroic care does not quite

meet the life saving requirements for a Purple Merit Star or Blue Merit Star.

A. The Critical Care Recognition may be presented regardless of where the lifesaving act was performed, provided the emergency care was accomplished under the sole direction and sole responsibility of patroller(s). Patrollers who are under the direction of another group (e.g., search and rescue, American Red Cross, military) do not qualify for a Critical Care Recognition, nor do individuals who perform the life saving act while on duty in the course of their normal occupations or medical commitments (e.g., ambulance crew, firefighter, medical personnel, etc.) unless that occupation is ski patrolling.

B. The Critical Care Recognition for a patroller requires that that patroller's nomination has a letter of recommendation describing the incident, but does not necessarily require medical documentation

C. The Critical Care Recognition for a patrolling team requires that each team member's nomination has its own letter of recommendation describing the incident, but does not necessarily require medical documentation.

Bravo Award (local, section, region only)

The BRAVO Award is for the Best Record of Activity in a Volunteer Organization. This award is an annual recognition to the patroller with the most hours of on-hill and patrol room duty, at each ski area.

At the discretion of the Section Chief, the award can be given at the section level also.

The award consists of a BRAVO Award Certificate to be presented at an appropriate time as determined by the Patrol Representative or Section Chief

Requests for the certificates can be made through the Region Awards Advisor who should have the certificates in inventory.

If the Section presents this award, a letter of nomination should be sent to the Section Chief, including the name, the Registration Unit, and the total hours of duty.

Sage Award

The SAGE Award is a Special Award for Great Efforts and is presented to the oldest (in age) active patroller in the Registration Unit, Section, Region and Division. This award is to recognize and acknowledge the dedication of the recipient and act as an inspiration and example for others to follow.

The qualifications for this award is that the nominee has at least three years of continuous active service in any classification and is currently active in actual "on hill" patrol duty and is the oldest (age wise) in that particular Registration Unit, Section, Region, or Division.

Each recipient is then nominated for the Section level. The winner at Section shall be submitted to the Region and the Region winner to Division. Should any one of the levels not give this award, the nominee may be nominated to the next highest level.

This award can only be received once by an individual and is retained until someone else is nominated who is older or if the individual no longer meets the qualifications.

The minimum age for this award is 50 years old.

The nomination should include the nominee's name, birth date, classification and Registration Unit.

PURPLE MERIT STAR SAMPLE LETTER

Jan 20, 2006

Awards Committee Central Division National Ski Patrol

To Whom It May Concern:

I would like to nominate John Doe for a purple merit star award.

John monitored a radio call requesting a patroller to respond to Long Run at ____ Mountain Resort on January 3, 2006 at 14:15. John requested another patroller, Jane Perkins to stand by with 02 when another call came in stating that someone was attempting CPR on the victim. John quickly jumped on the snowmobile/toboggan and drove to the scene. He found a 50 year old male laying supine on the trail. The victim was unresponsive, had no pulse, was very pale, and was exhibiting agonal breathing (death rattle). John got his CPR face mask together, opened the victim's airway with the head tilt-chin lift maneuver and proceeded to rescue breath for the victim. Another patroller, Tom Smith arrived and then started chest compressions. The two of them worked together until Jane Perkins arrived with the 02. The bag valve mask was assembled. John then assumed C- spine stabilization and monitored the patient while continued CPR was being applied. An AED arrived on scene with a fourth patroller. The pads were applied; a shock was prompted and delivered. John detected a verified pulse. John then directed the application of the stiff collar, a log roll, and the securing of the patient to the back board for transport. John drove the snowmobile/toboggan while another patroller rode in the toboggan and continued to administer 02 via the bag valve mask. At the patrol building John assisted in the insertion of an oral airway which caused the patient to gag. It was replaced by a nasal airway which was better tolerated by the patient.

In the patrol room John coached, cajoled, and demanded that the patient should breathe with him. Although the patient remained unconscious he responded to John's requests and continued to breathe in unison with John. The patient's LOR gradually improved and he became mildly combative fighting his restraints while still unconscious. The patient was turned over to responding ambulance personnel for transport to the nearest hospital. From there, the patient was transported by helicopter to a more advanced emergency care hospital. Unfortunately the patient died on January 4 approximately 29 hours after he had left the ski area.

John's actions, presence, and direction acted as a catalyst for a cohesive, effective and successful rescue event, involving resuscitation of a patient suffering cardiac arrest. John's actions are in the best tradition of the National Ski Patrol and reflect great credit upon himself, his NSP training, and the ____ Ski Patrol.

BLUE MERIT STAR SAMPLE LETTER #1

To Whom It May Concern:

20 January 2006

I would like to sponsor Tom Smith for a blue merit star award.

On the 3rd of January 2006, while patrolling at ____ Mountain Ski resort, Tom responded to a call for a skier requiring assistance on Long Run. Before arriving on the scene, he monitored a second call stating that CPR was being performed on the victim. Upon arrival at the scene, Tom noted that another patroller, John Doe was applying a CPR mask to a man lying in a supine position, exhibiting agonal breathing and no pulse. Tom immediately assumed a position to perform chest compressions and in conjunction with the first patroller on the scene, John Doe, began performing CPR on the victim. An O2 pack quickly arrived on the scene and a Bag valve mask was employed while Tom continued chest compressions. An AED then arrived on scene and application of the pads resulted in a prompt to shock. The shock was delivered, and the AED indicated that the heart had assumed a normal heart rhythm. A pulse was detected. Tom assisted in back boarding the victim and loading him into the toboggan for transport. Tom then skied down to the patrol building where he arrived in time to assist in loading the victim into the ambulance.

Tom Smith's actions were an essential part of a cohesive team effort to save this gravely effected man's life. His actions were in the best traditions of the National Ski Patrol and bestow great credit upon himself, his NSP training, and the ____ Ski Patrol.

The victim was transported to the patrol building and transferred to ALS ambulance personnel. He was flown from the local hospital where he was first taken to a more advanced emergency care facility but unfortunately, on 4th of January, the victim succumbed approximately 29 hours after he was turned over to ALS care.

BLUE MERIT STAR SAMPLE LETTER #2

AWARDS COMMITTEE CENTRAL DIVISION NATIONAL SKI PATROL

To Whom It May Concern

January 20, 2006

I would like to sponsor Robert Jones for a merit star award.

On the 3rd of January, 2006, Bob monitored a call from the patrol room for a downed skier on Long Run at ____ Mountain Ski Area. Someone stated that patrollers were performing CPR on the victim. Bob went to his personal vehicle and retrieved his own AED. He rapidly skied to the scene and observed three patrollers, two performing CPR and one assembling a bag valve to O2.

With the help of others, Bob opened the victim's jacket, cut his shirt, and applied the patches for the AED. The AED analyzed the heart rhythms and recommended a shock which Bob then applied. The heart resumed a normal rhythm. Bob then assisted helping back board and load the victim into the toboggan.

Operating the bag valve mask, he then rode with the victim to the patrol building. Bob assisted John Doe in attempting to insert an oral airway which was rejected by gag reflex. A nasal airway was inserted and tolerated. Bob and John then took turns assisting breathing with the BVM.

The victim was transported via ambulance to the closest medical facility where he was then airlifted to a major emergency care hospital where unfortunately he passed away the following day.

Bob's actions were an essential part of the cohesive team effort to save this gravely effected man's life. Application of the AED returned the man's heart to a normal rhythm which had not been achieved by standard CPR efforts. His actions were in the best traditions of the National Ski Patrol and reflect great credit upon himself, his NSP training, and the ____ Ski Patrol.

BLUE MERIT STAR SAMPLE LETTER #3

NATIONAL SKI PATROL

To Whom It May Concern:

20 January, 2006

I would like to sponsor Jane Perkins for a blue merit star award.

On the 3rd of January 2006 at approximately 2:15, a call for assistance was received at the patrol desk. A man was down on the top of the headwall of Long Run at ____ Mountain Ski Area. John Doe who was immediately prepping to respond via snowmobile asked Jane to assist. When a 2nd report came in stating that someone was attempting to perform CPR on the same stricken man, John directed Jane to immediately prepare the O2 pack and proceed rapidly to the scene.

Jane assembled the O2 regulator on a full tank and insured all required equipment was present and then skied to the scene. She found John and Tom Smith performing CPR on a 50 year old man exhibiting agonal respirations and no pulse.

Jane assembled the Bag Valve to the O2 tank, set the flow rate and applied it to the patient, timing her pumps with Tom's chest compressions. An AED arrived on scene with another patroller and was applied. The AED analyzed and prompted a shock. With the initial shock, the victim's heart resumed a normal rhythm and a pulse was detected. Jane continued to operate the bag mask while the patient was back boarded and loaded for transport. Bob Jones then took over breaths and rode on the toboggan continuing to provide O2 through the Bag valve mask, thus ending Jane's direct involvement in the rescue event.

Jane's actions were an essential part of a cohesive team effort to save this gravely effected mans life, were in the best tradition of the National Ski Patrol, and bestow great credit on herself, her NSP training and the ____ Ski Patrol.

The victim was transported to the patrol building and then transferred to ALS ambulance care at the hospital nearby. He was then transported by helicopter to a more advanced emergency medical care hospital where on the 4th of January, he passed away approximately 29 hours after being transferred to ALS care.

Respectively Submitted

YELLOW MERIT STAR SAMPLE LETTER

AWARDS COMMITTEE
CENTRAL DIVISION
NATIONAL SKI PATROL

To Whom It May Concern:

20 January 2006

I would like to sponsor Sally Johnson for a yellow merit star award.

As she patrolled at ____ Mountain Ski Resort on Jan 3, 2006, Sally heard a call for assistance at approximately 2:15. A skier was down on Long Run. Sally immediately responded to the call. Upon arrival she found John Doe and Tom Smith performing CPR on a man lying supine on the hill. Another patroller, Jane Perkins arrived with O2 which was applied. Moments later, another patroller, Bob Jones arrived with an AED unit which was also applied. After a shock was administered, a pulse was detected. Sally assisted in applying a stiff neck, rolling the man onto a backboard, and securing him in the toboggan.

The patient was transported via snowmobile/toboggan to the patrol building and delivered to ALS ambulance personnel. From the local medical hospital, he was transported to another larger medical facility where, unfortunately he succumbed 29 hours after he was turned over to ALS care.

Sally's support actions were an essential part of a cohesive team effort to save this gravely effected man's life. They are in the best tradition of the National Ski Patrol and bestow great credit on herself, her NSP training and the ____ Ski Patrol.

Respectively Submitted,

HISTORICAL CENTRAL DIVISION AWARDS

Through out the National Ski Patrol System, Outstanding Awards of every type are often presented in the memory of a dedicated patroller who made significant contributions to the patrol, section, region or division where they belonged. The National Outstandings are named for past national chairmen, but there is no hard and fast rule as to how others are dedicated. Through the transition of several different Central Division Awards Advisors, Central Division lost track of the Memorials and drifted away from dedicating our Outstanding Awards when they were presented. In the process of going through some old files, the original certificates were found and the following are part of the tribute to the individuals for whom the awards are named.

THOMAS A. SNYDER MEMORIAL AWARD OUTSTANDING PATROLLER

Thomas A. Snyder started with the NSPS in 1944 and soon became active in organizing new Registration Units in Michigan. Tom served as Section Chief, Asst. Region Director and Region Director in the Northern Michigan Region. Tom, who was known as "Mr. Ski Patrol" for his work in fledgling many new Registration Units, received National Appointment # 1890 in the 1950's and was the National Outstanding Patroller in 1964.

Tom was appointed Assistant Division Director in 1965 in charge of liaison and continued his duties until 1968 when, in his early 50's, a second heart attack claimed his life.

The Central Division is proud to have had Thomas A. Snyder as one of its finest patrollers.

FREDERICK E. DUESBERRY MEMORIAL OUTSTANDING SKI PATROL

Frederick E. Duesberry, considered one of most influential men in bringing the National Ski Patrol System to Michigan and the Central United States, was an early ski enthusiast who saw the need for rescue and first aid services. Fred became a member of a then unaffiliated ski patrol and soon after affiliation with the NSPS, he used his organizational talents to bring higher standards to Central Division. Many of the features, which are now routinely accepted, were introduced and developed during his leadership.

Fred Duesberry initiated First Aid and On-hill testing and training procedures along with specific patrol room and rescue needs. As a fund raising effort, Fred and his fellow ski patrol pioneers gave toboggan rides to willing contributors.

Fred was a former Region Director of the Eastern Michigan Region, had been a Division Advisor and had received National Appointment #1878. The National Ski Patrol lost one of its finest organizers as the result of an automobile accident late in 1964.

ERIC & CHRIS GREEN MEMORIAL AWARD OUTSTANDING STUDENT PATROLLER

The award for the Outstanding Student Patroller is to honor the memory of Eric and Chris Green, two brothers who at the time of their tragic death were members in the Ohio Region of the Central Division.

Eric, age 21, and Chris, age 18, died as the result of drowning while running white water rapids near their home in Berea, Ohio, on March 13, 1966. Both were dedicated patrollers having been brought up in a ski patrol environment.

Eric, while at Michigan Tech University, was instrumental in setting up a college course, for credit in patrol activities. The first aid, skiing, tobogganing, lift evacuation, etc., for which

Eric collaborated in writing the material and, as a certified first aid instructor, also taught. Eric and Chris Green were the sons of William A. and Betty Green, both active patrollers in

the NSPS. Bill was the Ohio Region's first Region Director and also served as Division Mountaineering Advisor.

Out of love and respect for the boys and their parents, the Ohio Region developed the Green Memorial, an annual ski patrol proficiency competition. This event promotes good fellowship and excellence in patrol skills by bringing together participants from many various Registration Units.

This Memorial Award and the Memorial Competition perpetuates the natures and the spirit of Eric and Chris who so loved and enjoyed the patrol.

How to design and implement An Award Winning Awards Presentation

PREPARATION

- Preliminary planning

- Why have awards?

- Agendas

- Scripts

AWARDS BANQUET ROOM PREPARATION

- Podium

- Table layout

AWARDS PRESENTATION TECHNIQUE

PREPARATION

Before all awards presentations, we should rethink this two part question: "Why do we have Awards Presentations and how can we best accomplish this?"

The answers might seem obvious.

The first part of the question might be: "Because we want to recognize accomplishments of patrollers and patrols in front of their colleagues and guests."

The second part is where we can run into trouble.

It is tempting to say this is easy- we have always given awards presentations in the past and they have always worked fine- We get everyone we can to a banquet, discuss various accomplishments, and hand out awards.

Unfortunately, this approach is overly simplistic and can lead to disastrous results. It could work out, but this approach can also produce a long tedious disjointed presentation that is extremely boring and unfulfilling to both patrollers and guests

It should be the goal of any good awards meeting to want patrollers and their guests to leave an awards presentation satisfied and excited. With an open attitude and little bit of thought and planning, we can produce a presentation that will meet these objectives.

Here is the key to a great awards presentation:

DO YOUR PREPARATION AND STICK TO YOUR PREPARED PLAN AND IF THE PLAN SEEMS TOO LENGTHY OF DISJOINTED ALTER IT AHEAD OF TIME,

As we prepare, there is an important modern concept that should always consider.

The definition of any meeting is an assembly or gathering of people for informational or social purposes. The definition of an awards presentation is an official gathering to celebrate and commemorate an event of accomplishment

This means awards presentations are essentially meetings and should be approached and conducted in the same way that we would approach and conduct a meeting.

This means an effective meeting has a prepared agenda and specific time limitations.

It is almost impossible to bring off an effective meeting without a properly prepared agenda.

As in a business meeting, a great awards presentation should have a printed program for each attendee. With a program to follow, attendees can feel the order and progress of the presentation. .

As in a business meeting, a great awards presentation should have a brief printed description of what each award is. This can be in the program or in a slide presentation.

Many patrollers in the NSP do not know all the awards and their guests cannot be expected to know what the awards are.

As in a business meeting, a great awards presentation should be carefully **SCRIPTED AND THE PRESENTER SHOULD STRICTLY FOLLOW THE SCRIPT**. Presentations where the presenter deviates from the script invariably seem disjointed and time wasting to the audience. They want to see things focused and moving

This also means that any sponsors or other presenters must also follow a carefully scripted presentation that the prime presenter has approved. A rambling speech of admiration without substance is very tedious to the audience.

The presentation script should be written in large print and each page in the presentation should be numbered with large numbers in the central header.

Most awards presentations take place in the evening after a happy hour followed by a dinner with deserts. Attention spans at regular meetings in optimal daylight hours with no food are typically 1-1.5 hours. Food and drinks and late hours tend to make many people sleepy and are not conducive to attention spans

Finally, pre-read the presentation out loud to someone. Determine how long it takes by sticking to the script.

Now consider how long it takes for the honoree to rise, walk up to the podium, shake hands, and walk back to the seat.

Do not be afraid to change the presentation script if there will be problems meeting the time agenda. It is better to change the script before the presentation than during it.

Determine how long each segment will take and see where you can speed it up.

Finally, some awards should be grouped- it is great to individually recognize every patroller and singularly have them come up to the front of the audience, but this is not always possible

AWARDS BANQUET ROOM PREPARATION

Traffic flow and stage management is extremely important.

A podium with good lighting is an essential feature to a great awards presentation.

Podiums lend significance to the proceedings.

The podium is the focal point of the stage. It gives the presenter a structure to place notes, supports a microphone if necessary and prevents wandering

A podium simply looks good, makes the presenter look good, and saves time

Look at how the tables and walkways are arranged.

Have a table reserved in the front near the podium for special guests

For a straight line distance of 40 feet, it takes an average person approximately 20 seconds to rise from a seat and walk unimpeded to a podium. To walk back takes another 20 seconds.

For 20 honorees to walk unimpeded would take 13 minutes of walking time alone

For 50 honorees to walk unimpeded would take 33 minutes of walking time alone.

For 75 honorees to walk unimpeded would take 50 minutes of walking time alone

PRESENTATION TECHNIQUE

Do not be afraid to change traditional formats ahead of time. If they produce a more exciting and fulfilling evening, it will be worth it.

Photos should be taken after the presentation if possible. This will knock several minutes out of the total time

As mentioned before:

STICK TO THE SCRIPT, STICK TO THE SCRIPT, STICK TO THE SCRIPT

Know the participants and guests ahead of time. Know what patrols are represented.

First thank all in the audience for attending. Describe to audience why we have awards banquets.

Next, if possible and time permits, alphabetically call out names of patrols in attendance and have the patrollers and guests stand as a group to be recognized. This gets all the honorees and guests involved.

For Division awards, Division Directors or their designee must be called up to the podium to help with the presentation.

For National level awards, National officers or the Division Director or a designee must be called up to the podium for the presentation.

Be brief- do not deviate from the script- do not say too much- a few well chosen sentences are enough. Recipients like being recognized, but become embarrassed if eulogized. .

Consider the number of individuals you call up to the stage for presenting and receiving awards

Think of the patroller. Sometimes a patroller called up for recognition such as service would rather stand, wave, and sit down.

Think of the audience. If fifty people are called up to the stage one after the other, the audience attention will drift away.

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If any patrol or region thinks that they would like to work through their awards' presentation with the Central Division Awards Program, we would be very glad to work with anyone.