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2019/20

# VOLUNTEER RECOGNITION GUIDELINES

**GIRLS HOCKEY CALGARY  
ASSOCIATION (GHC)**  
GIRLSHOCKEYCALGARY.COM



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## GHC Volunteer Recognition Awards

GHC is proud to recognize our dedicated volunteer base, especially those who have made a significant contribution of time, leadership and positivity to our association. Individual awards are presented to GHC members who best demonstrate the award criteria over the course of the season.

### Judy Colpitts Volunteer of the Year

This award, in honour of Alberta Hockey Hall of Fame inductee and former GHC volunteer Judy Colpitts, is presented to a Volunteer who has provided outstanding service to GHC. They have demonstrated a tireless commitment to improving the association, they have significantly impacted and/or inspired the GHC membership through their actions, and they have fostered a good environment for players to develop hockey skills or positive character.

### GHC Manager of the Year

This award is presented to a Manager who has demonstrated a strong and positive commitment to an individual team. They have promoted good sportsmanship and citizenship (e.g. involving the team in the community), demonstrated a respect for the game of hockey, and provided a good environment for the players of the team to develop their hockey skills/abilities and/or develop their character in a positive manner.

### GHC Coach of the Year

This award is presented to a Head Coach who exemplifies the values, goals and philosophy of GHC. The GHC Coach of the Year is a model on and off the ice, demonstrates patience, effective communication and leadership to players and parents. This Coach demonstrates a balanced approach between skill building, competitive play, and fostering a love for the game of hockey.

### GHC Awards Eligibility

Any active GHC member in good standing may be nominated for these awards. Elected members of the GHC Board of Directors are not eligible for the Judy Colpitts Volunteer of the Year Award.

### GHC Awards Nomination Process

Any GHC member in good standing may nominate fellow members for these awards. A nomination is considered complete with ONE Nomination Form and ONE "Letter of Recommendation" outlining the impact this individual has on the Association/Team as well as how they embody the award criteria. Nominations must be submitted to the GHC Awards Selection Committee ([marketing@hockeyalberta.ca](mailto:marketing@hockeyalberta.ca)) by March 1. Letters must be received by email, and may be in the body of an email or attached file.

## GHC Awards Selection Committee

The purpose of the GHC Awards Selection Committee is to review nominees and, based on the award's criteria, select the recipient of the following awards:

1. Judy Colpitts Volunteer of the Year
2. GHC Manager of the Year
3. GHC Coach of the Year

A call for GHC Awards Selection Committee members will go to all GHC Members no later than February. Members of the Awards Selection Committee will then be selected by the GHC Board of Directors and will be representative of the association's diverse membership, demographics, mission and goals.

### Recommended Committee Composition

- GHC VP Marketing (Non-Voting Chairperson)
- 1-2 GHC Board Member
- 1-3 Active GHC Members
- Community Representative

### Committee Expectations

1. GHC VP Marketing will supply Committee Members with information about all eligible nominees prior to the selection meeting. Committee Members are expected to review all nominee information in relation to each Award's criteria.
2. Committee Members are available to attend and/or accessible by phone for the GHC Awards Selection meeting in March.
3. During the selection meeting, Committee Members are expected to express their opinion on all nominees in relationship with Awards criteria, and make their selections based on the application presented.
4. All information, discussion and comments during the Awards selection process are considered confidential and must not be share with anyone outside the Committee.
5. Awards Selection Committee members will be invited to the GHC Volunteer Celebration.
6. Term of commitment to committee is two consecutive years.

### Committee Conflict of Interest

- If a Committee Members has a conflict of interest with any nominee they must state their conflict before discussion of that award begins. Committee Members may be excused of participating in that Award Selection.
- If a Committee Member is nominated for an Award, they may be excused of participating in that Award Selection. The nominee has the opportunity to decline the nomination.
- GHC VP Marketing will make efforts to replace the excused Committee Member for that Award selection.

## GHC Awards Presentation

Successful candidates will be notified by April 1 and announced publicly shortly thereafter. Winning recipients are presented with a special plaque at the GHC Volunteer Celebration in April. A commemorative plaque recognizing annual recipients will also be displayed in the Association's trophy case at Max Bell Arena.

## Calgary Fire Elite Awards

The GHC Calgary Fire Elite Female Hockey Program hosts an annual Awards Banquet each year to celebrate the achievements of our Bantam AA, Midget AA and AAA teams, staff and supporters.

### Calgary Fire Team Awards

- *Nominated by the Coaches for each team.*
- **Most Valuable Player** — Presented to the most impactful player on each team in Midget AAA, Midget AA and Bantam AA.
- **Most Dedicated Player** — Presented to the most dedicated player on each team in Midget AAA, Midget AA and Bantam AA.
- **Most Improved Player** — Presented to the most improved player on each team in Midget AAA, Midget AA and Bantam AA.
- **Sportsmanship Awards** — Presented to the most sportsmanlike player on each team in Midget AAA, Midget AA and Bantam AA.
- **Leadership Award** — Presented to one player in each division who displayed outstanding achievements on and off the ice.
- **Athletic Therapist of the Year** — Presented to one trainer/AT who supported the safety and development of our players and demonstrated knowledge and passion for sport therapy.

### Calgary Fire Volunteer Recognition

The GHC Calgary Fire Elite Female Hockey Program may choose to recognize the hard work and dedication of long-serving volunteers who have made a significant contribution of time, leadership and positivity to our program.

### Calgary Fire Awards Presentation

Successful candidates will be announced at the Calgary Fire Awards Banquet in April and publicly announced shortly thereafter. Winning recipients are presented with a special plaque. A commemorative plaque recognizing annual recipients will also be displayed in the Association's trophy case at Max Bell Arena.

## Alberta Female Hockey League Awards

The Alberta Female Hockey League (AFHL) will annually present four awards per division and one for the top administrator within our league. Each nomination needs to be made on a separate document and all nominations must accompany a letter of recommendation from the Minor Hockey Association or Head Coach stating the impact that this individual has on their team, their community, and female hockey. The Female Hockey ADM Committee will select the successful applicants based on the application presented; their contributions to their hockey team, letters of recommendation from their Association. **The nomination deadline for the AFHL Awards is typically March 1.**

### AFHL Administrator of the Year

- *Nominated by the Minor Hockey Association.*
- Given to the individual who has demonstrated passion, commitment and impact for female hockey within their Association.

### AFHL Coach of the Year

- *Selected by the Female ADM Committee.*
- Presented to the coach that most embodies the values of the AFHL; integrity, honesty, hard work, fair play and developing a well-rounded student-athlete.

### AFHL Player Awards

- *Nominated by the Association/Club.*
- **Division MVP** — Given to the most impactful player in each division, Midget AAA, Midget Elite and Bantam Elite.
- **Top Rookie** — Given to the most impactful rookie player in each division, Midget AAA, Midget Elite and Bantam Elite.
- **Top Goaltender** — Given to the most impactful goaltender in each division, Midget AAA, Midget Elite and Bantam Elite.

### AFHL Scholarship

The Alberta Female Hockey League annually presents four scholarships; two to graduating players from the AFHL as well as two to young women currently attending post secondary and who are giving back to the game through coaching or officiating. All of these scholarships will be awarded to help off-set the costs of pursuing a post secondary degree at the institution of their choice.

The AFHL receives an overwhelming response to the scholarship fund and recipients are chosen from an extremely deep pool of applicants. Finalists are chosen based on their strong academics, positive contribution to their team as well as their involvement with their community.

## Hockey Calgary Awards

The following awards are determined by external selection criteria. Hockey Calgary awards are open to nominations from any Member Minor Hockey Association, Volunteer or Staff Member. Nominations are accepted annually but are not carried over to subsequent years. **The Hockey Calgary Awards nomination deadline is typically late March.**

### Hockey Calgary Association Volunteer of the Year

- *Selected by each Member Association Executive & Board.*
- Each association's Board of Directors will select the recipient for their respective association and will notify Hockey Calgary
- This award will acknowledge individuals who have made outstanding contributions to their hockey association
- The association is required to provide a brief description outlining the individual's efforts and contributions made throughout their involvement in the game of hockey

### Hockey Calgary Member Association of the Year

- *Selected by Hockey Calgary from nominations received.*
- Awarded annually to a Hockey Calgary Member Association
- The Association makes outstanding contributions to the minor hockey community in Calgary
- Regularly attends Hockey Calgary Annual General Meetings
- Provides active representation on sub-committees and demonstrates a willingness to work cooperatively with Hockey Calgary regarding its initiatives, programs and strategies

### Hockey Calgary Outstanding Service Award

- *Selected by Hockey Calgary from nominations received.*
- To acknowledge individuals who demonstrate outstanding contribution to minor hockey in Calgary
- Exhibits dedication and service well beyond what is expected from a volunteer
- Past recipients have included Hockey Calgary executives, board members, league chairs, Mac's tournament committee members, as well as member association volunteers such as ice coordinators, registrars, treasurers, etc.

### Hockey Calgary Coach of the Year

- *Selected by Hockey Calgary from nominations received.*
- An individual who demonstrates outstanding contribution to their hockey association, team and players



- Exhibits dedication and service well beyond the normal expectation of a coach
- This individual follows Fair Play Codes, emphasizes skills development and the fundamentals of the game
- Takes part in educational seminars such as coaches clinics, the coach mentorship program and specialty skills camps
- Please be as detailed as possible as this award will not be awarded based on winning records and or winning percentages. It is strictly based on development and fair play

## Hockey Alberta Awards

The following awards are determined by external selection criteria. Hockey Alberta awards are open to nominations from any Member Minor Hockey Association, Volunteer or Staff Member. Nominations are accepted annually but are not carried over to subsequent years. **Hockey Alberta Coach of the Month nominations are accepted each month on the Hockey Alberta website. The Hockey Alberta Annual Awards nomination deadline is typically April 15.**

### Hockey Alberta Coach of the Month

One coach will be selected each month from October through March and will receive a coaching package valued at over \$500, sponsored by Players Bench Team Apparel.

### Hockey Alberta Volunteer of the Year

One award presented annually to a volunteer who has made an outstanding contribution to amateur hockey during the current season. Whether as a Team Official, Official, or Administrator (team executive member, Minor Hockey Association executive member, Hockey Alberta volunteer, league executive Member), the recipient will have dedicated significant effort, time, and leadership to growing and/or developing hockey in their local community and/or provincially.

### Hockey Alberta Coach of the Year

One award presented annually to a coach who has made an outstanding contribution to amateur hockey during the current season. The recipient will have obtained all necessary certifications, operated his/her team over and above the minimum guidelines and standards set out by Hockey Alberta, provided a fun and safe learning environment for the players, and made an outstanding contribution to the community through the team.

### Hockey Alberta Player of the Year

One award presented annually to a player who has achieved significant achievements, performances and contributions within amateur hockey during the current season. The recipient will have attained high levels of achievement both personally and with the team. S/he will have acted as an outstanding role model and displayed leadership qualities for his/her team as well as for other players within the community by helping to grow and develop the game while ensuring a fun and safe learning environment for all players.

### Hockey Alberta Official of the Year

One award presented annually to an official who has made an outstanding contribution to amateur hockey during the current season. The recipient will have obtained all necessary

certifications, is looked upon as a “leading” official within his/her community and is dedicated to the development of officiating by assisting with supervision, mentoring and/or training of younger and lower level officials.

### Hockey Alberta Team of the Year

One award will be presented annually to recognize a Team’s significant achievements, performances and contributions within amateur hockey during the current season. The recipient will have attained high levels of achievement as a Team. Team members will have acted as outstanding role models within their community and displayed leadership qualities focused on growing and developing the game while ensuring a fun and safe learning environment for all players.

### Hockey Alberta Order of Merit

A maximum of two (2) awards presented in each category, annually, to recognize exceptional leadership and distinguished service to amateur hockey in Alberta for ten (10) years or more. Awards may be presented in the categories of Administration, Coaching/ Development, and Officiating. Whether as a Team Official, Official, or Administrator (team executive member, minor hockey association executive member, Hockey Alberta volunteer, league executive member), recipients will have dedicated significant effort, time, and leadership to growing and/or developing amateur hockey, not only in their own community, but across the Province.

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## GIRLS HOCKEY CALGARY ASSOCIATION (GHC)

East Calgary Twin Arenas  
299 Erin Woods Drive SE  
Calgary, Alberta T2B2V9  
Tel: (403) 278-9223  
Fax (403) 278-9230

# GHC Volunteer Recognition Awards

THIS NOMINATION FORM MUST BE COMPLETED AND SUBMITTED TO GHC BY MARCH 1<sup>st</sup>

GHC is proud to recognize our dedicated volunteer base, especially those who have made a significant contribution of time, leadership and positivity to our association. Individual awards are presented to GHC members who best demonstrate the award criteria over the course of the season. Any GHC member in good standing may nominate members for these awards.

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This award, in honour of Alberta Hockey Hall of Fame inductee and former GHC builder Judy Colpitts, is presented to a Volunteer who has provided outstanding service to GHC. They have demonstrated a tireless commitment to improving the association, they have significantly impacted and/or inspired the GHC membership through their actions, and they have fostered a good environment for players to develop hockey skills or positive character. Elected members of the GHC Board of Directors are not eligible for this award.

### GHC Manager of the Year

This award is presented to a Manager who has demonstrated a strong and positive commitment to an individual team. They have promoted good sportsmanship and citizenship (e.g. involving the team in the community), demonstrated a respect for the game of hockey, and provided a good environment for the players of the team to develop their hockey skills/abilities and/or develop their character in a positive manner.

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### “Letter of Recommendation” Tips

A nomination is considered complete with ONE Nomination Form and ONE “Letter of Recommendation.” Letters must be received by email, and may be in the body of an email or attached file. Please address your letters to GHC Awards Selection Committee. Letters should include the following:

- Name of Volunteer and the award you are recommending.
- How you know this person and the duration of your relationship.
- A summary that explains the impact this individual has on the Association/Team as well as how they embody the award criteria. (If possible, use specific examples.)



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# GHC Volunteer Recognition Nomination Form

THIS NOMINATION FORM MUST BE COMPLETED AND SUBMITTED TO GHC BY MARCH 1<sup>st</sup>

### Selection Process:

The GHC Awards Selection Committee will select the successful applicants based on the applications presented. Please be sure to outline your nominee's contributions in your letter of recommendation. Successful candidates will be notified by April 1 and announced publicly shortly thereafter.

### Nominee's Information:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Current Team: \_\_\_\_\_

Volunteer Role: \_\_\_\_\_

### Nominator's Information:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Current Team: \_\_\_\_\_

Relationship to Nominee: \_\_\_\_\_

### Award Nominated For:

Judy Colpitts Volunteer of the Year

GHC Manager of the Year

GHC Coach of the Year

Please provide a Letter of Recommendation outlining the impact this individual has on the Association/Team as well as how they embody the award criteria. Please submit nomination to GHC Awards Selection Committee ([marketing@girlshockeycalgary.com](mailto:marketing@girlshockeycalgary.com)) by March 1.