

POLICY AND PROCEDURE RELATING TO SELECTION AND AWARDING

Purpose Of The Award

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

Eligibility

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

Criteria

Builder Generally:

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

Builder Specifically:

Specifically In Addition To The Above General Criteria:

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

PROCEDURES FOR ADMINISTERING THE AWARD

1. Canadian Outrigger Racing Association ("CORA") on behalf of the Awards Committee (CORA Board) of the Outrigger Canoe Racing Discipline, shall invite nominations for the Award (informally through-out the calendar year and formally with the AGM Notice).
2. Nominations shall be received by the Awards Committee (CORA Board) from Paddling Association Members of the Outrigger Canoe Racing Discipline via a *form* posted on the Canadian Outrigger Racing Association ("CORA") website (within 7 calendar days of the AGM). The nomination must be supported with the following information:
 - a. A brief biographical sketch which details contact information (name, address, phone number, email address) of the nominee;
 - b. An historical sketch which details the nominee's overall involvement in paddling, and Outrigger Canoe Racing in particular;
 - c. The specific accomplishment / activity for which the nomination is made.

3. Nominations shall be reviewed by the Awards Committee (CORA Board) and a decision shall be taken by mail or email ballot for each nomination received. The nomination is lost if insufficient balloting goes in its favour and a tie vote is considered a defeat and absentee ballots are considered as abstentions. Results shall be communicated to the Chairman of the Canadian Outrigger Racing Association ("CORA").
4. If approved by the Canadian Outrigger Racing Association ("CORA"), the selected Award recipient shall be advised and invited to attend the upcoming AGM with a guest at the Meeting of Members as guests of CORA. The Canadian Outrigger Racing Association ("CORA") shall announce the Award recipient to the paddling community (via a CORA website perpetual page within 7 calendar days after the first CORA Board Meeting of the New Year).
5. The presentation of the Award shall be made on the occasion of the Meeting of Members of the Outrigger Canoe Racing Discipline or, if the recipient is unavailable at that time, then at another appropriate time (via a CORA website perpetual page within 7 calendar days after the first CORA Board Meeting of the New Year).
6. The Canadian Outrigger Racing Association ("CORA") shall formally present a trophy with engraved names of all previous winners to the recipient of the Award at the Canadian Iron Championships each calendar year.
7. When nominations in a particular year do not, in the opinion of the Awards Committee (CORA Board), meet the criteria for the Award, or there are insufficient ballots to put a nominee's name forward, or there are no nominations, no Award shall be given in that year.

Historical Perspective

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

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

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

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

Nominees may be either active or inactive at the time of their nomination.

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