

YELLOWKNIFE MINOR HOCKEY ASSOCIATION

ANNUAL AWARDS EVENT

PLANNING GUIDE

Approved: 15 June 2009

1.0 INTRODUCTION

At the end of each season, the Association holds one or more annual awards events to acknowledge the accomplishments of our players and volunteers. The Association strives to ensure that these events are a positive experience for all participants. The delivery of a successful event requires a considerable amount of planning, coordination and effort in advance of the events. Event organizers are encouraged to get an early start in organizing their event and to recruit additional volunteers, as required. This document is intended to ensure that awards events:

- are organized and administered in an effective and consistent manner; and
- provide due recognition to the participants and sponsors;

2.0 SCHEDULING

The annual award events are usually held in late April; soon after the annual season has finished. The current events are scheduled for:

Initiation and Novice: *To be determined*

Atom to Midget: *To be determined*

**Action: Director, Special Events
Governors**

3.0 EVENT BUDGET

A budget will be prepared for each event which identifies the anticipated costs and the opportunities for sponsorship.

**Action: Director, Finances
Governors**

4.0 EVENT VENUE

Facilities will be booked as soon as the events are scheduled. Additional considerations for the senior event include:

- Bleachers and/or chairs
- Tables
- Podium
- Public Address system

All of these requirements are available, at no cost, at the St. Pats School. They may have to be rented at other locations.

Action: Director, Administration

5.0 NOTIFICATION

A notification (see Appendix 1) of the events shall be distributed to all association members at least six weeks in advance of the events. The notification will remind members of the Association policy with respect to annual awards, including the opportunity to nominate worthy recipients for suitable awards.

Action: Director, Administration

6.0 AWARD NOMINATIONS

An Awards Committee shall be established to oversee the nomination and selection of worthy recipients. The Committee shall consist of: Director, Special Events, other appointed Directors and the governor of each division.

**Action: Director, Special Events
Governors**

7.0 AWARDS

The awards (see Appendix 2) will be removed from display at the Multiplex and delivered to the venue.

The plaques will be inscribed with the winner's name *after* the event to avoid any last-minute communication challenges.

Only the special trophies (Peter Langois, Jim Hall, etc) will be brought to the venue.

Neither the trophies nor the plaques may be removed from the venue by the recipients. They must remain in the custody of the Association.

If individual "take-home" awards are to be presented, the awards need not include the name of the winner. The inscription, for example, could read:

JOE WALSH AWARD
WINNER
2008

Accordingly, the awards may be ordered well in advance of the event and before the actual recipients have been determined.

Action: Director, Sponsorship and Fundraising

8.0 AWARD RECIPIENTS

The parents of recipients will be notified in advance of the event to ensure that the recipient will attend the event.

**Action: Director, Special Events
Governors**

9.0 EVENT PROGRAM

An event program (See Appendix 6) will be prepared which includes, at a minimum: the order of presentations for the evening; a brief profile of the special persons who are remembered by an award and acknowledgment of our sponsors. It is recommended that the event start at 6:30 pm so that the younger players may remain until the end of the event.

Diana Curtis of Diana Curtis Design may be willing to design and prepare the program for printing. Diana may be contacted at Tel: 669-9926 or 445-9926. One hundred copies of the program cost about one dollar apiece to print (Kopycat Printing).

Action: Director, Special Events

10.0 MASTER OF CEREMONIES

The Master of Ceremonies may be the President, another member of the Executive Committee or a person purposefully selected for the role. Governors will be requested to announce the award recipients for their division.

**Action: Director, Special Events
Governors**

11.0 SPECIAL PRESENTERS

The following persons should be contacted to determine if a special presenter plans to attend the event.

Award	Contact	Phone Number
Clinton Talbot Memorial Award	Barry Talbot	920-2538
Elaine Whitford Memorial Award	Tony Whitford	873-2772
Jim Hall Memorial Award	Tom Hall	873-4141
Peter Langlois Memorial Award	N/A	
Shawn Cadieux Memorial Award	N/A	
Ruby Young Memorial Award	N/A	
Wade Hamer Award (Scholarship)	Bill Aho	873-6487

The name of the Wade Hamer Award winner should be provided to the President of the Wade Hamer Foundation (currently Bill Aho) who will prepare a cheque in the winner's name. The Association is responsible for collecting the cheque and presenting it to the winner at the Awards ceremony.

Action: Director, Special Events

12.0 PHOTOGRAPHS

Association awards remain in the custody of the Association. Award winners should be reminded that the awards should not be removed from the venue. Award winners may have their picture taken with the award (at Association expense) as a memento of the event. A qualified photographer and back drop location will be established in advance of the presentations. Rob Hart or Darren Horn may be willing to do this as in past years (for a modest honorarium).

Action: Director, Sponsorship and Fundraising

13.0 COACHES

During the presentations for each division, the names of the coaches will be called and those coaches in attendance will be acknowledged for their contribution over the season (See Appendix 5).

Action: Director, Special Events

14.0 SPONSORSHIP

14.1 Team Sponsors

During the presentations for each division, representatives of the team sponsors will be called forward to receive a token of appreciation from the Association (see Appendix 5). Some sponsors have indicated that they would like to receive a photograph of the team which they sponsor.

Action: Director, Special Events

14.2 Association Sponsors

Association sponsors shall be acknowledged in the program, in accordance with our formal commitments to them (see Appendix 3).

Action: Director, Sponsorship and Fundraising

15.0 FINALE

Award events are usually concluded with an audio-visual presentation which celebrates the past season and the players who participated in our programs. It is recommended that a special effort be made to acquire the necessary photos during the Association tournaments. This is a key element of the night which is much appreciated by all attendees. Further details are provided in Appendix 4.

**Action: Director, Special Events
Governors**

16.0 ESSO MEDALLIONS

Esso medallions must be ordered from Hockey Canada in Calgary. At least 4-5 weeks should be allowed for delivery of the medals. The medals may be ordered by contacting:

Esso Medals and Certificates of Achievement
Hockey Canada
Father David Bauer Arena
2424 University Dr. N.W.
Calgary, AB T2N 3Y9

Email: essomedals@hockeycanada.ca

Fax: 403-777-3635

Toll Free: 866-941-8435

Esso Medallions shall be presented at individual team or division functions rather than at the Awards event.

Action: Director, Special Events

17.0 MEDIA COVERAGE

The local newspaper will be interested in the event and will likely send a reporter to attend. The newspaper should also be provided with a complete list of the winners.

Action: Director, Special Events

Yellowknife Minor Hockey Association

will hold its

Annual Award Ceremonies

for

Atom, Pee wee, Bantam and Midget Players

at

St Pats/Weledeh Gym

on

17 APRIL, 2008 7:00 PM



Appendix 2: Summary of Awards Presented at the End of the Season.

Division	Team Winner	Division Winner
Initiation		
Most Dedicated Player (Esso Medallion) *	one per team	N/A
Most Sportsmanlike Player (Esso Medallion)	one per team	N/A
Most Improved Player (Esso Medallion)	one per team	N/A
Novice		
Most Dedicated Player (Esso Medallion)	one per team	N/A
Most Sportsmanlike Player (Esso Medallion)	one per team	N/A
Most Improved Player (Esso Medallion)	one per team	N/A
Atom		
Most Dedicated Player (Esso Medallion)	one per team	N/A
Most Sportsmanlike Player (Esso Medallion)	one per team	N/A
Most Improved Player (Esso Medallion)	one per team	N/A
	Team Nominee	
Forward of the Year	one per team	1
Defenseman of the Year	one per team	1
Goaltender of the Year	one per team	1
Most Valuable Player	one per team	1
Peter Langois Award	one per team	1
Peewee	Team Winner	
Most Dedicated Player (Esso Medallion)	one per team	N/A
Most Sportsmanlike Player (Esso Medallion)	one per team	N/A
Most Improved Player (Esso Medallion)	one per team	N/A
	Team Nominee	
Forward of the Year	one per team	1
Defenseman of the Year	one per team	1
Goaltender of the Year	one per team	1
Most Valuable Player	one per team	1
Jim Hall Award	one per team	1
Bantam	Team Winner	
Most Dedicated Player (Esso Medallion)	one per team	N/A
Most Sportsmanlike Player (Esso Medallion)	one per team	N/A
Most Improved Player (Esso Medallion)	one per team	N/A
	Team Nominee	
Forward of the Year	one per team	1
Defenseman of the Year	one per team	1
Goaltender of the Year	one per team	1
Most Valuable Player	one per team	1
Players' Player (Clinton Talbot Award)	one per team	1
Midget	Team Winner	
Most Dedicated Player (Esso Medallion)	one per team	N/A
Most Sportsmanlike Player (Esso Medallion)	one per team	N/A
Most Improved Player (Esso Medallion)	one per team	N/A

	Team Nominee	
Forward of the Year	one per team	1
Defenseman of the Year	one per team	1
Goaltender of the Year	one per team	1
Most Valuable Player	one per team	1
Wade Hamer Award	one per team	1
Junior Female (Atom and Peewee)	Winners	
Forward of the Year	one per category	1
Defenseman of the Year	one per category	1
Goaltender of the Year	one per category	1
Most Valuable Player	one per category	1
Senior Female (Bantam and Midget)	Winners	
Forward of the Year	one per category	1
Defenseman of the Year	one per category	1
Goaltender of the Year	one per category	1
Most Valuable Player	one per category	1
Association Awards		
Elaine Whitford Memorial Trophy (female only)		1
Shawn Cadieux Memorial Trophy (male or female)		1
Wade Hamer Scholarship Award (male only)		1
Ruby Young Memorial Trophy (male only)		1
Coach of the Year (male or female)		1
On-ice Official of the Year (Senior) (male or female)		1
On-ice Official of the Year (Junior) (male or female)		1
Joe Walsh Award (male or female)		1
Volunteer of the Year (male or female)		1

*Esso Medallions are to be presented at a team or division function.

Appendix 3: Summary of Association Commitments to our Sponsors.

The Association has made the following commitments to our sponsors:

Canadian North:

- The Canadian North logo shall appear on all event promotional materials in appropriate size reflecting the level of Canadian North sponsorship. Promotional materials include:
 - Advertising in newspapers or magazines
 - Media releases
 - Posters
 - Displays
 - Banners “*Official Airline of Yellowknife Minor Hockey*”
 - Tournament Programs
- A Canadian North representative will be invited to speak or hand out awards at Association tournaments and will be invited to any media conferences held for the event.
- Canadian North will be mentioned during public statements at Association tournaments, as appropriate.
- Where applicable Canadian North will receive a minimum of 10 complimentary tournament tickets.
- The Association will provide photographs of event activities which identify Canadian North's visual presence.

Appendix 4: Preparation of the Audio-visual Presentation at the Annual Awards Event.

1.0 BACKGROUND

An audio-visual presentation, which highlights the participants of the past season, has been a key feature of recent year-end award events.

2.0 LENGTH OF PRESENTATION

- The presentation should be approximately 10-15 minutes long.
- Approximately 10-15 images are required per minute of presentation time

3.0 KEY REQUIREMENTS

The key requirements for such a presentation include:

- Powerpoint or Adobe Acrobat or Windows Moviemaker presentation software;
- A generous supply of good quality digital images;
- Appropriate supporting music;
- Computer with appropriate software
- A volunteer who is familiar with the software; and
- Approximately four hours of volunteer time (excluding the collection of images) per presentation
- Laptop computer and LED projector

4.0 DIGITAL IMAGES

The digital images should:

- Be in focus
- Be sufficiently close-up that players or participants may be recognized
- Include scenes from the dressing room, on the bench, tournaments, out-of-town trips
- Include coaches and other team personnel
- Include all players on each team

5.0 COLLECTING THE IMAGES

One person from each team should be appointed to organize the collection of images.

Action: Governors

Images should be submitted as a single file to the person producing the presentation, at least three weeks in advance of the event.

Action: Team Coordinators

6.0 PRESENTATIONS

Presentations shall be completed two weeks in advance of the event.

Action: To be Determined

7.0 COMPUTER AND PROJECTOR

The appropriate equipment will be obtained and tested in advance of the event.

Action: Event Coordinator

Appendix 5. Background Information on Association Awards

The **Clinton Talbot Memorial Award** is presented to the Bantam player who is considered by his or her peers to be the “the players’ player”. This award is determined through a vote of the Bantam players.

The **Prince of Wales Award** is presented to the Association Volunteer of the Year. It recognizes the person who has given most freely of their time to advance the objectives of the organization and to promote minor hockey in Yellowknife.

The **Joe Walsh Award** is presented to the individual who has demonstrated a long-standing commitment to the development of hockey in Yellowknife and who, like Joe Walsh did it “for the love of the game.”

Adult and Junior Official of the Year Awards are presented to individuals who, through their dedication and efforts as an official, have made a significant contribution to the overall success of Association programs.

Coach of the Year Award is presented to a League team or Development team coach who has demonstrated a strong commitment to:

- The Association vision, mission, values and operating principles;
- Sportsmanship and fair play;
- A positive experience for all players;
- Teaching like skills in addition to the technical and tactical skills of hockey.

The **Wade Hamer Scholarship Award** is awarded to the Association male player who best exemplifies Wade’s qualities of excellence, sportsmanship, congeniality and potential. The nominees from each division receive a small trophy. The graduating Midget player gets a small trophy, their name engraved on the Association trophy and a scholarship worth five hundred dollars.

The **Ruby Young Award** is presented to the Most Valuable Male Player in the Association. This award traditionally goes to a midget-aged player who exemplifies a competitive nature, a sportsmanlike approach to the game and is respected by his peers. In addition to outstanding hockey skills, the individual promotes the sport of hockey in Yellowknife, through his school, community and other avenues. This award is generally presented to a graduating player from the most senior division.

The **Elaine Whitford Memorial Award** is presented to the Most Valuable Female Player in the Association. In addition to outstanding hockey skills, the individual promotes the sport of hockey in Yellowknife through her school, community and other avenues. This award is generally presented to a graduating player from the most senior division.

The **Shawn Cadieux Memorial Award** is presented to the player who has demonstrated determination and perseverance under challenging circumstances. Players in all divisions are eligible for this award.

The **Peter Langois Memorial Award** is presented to the player who is chosen as the Most Sportsman like player in the Atom Division.

The **Jim Hall Memorial Award** is present to the player who is chosen as the Most Sportsmanlike player in the Pee wee Division.