



# National Awards Program

## Canadian Coast Guard Auxiliary



**Heroism  
Medal**



**Exemplary  
Service Medal**



**Leadership  
Medal**



**Operational  
Merit Medal**



**Humanitarian  
Service Medal**



**Administrative  
Excellence Medal**



**Long Service  
Medal**

# National Awards Program

As volunteers, the members of the Canadian Coast Guard Auxiliary (CCGA) receive no direct compensation for their support to the Canadian Search and Rescue Program. In order to ensure the success and vitality of the Auxiliary, CCGA members are entitled to receive appropriate recognition for the important role that they play in fulfilling their mission. Presentation of timely and appropriate awards is therefore available through the National Awards Program in order to provide CCGA members with such recognition.

The following awards are created and can be worn on the CCGA uniform in respect to the proper order of precedence.

- Heroism Medal
- Exemplary Service Medal
- Leadership Medal
- Operational Merit Medal
- Humanitarian service Medal
- Administrative Excellence Medal
- Long Service Medal
  
- Service Pins
- Certificate of National Council Honorary Membership
- Certificate of Appreciation

## Eligibility

All CCGA volunteer members in good standing are eligible for the six following awards:

- **CCGA Heroism Medal**
- **CCGA Exemplary Service Medal**
- **CCGA Leadership Medal**
- **CCGA Operational Merit Medal**
- **CCGA Long Service Medal**
  
- **CCGA Service Pins**

With the exception of the Heroism, Exemplary Service and Long Service medals, these awards can also be awarded to groups (units, committees, etc.) who are members of the CCGA. Posthumous nominations of former CCGA members are acceptable.

Eligible candidates can only be recognized for deeds or activities that took place after October 13, 1999.

All CCGA volunteer members are also eligible for the following four other awards:

- **CCGA Humanitarian Service Medal**
- **CCGA Administrative Excellence Medal**
  
- **National Council Honorary Membership**
- **CCGA Certificate of Appreciation**

These four awards can also be given to individuals, groups and even citizens of other countries who are not members of the CCGA but who contributed in a significant way to the Mission of the organisation.

Posthumous nominations are also acceptable.

In the case of the *CCGA Exemplary Service Medal* and the *CCGA Humanitarian Service Medal*, eligible candidates can be recognized for deeds or activities that took place only after October 13, 1999.

CCGA employees are not eligible to participate in the *National Awards Program*.

## Nomination Process

Any CCGA member can recommend someone they believe deserves a CCGA award by completing a nomination form. There is no specific time period that determines the eligibility of candidates other than the time at which the activity being recognized took place. (Which must be after the adoption of the Awards Program on October 13, 1999.)

For any of the National Awards (with the exception of the CCGA Long Service Medal and Service Pins), the nominator shall submit the form and the supporting documents through the proper channel of communication, i.e. through his/her regional board of directors.

The Board will, on a timely basis, review the proposal, provide either a favorable or unfavorable recommendation and forward it to the National Awards Advisory Committee.

## Evaluation and Approval of the Awards

The National Awards Advisory Committee reviews nominations and makes recommendations to the CCGA National Council.

The Committee is chaired by the CEO of the CCGA and includes a representative of the Canadian Coast Guard (appointed for a three-year term) and another member of the National Council (appointed for a one-year term).

The Advisory Committee investigates all cases to ensure the information is accurate.

Should, at any step of the approval procedure, the recommendation not be concurred with, a lesser award may be considered.

## Presentation of the Awards

- **Heroism Medal**
- **Exemplary Service Medal**
- **Leadership Medal**
- **Operational Merit Medal**
- **Humanitarian Service Medal**
- **Administrative Excellence Medal**
- **Long Service Medal**

- **Certificate of National Council Honorary Membership**
- **Certificate of Appreciation**

The above mentioned awards are presented by the CEO or his/her designate.

### • **Service Pins**

The CCGA Service Pins are presented by the regional Presidents or their respective designate.

## What the Awards Consist of

### • **Heroism Medal**

This award consists of a CCGA ribbon, medal and certificate.

### • **Exemplary Service Medal**

This award consists of a ribbon, medal and certificate.

### • **Leadership Medal**

### • **Operational Merit Medal**

### • **Humanitarian Service Medal**

### • **Administrative Excellence Medal**

### • **Long Service Medal**

These awards consist of a certificate, ribbon and medal.

### • **Service Pins**

This award consists of a pin.

## Presentation of the Awards

- Certificate of National Council Honorary Membership
- Certificate of Appreciation

For these awards a certificate is presented. The Certificate of Appreciation can come with an additional token of appreciation (CCGA Tie, Hat, etc.)

### Withdrawal

Based on proven facts, a recommendation for withdrawal of any award can be made by the Advisory Committee to the CCGA National Council.

### Replacement Medal

Replacement of lost or stolen medal will be done at the owner's expense.

## Award Criteria

### CCGA Heroism Medal

The Heroism Medal is the Canadian Coast Guard Auxiliary's highest honour. It is given to members of the Auxiliary in recognition of extreme skill in performing an assist or rescue that involves risk to the Auxiliarist's life. This award recognizes heroism in the face of grave personal risk and which clearly stand out as above normal expectations.

The individual must have exercised **extreme skill**, as opposed to superior skill required for the Medal of operational merit. Neither the assist nor the rescue need be successful. Only that the action required extreme skill and was performed or attempted at risk to the member's life.

### CCGA Exemplary Service Medal

The CCGA Exemplary Service Medal was created to honour the lifetime achievements of members whose contribution have been outstanding for the organization.

The medal recognizes excellence in those individuals who distinguish themselves by contributing significantly to the CCGA as a national organization and in enabling the Auxiliary to achieve its goals and objectives in the saving of lives, prevention of accidents and providing for safer boating, over an extended period of time.

The requirement to justify this award is exceptional performance of duty that benefits the Auxiliary as a whole. This performance must have a measurable, positive effect on the entire organization.

# Award Criteria

## CCGA Leadership Medal

The CCGA Leadership Medal is given to members of the Auxiliary in recognition of sustained professional and/or leadership achievements in operations or administration.

The Leadership Medal is for members who have maintained an outstanding level of performance and/or achievement over a period of time to further authorized activities of the Auxiliary.

## CCGA Operational Merit Medal

The Medal of Operational Merit is awarded to Auxiliarists in recognition of superior skill in performing an assist, or rescue, or other meritorious operational service.

The award recognizes deeds or activities performed in an outstanding professional manner and/or of an uncommonly high standard that brings considerable benefit to the accomplishment of the CCGA mission.

To receive the Medal of Operational Merit, superior skill is required, not extreme skill, and there does not have to be a risk to the member's life.

## CCGA Humanitarian Service Medal

The CCGA Humanitarian Service Medal is presented to members of the Auxiliary and non-members who distinguish themselves by meritorious, direct participation in a significant act or operation of a humanitarian nature. Direct participation is defined as being physically present at the designated location, having directly contributed and influenced the action.

Service rendered in the act or operation being considered must meet the following criteria:

- Must be above and beyond normal duties;
- Must have major significance;
- Must have provided immediate relief;
- Must have affected the outcome of the situation.

## CCGA Administrative Excellence Medal

The Medal of Administrative Excellence is given to members and non-members of the CCGA in recognition of outstanding administrative achievement or service to the Auxiliary. This requires services that were accomplished in a manner which is worthy of special recognition.

## CCGA Long Service Medal

The CCGA Long Medal Service Medal is given to all volunteer members in good standing having cumulated 25 years of service with the Auxiliary.

## CCGA Service Pins

- Five-year-service Pin
- Ten-year-service Pin
- Fifteen-year-service Pin
- Twenty-year-service Pin
- Twenty five-year-service Pin

The CCGA Service Pins are awarded to members who have contributed the corresponding years of service with the Auxiliary.

Distribution of the pins is the responsibility of each regional CCGA Board of Directors. Recipients do not have to be nominated. The pins are awarded annually based on the membership seniority list.

## Award Criteria

### National Council Honorary Membership

The National Council Honorary Membership is awarded to members and non-members of the Auxiliary who have contributed exceptional meritorious service to the CCGA.

The requirement for this award is meritorious performance of duty that enhances the goals of the Auxiliary as a national organization. This performance must clearly be of a nature much higher than that normally expected, and which has a significant positive effect on the ability of the CCGA to achieve its mission and goals.

This distinction is intended for those individuals who have provided a notable service to the Auxiliary and its programs. They have made outstanding nationwide contributions to the purpose and promotion of the Auxiliary.

### CCGA Certificate of Appreciation

The CCGA Certificate of Appreciation can be awarded to members or non-members of the Auxiliary who have given noteworthy co-operation or assistance to the Auxiliary and its activities.

This award focuses attention on the “Hidden Helpers”, the unsung heroes, the volunteers who ask for nothing, but whose exemplary compassion and charity are part of the CCGA culture.

Recipients have usually been involved in CCGA activities for several years and normally have not received a national or regional award.

## Where to Mail the Nomination Forms

### National Office

#### Canadian Coast Guard Auxiliary (CCGA)

##### National

47 Riverview Street, Quebec. J9H 4S7

Telephone: (819) 557-0541

**Toll free: 1 (866) 629-3292 / 1 (866) MAYDAY2**

Cell: (819) 743-2920

Fax: (819) 557-0541

E-Mail: vezinaf@videotron.ca

**Web Site: [www.ccg-gcac.org](http://www.ccg-gcac.org)**

### Regional Offices

#### Canadian Coast Guard Auxiliary (CCGA)

##### Newfoundland & Labrador

P.O. Box 938, St. John's, Newfoundland, A1C 5M3

Telephone: (709) 772-4074

Fax: (709) 772-4109

#### Canadian Coast Guard Auxiliary (CCGA)

##### Maritimes

22 Ocean View Drive, Halifax, Nova Scotia, B3P 2H3

Telephone: (902) 475-1842

Fax: (902) 479-3222

**Web Site: [www.ccg-m.ca](http://www.ccg-m.ca)**

#### Canadian Coast Guard Auxiliary (CCGA)

##### Quebec

17, rue Prince, Sorel, (Quebec), J3P 4J4

Telephone: (450) 746-4385

Fax: (450) 746-4386

#### Canadian Coast Guard Auxiliary (CCGA)

##### Central & Arctic

577 Kingston Road, Suite 206

Toronto, Ontario, M4E 1R3

Telephone: (416) 463-7283 / **1-866-429-7283**

Fax: (416) 463-7285 / **1-866-392-7285**

E-Mail: [office@ccga-ca.ca](mailto:office@ccga-ca.ca)

**Web Site: [www.ccg-ca.com](http://www.ccg-ca.com)**

#### Canadian Coast Guard Auxiliary (CCGA)

##### Pacific

25 Huron Street, Victoria, British Columbia, V8V 4V9

Telephone: (250) 480-2798

Fax: (250) 480-2742

**Web Site: [www.ccg-pacific.org](http://www.ccg-pacific.org)**



# National Awards Program

## Nomination Form • Page 1

### Candidate / Group

<b>Full Name</b>			
Home Address			
Phone		Fax	
<b>Profession / Occupation</b>			
Business Address			
Phone		Fax	
Date of Birth			
Unit Number			
CCGA Rank			
<b>Recommended Award:</b>			

### IMPORTANT

**Please identify the recommended award and reason(s) for the nomination on a separate page or in a covering letter. At minimum, a "Summary of action or service" must address the following questions:**

- What was the specific act/service performed?
- Where and when did the action/service happen?
- What was the value of the member's contribution?

Also include an up-to-date résumé or biographical outline of the nominee(s) including: professional activities/occupations with responsibilities and time frames; date(s) of active participation in the CCGA; all official CCGA honours/awards previously earned. Also include any other related information that may be useful (newspaper clippings, statements from those assisted, letters, etc.).

# National Awards Program

## Nomination Form • Page 2

### Nominator

Name:			
Mailing Address:			
Phone:	Fax:	E-mail:	
Signature:			Date:

The names of three persons who might support this nomination and who are familiar with the nominee's achievements must be provided. It is preferable that these persons not be contacted by the nominator in order to maintain the principle of confidentiality.

1. Name		
Address		Phone:
2. Name		
Address		Phone:
3. Name		
Address		Phone:

**This document is confidential once completed**

Please send the nomination form with supporting material to the President of your CCGA Regional Board of Directors. The Board must review and forward it in a timely manner to:



### Canadian Coast Guard Auxiliary

#### National Awards Advisory Committee

47 Revereview Street, Gatineau, Quebec, J9H 4S7

For information: 1 (819) 557-0541 - Office

1 (819) 743-2920 - Cell.

Toll free: 1 (866) MAYDAY2 / 1 (866) 629-3292