

<b>TOWN OF STRATFORD - COUNCIL POLICY</b>			
<b>Name:</b>	<b>Achievement Awards</b>	<b>Policy Number:</b>	<b>Policy # 3</b>
<b>Committee:</b>	<b>Finance and Administration</b>	<b>Approval Date:</b>	<b>Sept. 10, 2003</b>

**1. Intent**

To establish a process for the recognition of teams and individuals who win provincial, national, or international competitions, and those whose achievements have brought the Town of Stratford widespread recognition.

**2. Definitions**

**Winners** Shall include those who have “won” competitions, ie come in first, second or third place.

**Widespread Recognition** Winners, as well as those who don’t “win” a competition, whose achievements in the field of sports, recreation, or have brought recognition to the Town of Stratford via local or national newspapers, local or national broadcasting news, publicly subscribed magazines, etc., and are considered by the general public as having excelled in their field.

**Competitions** Shall include all forms of provincial, national, or international competition (ie athletic, cultural, debate, etc.), but exclude local, regional or invitational events.

**Competitors** Shall include coach, manager, trainers, etc.

**3. Process**

1. The administrative department/recreation department shall establish a system of checking for information on local citizens who have won competitions, or have brought widespread recognition to the Town. The departments shall also receive and process recommendations from the public that conform with the criteria for determining an award winner.

2. The administration shall refer the information to Council complete with a report and recommendation on how the achiever(s) should be recognized.

3. Provincial winners shall be honoured by Council at a suitable ceremony, either at the competition site of the winner or in Town Council Chambers.
4. Town Council shall honour national and international winners in the same manner.
5. All winners shall receive a pin and, in the case of a team a framed certificate given by the Mayor. In addition, at the discretion of Town Council, and based on a recommendation from administration, winners who achieve significant distinction and widespread recognition may be honoured at a civic banquet or a civic rally.
6. Those achievers who bring the Town widespread recognition, shall be honoured in the same manner as a provincial winner.
7. Nothing shall prevent the Mayor or his designate from also publicly congratulating winner(s) upon completion of the competition, or upon their return to Stratford if the competition was out of town.
8. The administration department shall make the arrangements for recognition of achievement.