



# COUNCIL POLICY MANUAL

**POLICY:** Perpetual Trophy for Excellence & Sportsmanship

**SECTION:** ADMINISTRATION

**APPROVAL DATE:** November 28, 1983

**AMENDED DATE:** August 21, 2017

## **GOAL:**

The Perpetual Trophy for Excellence & Sportsmanship recognizes one individual or organization annually that has:

- contributed significantly to sports in the Cowichan Valley;
- demonstrated an outstanding degree of sportsmanship; or
- contributed substantial time and effort to support sports through volunteer service.

## **SCOPE:**

The Perpetual Trophy for Excellence & Sportsmanship is open to all residents and organizations of Duncan and the Cowichan Valley.

## **POLICY:**

City Council awards the City of Duncan Perpetual Trophy for Excellence & Sportsmanship based on recommendations from community groups, residents or the local media.

## **PROCEDURE:**

Information about the award will be distributed on the City's website, social media account(s) and quarterly newsletter. Community groups, residents, and the local media will be invited to submit nomination forms, in confidence, to the Corporate Services Coordinator by the end of September each year.

At a closed meeting, Council will review the nominees and select one community member or organization that has made a significant contribution to sports or demonstrated an outstanding degree of sportsmanship.

The recipient will be advised that they have been nominated to receive the award and invited to attend the City's annual general meeting.

At the annual general meeting in December, the award recipient will be recognized by Council and will receive a small trophy inscribed with their name to keep. Their name will also be inscribed in on the Perpetual Trophy for Excellence & Sportsmanship, which will be kept on display at City Hall.