Booklet 104
Air Force Association of Canada Honors & Awards

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FOREWORD

Associations are like venues in which members gather to share their common identity and experiences. The Royal Canadian Air Force Association is no different. Thousands of Canadians with aerospace-related experiences and interests choose to become members of Wings in their communities and many others become Members-at-Large. Together our members share at least one thing in common: a commitment to doing something that helps their community.

This motivation, and the fact that our members are all volunteers, calls for us from time to time to recognize those who make significant contributions, especially those who serve as a sterling example for others. This Booklet describes various ways of recognizing volunteers who have contributed in a significant way, as well as those serving in Canada's civilian and military aerospace spheres, who make significant operational and other contributions to our nation. Taking the time to acknowledge the contributions made by these dedicated Canadians is the least we can do to enhance our Association, our Air Force and our country.

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ROYAL CANADIAN AIR FORCE ASSOCIATION

NATIONAL HONORS AND AWARDS INSTRUCTIONS

PART 1 - GENERAL

Section 1: Short Terms, Abbreviations and Definitions

1.01 The following short terms, abbreviations and definitions apply to this booklet:

i) The name of the association is the “Royal Canadian Air Force Association”. The short term is the “RCAF Association”. The abbreviation “RCAFA” may be utilized within a paragraph if required for brevity;

ii) “Association" shall mean the Royal Canadian Air Force Association;

iii) "Association Meeting" shall mean a General Meeting of the Royal Canadian Air Force Association;

iv) Use of a masculine or feminine term shall be interpreted as interchangeable;

v) “BOD" where used shall mean the Board of Directors; and

vi) “Committee” used alone shall mean the National Honors and Awards Committee.

(1.02 to 2.00 inclusive, not allocated)

Section 2: General Information

2.01 This booklet outlines the National Honors and Awards process used to annually recognize deserving Wings, members of the Association and other members of the Canadian aviation community or others who the Association chooses to honour. The Association’s National awards serve three main purposes:

i) They recognize the efforts of volunteers who contribute in significant ways to making the RCAF Association a strong and valuable national organization;

ii) They honour the contributions being made to the safety, security and well-being of Canadians and others by members of the RCAF serving at home and abroad; and

iii) They support the efforts of Canadians who are working to keep our aviation sector vibrant and to preserve Canada's rich aviation history and heritage.

2.02 The National Honors and Awards that are available to Association members and others are described in Parts 2 through 6 of this booklet. The Board of Directors retains sole authority over the development of an amendment to awards and their selection criteria and is responsible for arbitrating any disputes that may arise from time to time.

2.03 All of the Association's National Honors and Awards will normally be presented each year. However, if, in the opinion of the National Honors and Awards Committee, no suitable candidates have been recommended for an award, the Committee may recommend to the National Chair that its presentation be withheld.

2.04 Where trophies are involved, the recipient shall be entitled to hold the trophy for nine months from the date of presentation and shall be provided with a suitable keeper plaque at the time of presentation.

2.05 The cost of all awards shall be borne by the Association.

(2.06 to 3.00 inclusive, not allocated)

Section 3: National Honors and Awards Committee

3.01 The National Honors and Awards Committee will be comprised as follows:

i) Chair: Honorary National Chair;

ii) Members:
   a) National Chair,
   b) National Vice Chair (if appointed),
   c) a minimum of 2 Directors from the BOD (all Directors are encouraged to participate); and

iii) Secretary: Executive Director (ex-officio member).

3.02 In no case may a person nominated for a National Award be permitted to be a member of the Committee during a year in which he or she is nominated.

(3.03 to 4.00 inclusive, not allocated)

Section 4: Nomination and Approval Process – Members of the Association

4.01 The nomination of potential candidates for the Association's various awards may be made by any member in good standing, Wing or Group that wishes to propose a candidate. All recommendations shall be submitted to the Secretary of the National Awards Committee at NHQ on or before September 1st of each year and shall contain a fully detailed and substantiated statement of the achievement or achievements that prompted the recommendation. All nominations, at all levels, shall be held in confidence until the selection process has been completed.

4.02 Honors and awards nominations for Association members from Wings and MAL are to be forwarded to NHQ Ottawa for processing each year by 1 September, with the evaluation period based on the Association's fiscal year (1 July – 30 June).The nominations will be reviewed by the Honors and Awards Committee and recommendations made to the National Chair prior to any AGM/BAGMs, and/or no later than the end of December of the current year.

4.03 The Committee Secretary shall collate all nominations for the following awards:

i) The Meritorious Service Award (MSA);

ii) The Distinguished Service Award (DSA);

iii) The Order of Excellence (OOE);to be

iv) The Life Service Award (LSA);

v) The Member of the Year Award (Len Baldock Memorial);

vi) The Wing of the Year Award;

vii) The Christina Handler Award; and

viii) The General Paul Manson Award of Merit.

4.04 The Committee Secretary shall electronically distribute/make available copies of the nominations to the National H&A committee along with a completed Awards Nominations Worksheet (see Annex A). Once this information has been received, the following process will be followed:

i) The Chair will confirm Committee Members have received the documentation and provide any additional direction that may be required, including when initial inputs are to be submitted;

ii) Individual Committee Members will examine the nominations against the criteria and provide the Chair with a completed Awards Nominations Worksheet indicating their ranking of the various candidates;

iii) The Chair will collate the inputs and, if required, re-poll Committee Members to resolve any differences that may exist;

iv) Once a consensus has been reached regarding the ranking of nominations, the Committee Chair will forward a consolidated input to the National Chair for his/her consideration and approval;

v) The National Chair will forward the approved list of nominees to the Executive Director who will ensure the preparation of trophies, plaques and scrolls for presentation at the Annual General Meeting. During years when there is no physical AGM, arrangements will be made to present trophies and awards at other suitable venues; and

vi) The Executive Director will prepare a letter for the National Chair to send to BOD members, Group and Wing Chairs and others for their use in ensuring all recipients are appropriately notified.

4.05 The Committee Secretary is also responsible for collating and verifying nominations received for awards outlined in Part 6 of this Booklet. However, since recipients of these awards are selected based only on records and statistics maintained at NHQ, there is no requirement for them to be considered by the National Honors and Awards Committee.

(4.06 to 5.00 inclusive, not allocated)

Section 5: Nomination and Approval Process – Awards Administered by Groups

5.01 The Association has two Awards that are categorized as 'National' but which, for reasons of efficiency, are administered by the Groups. These awards are:

i) The Award of Merit; and

ii) The Award of Distinction.

5.02 Nominations for the Award of Merit and the Award of Distinction will be staffed as per the process outlined above except that they will not be passed on to NHQ for consideration by the National Honors and Awards Committee. Rather, nominations for these awards will be evaluated using a process established by the applicable Group and NHQ advised of winners once this process is complete. The number and frequency of the awards to be given will be determined by the Groups.

(5.03 to 6.0 inclusive, not allocated)

Section 6: Nomination and Approval Process – RCAF Units and Members

6.01 Recommendations for Association awards that are given to RCAF units and individuals are staffed entirely by the RCAF. These awards are:

i) The Air Marshall W.A. Bishop, VC Memorial Trophy;

ii) The Mynarski Trophy;

iii) The Air Marshall C.R. Slemon Award;

iv) The Golden Hawks Trophy; and

v) The Flight Lieutenant D.M. Grant Award.

6.02 The Committee Secretary/Executive Director will liaise directly with the RCAF Air Staff member responsible for the Awards Program in the spring of each year to coordinate staffing and funding issues (the RCAF may provide some funding to support the award process). Once the RCAF has developed a list of their proposed recipients, they will provide this information to the Executive Director in sufficient time for trophies, plaques and scrolls to be prepared. All costs associated with trophies and awards are to be borne by the RCAFA.

6.03 Once award winners have been determined, the Executive Director will prepare a letter for the National Chair to send to the Commander RCAF, BOD members and Group and Wing Chairs for their information or action as required.

6.04 The National Chair, or his designated representative and, when possible, a senior serving officer of the RCAF (preferably the Commander) will normally present trophies to RCAF units and individuals at the Association's Annual General Meeting. During years when there is no physical AGM, arrangements will be made to have these trophies and awards presented at other suitable venues.

(6.05 to 7.00 inclusive, not allocated)

Section 7: Nomination and Approval Process – Civilian and Hybrid Awards

7.01 There are three Association Awards intended for presentation to civilians or to either civilians or military members. These awards are:

i) The Gordon R. McGregor Memorial Trophy;

ii) The J.A.D. McCurdy Trophy; and

iii) The NORAD Trophy.

7.02 Requests for nominations for the Gordon R. McGregor (air transportation) Memorial Trophy will be sought through contact with:

i) For military members or units, the Commander of the RCAF; and

ii) For civilians, with the Air Transport Association of Canada.

7.03 Requests for nominations for the J.A.D. McCurdy Trophy (civil aviation) will be sought through contact with the Aerospace Industries Association of Canada (AIAC) who will be asked to forward information on nominees in the same format and on the same timeline as used by other nominating organizations. Nominations may also be submitted by Wings, Groups, the BOD and individual members (including Members-At-Large).

7.04 Requests for nominations for the NORAD Trophy (preservation of Canadian aviation history) will be sought through contact with Canadian Aeronautical Preservation Association (CAPA) who will be asked to forward information on nominees in the same format as used by other nominating organizations. Nominations may also be submitted by Wings, Groups, the BOD, the RCAF and individual members (including Members-At-Large).

7.05 Nominations for these Awards will be included on the Awards Nominations Worksheet, and the Committee will be provided with all supporting documentation. The Committee will consider the relative merits of the competing nominations and recommend award winners to the National Chair as part of its overall findings. On annual basis, the Executive Director will contact these groups to seek their interest in submitting nominations

(7.06 to 8.00 inclusive, not allocated)

PART 2 – NATIONAL MERIT AWARDS

Section 1: Meritorious Service Award

1.01 The Meritorious Service Award is the fourth highest award of the Association, awarded to members in recognition and appreciation of their outstanding meritorious service. No more than six awards may be confirmed in any annual meeting year.

1.02 The purpose of the award, which shall be a special plaque, is as follows:

"IN RECOGNITION AND APPRECIATION OF MERITORIOUS
SERVICE TO THE ASSOCIATION"

1.03 Any Association member who demonstrates dedication, attention to duty and commitment to the Association may be considered for this award.

1.04 Nominations for this award may be made annually by:

i) Any member in good standing for those individuals external (MALs) to Wings/Groups;

ii) Wing Chairs, with the approval of a regularly constituted meeting of the Wing Board of Directors;

iii) Group Chairs, at the BOD mid-term meeting; and

iv) The National Board of Directors at their mid-term meeting.

1.05 All nominations shall be submitted in writing and contain a substantiated statement of the service which prompted the nomination. The submission shall include a narrative suitable for reading at the presentation, not to exceed one page. **The submission shall also include a statement by the nominating body to indicate the acceptability of a lesser award** for the nominee (if appropriate). Refer to Annex A for nomination format.

(1.06 to 2.00 inclusive, not allocated)

Section 2: Distinguished Service Award

2.01 The Distinguished Service Award is the third highest award of the Association and is awarded to individuals in recognition and appreciation for distinguished service. No more than two awards may be confirmed in any one meeting year.

2.02 The purpose of the award, which shall be a framed scroll, is:

"IN RECOGNITION AND APPRECIATION OF DISTINGUISHED SERVICE
TO THE ASSOCIATION."

2.03 Any Member of the Association or any Canadian citizen of excellent character who has rendered unique and distinguished service to the Association or to Canadian aviation in general, may be eligible for this award. In the case of Association Members, they should have already been presented with the Meritorious Service Award.

2.04 Nominations for this award may be made annually by:

i) Any member in good standing for those individuals external (MALs) to Wings/Groups;

ii) Wing Chairs, with the approval of a regularly constituted meeting of the Wing Board of Directors;

iii) Group Chairs, at the BOD mid-term meeting; and

iv) The National Board of Directors at their mid-term meeting.

2.05 All nominations shall be submitted in writing and contain a substantiated statement of the service which prompted the nomination. The submission shall include a narrative suitable for reading at the presentation, not to exceed one page. **The submission shall also include a statement by the nominating body to indicate the acceptability of a lesser award** for the nominee (if appropriate). Refer to Annex A for nomination format.

(2.06 to 3.00 inclusive, not allocated)

Section 3: Order of Excellence

3.01 The Order of Excellence is the Association's highest award, to be presented to Members held in the highest esteem by their fellow members in recognition of their continuing outstanding service to the Association, their community and their country. No more than 15 members are authorized to wear the Order of Excellence at any one time.

3.02 The Order of Excellence is bestowed upon a limited number of Members in recognition of and appreciation for service of the highest quality. This service would normally qualify for recognition as distinguished and/or meritorious but, because the Member will likely

already have received these awards, he or she is deemed to be eligible for the Order of Excellence.

3.03 Members of the Association previously awarded any two of the Meritorious Service Award, Distinguished Service Award or Long Service Award (previously the Life Membership [Honorary] Award) and whose steadfast service to community and country continues to bring significant benefit and credit to the RCAF Association are deemed most eligible. Notwithstanding, in unusual circumstances, the Association **may** recommend someone for the award even though they may not have previously received any of the aforementioned awards.

3.03 Nominations for this award may be made annually by:

i) Any member in good standing for those individuals external (MALs) to Wings/Groups;

ii) Wing Chairs, with the approval of a regularly constituted meeting of the Wing Board of Directors;

iii) Group Chairs, at a meeting of the BOD; and

iv) The National BOD at any time.

3.04 All nominations shall be submitted in writing and contain a substantiated statement of the service which prompted the nomination. The submission shall include a narrative suitable for reading at the presentation, not to exceed one page. The submission shall also contain information concerning a nominee's previous awards.

3.05 The Order of Excellence Medallion is designed to be worn with the ribbon worn under the collar and shortened so as to suspend the medallion level with other medals being worn. The medallion is only worn with ceremonial dress (i.e., when association dress and medals are being worn).

3.06 The Order of Excellence bar may be worn with the medallion or on its own pinned below the blazer badge on the left breast pocket. The bar should be worn below any military or Veterans' Affairs commendations (MVA, MND, CDS, Comd RCAF etc) but should be worn above the Association's Long Service Award (previously Life Membership Award [Honorary]).

3.07 All nominations shall be submitted in writing and contain a substantiated statement of the service which prompted the nomination. The submission shall include a narrative suitable for reading at the presentation, not to exceed one page. **The submission shall also include a statement by the nominating body to indicate the acceptability of a lesser award** for the nominee (if appropriate). Refer to Annex A for nomination format.

(3.08 to 4.00 inclusive, not allocated)

Section 4 – Long Service Award

4.01 The Long Service Award (**previously the Life Membership Award [Honorary**]) is awarded to deserving members in recognition and appreciation of outstanding, long and faithful service to the Association. Behind the Order of Excellence, this is the Association's second most prestigious award for individuals. Any regular member of the Association who has rendered outstanding and faithful service for a period of not less than twenty continuous years is eligible for this award. In addition to the previous service minimum period, **any member in good standing who reaches the age of 90 will automatically be considered by the H&A Committee. The National Executive Director or any BoD member will notify the H&A board of any individual (s) who qualified under this special age category**. **Normally, no more than four awards can be confirmed in any one reporting year. However, the H&A committee may consider exemptions to this limit to accommodate exceptional circumstances (such as having several individuals turning 90 in one year) and make final recommendations to the RCAFA Chair.**

4.02 The purpose of the award, which shall be an RCAFA plaque, life membership card, blazer badge and lapel pin is as follows:

"IN RECOGNITION AND APPRECIATION FOR OUTSTANDING,
LONG AND FAITHFUL SERVICE TO THE ASSOCIATION."

4.03 Nominations for this award may be made annually by:

I) Any member in good standing for those individuals external (MALs) to Wings/Groups;

ii) Wing Chairs, with the approval of a regularly constituted meeting of the Wing Board of Directors;

iii) Group Chairs, at a meeting of the BOD; and

iv) The National BOD at any time.

4.04 All nominations shall be submitted in writing and contain a substantiated statement of the service which prompted the nomination. The submission shall include a narrative suitable for reading at the presentation, not to exceed one page. **The submission shall also include a statement by the nominating body to indicate the acceptability of a lesser award** for the nominee (if appropriate). Refer to Annex A for nomination format.

(4.05 to 5.00 inclusive, not allocated)

Section 5 – Member of the Year Award (Len Baldock Award)

5.01 The Len Baldock Award is named after Past National Chair, Len Baldock, of 412 Wing, Windsor, Ontario and is referred to as the RCAF Association's Member of the Year Award.

5.02 The purpose of the award, which shall be a plaque affixed with a Canadian Armed Forces badge and inscribed to indicate "Member of the Year", honors the performance of one whose skill, enthusiasm, inspiration, direction or leadership in Association activities has been well above the ordinary. It recognizes the achievements of individuals whose influence has been beneficial, either directly or indirectly, to the national body of the Association.

5.03 All regular members of the Association are eligible for consideration for this award. The award may acknowledge either superior performance throughout the year in which the award is presented and/or continuous outstanding performance over a longer period.

5.04 Nominations for this award may be made annually by:

i) Any member in good standing for those individuals external (MALs) to Wings/Groups;

ii) Wing Chairs, with the approval of a regularly constituted meeting of the Wing Board of Directors;

iii) Group Chairs, at a meeting of the BOD; and

iv) The National BOD at any time.

5.05 All nominations shall be submitted in writing and contain a substantiated statement of the service which prompted the nomination. The submission shall include a narrative suitable for reading at the presentation, not to exceed one page. **The submission shall also include a statement by the nominating body to indicate the acceptability of a lesser award** for the nominee (if appropriate). Refer to Annex A for nomination format.

(5.06 to 6.00 inclusive, not allocated)

Section 6 – Wing of the Year Award

6.01 The RCAF Association Wing of the Year Award is presented to the Wing whose efforts during the year most enhanced the aims of the Association.

6.02 The purpose of the award, which shall be a plaque bearing a Canadian Armed Forces Badge inscribed to show the recipient as the "Wing of the Year", is intended to honour the achievements of a Wing in furthering the aims and objectives of the Association as a whole.

6.03 All Wings of the Association with a charter in effect for one year or more prior to the date of selection will be eligible.

6.04 Each eligible Wing in the Association is entitled and encouraged to submit an application for the "Wing of the Year" Award. Applications will outline the general terms of the achievements of the Wing in fulfilling the aims and objectives of the Association and, in addition, will include as supporting documentation a more detailed report of Wing projects, observances, social activities, welfare work, public relations programs etc.

(6.05 to 7.00 inclusive, not allocated)

SECTION 7 - CHRISTINA HANDLER MEMORIAL AWARD

7.01 The Christina Handler Memorial Award was approved at the 2003 BOD Mid Term meeting in memory of the former Association Comptroller who tirelessly and unselfishly contributed so much to the Association.

7.02 The purpose of this award is to recognize annually the contribution made by an Association member in a non-elected position. The award is presented to an individual who has, like Christina, worked tirelessly and unselfishly for the benefit of the Association.

7.03 All Association members in a non-elected position are eligible to be nominated for this award.

7.04 Nominations for this award may be made by any member of the Association through Wings and Groups. In the case of MALs, nominations may be made directly to the National Office for submission to the Honors and Awards Committee.

7.05 Selection of the winner will be made by the National Honors & Awards Committee.

7.06 Presentation will be made at a suitable Group or wing function. In the case of MALs, a suitable occasion/method will be determined. The initial cost of the plaque will be borne by NHQ.

7.07 All nominations shall be submitted in writing and contain a substantiated statement of the service which prompted the nomination. The submission shall include a narrative suitable for reading at the presentation, not to exceed one page. **The submission shall also include a statement by the nominating body to indicate the acceptability of a lesser award** for the nominee (if appropriate). Refer to Annex A for nomination format.

(7.08 to 8.0 inclusive, not allocated)

Section 8 – General Paul Manson Memorial Sword Award

8.01 This award was created in 2024 as part of the RCAF 100th anniversary celebrations. The UK based Pooley Sword manufacturer gifted both the RCAF and the RCAFA with original swords with engraved artwork and RCAF motto. In 2024, the RCAFA Board of Directors asked the Manson family for their support in having this sword named after General Paul Manson as an award intended for RCAF/RCAFA members or other individuals who have demonstrated exceptional service to Canada.

8.02 General Paul D. Manson served as Commander of Air Command (1983 – 1985) and as Chief of the Defence Staff (1986 – 1989). He was also recognized for his significant contribution to the creation of the new Canadian War Museum as volunteer chairman of the Passing the Torch Campaign, and as Chair of the Building Committee. He was Chair of the Aerospace Industries Association of Canada and of Canada's Aviation Hall of Fame, and President of the Conference of Defence Associations Institute. He also served for five years as a trustee of the Canadian Museum of Civilization. Among his many honors were the C.D. Howe Award (1992), the Vimy Award (2003), the Order of Military

Merit, the RMC Wall of Honor (2009), and induction into Canada's Aviation Hall of Fame (2018). In 2002, he was named an Officer of the Order of Canada.

8.03 This award is to be presented to an individual who has demonstrated exceptional service to Canada, the RCAF or the RCAFA. The award will remain on display at a designated location in Ottawa (currently held at RCAFA NHQ) and the recipient will receive a suitable memento of the recognition (as determined by the BOD).

8.04 Nominations for this award may be made by any member of the Association through Wings and Groups. In the case of MALs, nominations may be made directly to the National Office for submission to the Honors and Awards Committee.

8.05 All nominations shall be submitted in writing and contain a substantiated statement of the service which prompted the nomination. The submission shall include a narrative suitable for reading at the presentation, not to exceed one page. **The submission shall also include a statement by the nominating body to indicate the acceptability of a lesser award** for the nominee (if appropriate). Refer to Annex A for nomination format.

8.06 Presentation will be made at a suitable Wing, Group or National level function (to be determined by the BOD). The initial cost of a plaque or other recognition will be borne by NHQ.

(8.07 to 9.0 inclusive, not allocated)

PART 3 – AWARDS ADMINISTERED BY GROUPS

Section 1 – Award of Merit

1.01 The Award of Merit is intended to recognize valuable service rendered to the Association. For reasons of efficiency, this National Award is administered by the Groups.

1.02 The purpose of the Award, which shall be a scroll, is as follows:

"IN RECOGNITION AND APPRECIATION OF VALUABLE SERVICE
RENDERED TO THE ASSOCIATION."

1.03 Any Member whose contributions are worthy of recognition, who otherwise may not qualify for a higher award, is eligible to be considered for the award.

1.04 Nominations for this award will be made annually by:

i) Wing Chairs, with the approval of a regularly constituted meeting of the Wing Board of Directors; and

ii) Group Chairs, in consultation with the applicable Wing Chair.

(1.05 to 2.00 inclusive, not allocated)

Section 2 – Award of Distinction

2.01 The Award of Distinction is intended to recognize outstanding service rendered to the Association. For reasons of efficiency, this National Award is administered by the Groups.

2.02 The purpose of the Award, which shall be a scroll, is as follows:

"IN RECOGNITION AND APPRECIATION OF SERVICE WITH
DISTINCTION TO THE ASSOCIATION"

2.03 Any Member who is involved in the activities of the Association and who has demonstrated dedication and conscientious effort in the performance of their duties is eligible to be considered for the award.

2.04 Nominations for this award will be made annually by:

i) Wing Chairs, with the approval of a regularly constituted meeting of the Wing Board of Directors; and

ii) Group Chairs, in consultation with the applicable Wing Chair.

(2.05 to 3.00 inclusive, not allocated)

PART 4 – Awards to RCAF Units and Members

Section 1: Air Marshall W.A. Bishop, VC Memorial Trophy

1.01 The Air Marshal W.A. Bishop, VC trophy was created to recognize a great Canadian hero's outstanding contribution to the legacy of excellence in Canadian aviation.

1.02 The purpose of this award is inscribed on the trophy, as follows:

"IN RECOGNITION OF OUTSTANDING AND MERITORIOUS
ACHIEVEMENT IN ANY FIELD OF AVIATION"

1.03 This trophy may be presented to any military unit or organization (generally other than those involved in providing air transport or SAR) engaged in military operations which have made a significant contribution to Canada's security and/or well being over the preceding year.

(1.04 to 2.00 inclusive, not allocated)

Section 2: The Mynarski Trophy

2.01 The Mynarski Trophy was created by Polish members of the RCAF Association to recognize the outstanding heroism demonstrated by Flying Officer Andrew Mynarski VC, a renowned member of 419 Squadron who gave his life to save others during the Second World War.

2.02 The Mynarski Trophy is presented to the most deserving unit, individual or organization making the most significant contribution to air Search and Rescue (SAR) in Canada over the year. All units and individuals involved in providing air search and rescue in Canada are eligible to be considered for the trophy. Selection criteria include:

i) Effectiveness in SAR operations, considering the intensity of activity and the established resources;

ii) Heroic performance of a crew or an individual during a single incident;

iii) A very special or outstanding contribution to SAR during the period by an individual; and

iv) Outstanding performance by an organization or individual in promoting Flight Safety and SAR training in the civilian sector.

(2.03 to 3.00 inclusive, not allocated)

Section 3 – Air Marshall C.R. Slemon Award

3.01 This award recognizes the outstanding performance of an individual member of the Royal Canadian Air Force, particularly focusing on Non-Commissioned Members. This individual will be designated "Airperson of the Year".

3.02 Any member of the Royal Canadian Air Force is eligible for this award.

3.03 The criteria for nominations are:

i) A recommended recipient must be a member of the Canadian Armed Forces, engaged in military air service or support;

ii) The achievements of the proposed recipient may include service to the nation in operations, outstanding contributions in support of United Nations' international tasks or outstanding achievements in community activities, both on or off-base (examples could include supporting youth activities [particularly Air Cadets] or exceptional service to citizen or social programs).

(3.04 to 4.00 inclusive, not allocated)

Section 4 – The Golden Hawks Trophy

4.01 The Golden Hawks Trophy was established in 1963 to recognize outstanding contributions or achievements in the field of military aviation in Canada. The trophy is named after the famed Golden Hawks aerobatic team, formed in 1959 to commemorate the 50th anniversary of powered flight in Canada as well as the 35th anniversary of the RCAF. In 2016, the BOD agreed to broaden the purpose of this award to specifically include excellence in the area of RCAF air or ground training.

4.02 The purpose of the trophy as inscribed is as follows:

"IN RECOGNITION OF OUTSTANDING CONTRIBUTIONS OR HIGHLY COMMENDABLE ACHIEVEMENTS IN ANY FIELD OF MILITARY AVIATION"

4.03 Any citizen, group or unit/organization engaged in any field of military aviation – specifically to include RCAF air and ground training – are eligible for consideration.

(4.04 to 5.00 inclusive, not allocated)

Section 5 – Flight Lieutenant D.M. Grant Award

5.01 This award recognizes the “Air Reservist of the Year” and was established in memory of F/L Duncan Marshall Grant of 400 Squadron, killed in action on September 28th, 1943, when his Mustang aircraft was hit by flak and crashed.

5.02 The purpose of the award is to officially recognize annually the person selected to represent the reserve component of the RCAF as “Air Reservist of the Year”.

5.03 Any member of the Air Force Reserves engaged in military air service or support. The achievement(s) of the recommended recipient may include service to the nation in operations, outstanding contributions in support of international taskings or outstanding achievements in community activities, on or off-base.

(5.04 to 6.00 inclusive, not allocated)

PART 5 – Civilian and Hybrid Awards

The following National Awards can be presented to individuals or groups in the Civilian, Commercial or Military fields of Aviation in Canada

Section 1 – Gordon R. McGregor Memorial Trophy

1.01 This trophy was established to commemorate the late Gordon R. McGregor, Past Grand President of the Association, in recognition of his outstanding achievements in the field of air transportation in Canada.

1.02 The purpose of the trophy presentation is officially inscribed as follows:

"IN RECOGNITION OF OUTSTANDING AND MERITORIOUS ACHIEVEMENT BY CANADIANS IN THE FIELD OF AIR TRANSPORTATION"

1.03 Any Canadian citizen, group or unit organization, engaged in the fields of military or civilian air transportation (to include the provision of aerial refueling services); or the support of such operations, are eligible.

1.04 Recommendations of potential military recipients will be made by the Commander RCAF. Recommendations for non-military organizations or individuals will be coordinated by the Air Transport Association of Canada (ATAC).

(1.05 to 2.00 inclusive, not allocated)

Section 2 – J.A.D. McCurdy Trophy

2.01 On February 23rd, 1909, J.A.D. McCurdy piloted the *Silver Dart* at Baddeck, Nova Scotia, marking the first heavier-than-air flight to take place in Canada. The J.A.D. McCurdy Trophy was created by the Association to recognize outstanding achievements in the field of civil aviation.

2.02 The purpose of the award is described on the trophy as follows:

“IN RECOGNITION OF OUTSTANDING AND PRAISEWORTHY ACHIEVEMENTS BY CANADIANS IN THE FIELD OF CIVIL AVIATION”

2.03 Any Canadian citizen, group, unit or organization engaged in the various fields of civilian aviation or its support is eligible to be considered for this award.

2.04 The Association has enlisted the assistance of the Aerospace Industries Association of Canada (AIAC) to help identify appropriate candidates for this award. Recommendations are also welcome from any members of the Association.

(2.05 to 3.00 inclusive, not allocated)

Section 3 – NORAD Trophy

3.01 The NORAD Trophy was inaugurated in 2008 to mark the 50th anniversary of the North American Aerospace Defense Command. It has been selected by the BOD for presentation to individuals or organizations which have made significant contributions to the preservation and perpetuation of Canada's rich aviation history, values and traditions.

3.02 The NORAD Trophy is awarded annually to the most deserving individual, unit or organization:

"IN RECOGNITION OF THEIR CONTRIBUTION TO THE PROMOTION OF THE AIR FORCE MISSION, VALUES AND TRADITIONS"

3.03 Any Canadian individual or group, military or civilian, making a significant contribution to air force advocacy, the preservation of air force values, and/or the maintenance of air force traditions, history and heritage may receive this award.

3.04 The Association has enlisted the assistance of the Canadian Aeronautical Preservation Association (CAPA) in identifying suitable nominations. CAPA will be asked to forward information on nominees in the same format as used by other nominating organizations. Nominations may also be submitted by Wings, Groups, the BOD, the RCAF and any individual members of the Association.

(3.05 to 4.00 inclusive, not allocated)

PART 6 – MISCELLANEOUS AWARDS

Section 1 – Wing Bulletin Award

1.01 The Wing Bulletin Awards were introduced in 1959. Two awards are involved.

a) Wing Bulletin Award A - for competition among Wings with more than 125 regular members recorded in NHQ membership files as of June 30th; and

b) Wing Bulletin Award B - for competition among Wings with a membership up to 125 regular members, determined similarly.

1.02 The purpose of these awards is to recognize the best Wing Bulletin in each category based on:

a) its success in publishing and interpreting the work of the Wing to its own members and to the Association as a whole;

b) its ability to command the interest and attention of those receiving it;

c) its format making complete yet economical use of the space available; and,

d) its content covers a thorough cross-section of the Wing's activities.

1.03 Eligibility is established by a Wing when it arranges for a copy of its Bulletin to be addressed (email distribution is acceptable):

Royal Canadian Air Force Association
1502-222 Queen Street
Ottawa, ON
K1P 5V9

1.04 Selection will be made by the Executive Director RCAFA

1.05 The presentation of the Wing Bulletin Awards will be made at the Annual General Meeting or via appropriate means.

(1.06 to 2.0 inclusive, not allocated)

Section 2 – Continuous Service Lapel Badges

2.01 Beginning in 1964, the Association introduced special lapel badges beginning with five years and thereafter at five-year intervals, to recognize continuous service of long-time members and to provide incentive for others to reach these goals (NH 0277).

2.02 Members are eligible for these badges upon achieving the continuous time required.

2.03 Members may pay for gaps in continuous service as outlined in Booklet 105, Wing Membership Policies and Procedures. Such back-payments shall be at current membership fee rates.

2.04 Lapel badges are available at unit cost on order from National Headquarters.

2.05 Wings are encouraged to hold special investitures in concert with their charter night celebration or another special event to recognize recipients of these awards.

(2.06 to 3.00 inclusive, not allocated)

Section 3 – Blazer Crests

3.01 Association gold wire blazer crests with integral scrolls to recognize offices formerly held were introduced in 1973.

3.02 The following are eligible to wear these crests:

a) current and past members of the BOD as now constituted;

b) Past Group Presidents/Chairs; and,

c) Past Wing Presidents/Chairs.

3.03 The Association gold wire blazer crests and scrolls are listed in the current Association regalia price list. They are custom-made, delivery takes about 10 weeks, and the following information is required to enable provision:

a) the name of the individual; and,

b) the years of incumbency.

(3.04 to 4.0 inclusive, not allocated)

Part 7 – Retired Awards

Section 1 - Air Marshall W.A. Curtis Award

1.01 The award was originated in 1964 as the Grand President's Trophy. In 1969 it was renamed as the Air Marshal W.A. Curtis Award in honor of the then retiring Grand President, Air Marshal W.A. Curtis.

1.02 The purpose of this award is to annually recognize the Wing, in the over 150 membership class, which makes the largest percentage increase in regular membership during the previous three-year period. (BOD 59 - 29)

1.03 All Wings commencing a year with a recorded membership of over 150 regular members.

1.04 Nominations are not required, NHQ membership record on 30 June is used as the source material.

1.05 The winner of this award will be selected by the National Honors & Awards Committee**.**

1.06 The award shall be presented to the recipient Wing at the Annual General Meeting normally by the Honorary National President.

1.07 The initial cost of the plaque will be borne by NHQ.

(1.08 to 2.0 inclusive, not allocated)

SECTION 2 – NATIONAL PRESIDENT'S AWARD

2.01 The National President's Award was introduced in 1964. The purpose of this award is to annually recognize the Wing in the under 150 membership class, which makes the largest average percentage increase over the previous three-year period. (BOD 59 - 29)

2.02 All Wings commencing a year with a recorded membership up to 150 regular members are eligible.

2.03 Nominations are not required, NHQ record on 30 June is used as source material.

2.04 The winner of this award will be selected by the National Honors & Awards Committee.

2.05 The trophy will be presented at the Annual General Meeting, normally by the National President. The initial cost of the plaque will be borne by NHQ.

(2.06 to 3.0 inclusive, not allocated)

Section 3 – NATIONAL VICE PRESIDENT'S AWARD

3.01 The National Vice President's Award was introduced in 1964. The purpose of this award is to recognize annually the Association member who has contributed most to the membership campaign during the past year or, cumulatively, during the past several years.

3.02 All Association members are eligible for this award.

3.03 Nominations may be made by Wings and Groups and must be included in Wing and Group reports. In addition, nominations may also be made by the National Executive Committee (NH 0277).

3.04 The winner of this award will be selected by the National Honors & Awards Committee.

3.05 The National Vice President's Award shall be presented to the recipient at the Annual General Meeting, normally by the National Vice President. The initial cost of the plaque will be borne by NHQ.

(3.06 to 4.0 inclusive, not allocated)

Section 4 - Group Efficiency Award

4.01 The Group Efficiency Award was introduced in 1964. The purpose of this award is to recognize annually the Group making the best showing in the Membership Campaign for the previous three-year period. The award shall be an inscribed plaque comprising the Association badge (BOD 59-29).

4.02 All Groups are eligible to be considered for this award. Nominations are not required. NHQ membership record on 30 June is used as source material.

4.03 Selection of the winner will be made by the National Honors & Awards Committee. Presentation will be made to the recipient Group at the Annual General Meeting.

4.04 The initial cost of the plaque will be borne by NHQ.

(4.05 to 5.0 inclusive, not allocated)

Section 5 - 408/437 Wing Award

5.01 The 408/437 Wing Award was established in 1968 by 408/437 (Toronto-York) Wing for presentation annually to the Wing submitting the best Wing Annual Report. The hope is that competition for the award will encourage Wings to provide important information on their activities to NHQ and Groups.

5.02 All Wings are eligible to compete for the 408/437 Wing Trophy. Wing Presidents bear the responsibility for the preparation and dispatch of the Wing Annual Report, the document used for comparative assessment.

5.03 The National Honors & Awards Committee shall select the winner. The criteria to be used in considering reports shall include:

a) Punctuality: the report must have been post-marked five days subsequent to the date for Wing Reports (NH 0277);

b) Completeness: the report form must be fully completed; and

c) Conciseness: the report must be concise. The need for brevity is self-evident, but it should not detract from a complete and balanced report as outlined in Booklet 114 (NH 0277).

5.04 The award shall be presented to the recipient Wing at the Annual General Meeting, normally by the Wing President of 408/437 (Toronto-York) Wing. The initial cost of the plaque will be borne by NHQ.

(5.05 to 6.0 inclusive, not allocated)

Section 6 - Joe Shkwarek Plaque

6.01 This award was introduced in 1972 by Joe Shkwarek, proprietor of Dracks Military Plaques, Inc. and a member of 410 (William Barker VC) Wing. The purpose is to annually recognize the dedication and effort shown by a member of the Annual General Meeting host committee.

6.02 All members of a host committee are eligible for consideration. The President(s) of the host Wing(s) shall select one person from the host committee to be honoured by this award. The name of the member selected shall be forwarded to the Executive Director prior to 1 September annually.

(6.03 to 7.0 inclusive, not allocated)

ANNEXES

ANNEX A NOMINATION FORMAT

ANNEX B AWARDS NOMINATIONS SUMMARY

ANNEX C NOMINATION EXAMPLES

Annex A
to Booklet 104
NOMINATION FOR NATIONAL
HONORS AND AWARDS

COMPLETE A WRITTEN OR TYPED NARRATIVE BELOW, SUPPORTING YOUR WING OR GROUP'S NOMINATION ON BEHALF OF THE INDIVIDUAL YOU ARE COMMENDING FOR AN AWARD. UPON COMPLETION, TURN TO PAGE 2 AND COMPLETE PART I or PART 1A BEFORE SUBMISSION TO NEXT HIGHER AUTHORITY. NEED MORE SPACE? SIMPLY ADD A SHEET.

Narrative:

LIST ANY PREVIOUS NATIONAL AWARDS RECEIVED BY THE INDIVIDUAL

PART I

PART I of this form is to be used by Wings and Groups for all National awards. (in accordance with Association Booklet No. 104)

Title of Award:
_____

Name of Nominee: _____

Wing Number: _____

RCAFA Membership # (if known): _____

submitted by: _____

Chair Wing/Group: _____
(name)

Address: _____
Phone: ( ) _____
Email: _____

Submission approved at a regular constituted meeting of the Wing/Group Executive Council on:

_____
(date)

Signed: _____ Signed: _____
Wing/Group Secretary Wing/Group Chair

PART IA

PART IA of this form is to be used by RCAFA members (MALs) for all National awards (in accordance with Association Booklet No. 104)

Title of Award:
_____

Name of Nominee: _____

Wing No (if applicable): _____

RCAFA Member # (if known): _____

submitted by: _____
(name)

RCAFA Member #: _____

Address: _____
Phone: ( ) _____
Email: _____

_____
(date)

Signed: _____

PART II

PART II of this form is to be completed by Group Board of Directors (where applicable), for Wing submissions, not later than seven days after the Group Annual Meeting.

(N.B.: deadline date does not apply to Award of Distinction of Award of Merit)

The _____ Group Board of Directors reviewed the above nomination on _____

(date)

and hereby add the following comments:

Signed: _____ Date: _____

Group Chair

Phone number: _____

Email: _____

PART III

PART III is reserved for the use of National Honors & Awards Committee.

The form may be copied for local use.

ANNEX B
ASSOCIATION AWARDS
as outlined in
Booklet 104, NATIONAL HONORS AND AWARDS

Meritorious Service Award (MSA): not more than six awarded annually;

Distinguished Service Award (DSA): not more than two awarded annually;

Order of Excellence (OoE): maximum 15 individuals in the Order at any one time;

Long Service Award (LSA): not more than four awarded annually. Nominees must have at least 20 continuous years of regular membership in the Association.

Member of the Year Award (Len Baldock Award): one individual selected per year;

General Paul Manson Memorial Sword Award: one individual per year;

Christina Handler Memorial Award: one individual per year; and

Wing of the Year Award: one Wing selected each year.

THE FOLLOWING DOES NOT REQUIRE NOMINATIONS AND IS AWARDED ANNUALLY BASED UPON STATISTICS COMPILED BY ASSOCIATION HQ – **Wing Bulletin Award.**

ANNEX C – NOMINATION EXAMPLES

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