

## General

1. The choice for the Provincial Laureates selection Committee members are voted by the majority of members present at the meeting. The Committee is composed as follows: two members of Patinage Québec's Board of Directors and three Regional Presidents.
2. The selection Committees for Clubs and Regions must be composed of members of the Executive Committee, Responsible for CanSkate, Responsible for Skate Canada Tests Program and one or two Club representative who do not sit at the Regional level. People who sit on the Selection Committee for Clubs, Regions or the Provincial Committee are eligible to be nominated for the year of their term. They can't however participate in the selection of the Laureate in the category they are nominated.
3. Clubs must comply with the Rules established by their respective region regarding the Laureates for "Clubs" and for "Region".
4. **A Skater who is also a "Coach" is not eligible for any Laureate except for the following categories: Manon Perron Tribute Award, Volunteer Coach Award and Club and Recreational Coach Award.** As soon as a coach pay his/her membership fee with Skate Canada, he is no longer eligible, even if he didn't coach during the reference year.
5. All candidates must be members of an affiliated Club of the Quebec Section and in good standing with Skate Canada. Their membership number must be entered on the form.

## Submission of Documents

### For Clubs and Schools

Clubs and schools must submit their Laureates documents, according to their region's instruction, **before December 21, 2018**

**Clubs and Schools do not, in any case, have to complete the Skate Canada Achievement Awards on Skate Canada's website.** They must complete the Forms available on [Patinage Québec's website](#), either by computer or by hand and submit them to their region.

### For Regions

Regions must select one Laureate per Award amongst all nominations received from their clubs and schools. Regions must submit their Laureates to Patinage Québec **before January 16, 2019**. **Regions do not, in any case, have to complete the Skate Canada Achievement Awards on Skate Canada's website.**

1. Regions must submit their documents in the respective folder on Patinage Quebec Dropbox with the link you will receive by email.
  - Manon Perron Award (PDF Format);
  - Elizabeth Swan Award (PDF Format)
  - Club Volunteer
  - Skate Canada Achievement Award (PDF Format);
  - Pictures of all winners (JPG or PNG Format);
  - Supporting documents (Tests or Competition) (PDF Format).
2. Send an email to [esigouin@patinage.qc.ca](mailto:esigouin@patinage.qc.ca) when you transfer your documents.

## Skate Canada Laureates

### 1. For Clubs and Schools

Clubs and Schools must complete the Skate Canada Forms available on Patinage Québec website and must submit the Forms to their region with all requested supporting documents. ***Clubs and schools do not complete the winner's file on Skate Canada's website.***

### 2. For Regions

After selecting their winner, Regions must follow the procedure for submission of the documents described above. ***Regions do not complete the winner's file on Skate Canada's website***

## Frequently asked questions

Here are some clarifications regarding Skate Canada and Patinage Québec Awards.

### Skate Canada Laureates

1. STAR Skate Athlete: This skater must have successfully completed at least 1 test in 1 discipline: Dance and/or Free Style and/or Skills and/or Interpretation. He must not have competed in a competitive category (Sans Limites to Senior) or be registered for a competition in a competitive category.

**Example: The skater may not have participated in the 2018 Sectionals "B" Championships and must not be registered at the 2019 Sectionals "B" Championships.**

2. Competitive Skate Athlete: This skater must be ranked among the 10 first place at Skate Canada Sectionals "A"-Québec Section Championships in Pre-Novice, Novice, Junior or Senior category. He must also be 16 years old or younger as of July 1<sup>st</sup> for a single skater or 18 years old or younger as of July 1<sup>st</sup> for a Pair Team or an Ice Dance Team.

3. Clubs, Schools and Regions must submit a nomination **only for the following Awards:**

- CANSkate Athlete;
- STAR Skate Athlete;
- Competitive Sakte Athlete;
- Program Assistant;
- Section Volunteer;
- Section Volunteer Coach.
- Club and Recreational Coach;
- Club Volunteer

In summary, Clubs, Schools and Regions must complete **only the Forms available for them on Patinage Québec's website**. Clubs, Schools and Regions should follow the instructions given by Patinage Québec and not the ones given by Skate Canada.

## Contact Person

You can contact Elie Sigouin by email or by phone for question:

Email: [esigouin@patinage.qc.ca](mailto:esigouin@patinage.qc.ca)  
Telephone: 514 252-3073, Extension 3473

## Happy Laureates to all!