

EECC Athletic Recognition Policy for Banners, Special Recognition Items and Trophy Cases

Purpose

To establish guidelines for displaying physical items banners, trophies and items qualifying for display at the East Elgin Community Complex (EECC)

This policy applies to the East Elgin Community Complex, including the two ice arenas, horseshoe facility and trophy cases within the facility. This policy also applies to special requests for recognition.

Responsibility

The Manager of Parks and Recreation shall:

- a) Ensure compliance with the Recognition Policy;
- b) Participate in the regular annual review of the policy.
- c) Present Special Requests for Consideration to the EECC Board of Management for approval.

Procedure

User groups must complete Attachment A to request the installation of a banner to be displayed

Requests for Special Recognition Items are to complete Attachment B

Requests are to be remitted to the Manager of Parks and Recreation or designate.

Banners

1. All requests to display a recognition banner at the East Elgin Community Complex must be submitted in writing using the appropriate form to the Manager of Parks and Recreation or designate. The request must include all supporting information regarding the achievement and rationale for display of the banner.

Exemptions to requirement 1 are as follows:

- a) OMHA and Women's Provincial Championship banners
- b) Silver Stick Championship banners
- c) Jr. C Championship banner
- d) Skate Ontario -Can Skate Excellence banners
- e) Horseshoe – National Championship

Organizations that are seeking to have a banner hung that qualifies for an exemption under Section 1 are still required to notify the Manager of Parks and Recreation in writing and adhere to other requirements of the policy.

2. Artwork and wording included on the banner must be approved by the Manager of Parks and Recreation or designate before production.
3. The cost of the banner and artwork is the complete responsibility of the organization or the requesting party.
4. The EECC Foreman will collaborate with user groups to determine the location of the banner(s) to be displayed.
5. EECC Staff will install or remove the banner(s) once per year. Once approved, banners are to be delivered to staff by April 15th annually for installation and coordinated in order for installation. User groups or members at large are not to install recognition items independently.
6. Removal of banners due to poor condition is at the sole discretion of EECC staff. When banners are removed due to poor condition the Manager of Parks and Recreation shall attempt to return them to the appropriate user group.
7. User groups may undertake cleaning or repairs to removed banners and provide them to EECC staff for rehang.

Trophy Cases

1. Key user groups have assigned trophy cases within the EECC. Staff will coordinate access for user groups. These are to be maintained by the user group whereby information is relevant, and the space maintained (i.e.: dusted etc.)
2. Access to trophy cases will be provided by staff and is to be requested 2 days in advance when possible.
3. The EECC is not responsible for items displayed within the cases.
4. Trophy cases are to remain locked at all times, unless being maintained by the assigned user group.

Special Recognition

1. All requests to display or install a recognition item at the East Elgin Community Complex must be submitted in writing using Attachment B to the Manager of Parks and Recreation or designate. The request must include all supporting information regarding the achievement and rationale for display.
2. Donations of memorabilia will not be accepted without prior approval by the EECC Board of Management

General Guidelines

1. Banner(s) honouring a single significant achievement will be permitted in the arena where the organization plays (Regional/National/Provincial/Regional Achievements only. These will be displayed chronologically until the banner wall is full at which time, the oldest banner hanging in the respective grouping will be removed. The banner that is removed will have the group and year identified on the Master Banner.
2. Consolidation of Achievements on to a Master Banner when the organization reaches a maximum of 14 achievements at the Regional/Provincial/Regional level will be discussed with specific user groups. Example: Once the overall number of OMHA/Women's Provincial or Silver Stick banners reach 14 achievements.
3. To preserve space and maintain the facilities' overall esthetics, "Finalists" banners will not be hung.
4. Donated memorabilia will not be accepted for storage for future display.
5. No trophy case materials or banner shall contain components that are political, religious, or social interest or party.
6. No trophy case materials or banner shall be in violation of the Use of Indigenous Images/ Themes in EECC Facility Policy – 2021.
7. By participating in the EECC Athletic Recognition Policy for Banners, Special Recognition Items and Trophy Cases policy, through submission of Appendix A
individuals and groups agree to hold and save harmless the EECC for any damages.
8. The Parks and Recreation Manager at their sole discretion may remove any recognition items without providing reasons to user groups should they be deemed in disrepair, or as directed by the EECC Board of Management.
9. By utilizing the trophy case and banner policy user groups and individuals agree to hold the EECC harmless for any perceived reputational or public image damage arising from the removal of an item without reasons as outlined in section 9.
10. Maintenance of the banner(s) will be the responsibility of the appropriate organization.
11. The East Elgin Community Complex is not responsible for the loss of or damage to any banner or recognition item.
12. The location of special recognition items shall be in common areas of the EECC and at the discretion of the Manager of Parks and Recreation.

Design Guidelines - Banners

1. Banners are to be made out of non-flammable material.
2. Banners can be made in the established colours of the organization.



- All organizations should keep the design of all their banners consistent.
3. Size: Banners shall be consistent in size and be no larger than 8 ft high and 4 ft wide.
 4. The inclusion of an organization's crest or logo is encouraged.
 5. Banner lettering must be large enough to be read easily. We recommend a size of letters 3 – 5 inches in height, using an accessible font.
 6. Team Sponsor names or crests/logos will NOT be permitted. (e.g., *Canadian Tire Flyers*)
 7. The names of individual team participants will NOT be permitted.
 - a. Exemption;
 - a) Skate Canada Banner
 8. To avoid misrepresenting the design guidelines, please submit a rendering or plan of the artwork to the Manager of Parks and Recreation or designate before undertaking.
 - a. Exemptions;
 - a) OMHA and Women's Provincial Championship banners
 - b) Silver Stick Championship banners

Attachment A: EECC Banner/Trophy Case Items

For user groups requesting display items (e.g., banners, trophy case items)

Date of Request: _____

Organizational Contact Name: _____

Email: _____ **Phone Number:** _____

Item(s) Requested for Display (Please Itemize):

Installation Instructions:

Location of Installation Requested (check one):

- ☐ Kinsmen Arena
☐ Eastlink Arena ☐ Other (please specify): _____

Design Submission: *Attach a rendering or plan of the banner or item (required).*

- ☐ Attached ☐ Will provide by April 15 (annual installation deadline)

Policy Acknowledgment:

☐ I acknowledge that all recognition items must follow EECC design guidelines and costs are the responsibility of the requester. I further acknowledge that the group will be bound by the EECC Banners and Trophy Case Policy and the EECC shall be held harmless for any removal of items at their sole and absolute discretion. Installation will be coordinated and performed by EECC staff annually. The EECC is not responsible for damage, theft of recognition items.

Staff Use Only

Approval by Manager of Parks and Recreation or Designate

Name: _____

Date: _____

ATTACHMENT B: EECC Special Recognition Request Form

For nominations of individuals, teams, or organizations for permanent or honorary displays

1. Date of Submission: _____

2. Name of Individual/Team/Organization to be Recognized:

3. Contact Information of the Individual/Team/Organization to be recognized

Phone: _____ Email: _____
Mailing Address: _____

4. Contact Information of the Requestor:

Phone: _____ Email: _____
Mailing Address: _____

5. Description of Accomplishment:

(Include year, nature of achievement, sport, and context)

5. Criteria for Recognition (check all that apply):

- ☐ Individual/team/organization has made a **significant contribution to sport**
- ☐ Represented EECC for **one full season** or more
- ☐ Level of achievement:
 - ☐ Regional ☐ National ☐ International
- ☐ Achievement includes professional draft, Team Canada selection or equivalent⁶.

6. Requested Form of Recognition (check all that apply):

- ☐ Banner
- ☐ Jersey
- ☐ Plaque
- ☐ Other: _____

7. Requested Location for Display of Recognition Item (check one):

- ☐ Kinsmen Arena
☐ Eastlink Arena
☐ Other (please specify): _____

8. Requested duration of item to be displayed:

- ☐ Permanent
☐ Other (please specify): _____

☐ I acknowledge that all recognition items must follow EECC design guidelines and costs are the responsibility of the requester. I further acknowledge that the group will be bound by the EECC Banners and Trophy Case Policy and the EECC shall be held harmless for any removal of items at their sole and absolute discretion. Installation will be coordinated and performed by EECC staff annually. The EECC is not responsible for damage or theft of recognition items.

Date: _____ **Signature of Requestor:** _____

Staff Use Only

Approval by Manager of Parks and Recreation or Designate

Name: _____

Date: _____