

CANADIAN ASSOCIATION OF AQUARIUM CLUB RECOGNITION AWARDS

AUTHORS AWARD

1. The applicant must be a member of a club/society that is a member in good standing of C.A.O.A.C. at the time of the awards presentations.
2. The applicant must have published at least ten (10) articles (of 350 words or more) in local club/society newsletters as well as at least two (2) reprints (two different articles) in other club/society newsletters, commercial publications etc.

This Award will be given once, after which the applicant would work towards the Advanced Authors Award.

ADVANCED AUTHORS AWARD

To be awarded at the discretion of the Awards Committee to any CAOAC member who has, by publishing his or her work, contributed to the hobby in an outstanding way. Exceptional merit should be involved. This award will not necessarily be awarded annually.

NOTE: All applications for these Awards must be in writing, accompanied by any and all supporting documentation (articles and reprints) and are due at the December CAOAC meeting. This is necessary in order for all members of the committee to get and read the application.

HOBBYIST OF THE YEAR

To be awarded at the discretion of the Awards Committee, to the hobbyist who has contributed immensely to the betterment of the hobby in the past year.

GUIDELINES: IN THE PAST YEAR:

1. They have participated regularly in the showing of fish. This can be in the form of monthly jar shows, their club/society's annual show as well as out of town shows.
 2. They have given their time as a Committee Chairperson in their own club.
 3. They have bred at least six (6) species of fish and successfully raised some young.
 4. They have propagated at least six (6) species of species of plants from at least three (3) different classes.
 5. They have been a speaker or lecturer at their own club/society and at least one (1) other club/society.
 6. They have written at least two (2) articles and were published in their own club/society and at least one (1) published in another club/society newsletter.
 7. Other considerations would be public relations to further the hobby. Publicity, research, etc..
- The applications for this award should be in writing and submitted to your Regional Representative on the Awards Committee using form "Recognition Award Nomination Form". The application should be signed by the president of the participant's club/society.

This recognition award will not necessarily be awarded annually.

SERVICE AWARD

To be awarded to the individual hobbyist who has contributed his time and effort over an extended period of time to the benefit of C.A.O.A.C. This award will be given only at the discretion of the Awards Committee.

- Long active service in an executive capacity.
- Served on numerous committees over an extended period.
- Long service as an active C.A.O.A.C. judge or club representative.

This recognition award will not necessarily be awarded annually.

All applications for this award must be in writing and should be submitted to your Regional Representative using form "Recognition Award Nomination Form" available on the CAOAC website.

SCIENTIST AWARD

This award may be given to any person In or Out of C.A.O.A.C. who has contributed scientifically to the advancement of the field of Ichthyology. Any nomination must have an accompanying biography of the nominee. The award will only be given at the discretion of the Awards Committee.

All applications for awards must be in writing and should be submitted to your Regional Representative using form "Recognition Award Nomination Form" available on the CAOAC website.

JUNIOR HOBBYIST "OF THE YEAR"

To be awarded at the discretion of the Awards Committee, to a junior sixteen (16) years of age or younger, who has given of his time and energy to advance themselves in the hobby.

Guidelines: IN THE PAST YEAR:

1. They have participated regularly in the showing of fish. This can be in the form of monthly jar shows, their club's annual show or an out of town show.
2. They have given some of their time to help on a committee or small task in their own club. This does not mean that they are the committee head.
3. They have bred several species of fish and successfully raised some young (at least one egglayer and one livebearer).
4. They have propagated at least three (3) species of plants, one from Class A, one from Class B and one from Class C.

The applications for this award should be in writing and submitted to your Regional Representative on the Awards Committee using form "Recognition Award Nomination Form"

available on the CAOAC website. The application should be signed by the President of the participant's club.

This award will not necessarily be awarded annually.

The award will be officially awarded to the recipient at the C.A.O.A.C. convention.

C.A.O.A.C. 25 YEARS OF SERVICE AWARD

There are two (2) different ways that this award can be achieved.

1. The hobbyist must have 25 years of continuous service to C.A.O.A.C. It can be in the capacity of a Club Rep, Judge, Committee Head, Executive or any combination there of.

OR

2. The hobbyist can have a combination continuous service totaling 25 years of active service to C.A.O.A.C. and/or a local club/society.

NOTE: Documentation for this award would be appreciated. It could include any of the following items:

- C.A.O.A.C. newsletters
- Club/society bulletins
- Minutes of C.A.O.A.C. meetings
- Minutes of club/society meetings
- Statements from members of club/society

This award is for Special Recognition of the hobbyist who has worked for the betterment of a club/society and/or C.A.O.A.C.

CAOAC 40 YEARS OF SERVICE AWARD

There are Two (2) different ways that this award can be achieved.

1) The hobbyist must have 40 years of continuous service to CAOAC. It can be in the capacity of a Club Rep, Judge, Committee Head or Executive or any combination thereof.

OR

2) The hobbyist can have a combination continuous service totaling 40 years of active service to CAOAC and/or a local Club/Society.

The hobbyist should hold the CAOAC 25 Year Service Award.

NOTE: Documentation for this award would be appreciated. It could include any of the following items: CAOAC newsletters, Club/Society bulletins, Minutes of CAOAC meetings, minutes of Club/Society meetings, Statements from members of Club/Society. This Award is for Special Recognition of the hobbyist who has worked for the betterment of a Club/Society and/or CAOAC.

CANADIAN ASSOCIATION OF AQUARIUM CLUB RECOGNITION AWARDS

NEWSLETTER AWARD

b) All C.A.O.A.C. clubs/societies wishing to participate are required to send an electronic regularly distributed copy of each newsletter (January to December) to the Chair of the Awards Committee or the Newsletter Award Judge **BY THE JANUARY C.A.O.A.C. MEETING.**

c) The name of this award is “Newsletter Award”, but the editor’s name(s) will be included on the type of award presented.

d) The actual evaluation of the Newsletter Award should be done by a qualified outside person, in accordance with what they feel makes a newsletter attractive, readable and an effective means of communication. An honorarium for this task should be considered.

Newsletter Judging Criteria

1. Content	40 points	What information is provided (present)
2. Style	30 points	How well the information is provided (presented)
3. Set-up*	20 points	Format layout
4. Printing	10 points	Quality of reproduction

- Advertising placement to be considered if applicable.

THE NEWSLETTER

The newsletter is a communications tool created to inform, generate interest and stimulate some action in the reader. It is the best way to keep in contact with all your society members.

Completeness of information about meetings, show and other events will depend on whether the newsletter is in lieu of a web site.

CONTENT (items to include)

1. Aquatic articles and tips.
2. Club/Society activities and news.
3. C.A.O.A.C. news e.g. convention, picnic, workshops etc.
4. Calendar of events e.g. dates, locations, contacts etc.
5. Welcome new members.

STYLE

1. Title Page:

- a) Consider the scale and proportion of lettering and graphics in relation to Main Title size.
- b) Your masthead should be distinctive and original.
- c) Your masthead should include name of club/society, editor’s name, address and phone number.

2. Body of Newsletter

- a) Pages should be numbered (except for first page)
- b) Arrange materials for reader appeal and ease of use.

- c) Spacing and layouts are very important to avoid a cluttered look.
- d) Different items require a headline to identify them.

SET UP

1. Cover Page

- a) Should include the club/society's name, city and date.

2. Title Page

- a) Should include the following:
 - club/society's name
 - date club was established
 - mailing address
 - location, date and time of meetings

3. Body of Newsletter

- a) The table of contents should follow the title page.
- b) Pages should be clearly numbered at bottom centre or any of the four corners.
- c) Schedule of events should be included e.g. meeting dates, times and locations, special projects, auctions, shows etc.

4. Electronic Copy

Newsletter Awards – Judging Form

Name of Club/Society _____

Criteria	Items to Consider	Comments	Score
Content (what information is provided)	Aquatic articles and tips (are the author's details of articles properly identified and source if not a club member)		/ 40
	Club/Society's activities, news		
	C.A.O.A.C. news e.g. convention, picnic, workshops etc.		
	Calendar of events e.g. dates, locations, contacts etc.		
	Welcome new members		
Style (How well the information is presented)	Title Page Consider the scale and proportion of lettering and graphics in relation to Title Header size. Should be distinctive and original. Should include name of club/society, editor's name, address and phone number.		/ 30
	Body of Newsletter Pages should be numbered (except for first page). Materials arranged for reader appeal and ease of use. Spacing and layouts well designed, not cluttered. Headlines used to identify items.		
Set-Up (format, layout etc.)	Cover Should include club/society's name, city and date.		/ 20
	Title Page Should include the following: club/society name, date of founding, statement of purpose, mailing address, location of meetings with date and time.		
	Body of Newsletter Table of contents should follow title page. Pages should be clearly numbered. Schedule of events. Meetings when and where they are held. Special projects: auctions, annual shows, fish room tours etc. Advertising placement.		
Electronic Copy	Quality of file, file size easy to read.		/ 10
Final Score			/ 100

CANADIAN ASSOCIATION OF AQUARIUM CLUBS RECOGNITION AWARDS

WEB AWARD

The purpose of the C.A.O.A.C. web award is to promote and reward excellence in the web promotion of C.A.O.A.C. clubs/societies. The C.A.O.A.C. web site award is based on content, structure and navigation, visual design, functionality and overall experience. Web critique, like web development, is not an exact science. The criteria are intended as a guideline to evaluating/creating web sites. The weight of each category varies. Content, or example, is clearly more valuable than visual design. In the end though, overall experience outweighs the other criteria; a web site is much more than the sum of its parts.

CRITERIA:

1. Content
2. Structure and navigation
3. Visual design
4. Functionality
5. Overall experience

CONTENT (30%)

Content is the information provided on the site. Good content should be engaging, relevant and appropriate for the audience. You can tell it's been developed for the web because it's clear and concise and it works in the medium.

STRUCTURE AND NAVIGATION (10%)

Structure and navigation refers to the organization of information on the site and the method in which you move through sections. Sites with good structure and navigation are consistent and effective. They allow you to form a mental model of the information provided, where to find things and what to expect. Good navigation gets you where you want to go quickly and offers easy access to the site's content.

VISUAL DESIGN (10%)

Visual design is the appearance of the site. It's more than just a pretty home page and it doesn't have to be cutting edge. Good visual design is high quality, appropriate and relevant for the information it is delivering.

FUNCTIONALITY (10%)

Functionality is the use of technology on the site. Good functionality means the site loads quickly, has live links and any new technology used is functional and relevant for the intended audience. The site must be both work cross-platform and browser independent. The site must be compliant with the latest version of Internet Explorer and Netscape Navigator.

OVERALL EXPERIENCE (40%)

The overall experience encompasses content, structure and navigation, visual design, functionality and interactivity, but it also encompasses the tangibles that make one stay or leave. A web site can be compared to a recipe; each ingredient may be exquisite but blended together it may or may not be palatable. Does the web site present the information in good taste? Is it responsive or do you spend too much time waiting for it to load? Are the graphics appropriate or overwhelming?

JUDGING GUIDELINES

- the content should be original, concise, accurate, well written and up-to-date.
- all content must be meaningful to and useful for the intended audience.
- all content should be organized into logical groups.
- all graphics should be clear and sharp, without any “jaggies”.
- all graphics should be relevant to the content of the web page.
- all graphics should be “gif” or “Jpg”, for most browsers will only display these formats.
- sparing use of animated graphics and only if they are relevant to the content of the page.
- use of browser safe colours for large areas of solid colour to avoid “dithering”
- optimized graphics to reduce their loading time.
- pages should look clean and crisp, not crowded and cluttered.
- backgrounds should not make it difficult to read the text.
- there should not be distracting elements on the page that detract from the information being presented.
- if there is music anywhere in the site, there should be a way to turn it off.
- the web pages should display properly in all the latest versions of the major browsers.
- navigation should be intuitive and user friendly.
- provide more than one menu on longer pages, unless they are using frames.
- provide a “Back to Top” link at the bottom of longer pages. Visitors should not have to use the “Back” button on their browser to navigate.
- missing graphic and broken links, especially internal links, are unacceptable.
- the absence of grammatical errors and spelling mistakes.

CANADIAN ASSOCIATION OF AQUARIUM CLUBS

Web Award Judging Sheet

Club/Society Name		Date	
Content	1. Originality & Conciseness (5)		
	2. Current & Up-to-date (15)		
	3. Events (15)		
	4. Appropriate for Audience (5)		
	Subtotal content (maximum 40 points)		

Structure & Navigation	5. Good Organization (6)		
	6. Navigation System (12)		
	7. Functionality (12)		
	Subtotal structure (maximum 30 points)		

Visual Design	8. Graphics Quality (5)		
	9. Graphics Relevance & Location (6)		
	10. Background (5)		
	11. Consistency of Look & Feel (6)		
	12. Scalability & Portability (8)		
	Subtotal Visual (maximum 30 points)		
Notes:			