

Calgary White Hat Awards

Eligibility requirements

Please review **ALL** eligibility requirements before proceeding with nomination.

Nominees must fulfill ALL standard category eligibility requirements to be considered for a Calgary White Hat Award.

When in doubt, the decision of the Calgary White Hat Award winner selection committee will be final.

- All nominees **MUST** show a minimum of 1-year of employment with the nominating employer; **EXCEPT** for seasonal roles or those in the volunteer category.
- All nominees **MUST** live within Calgary or the surrounding area and **MUST** work within Calgary in their daily role.
- All nominees **MUST** be employed by a company or organization located within the designated eligibility area/boundary – Calgary city limits including up to 15km outside the posted city limits.
- Nominees can **ONLY** be nominated in one (1) category per organization. In the case of multiple nominations, the Calgary White Hat Award committee will use the first nomination as the accepted one.
- Nominations **MUST** be based on work examples from the previous calendar year only.
- Nominations **MUST** be based solely on tourism and hospitality-based tasks and roles.
- All nominees must attend an in-person interview during the assigned interview dates to be eligible for a Calgary White Hat Award.
- Every attempt will be made to accommodate any interview rescheduling request, but no virtual interviews will be offered.
- Should a nominee require additional assistance or services during an interview, this **MUST** be communicated clearly in the nomination.
- Should a nominee leave their place of employment prior to the Calgary White Hat Award gala, it will be at the discretion of the nominating employer whether the nomination will stand.

- If a nominee changes roles or jobs, after the nomination is submitted, the original role will remain as the bases for the interview.
- Individuals that hold higher level management titles are NOT eligible in any standard category UNLESS their role requires, they work in a frontline capacity for the primary function of their regular daily job. This includes, but is not limited to, the following roles:
 - Owners/Founders,
 - all C-suite roles,
 - Presidents & Vice-Presidents
 - GMs & Assistant GMs
 - Directors
 - Senior Leaders
 - Executive Chefs & Sous Chefs
 - Department heads
- Exceptional Service Leader category is limited to entry and/or mid-level managers, supervisors, team leads, captains only **AND MUST SHOW THE FOLLOWING CRITERIA:**
 - A minimum of 3-years with the same organization or location.
 - Has held more than one frontline service role within the organization.
 - A true Calgary Ambassador.
 - Has been nominated for a White Hat Award previously in a standard category.
 - Has completed the White Hat Academy online course.