

**ALABAMA STATE ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE**

**Operation Code for the ASAHPERD Awards Committee**

**A. PURPOSE OF THE AWARDS COMMITTEE**

To conduct the selection process for recognizing individuals for contributions made to the profession and community.

**B. ORGANIZATION**

1. The Chair of the Awards Committee, a Standing Committee, shall be appointed by the President for a 3-year term and shall be known as the Awards Coordinator.
2. All Association awards are determined by sub-committees consisting of members appointed by the President for 1-year terms.
3. The Awards Coordinator organizes the selection procedure utilizing each appropriate sub-committee. The Awards Coordinator shall forward all eligible nominees to the appropriate sub-committee from which a recipient shall be selected.
4. Chairs of each sub-committee recommend award recipients to the Awards Coordinator who presents them to the President in writing for approval by the Board. (Refer to Awards Committee Timeline.)
5. The President of the Association shall be responsible for notifying all recipients; the Awards Coordinator shall notify all nominees who were not selected.
6. The Awards Coordinator will be responsible for sending all relevant materials for the appropriate awards to the SHAPE America and/or Southern District Awards Coordinator by the deadlines published on the Southern District website.
7. Upon completion of the selection process, all materials shall be returned to the Executive Director.
8. Sub-committees will select the following award recipients:
  - a. ASAHPERD Honor Award
  - b. Division/Council Awards:
    1. Elementary School Physical Education Teacher of the Year Award
    2. Middle School Physical Education Teacher of the Year Award
    3. High School Physical Education Teacher of the Year Award
    4. Health Education Teacher of the Year Award
    5. College/University Professional of the Year
  - c. Recognition Awards:
    1. Administrator of the Year Award
    2. Angie Nazaretian Award
    3. Distinguished Service Award
    4. Sport Professional of the Year Award
    5. Award for the Advancement of Equity, Diversity, and Inclusion
    6. Scholar Award
  - d. Future Professionals Awards
    1. Bernice Finger Outstanding Future Professional Award
    2. Willis Baughman Award
9. The Executive Director shall issue a call for nominations for all Association awards given at the Fall Conference. Specific qualification for each award will be included.
10. The deadline for nominations for all awards to be given at the Fall Conference shall be published on the ASAHPERD website and through social media outlets.
11. The Executive Director shall be responsible for the engraving of the medallions and plaques prior to the time of presentation.
12. The Awards Coordinator shall send a 250-word biographical sketch of each recipient who is to receive the award at the Fall Conference to the Executive Director by October 15.

C. PROCEDURE

Each sub-committee will carry out its prescribed function in accordance with the ASAPERD Bylaws.

**The Honor Award**

The Honor Award is the highest award given by ASAPERD and recognizes individuals who have made significant contributions to ASAPERD and profession.

- a. The President will appoint a committee of 5 individuals who have all been past Honor Award recipients for a 1-year term. One individual will be designated as Chair.
- b. No more than two Honor Awards may be given in a year.
- c. Recipients will receive a medallion engraved with their name and the year they receive the award at the ASAPERD Fall Conference.
- d. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
- e. Eligibility for the Honor Award are:
  - 1. Must be at least 40 years of age.
  - 2. Must have contributed within the fields of health, physical education, recreation, dance, sport, exercise science or a related field.
  - 3. Must have rendered a minimum of 10 years of meritorious service to ASAPERD.
  - 4. Must be living (no postmortem awards) and reside in Alabama.
- f. Criteria:
  - 1. Be a long-time contributor to and demonstrate commitment to ASAPERD and the professions it includes.
  - 2. Be a positive role model whose contributions have been most fully expressed in the spirit of service that the award represents.
- g. Selection Procedures:
  - 1. Nominations shall be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator (AC).
  - 2. The AC will request the nominees to complete and return the award acceptance form upon which time, the AC will forward the Award Biographical Information (ABI) form to all who accept the nomination. The ABI shall follow the official form, shall not include personal letters of recommendation, and be no more than six (6) pages in length (deadline March 1).
  - 3. All Committee correspondence is to be regarded as strictly confidential and is to be frank and without prejudice.
  - 4. The Chair shall supply the committee members with a copy of the Operating Code, a complete list of the candidates to be considered, their ABI forms, and a rating form. The committee must give each candidate a rating as follows:
    - Group 1--Outstanding qualifications.....10 points
    - Group 2--Excellent qualifications.....7 points
    - Group 3--Good qualifications.....5 points
    - Group 4--Fair qualifications.....3 points
    - Group 5--Drop from the list .....0 points
  - 5. The Chair shall determine up to 2 candidates with the highest average total rating points (Group 2 and above). If there are more than 2 candidates with average ratings of 7 or higher, the committee shall vote again to narrow the recipients to 2.
  - 6. The Chair submits the committee's selection to the Awards Coordinator by May 1.
  - 7. The Awards Coordinator shall notify the unsuccessful candidates regarding the HAC's selection. The ASAPERD President shall notify the recipient(s) of the Honor Award.

### ***Administrator of the Year Award***

The name of this award shall be the Administrator of the Year Award the purpose of which is to recognize a K-12 or college/university administrator for outstanding contributions to health, physical education, or sport programs within the school/university setting.

- a. The committee to select the recipient shall be composed of 3 individuals including the ASAPERD President-Elect as Chair and two individuals appointed by the ASAPERD President.
- b. There shall be only one recipient of the award each year.
- c. The recipient will receive an engraved plaque at the Fall Conference.
- d. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
- e. Eligibility:
  1. Is a current K-12 school or college/university administrator.
  2. Has served in the current administrative position for at least 3 consecutive years.
- f. Criteria:
  1. Makes administrative contributions to positively affect health and physical education programs in their school/university.
  2. Promotes a health enhancing environment in the school/university.
  3. Ensures all programs and activities are inclusive in nature.
- g. Selection Procedures: TBA

### ***Angie Nazaretian Award (new name)***

The name of this award shall be the Angie Nazaretian Award and is given in honor of Dr. Angie Nazaretian in appreciation for her long and distinguished service to the ASAPERD. The award recognizes a non-member or an organization that has made a significant contribution to ASAPERD.

- a. The committee to select the recipient shall be composed of 3 individuals including the ASAPERD President as Chair and two individuals appointed by the ASAPERD President.
- b. There shall be no more than two awards given each year.
- c. The recipient will receive an engraved plaque at the Fall Conference.
- d. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
- e. Eligibility:
  1. An individual (non-member) or a non-profit or educational organization.
  2. Has made a significant contribution to ASAPERD and the professions of which it is comprised.
- f. Criteria:
  1. Has made significant contributions to HPERD programs through legislation, media, research, promotion, creative arts, etc.).
  2. Has aided in the development and promotion of ASAPERD's goals and purposes.
- g. Selection Procedures: TBA

### ***Distinguished Service Award***

The name of this award shall be the ASAPERD Distinguished Service Award the purpose of which is to recognize long-term service and commitment to ASAPERD and the professions it includes.

- a. The committee to select the recipient shall be composed of 3 past recipients of the award. One individual will be designated as Chair.
- b. There shall be no more than two awards given each year.
- c. The recipient will receive an engraved plaque at the Fall Conference.
- d. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
- e. Eligibility:
  1. Is an active, non-student member of ASAPERD for a minimum of 10 years.
  2. Remains active through contributions to ASAPERD over an extended time (minimum of 10 years).
  3. Must work in Alabama.

- f. Criteria:
  1. Demonstrates a long-term commitment and contribution to ASAPERD.
  2. Shows evidence of positive impact on HPERD programs in Alabama.
  3. Advocates for the on a regular basis.
- g. Selection Procedures: TBA

***Award for the Advancement of Equity, Diversity, and Inclusion***

The award is presented annually to any professional member of ASAPERD who has amassed a relevant and sustained leadership record of advocating for, enhancing, and advancing diversity, equity, and inclusion within the fields and environments represented by ASAPERD and the professions it includes.

- a. The committee to select the recipient shall be composed of 3 past recipients of the award. One individual will be designated as Chair.
- b. There shall be no more than one award given each year.
- c. The recipient will receive an engraved plaque at the Fall Conference.
- d. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
- e. Eligibility:
  1. Current member of ASAPERD having held membership for at least five years; and
  2. Demonstrated record of promoting equity, diversity, and inclusion of all populations in K-12, college/university, or community programs in professions ASAPERD includes for a minimum of five years prior to nomination.
- f. Criteria: Evidence of any two of the three following categories:
  1. Record of advancing equity, diversity, and inclusion among ASAPERD members and/or the constituents of members, or
  2. Record of increasing communication with greater numbers of ASAPERD members for the purpose of promoting equity, diversity, and inclusion, or
  3. Record of extending meaningful professional service to ASAPERD members through projects, etc. that promote equity, diversity, and inclusion.
- g. Selection Procedures: TBA

***Scholar Award***

The name of this award shall be the ASAPERD Scholar Award the purpose of which is to recognize scholarly productivity of senior level scholars who have made and continue to make significant contributions to the profession.

- a. The committee to select the recipients shall be composed of three past recipients appointed by the ASAPERD President. Past recipients will be added to the selection committee as the award is given. Prior to that time the committee will be the Executive Director as Chair, the Sport & Exercise Science Vice-President, and Research Council Chair.
- b. There shall be no more than one award given each year.
- c. The recipient will receive an engraved plaque, presented at the Fall Conference.
- d. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
- e. Eligibility:
  1. Is a member of ASAPERD.
  2. Has a record of scholarly activity for a minimum of 5 years prior to nomination.
  3. Is willing to prepare and deliver the scholar address at the annual fall conference.
- f. Criteria:
  1. Has achieved a commendable record of scholarly productions and presentations; and
  2. Is currently producing scholarship; and
  3. Produces scholarly activity that is relevant and applicable to the fields of study of ASAPERD members.
- g. Selection Procedures: TBA

### ***Sport Professional of the Year Award***

The name of this award shall be the Sport Professional of the Year Award that honors an outstanding individual who conducts sport-related programming or is an administrator in the educational, private, or public sport-related domains of ASAHPERD.

- a. The committee to select the recipients shall be composed of three past recipients appointed by the ASAHPERD President. Past recipients will be added to the selection committee as the award is given. Prior to that time the committee will be the ASAHPERD Past President as Chair, the Athletics Council Chair, and the Middle/Secondary Physical Education Council Chair.
- b. There shall be one recipient of the award each year.
- c. The recipient shall receive an engraved plaque at the Fall Conference.
- d. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
- e. Eligibility:
  1. Is a member of ASAHPERD.
  2. Currently working in a sport-related area (athletics director, coach, athletic trainer, sport management professional, etc.).
  3. Have at least 5 years sport-related experience in Alabama.
- f. Criteria:
  1. Serves as a positive role model epitomizing the values and desired outcomes of sport.
  2. Utilizes various methodologies and implements creative, innovative, safe, and effective sport-related courses and/or programs based on:
    - a. the developmental, social, and psychological needs of participants; and
    - b. the needs, purposes, philosophies, and resources of the sponsoring institution's sport-related programs.
- g. Selection Procedures: TBA

### ***College/University Professional of the Year***

The name of this award shall be the College/University Professional of the Year Award the purpose of which is to recognize an outstanding individual employed at the college or university level who has accumulated a record of outstanding performance through teaching, leadership, and/or service.

- a. The ASAHPERD committee to select the recipient shall include three past recipients of the award appointed by the ASAHPERD President. One individual will serve as Chair.
- b. There shall be only one recipient of the award each year.
- c. The recipient will receive an engraved plaque at the Fall Conference.
- d. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
- e. Eligibility:
  1. Serves in a discipline representative of the ASAHPERD at the college/university level in Alabama.
  2. Have at least 5 years full-time (in field) teaching experience at the college/university level in Alabama.
  3. Be an active professional member of ASAHPERD.
- f. Criteria: Each candidate must demonstrate three out of four of the specific contributions criteria as follows:
  1. Position of leadership in developing and implementing or directing/coordinating effective programs.
  2. Meritorious service through involvement at local, state, district, or national level or at the school or community level.
  3. Professional service within a discipline representative of ASAHPERD at the state, district or national level as an officer or committee member.
  4. Evidence of leadership and service to the profession through three of the following: teaching, publications, presentations, funded research or programs, or special projects.
- g. Selection Procedures: TBA

### ***Physical Education Teacher of the Year***

The name of this award shall be Physical Education Teacher of the Year Award given annually to outstanding teachers of physical education in the K-12 school setting.

- a. The ASAPERD Committee to select the recipients shall include previous recipients of the award appointed by the President for 1 year.
  1. A committee shall be appointed for each level (elementary, middle/junior high, high school) for which there are applicants.
  2. One individual will be designated as Chair within each committee.
- b. There shall be up to one recipient for each level (i.e., elementary, middle/junior high, high school) each year.
- c. The recipients will receive an engraved plaque at the ASAPERD Fall Conference.
- d. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
- e. Eligibility:
  1. Have at least 5 years full-time teaching experience in Alabama at the level of application (i.e., elementary, middle/jr. high, or high school).
  2. Teach physical education full time at the time of application and selection. Retired teachers are not eligible.
  3. Be an active professional member of ASAPERD.
- f. Criteria:
  1. Conducts a comprehensive and diverse program based upon national and state standards.
  2. Utilizes various teaching methodologies and appropriate instructional practices.
  3. Plans and implements innovative and diverse experiences to meet the needs of all students.
  4. Incorporates appropriate assessments to monitor students' progress and guide decision making related to instruction and learning.
  5. Advocates for the profession and participates in professional development opportunities (such as, but not limited to service through leadership, presentations, and/or writing).
- g. Selection Procedures: TBA

### ***Health Education Teacher of the Year***

The name of this award shall be the Health Education Teacher of the Year Award given annually to an outstanding teacher of health education in the K-12 school setting.

- a. The ASAPERD Committee to select the recipients shall include previous recipients of the award appointed by the President for 1 year. One individual will be designated as Chair.
- b. There shall be only one recipient of the award each year.
- c. The recipient will receive an engraved plaque at the ASAPERD Fall Conference.
- d. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
- e. Eligibility:
  1. Have at least 5 years full-time teaching experience in health education in Alabama.
  2. Teach health education full time for an elementary, middle, junior high, or high school in Alabama at the time of application and selection. Retired teachers are not eligible.
  3. Be an active professional member of ASAPERD.
- f. Criteria:
  1. Conducts a comprehensive and diverse program based upon national and state standards of the discipline.
  2. Utilizes various teaching methodologies and appropriate instructional practices.
  3. Plans and implements innovative and diverse experiences to meet the needs of all students.
  4. Incorporates appropriate assessments to monitor students' progress and guide decision making related to instruction and learning.
  5. Advocates for the profession, participates in professional development opportunities (such as, but not limited to service through leadership, presentations, and/or writing).
- g. Selection Procedures: TBA

### ***Future Professionals Awards***

The Future Professionals Advisor is responsible for conducting the selection process for the Bernice Finger Outstanding Future Professional Award and the Willis J. Baughman Award.

### ***Bernice Finger Outstanding Future Professional Award***

The name of this award shall be the Bernice Finger Outstanding Future Professional Award given in honor of Dr. Bernice Finger in appreciation for her long and distinguished service to the ASAHPERD. The purpose of this award is to promote student scholarship and leadership of Alabama college/university seniors each year.

- a. The Future Professionals Council Advisor will serve as the non-voting Chair of the Bernice Finger Outstanding Future Professional Award Committee. The President will appoint three additional members of the committee after the nominations are received.
  1. These individuals should be professional members of ASAHPERD who are past recipients of this award.
  2. In the event an application is received from the same institution at which the Future Professionals Council Advisor is employed, the President of ASAHPERD shall become the chair of the committee.
- b. There shall be no more than two recipients of the award each year.
- c. The recipient(s) will receive an engraved plaque during the ASAHPERD Spring Conference.
- d. Nominations must be received by the Executive Director by the published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
- e. Eligibility:
  1. Must be a full time Future Professional majoring in health, physical education, recreation, dance exercise science, fitness, or related field.
  2. Must be a Future Professional member of ASAHPERD.
- f. Criteria:
  1. Demonstrates outstanding scholarship work evidenced by overall GPA.
  2. Serves in a leadership role on campus.
  3. Demonstrates service to the community.
  4. Provides evidence of professional commitment through membership and involvement in local, state, and national HPERD organizations.
- g. Selection Procedures:
  1. In January, the Future Professional Council Advisor shall contact each college or university to request nominees. Contact should be made to the institution majors club advisor if applicable. If the institution does not have a major's club the request for nominees will be sent to the Department Chair.
  2. The nominee, with assistance from the nominator, will send the completed application form and provide supporting papers to the Future Professionals Council Advisor by the published deadline.
  3. Upon completion of the selection process, the Future Professional Council Advisor will send a 250-300 biographical sketch for each recipient to the Executive Director for use in the Spring Conference Program.
  4. The Future Professional Council Advisor shall contact the ASAHPERD President who shall notify the recipient (s) of the award selection and the date, time, and location when the award will be presented.

### ***Willis J. Baughman Award***

The name of this award shall be the Willis J. Baughman Award given in honor of Dr. Willis J. Baughman in appreciation for his long and distinguished service to ASAHPERD. The award will provide monetary support to conduct a service project by a group of students at a university in Alabama.

- a. The Future Professionals Council Advisor will serve as the non-voting Chair of the Baughman Award Committee. The Executive Director will serve as an ex officio member. The President will appoint two other members of the committee after the nominations are received.
  1. These individuals should be professional members of ASAHPERD who are involved with major's clubs but whose institution has not applied for this award.

2. In the event an application is received from the same institution as the Future Professionals Council Advisor is employed, the Executive Director will become the Chair of the committee.
- b. There shall be no more than one recipient of the award each year.
  - c. The recipients will be announced at the Fall Conference Awards Ceremony where the monetary award will be presented. The amount of the award shall be designated in the ASAPERD Operating Budget. An engraved plaque will be presented to the group during the Spring Conference General Session.
  - d. Eligibility:
    1. Any Alabama college or university is eligible.
    2. Future professionals applying for this award must be ASAPERD members.
  - e. Criteria:
    1. Service project must benefit the institution or the community.
    2. The project must reflect at least one of the ASAPERD's Mission Statements: To promote and support healthy lifestyles of Alabama citizens through high-quality programs in health, physical education, recreation, dance, sport, and exercise science by:
      - providing opportunities for professional growth and development,
      - communicating the importance and value of our profession,
      - encouraging and facilitating research findings to the profession and to the public,
      - developing and evaluating standards and guidelines within the profession,
      - and advocating for quality instruction by working with policymakers across the state.
  - f. Selection/Fulfillment Procedures:
    1. The Future Professionals Council Advisor initiates the process by sending a letter to colleges/ universities asking for applications by September 30. The application forms will be sent at this time.
    2. The deadline for submission of completed applications will be October 31.
    3. The committee will select the most worthy service project relative to the criteria above.
    4. The Future Professional Council Advisor shall contact the ASAPERD President who shall notify the college/university of the award selection and the date, time, and location when the award will be presented.
    5. The FPC Advisor shall send a biographical sketch (250-300 words) of the recipient to the Executive Director.
    6. Service Project to be completed by March 31.
    7. An oral presentation relative to all details of the service project will be presented by the recipient group during the General Session at the ASAPERD Spring Conference.