

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

Operating Code for the Awards Committee

A. PURPOSE OF THE AWARDS COMMITTEE

To conduct the selection process for recognizing professionals and lay leaders 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 committee appointments shall be made by the President for 1-year terms and shall be made not later than May 1st. The Board of Directors must approve all appointments.
3. All Association awards are determined by sub-committees consisting of members serving because of offices they hold and/or appointments made by the President.
4. 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.
5. 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.)
6. The Awards Coordinator will be responsible for sending all relevant materials for the health, physical education, recreation, dance, ethnic minority award, jump and hoops for heart coordinators, and outstanding future professional awards to the SHAPE America 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. ASAPERD Honor Award
 - b. Awards Eligible for SHAPE America Southern District Consideration:
 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 Educator of the Year Award (if K-12 person is selected)
 5. Recreation Professional of the Year Award – *Propose eliminating award due to lack of viability*
 6. College/University Physical Education Professional of the Year
 7. Jump Rope for Heart Coordinator of the Year Award
 8. Hoops for Heart Coordinator of the Year Award
 9. Outstanding Future Professional Award
 10. Ethnic Minority Award – *Propose eliminating award due to lack of viability*
 - c. Recognition Awards:
 1. Outstanding Administrator Award
 2. Angie Nazaretian Lay Leader Award (may go forward to Southern District as Partin Service Award)
 3. ASAPERD Service Award
 4. Athletic Coach of the Year Award (male and female) – *Propose removing gender; only 1 per year*
 5. Pathfinder Award – *Propose eliminating award due to lack of viability*
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 in the ASAPERD Journal and on the ASAPERD website.
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 250-300 word biographical sketches of the recipients who are to receive the awards 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 By-Laws.

ASAPERD HONOR AWARD

1. *The ASAPERD Honor Award*

- a. The Honor Award Committee (HAC) is a Standing Committee.
- b. The Chair of the Honor Award Committee shall be appointed by the President for a 1-year term and shall be a past Honor Award recipient.
- c. The President shall appoint four additional members to 1-year terms. Each member shall be a former Honor Award recipient.
- d. The Honor Award shall be presented at the Fall Conference at the Fall Conference Honors and Awards Celebration. No more than three Honor Awards may be given in a year. Recipients receive a medallion engraved with their name and the year they receive the award.
- e. Qualifications for the Honor Award are:
 - 1. Must be at least 35 years of age.
 - 2. Must have made contributions within the fields of health, physical education, recreation, sport, exercise science or related field.
 - 3. Must have rendered a minimum of 5 years of service to ASAPERD.
 - 4. Must be living (no post mortem awards) and reside in Alabama.
- f. 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.
 - 2. The Awards Coordinator will request the nominee to complete the standard nominee data form and return it to the HAC Chair by March 1 to be considered for the current year. The standard nominee data forms shall be followed and shall be limited to six pages. Nominees will be so informed. The biographical sketch shall follow the official form and shall not include personal letters of recommendation. The Awards Coordinator should seek up-dated biographical sketches previously submitted by unsuccessful candidates. Candidates will be considered for 3 years from the initial year of nomination.
 - 3. All HAC correspondence is to be regarded as strictly confidential and is to be frank and without prejudice.
 - 4. The HAC Chair shall supply the committee members with a copy of the Operating Code, a complete list of the candidates to be considered, their biographical sketches, and a rating form by March 15 with a requested return date of April 1. 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 rating and ranking procedures are:
 - a. HAC Chair determines the candidates receiving high ratings (Group 3 and above) and returns the list to the HAC for a second rating, indicating points for each candidate. Return date is on or before April 15.
 - b. Chair determines the 3 candidates with the highest total rating points on the second rating and sends this list to the committee with a form that indicates “yes” or “no” for each candidate. Three affirmative votes are necessary for committee approval of a candidate. (Must be returned by April 25, selection complete by April 30).
 - c. HAC Chair submits the committee’s selection to the Awards Coordinator by May 1.
 - 6. The HAC Chair shall notify the unsuccessful candidates regarding the HAC’s selection. The ASAPERD President shall notify the recipient(s) of the Honor Award.
 - 7. The Awards Coordinator shall maintain the information on the unsuccessful candidates so that they may be considered in ensuing years, but without prior claim for special consideration.

AWARDS ELIGIBLE FOR SHAPE AMERICA SOUTHERN DISTRICT CONSIDERATION –

Current ASAPERD Board and Council Officers not eligible for these awards while serving on the ASAPERD Board of Directors. This does not apply to the Outstanding Future Professional Award.

1. Elementary School Physical Education Teacher of the Year

Current ASAPERD Board and Council Officers are not eligible for this award while serving on the ASAPERD Board of Directors.)

- a. The name of this award shall be the Elementary School Physical Education Teacher of the Year Award.
- b. The ASAPERD Committee to select the recipient shall include:
 1. Vice President of Physical Education, Chair
 2. Vice President-elect of Physical Education
 3. Immediate Past Vice President of Physical Education
 4. In the event one of the above officers is not available or the position is not filled, the president shall appoint the immediate past president or a board member to complete the selection process.
- c. There shall be only one recipient of the award each year.
- d. The recipient will receive an engraved plaque at the Fall Conference Honors and Awards Celebration.
- e. 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.
- f. To be eligible, a nominee must:
 1. Teach elementary school physical education.
 2. Have at least 5 years (in field) teaching experience in Alabama.
 3. Be an active professional member of ASAPERD.
- g. Recipients who meet all the qualifications for the Southern District Award, including being a member of SHAPE America, will be eligible for competition at the District level.

2. Middle School Physical Education Teacher of the Year

Current ASAPERD Board and Council Officers are not eligible for this award while serving on the ASAPERD Board of Directors.)

- a. The name of this award shall be the Middle School Physical Education Teacher of the Year Award.
- b. The ASAPERD Committee to select the recipient shall include:
 1. Vice President of the Physical Education Division, Chair
 2. Vice President-elect of the Physical Education Division
 3. Immediate Past Vice President of the Physical Education Division
 4. In the event one of the above officers is not available or the position is not filled, the president shall appoint the immediate past president or a board member to complete the selection process.
- c. There shall be only one recipient of the award each year.
- d. The recipient will receive an engraved plaque at the Fall Conference Honors and Awards Celebration.
- e. 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.
- f. To be eligible, a nominee must:
 1. Teach middle school physical education.
 2. Have at least 5 years (in field) teaching experience in Alabama.
 3. Be an active professional member of ASAPERD.
- g. Recipients who meet all the qualifications for the Southern District Award, including being a member of SHAPE America, will be eligible for competition at the District level.

3. High School Physical Education Teacher of the Year

Current ASAPERD Board and Council Officers are not eligible for this award while serving on the ASAPERD Board of Directors.)

- a. The name of this award shall be the Secondary School Physical Education Teacher of the Year Award.
- b. The ASAPERD Committee to select the recipient shall include:
 1. Vice President of the Physical Education Division, Chair
 2. Vice President-elect of the Physical Education Division
 3. Immediate Past Vice President of the Physical Education Division

4. In the event one of the above officers is not available or the position is not filled, the president shall appoint the immediate past president or a board member to complete the selection process.
- c. There shall be only one recipient of the award each year.
- d. The recipient will receive an engraved plaque at the Fall Conference Honors and Awards Celebration.
- e. 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.
- f. To be eligible, a nominee must:
 1. Teach high school physical education.
 2. Have at least 5 years (in field) teaching experience in Alabama.
 3. Be an active professional member of ASHPERD.
- g. Recipients who meet all the qualifications for the Southern District Award, including being a member of SHAPE America, will be eligible for competition at the District level.

4. *Health Educator of the Year*

Current ASHPERD Board and Council Officers are not eligible for this award while serving on the ASHPERD Board of Directors.)

- a. The name of this award shall be the Health Educator of the Year Award.
- b. The ASHPERD committee to select the recipient shall include:
 1. Vice President of the Health Division, Chair
 2. Vice President-elect of the Health Division
 3. Immediate Past Vice President of the Health Division
 4. In the event one of the above officers is not available or the position is not filled, the president shall appoint the immediate past president or a board member to complete the selection process.
- c. There shall be only one recipient of the award each year.
- d. The recipient will receive an engraved plaque at the Fall Conference Honors and Awards Celebration.
- e. 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.
- f. To be eligible, a nominee must:
 1. Teach health education for an elementary, middle, junior high, high school, or college/university in Alabama.
 2. Have at least 5 years full-time (in field) teaching experience in Alabama
 3. Be an active professional member of ASHPERD
- g. Recipients who meet all the qualifications for the Southern District Award, including being a member of SHAPE America, will be eligible for competition at the District level.

5. *Recreation Professional of the Year*

Current ASHPERD Board and Council Officers are not eligible for this award while serving on the ASHPERD Board of Directors.)

- a. The name of this award shall be the Recreation Professional of the Year Award.
- b. The ASHPERD Committee to select the recipient shall include:
 1. Chair of the Physical Activity Council, Chair
 2. Chair-elect of the Physical Activity Council
 3. One member appointed by the President
 4. In the event one of the above officers is not available or the position is not filled, the president shall appoint the immediate past president or a board member to complete the selection process.
- c. There shall be only one recipient of the award each year.
- d. The recipient will receive an engraved plaque at the Fall Conference Honors and Awards Celebration.
- e. 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.
- f.
 1. Serve as a professional in the recreation field.
 2. Have at least 3 years of continuous recreation service in Alabama.
 3. Be an active professional member of ASHPERD
- g. Recipients who meet all the qualifications for the Southern District Award, including being a member of SHAPE America, will be eligible for competition at the District level.

6. *College/University Physical Education Professional of the Year*

Current ASAPERD Board and Council Officers are not eligible for this award while serving on the ASAPERD Board of Directors.)

- a. The name of this award shall be the College/University Physical Education Professional of the Year Award.
- b. The ASAPERD committee to select the recipient shall include:
 1. Vice President of the Physical Education Division, Chair
 2. Vice President-elect of the Physical Education Division
 3. Chair of the Higher Education Council
 4. In the event one of the above officers is not available or the position is not filled, the president shall appoint the immediate past president or a board member to complete the selection process.
- c. There shall be only one recipient of the award each year.
- d. The recipient will receive an engraved plaque at the Fall Conference Honors and Awards celebration.
- e. 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.
- f. To be eligible, a nominee must:
 1. Teach physical education 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 ASAPERD.
- g. Recipients who meet all the qualifications for the Southern District Award, including being a member of SHAPE America, will be eligible for competition at the District level.

7. *Jump Rope for Heart Coordinator of the Year Award*

Current ASAPERD Board and Council Officers are not eligible for this award while serving on the ASAPERD Board of Directors.)

- a. The name of this award shall be the Jump Rope for Heart Coordinator of the Year Award.
- b. There shall be one recipients of the award each year.
- c. The committee to select the recipients shall be composed of:
 1. Jump Rope for Heart/Hoops for Heart Coordinator, Chair
 2. Two members appointed by the President (past recipients of the award should receive consideration).
- d. The recipient shall receive an engraved plaque at the annual Fall Conference Honors and Awards Celebration.
- e. 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.
- f. To be eligible a nominee must:
 1. Be an active professional member of ASAPERD.
 2. Have served as a Jump Rope for Heart event coordinator for at least one year.
- g. Once the award recipient has been selected, nominating materials may be sent to the Southern District SHAPE America Awards Coordinator if the recipient meets the criteria set forth by SHAPE America. See Southern District/SHAPE America websites for criteria, forms, and deadlines.

8. *Hoops for Heart Coordinator of the Year Award*

Current ASAPERD Board and Council Officers are not eligible for this award while serving on the ASAPERD Board of Directors.)

- a. The name of this award shall be the Hoops for Heart Coordinator of the Year Award.
- b. There shall be one recipients of the award each year.
- c. The committee to select the recipients shall be composed of:
 1. Jump Rope for Heart/Hoops for Heart Coordinator, Chair
 2. Two members appointed by the President (past recipients of the award should receive consideration).
- d. The recipient shall receive an engraved plaque at the annual Fall Conference Honors and Awards Celebration.
- e. 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.

- f. To be eligible a nominee must:
 - 1. Be an active professional member of ASAPERD.
 - 2. Have served as a Hoops for Heart event coordinator for at least one year.
 - g. Once the award recipient has been selected, nominating materials may be sent to the Southern District SHAPE America Awards Coordinator if the recipient meets the criteria set forth by SHAPE America. See Southern District/SHAPE America websites for criteria, forms, and deadlines.
9. *ASAPERD Outstanding Student Award*
- a. The name of this award shall be the ASAPERD Outstanding Student Award.
 - b. The purpose of this award is to honor the outstanding undergraduate student member of ASAPERD majoring in health, physical education, recreation, sport, exercise science, or related field who has displayed leadership, scholarship, and service during his/her first undergraduate professional preparation degree.
 - c. The Future Professionals Council Advisor will serve as the Chair of the Outstanding Student Award Committee. The President will appoint two other members of the three-person committee after the nominations are received. (These individuals should be professional members of ASAPERD who are involved with major's clubs but whose institution has not submitted a nominee for this award.) In the event an application is received from the same institution as the Future Professionals Council Advisor, the President of ASAPERD shall appoint an additional committee member. The Future Professionals Council Advisor shall remain as a non-voting Chair.
 - d. The President of the Association shall be responsible for notifying the recipient.
 - e. The award recipient shall be advanced to the Southern District SHAPE America Outstanding Student Award competition.
 - f. The qualifications for nominees are:
 - 1. Serves as a positive role model for the profession and his/her peers.
 - 2. Assumes responsibility for his/her professional growth.
 - 3. Shows evidence of professional commitment through membership and involvement in local, state, and national HPERD organizations.
 - 4. Is enrolled as a full-time, first time undergraduate student at his/her university when declared the ASAPERD and Southern District recipient.
 - g. The nomination and selection procedures are:
 - 1. Any student may be nominated for the award by another student or faculty member who is a member of ASAPERD.
 - 2. Nominations must be submitted typewritten following the format of the official application form.
 - 3. The Future Professionals Council Chair will submit the name and biographical data of the state recipient to the Southern District Awards Coordinator by September 1.
 - 4. The state recipient must attend the Southern District Annual Conference to remain eligible for the Southern District SHAPE America award.
 - g. The ASAPERD recipient shall be recognized at the Honors and Awards Celebration during the Fall Conference.
 - h. The ASAPERD Future Professionals Council Advisor shall submit a 250-300-word biographical sketch of the recipient to the Executive Director.

AWARDS THAT DO NOT GO FORWARD

- 1. *Outstanding Administrator Award*
 - a. The name of this award shall be the Outstanding Administrator Award.
 - b. There shall be only one recipient of the award each year.
 - c. The Executive Director of ASAPERD will serve as Chair of the committee to select the recipient. Two other committee members will be appointed not later than June 1 by the President for 1 year.
 - d. The recipient will receive an engraved plaque at the Fall Conference Honors and Awards Celebration.
 - e. 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.
 - f. To be eligible, a nominee must:

1. Be a school or college administrator and have served in the current position for at least 3 consecutive years.
 2. Have made administrative contributions that have positively affected health and physical education programs in his/her school.
2. *Angie Nazaretian Lay Leader Award*
- a. The name of this award shall be the Angie Nazaretian Leader Award and is given in honor of Dr. Angie Nazaretian in appreciation for her long and distinguished service to the ASAPERD.
 - b. There shall be no more than one award given each year.
 - c. The Executive Director of ASAPERD will serve as Chair of the committee to select the recipient. Two other committee members will be appointed not later than June 1 by the President for 1 year.
 - d. The recipient will receive an engraved plaque, presented at the Fall Conference Honors and Awards Celebration.
 - e. 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.
 - f. To be eligible, a nominee must:
 1. Be a non-HPERD professional (*i.e., ASAPERD members are not eligible*)
 2. Have made significant contributions to HPERD programs.
3. *ASAPERD Service Award*
- Current ASAPERD Board and Council Officers are not eligible for this award while serving on the ASAPERD Board of Directors.)
- a. The name of this award shall be the ASAPERD Service Award.
 - b. There shall be no more than one award given each year.
 - c. The committee to select the recipient shall be composed of:
 1. President Elect, Chair
 2. Vice President, Health Division
 3. Vice President, Physical Education Division
 4. Vice President, Sport & Exercise Science
 - d. The recipient will receive an engraved plaque at the Fall Conference Honors and Awards Celebration.
 - e. 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.
 - f. Eligibility:
 1. Have made significant contributions to *ASAPERD and/or* HPERD programs.
 2. Be an active, non-student member of ASAPERD *for a minimum of 10 years.*
 3. Current ASAPERD Board and Council Officers not eligible for this award.
4. *Athletic Coach of the Year Award*
- Current ASAPERD Board and Council Officers are not eligible for this award while serving on the ASAPERD Board of Directors.)
- a. The name of this award shall be the Athletic Coach of the Year Award.
 - b. There shall be one recipient of the award each year. The ASAPERD Athletics Council officers are not eligible for this award while serving on the Council.
 - c. The committee to select the recipients shall be composed of:
 1. Athletics Council Chair, Chair of the Award Committee
 2. Athletics Council Chair-elect
 3. One member appointed by the President
 - d. The recipient shall receive an engraved plaque at the Fall Conference Honors and Awards Celebration.
 - e. 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.
 - f. To be eligible a nominee must:
 1. Presently coach in a middle, junior, or senior high school in Alabama.
 2. Have at least 5 years coaching experience in Alabama.
 3. Be an active professional member of ASAPERD.

5. *Ethnic Minority Award* (Current ASHPERD Board and Council Officers are not eligible for this award while serving on the ASHPERD Board of Directors.)
 - a. The name of this award shall be the Ethnic Minority Award.
 - b. There shall be only one recipient of the award each year.
 - c. The recipient of this award shall be Alabama's official entry in the Southern District Ethnic Minority Award contest if all criteria of said award are met (see Southern District website for criteria and deadline).
 - d. The committee to select the recipient shall be composed of:
 1. Past President, Chair
 2. Vice President, Health Division
 3. Vice President, Physical Education Division
 4. Vice President, Sport & Exercise Science Division
 - e. The recipient shall receive an engraved plaque at the Fall Conference Honors and Awards Celebration.
 - f. Nominations must be received by the Executive Director by Published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
 - g. To be eligible a nominee must:
 1. Be a current active member of ASHPERD.
 2. Serve professionally in school (K-12), college/university, or community programs for a minimum of 5 years prior to nomination.
 3. Present evidence of successful service in any two of the three following categories:
 - a. record of increasing the involvement of ethnic minorities in ASHPERD,
 - b. evidence of increasing communication with greater numbers of ASHPERD members who are ethnic minorities, and/or
 - c. a record of extending meaningful professional service to the ASHPERD ethnic minority membership

6. *Pathfinder Award* (Current ASHPERD Board and Council Officers are not eligible for this award while serving on the ASHPERD Board of Directors.)
 - a. The name of this award shall be the Pathfinder Award.
 - b. There shall be only one recipient of the award each year.
 - c. The committee to select the recipient shall be composed of:
 1. Chair of the Athletics Council, Chair
 2. Chair-elect of the Athletics Council
 3. One member appointed by the President
 - d. The recipient of this award shall receive an engraved plaque at the Fall Conference Honors and Awards Celebration.
 - e. Nominations must be received by the Executive Director by Published deadline. All nominees will be screened for eligibility and names will be forwarded to the Awards Coordinator.
 - f. To be eligible a nominee must:
 1. Be a current, active member of ASHPERD.
 2. Be someone who has made significant contributions to advocacy, recruitment, and enhancement of girls and women in sport and sport leadership in the Alabama.