

## **VI. AWARD COMMITTEES**

### **NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**

#### **Operating Code for the Dr. Earle F. Zeigler Lecture Award Nominating Committee**

##### **I. Name**

The name of this Award Committee shall be the Dr. Earle F. Zeigler Lecture Award (EFZLA) Nominating Committee.

##### **II. Organization**

- A. The EFZLA Nominating Committee shall be an Award Committee that reports directly to the Executive Director.
- B. The EFZLA Nominating Committee shall consist of three (3) most recent Zeigler winners (or another past award winner if a conflict of interest exists), one (1) professional member who represents a teaching excellence, one (1) professional member who represents research excellence, and one (1) professional member who represents service excellence.
- C. The Executive Director shall submit a public call to the NASSM membership to solicit interest in serving as potential award committee member annually following the AGM. Professional members will remain in the pool for 2-years if not chosen to serve immediately.
- D. The Executive Director in consultation with the President shall form and notify the committee by June 15.
- E. The Executive Director will oversee the progress of the committee to ensure duties are fulfilled.
- F. The Committee will vote to determine the Chair.

##### **III. Conduct of Business**

- A. Meetings
  1. Business shall be conducted by phone, e-mail, video conference, or in person.
  2. A record of all considerations shall be maintained by the Chairperson.
- B. Finances
  1. Financial considerations (i.e., printing and mailing materials) shall be incurred by the nominees.
- C. Duties
  1. The President shall alert members an upcoming call for nominations for the Zeigler Award at the Annual General Meeting
  2. The Executive Director, in consultation with the President, shall form the Zeigler Award committee by June 15
  3. The Chairperson will send the Zeigler Award call for nominations of NASSM members in good standing with accompanying credentials no later than one (1) week following the NASSM Conference.
  4. The Chairperson will set a deadline for nominations for July 15.
  5. Nominations are submitted to the Chairperson via the form on the NASSM website.
  6. The Chairperson and Committee members may also nominate NASSM members.
  7. The website form shall collect all the required materials detailing the nominee's qualifications for the award by September 1.
  8. The Chairperson shall send materials to review committee by September 7 for review and sets deadlines for finalizing decisions.
  9. The Chairperson shall oversee the selection of no more than three (3) nominees by the three voting members of the EFZLA Nominating Committee.

10. The Committee Chairperson shall submit a list of at least two (2) but no more than three (3) nominees for consideration by the Governing Board at the Fall meeting. The Zeigler Award may only be bestowed on an individual once over the course of their career.
11. If the final slate of candidates approved by the selection committee includes a nominee presently serving on the Governing Board, that individual is not eligible to be present during the candidate presentation, deliberation, and voting process.
12. The voting members of the Governing Board will select the EFZLA recipient by majority vote no later than November 15.
13. The Committee Chairperson shall notify the individual selected as the recipient and copy the Committee members by December 1.
14. The Committee Chairperson shall notify the Marketing and Communications Chair of the winner to ensure a public announcement is made to NASSM members by December 15.
15. The recipient shall have the conference registration paid for by NASSM. The Committee Chairperson shall include this information in the notification to the winner and send notification to the Business Office Manager indicating the winner and that this individual is to receive a complimentary conference registration.
16. The recipient shall present a lecture at the conference and will be honored at the Society's Founders' Awards Night Reception.
17. The Committee Chairperson shall notify the award recipient that the recipient may select the individual to provide an introduction at the Founders' Awards Night Reception.
18. The reception will proceed according to the protocol outlined in the Founders' Awards Night Reception operating codes.
19. The recipient shall be honored by receiving a plaque signifying selection.
20. The Committee Chairperson shall maintain information on nominees for three (3) years. During this time, nominees may be considered for the award by the Committee. Nominees previously considered for the award may be re-nominated.

The recipient shall be responsible for submitting the Dr. Earle F. Zeigler Lecture to the journal editor for inclusion in the Journal of Sport Management.

NOTE: Although the intent is that the lecture will be given annually, it may be necessary on occasion not to present the lecture award if a qualified recipient is not determined.

#### **IV. Annual Report**

The Committee Chairperson shall prepare and present a report of the committee's activities to the Executive Director.

#### **V. Suggested Procedures**

##### **A. Qualifications**

1. The nominee shall meet the following qualifications:
  - a. Must be a NASSM member in good standing who has not previously received the Award.
  - b. Must have a minimum of ten (10) years of experience as a teacher, supervisor, administrator, or combination of the above.
  - c. Must have made significant contributions to NASSM and the field in terms of scholarship, research, leadership, and peer recognition of their contributions.
  - d. Must have a track record of contributions to the Journal of Sport Management and the NASSM Conference.
  - e. Must reflect those qualities demonstrated by Dr. Zeigler in the areas of student growth and development, leadership, service, scholarship, and collegiality.

- f. And through this, must have made a significant contribution to the field of sport management.
- B. Nomination Procedures
1. Any NASSM member may nominate another NASSM member for consideration by submitting a letter, not to exceed two (2) pages, using the form on the website.
  2. Self-nominations and Committee nominations will be accepted.
  3. The nomination deadline is July 15.
  4. All nominations must be submitted electronically to the form on the NASSM website.
  5. Nominees may be of any faculty rank. There is no limit to the number of times a member may be nominated.
  6. Nominations will remain active for three (3) years from the date of the initial nomination letter.
  7. The nomination letter must clearly outline the qualifications of the nominee using the criteria outlined by the award criteria.
  8. If selected as a finalist, nominees must be able to provide the required evidence by September 1.
- C. Procedures for the Nominee
1. Complete the online form on the NASSM Website with the following details:
    - a) Name
    - b) Rank and/or Title
    - c) Professional Affiliation
    - d) Address, Phone, E-mail address
    - e) Confirm your membership is current (note: you must have a current membership to submit materials)
  2. Submission Process
    - a. Selection criteria detailing the nominee's qualifications must be submitted electronically on the NASSM website via the submission form.
    - b. Credentials should be submitted as one PDF document.
    - c. Document name should be formatted as last name\_Zeigler.pdf(Smith\_Zeigler.pdf).
    - d. Credentials must be submitted no later than 11:59 p.m. (PST) on September 1.
  3. Deadline Overview
    - a. By June 7 – Call for nominations sent by Marketing & Communications Committee
    - b. June 15 – Award Committee confirmed by the Executive Director and President
    - c. July 15 - Nominations due via form on the website
    - d. July 16 – Chairperson notifies nominees when materials are due to upload to the website
    - e. September 1 – Credentials uploaded to website form
    - f. September 7 – Chairperson sends materials to the Committee for review and sets deadlines for finalizing nominees
    - g. By November 15 – Governing Board votes on award recipient
    - h. By December 1 – Chairperson notifies awardee
    - i. By December 15 – Chairperson notifies Marketing & Communications

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for Dr. Garth Paton Distinguished Service Award Selection Committee

#### I. Name

The name of this Committee shall be Dr. Garth Paton Distinguished Service Award Committee of the North American Society for Sport Management.

#### II. Organization

- A. The Committee shall be an Award Committee that reports directly to the Executive Director.
- B. The Committee shall consist of five (5) professional members: the three (3) most recent Dr. Garth Paton Distinguished Service Award recipients (or another past recipient of this award if one of these three has a conflict of interest), and two (2) additional professional members who will serve as voting members of the committee.
- C. The Executive Director shall submit a public call to the NASSM membership to solicit interest in serving as potential award committee member annually following the AGM. Professional members will remain in the pool for 2-years if not chosen to serve immediately.
- D. The Executive Director in consultation with the President shall form and notify the committee by June 15.
- E. The Executive Director will oversee the progress of the committee to ensure duties are fulfilled.
- F. The Committee will vote to determine the Chair.

#### III. Conduct of Business

- A. Meetings
  1. Business shall be conducted by phone, e-mail, video conference, or in person.
  2. A record of all considerations shall be maintained by the Chairperson.
- B. Finances
  1. Financial considerations (i.e., printing and mailing materials) shall be incurred by the nominees.
- C. Duties
  1. The President shall alert members an upcoming call for nominations for the Paton Service Award at the Annual General Meeting
  2. The Executive Director, in consultation with the President, shall form the Paton Award committee by June 15.
  3. The Chairperson will send the Paton Award call for nominations of NASSM members in good standing with accompanying credentials no later than one (1) week following the NASSM Conference.
  4. The Chairperson shall set a deadline for nominations for July 15.
  5. The Chairperson and Committee members may also nominate NASSM members.
  6. Nominations are submitted to the Chairperson via the form on the NASSM website.
  7. The website form shall collect all the required materials detailing the nominee's qualifications for the award by September 1.
  8. The Chairperson shall send materials to review committee by September 7 for review and sets deadlines for finalizing decisions.
  9. The Chairperson shall oversee the selection of no more than three (3) nominees by the three voting members of the Paton Service Committee.

10. The Committee Chairperson shall submit a list of at least two (2) but no more than three (3) nominees for consideration by the Governing Board at the Fall meeting. The Service Award may only be bestowed on an individual once over the course of their career.
11. If the final slate of candidates approved by the selection committee includes a nominee presently serving on the Governing Board, that individual is not eligible to be present during the candidate presentation, deliberation, and voting process.
12. The voting members of the Governing Board will select the Dr. Garth Paton Distinguished Service Award recipient by majority vote no later than November 15.
13. The Committee Chairperson shall notify the individual selected as the recipient and copy the Committee members by December 1.
14. The Committee Chairperson shall notify the Marketing and Communications Chair of the winner to ensure a public announcement is made to NASSM members by December 15.
15. The recipient shall present a short speech and will be honored at the Society's Founders' Awards Night Reception.
16. The Committee Chairperson shall convey that the award recipient may select an individual to offer introductory comments at the Founders' Awards Night Reception.
17. The reception will proceed according to the protocol outlined in the Founders' Awards Night Reception operating codes.
18. The recipient shall be honored by receiving a plaque signifying selection.
19. The Chairperson shall maintain information on nominees for three years. During this time, nominees may be considered for the award by the Committee. Nominees considered may be re-nominated.

NOTE: Although the intent is that the award will be given annually, it may be necessary on occasion not to present the award if a qualified recipient is not determined.

#### **IV. Annual Report**

The Chairperson shall prepare and present a report of the year's activities to the Governing Board.

#### **V. Suggested Procedures**

##### **A. Qualifications**

1. The Award annually recognizes a member's outstanding service contributions to NASSM. The Dr. Garth Paton Distinguished Service Award is intended to (a) be one of distinction within NASSM and the award recipient's own academic community, and (b) encourage high standards of service to NASSM and other forms of contribution among NASSM's members.
2. Members will become eligible for the Dr. Garth Paton Distinguished Service Award by meeting specified criteria as listed and submitting credentials on or before the announced annual deadline.
3. Criteria for the Dr. Garth Paton Distinguished Service Award consideration are:
  - a) NASSM professional member in good standing for at least 10 years.
  - b) Demonstrate an on-going record of exemplary service to NASSM.

##### **B. Nomination Procedures**

1. Any NASSM member may nominate another NASSM member for consideration by submitting a letter, not to exceed two (2) pages, using the form on the website.
2. Self-nominations and Committee nominations will be accepted
3. The nomination deadline is July 15.
4. All nominations must be submitted electronically to the form on the NASSM website.
5. Nominees may be of any faculty rank. There is no limit to the number of times a member may be nominated.

6. Nominations will remain active for three (3) years from the date of the initial nomination letter.
7. The nomination letter must clearly outline the qualifications of the nominee using the criteria outlined by the award criteria.
8. If selected as a finalist, nominees must be able to provide the required evidence by September 1.

C. Procedures for the Nominee

1. Complete the online form on the NASSM Website with the following details:
  - a. Name
  - b. Rank and/or Title
  - c. Professional Affiliation
  - d. Address, Phone, E-mail address
  - e. Confirm your membership is current (note: you must have a current membership to submit materials)
2. Submission Process
  - a. Selection criteria detailing the nominee's qualifications must be submitted electronically on the NASSM website via the submission form.
  - b. Credentials should be submitted as one PDF document.
  - c. Document name should be formatted as last name\_Paton.pdf(Smith\_Paton.pdf).
  - d. Credentials must be submitted no later than 11:59 p.m. (PST) on September 1.
3. Timeline Overview
  - a. By June 7 – Call for nominations sent by Marketing & Communications Committee
  - b. June 15- Award Committee confirmed by the Executive Director and President
  - c. July 15 - Nominations due via form on the website
  - d. July 16 – Chairperson notifies nominees when materials are due to upload to the website
  - e. September 1 – CV and 2-page narrative uploaded to website form
  - f. September 7 – Chairperson sends materials to the Committee for review and sets deadlines for finalizing nominees
  - g. By November 15 – Governing Board votes on award recipient
  - h. By December 1 – Chairperson notifies awardee
  - i. By December 15 – Chairperson notifies Marketing & Communications

## **NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**

### **Operating Code for the Distinguished Sport Management Educator Award Selection Committee**

#### **I. Name**

The name of this Committee shall be the Distinguished Sport Management Educator Award Selection Committee.

#### **II. Organization**

- A. The Committee shall be an Award Committee that reports directly to the Executive Director.
- B. The Committee shall consist of five (5) professional members: the three (3) most recent Distinguished Educator Award recipients (or another past recipient of this award if one of these three has a conflict of interest), and two (2) additional professional members who will serve as voting members of the committee.
- C. The Executive Director shall submit a public call to the NASSM membership to solicit interest in serving as potential award committee member annually following the AGM. Professional members will remain in the pool for 2-years if not chosen to serve immediately.
- D. The Executive Director in consultation with the President shall form and notify the committee by June 15.
- E. The Executive Director will oversee the progress of the committee to ensure duties are fulfilled.
- F. The Committee will vote to determine the Chair.

#### **III. Conduct of Business**

- A. Meetings
  1. Business shall be conducted by phone, e-mail, video conference, or in person.
  2. A record of all considerations shall be maintained by the Chairperson.
- B. Finances
  1. Financial considerations (i.e., printing and mailing materials) shall be incurred by the nominees.
- C. Duties
  1. The President shall alert members an upcoming call for nominations for the Educator Award at the Annual General Meeting.
  2. The Executive Director, in consultation with the President, shall form the Educator Award committee by June 15.
  3. The Chairperson will send the Educator Award call for nominations of NASSM members in good standing with accompanying credentials no later than one (1) week following the NASSM Conference.
  4. The Chairperson shall set a deadline for nominations for July 15.
  5. The Chairperson and Committee members may also nominate NASSM members.
  6. Nominations are submitted to the Chairperson via the form on the NASSM website.
  7. The website form shall collect all the required materials detailing the nominee's qualifications for the award by September 1.
  8. The Chairperson shall send materials to review committee by September 7 for review and sets deadlines for finalizing decisions.
  9. The Chairperson shall oversee the selection of no more than three (3) nominees by the three voting members of the Paton Service Committee.

10. The Committee Chairperson shall submit a list of at least two (2) but no more than three (3) nominees for consideration by the Governing Board at the Fall meeting. The Service Award may only be bestowed on an individual once over the course of their career.
11. If the final slate of candidates approved by the selection committee includes a nominee presently serving on the Governing Board, that individual is not eligible to be present during the candidate presentation, deliberation, and voting process.
12. The voting members of the Governing Board will select the Distinguished Educator Award recipient by majority vote no later than November 15.
13. The Committee Chairperson shall notify the individual selected as the recipient and copy the Committee members by December 1.
14. The Committee Chairperson shall notify the Marketing and Communications Chair of the winner to ensure a public announcement is made to NASSM members by December 15.
15. The recipient shall present a short speech and will be honored at the Society's Founders' Awards Night Reception.
16. The Committee Chairperson shall convey that the award recipient may select an individual to offer introductory comments at the Founders' Awards Night Reception.
17. The reception will proceed according to the protocol outlined in the Founders' Awards Night Reception operating codes.
18. The recipient shall be honored by receiving a plaque signifying selection.
19. The Chairperson shall maintain information on nominees for three (3) years. During this time, nominees may be considered for the award by the Committee. Nominees considered may be re-nominated.

NOTE: Although the intent is that the lecture will be given annually, it may be necessary on occasion not to present the lecture award if a qualified recipient is not determined.

#### **IV. Annual Report**

The Committee Chairperson shall prepare and present a report of the year's activities to the Governing Board.

#### **V. Suggested Procedures**

##### **A. Qualifications**

1. The purpose of the North American Society for Sport Management Distinguished Sport Management Educator award is to recognize exceptional contributions to teaching and learning. The award signifies:
  - a. distinction in classroom, and/or field, and/or on-line teaching
  - b. excellence in pedagogical innovations in teaching methods, and/or course design, and/or curricular design, and/or assessment
  - c. excellence in mentoring/fostering student development in knowledge, skills, and attitudes
  - d. sustained commitment to the improvement and quality of teaching and learning in the sport management disciplines
  - e. sustained commitment to one's own professional learning.
2. Any professional member of NASSM is eligible to be nominated and receive the NASSM Distinguished Sport Management Educator recognition. Nominees must have been professional members of NASSM for a minimum of five years.
3. The Distinguished Sport Management Educator Award may only be bestowed on an individual once over the course of their career.
4. Distribution of the plaque and acceptance of award will take place at the Founders' Awards Night Reception at the annual conference according to the attachment that follows.

##### **B. Nomination Procedures**



1. Any NASSM member may nominate another NASSM member for consideration by submitting a letter, not to exceed two (2) pages, using the form on the website.
  2. Self-nominations and Committee nominations will be accepted
  3. All nominations must be submitted electronically to the form on the NASSM website.
  4. Nominees may be of any faculty rank. There is no limit to the number of times a member may be nominated.
  5. Nominations will remain active for three (3) years from the date of the initial nomination letter.
  6. The nomination letter must clearly outline the qualifications of the nominee using the criteria outlined by the award criteria.
  7. If selected as a finalist, nominees must be able to provide the required evidence by September
- D. Evidence
1. If selected as a finalist, candidates must provide the following supporting evidence to the committee chair no later than September 1. All materials must be submitted electronically via the website form.
  2. Evidence includes the following:
    - a. A current curriculum vita.
    - b. An application cover letter, not to exceed five (5) pages, that states the candidate's teaching philosophy and clearly provides evidence of the candidate's qualifications based on the purposes of the award.
  3. Candidates should organize their cover letter according to the following subheadings:
    - a. Statement of teaching philosophy
    - b. Distinction in classroom, and/or field, and/or on-line teaching
    - c. Excellence in pedagogical innovations in teaching methods, and/or course design, and/or curricular design, and/or assessment
    - d. Excellence in mentoring/fostering student development in knowledge, skills, and attitudes
    - e. Sustained commitment to the improvement and quality of teaching and learning in the sport management disciplines
    - f. Sustained commitment to one's own professional learning
  4. Other appropriate evidence, not to exceed two pages, as selected by the candidate such as summaries of quantitative or qualitative evaluations, feedback from students who work(ed) with the candidate outside of credit-bearing courses (e.g., advising, special projects), evidence demonstrating candidate's attention to student's diverse needs, and other evidence indicating that the candidate's teaching has produced significant learning.
  5. A current syllabus from one course of the candidate's choice.
  6. Three (3) letters of support from: (1) the candidate's current administrator, (2) a current or former student, and (3) the remaining letter should be from a current or former teaching colleague, NASSM colleague, or any other appropriate person as selected by the candidate. Letters of support should address the candidate's distinguished performance in classroom, and/or field, and/or on-line teaching; excellence in pedagogical innovations in teaching methods, and/or course design, and/or curricular design, and/or assessment; sustained commitment to the improvement and quality of teaching and learning in the sport management disciplines; and sustained commitment to the candidate's own professional learning.
  7. Candidates are required to submit their final package as one PDF document, including a Table of Contents.
- E. Procedures for the Nominee
1. Complete the online form on the NASSM Website with the following details:
    - a. Name

- b. Rank and/or Title
  - c. Professional Affiliation
  - d. Address, Phone, E-mail address
  - e. Confirm your membership is current (note: you must have a current membership to submit materials)
2. Submission Process
- a. Selection criteria detailing the nominee’s qualifications must be submitted electronically on the NASSM website via the submission form.
  - b. Credentials should be submitted as one PDF document.
  - c. Document name should be formatted as last name Educator.pdf (Smith\_Educator.pdf).
  - d. Credentials must be submitted no later than 11:59 p.m. (PST) on September 1.
3. Deadline Overview
- a. By June 7 – Call for nominations sent by Marketing & Communications Committee
  - b. June 15 - Award Committee confirmed by the Executive Director and President
  - c. July 15 - Nominations due via form on the website
  - d. July 16 – Chairperson notifies nominees when materials are due to upload to the website
  - e. September 1 – Credentials uploaded to website form
  - f. September 7 – Chairperson sends materials to the Committee for review and sets deadlines for finalizing nominees
  - g. By November 15 – Governing Board votes on award recipient
  - h. By December 1 – Chairperson notifies awardee
  - i. By December 15 – Chairperson notifies Marketing & Communications

## **NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**

### **Operating Code for the Dr. Joy DeSensi Diversity Award for Inclusive Excellence Selection Committee**

#### **I. Name**

The name of this Committee shall be the Dr. Joy DeSensi Diversity Award for Inclusive Excellence Selection Committee.

#### **II. Organization**

- A. The Committee shall be an Award Committee that reports directly to the Executive Director.
- B. The Committee shall consist of five (5) professional members: the three (3) most recent Diversity Award recipients (or another past recipient of this award if one of these three has a conflict of interest), and two (2) additional professional members who will serve as voting members of the committee.
- C. The Executive Director shall submit a public call to the NASSM membership to solicit interest in serving as potential award committee member annually following the AGM. Professional members will remain in the pool for 2-years if not chosen to serve immediately.
- D. The Executive Director in consultation with the President shall form and notify the committee by June 15.
- E. The Executive Director will oversee the progress of the committee to ensure duties are fulfilled.
- F. The Committee will vote to determine the Chair.

#### **III. Conduct of Business**

- A. Meetings
  1. Business shall be conducted by phone, e-mail, video conference, or in person.
  2. A record of all considerations shall be maintained by the Chairperson.
- B. Finances
  1. Financial considerations (i.e., printing and mailing materials) shall be incurred by the nominees.
- C. Duties
  1. The President shall alert members an upcoming call for nominations for the DeSensi Diversity Award at the Annual General Meeting.
  2. The Executive Director, in consultation with the President, shall form the DeSensi Award committee by June 15.
  3. The Chairperson will send the Diversity Award call for nominations of NASSM members in good standing with accompanying credentials no later than one (1) week following the NASSM Conference.
  4. The Chairperson shall set a deadline for nominations for July 15.
  5. The Chairperson and Committee members may also nominate NASSM members.
  6. Nominations are submitted to the Chairperson via the form on the NASSM website.
  7. The website form shall collect all the required materials detailing the nominee's qualifications for the award by September 1.
  8. The Chairperson shall send materials to review committee by September 7 for review and sets deadlines for finalizing decisions.
  9. The Chairperson shall oversee the selection of no more than three (3) nominees by the three voting members of the Paton Service Committee.

10. The Committee Chairperson shall submit a list of at least two (2) but no more than three (3) nominees for consideration by the Governing Board at the Fall meeting. The Service Award may only be bestowed on an individual once over the course of their career.
11. If the final slate of candidates approved by the selection committee includes a nominee presently serving on the Governing Board, that individual is not eligible to be present during the candidate presentation, deliberation, and voting process.
12. The voting members of the Governing Board will select the Distinguished Educator Award recipient by majority vote no later than November 15.
13. The Committee Chairperson shall notify the individual selected as the recipient and copy the Committee members by December 1.
14. The Committee Chairperson shall notify the Marketing and Communications Chair of the winner to ensure a public announcement is made to NASSM members by December 15.
15. The recipient shall present a short speech and will be honored at the Society's Founders' Awards Night Reception.
16. The Committee Chairperson shall convey that the award recipient may select an individual to offer introductory comments at the Founders' Awards Night Reception.
17. The reception will proceed according to the protocol outlined in the Founders' Awards Night Reception operating codes.
18. The recipient shall be honored by receiving a plaque signifying selection.
19. The Chairperson shall maintain information on nominees for three years. During this time, nominees may be considered for the award by the Committee. Nominees considered may be re-nominated.

NOTE: Although the intent is that the lecture will be given annually, it may be necessary on occasion not to present the lecture award if a qualified recipient is not determined.

#### **IV. Annual Report**

The Committee Chairperson shall prepare and present a report of the year's activities to the Executive Director.

#### **V. Suggested Procedures**

##### **A. Qualifications**

1. The purpose of the Dr. Joy DeSensi Diversity Award for Inclusive Excellence is to recognize exceptional contributions to promote diversity and inclusion within NASSM and related sport management disciplines. The award signifies: (a) a significant contribution to promoting and understanding diversity within NASSM; (b) the creation of innovative programs, initiatives, strategies, etc. designed to enhance NASSM's diversity and inclusion; and (c) a sustained commitment to developing diversity and inclusion in sport management disciplines through teaching, research, and/or service.
2. Any professional member of NASSM is eligible to be nominated and receive the Dr. Joy DeSensi Diversity Award for Inclusive Excellence recognition. Nominees must have been professional members of NASSM for a minimum of five (5) years.
3. Nominees may be of any faculty rank and must currently be employed full-time at an academic institution. There is no limit to the number of times a member may be nominated. Nominations will remain active for three (3) years.

##### **B. Nomination Procedures**

1. Any NASSM member may nominate another NASSM member for consideration by submitting a letter, not to exceed two (2) pages, using the form on the website.
2. Self-nominations and Committee nominations will be accepted
3. All nominations must be submitted electronically to the form on the NASSM website.

4. Nominees may be of any faculty rank. There is no limit to the number of times a member may be nominated.
  5. Nominations will remain active for three (3) years from the date of the initial nomination letter.
  6. The nomination letter must clearly outline the qualifications of the nominee using the criteria outlined by the award criteria.
  7. If selected as a finalist, nominees must be able to provide the required evidence by September 1.
- C. Evidence
1. If selected as a finalist, candidates must provide the following supporting evidence to the committee chair no later than September 15. All materials must be submitted electronically.
  2. Evidence includes (i & ii):
    - a. A current curriculum vita.
    - b. An application document, not to exceed five (5) pages, that includes a statement of the candidate's perspectives on diversity and evidence which describes the candidate's qualifications based on the purposes of the award (see first paragraph, page 1). Examples of evidence may be, but is not limited to the following, as appropriate:
      - i. work demonstrating the candidate actively promotes diversity and inclusion in NASSM.
      - ii. research that advances understanding of diversity within sport management and related domains.
      - iii. teaching that advances understanding of diversity within sport management – through course curricula, new teaching methods, development of diversity courses, etc.
      - iv. service that demonstrates an advanced commitment to diversity and inclusion. demonstrated mentorship of underrepresented groups within sport management.
      - v. service on NASSM's Diversity Committee.
- D. Procedures for the Nominee
1. Complete the online form on the NASSM Website with the following details:
    - a. Name
    - b. Rank and/or Title
    - c. Professional Affiliation
    - d. Address, Phone, E-mail address
    - e. Confirm your membership is current (note: you must have a current membership to submit materials)
  2. Submission Process
    - a. Selection criteria detailing the nominee's qualifications must be submitted electronically on the NASSM website via the submission form.
    - b. Credentials should be submitted as one PDF document.
    - c. Document name should be formatted as last name\_Zeigler.pdf(Smith\_Zeigler.pdf).
    - d. Credentials must be submitted no later than 11:59 p.m. (PST) on September 1.
  3. Deadline Overview
    - a. By June 7 – Call for nominations sent by Marketing & Communications Committee
    - b. June 15- Award committee confirmed by the Executive Director and President
    - c. July 15 - Nominations due via form on the website
    - d. July 16 – Chairperson notifies nominees when materials are due to upload to the website
    - e. September 1 – Credentials uploaded to website form
    - f. September 7 – Chairperson sends materials to the Committee for review and sets deadlines for finalizing nominees
    - g. By November 15 – Governing Board votes on award recipient
    - h. By December 1 – Chairperson notifies awardee

- i. By December 15 – Chairperson notifies Marketing & Communications

## **NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**

### **Operating Code for the Distinguished Research Award Selection Committee**

#### **I. Name**

The name of this Committee shall be the Distinguished Research Award Selection Committee.

#### **II. Organization**

- A. The Committee shall be an Award Committee that reports directly to the Executive Director.
- B. The Committee shall consist of five (5) professional members: the three (3) most recent Research Award\* recipients (or another past recipient of this award if one of these three has a conflict of interest), and two (2) additional professional members who will serve as voting members of the committee.
- C. The Executive Director shall submit a public call to the NASSM membership to solicit interest in serving as potential award committee member annually following the AGM. Professional members will remain in the pool for 2-years if not chosen to serve immediately.
- D. The Executive Director in consultation with the President shall form and notify the committee by June 15.
- E. The Executive Director will oversee the progress of the committee to ensure duties are fulfilled.
- F. The Committee will vote to determine the Chair.

\*NOTE: the first three years the award is adjudicated, professional members will serve as committee members until there are three award recipients.

#### **III. Conduct of Business**

- A. Meetings
  1. Business shall be conducted by phone, e-mail, video conference, or in person.
  2. A record of all considerations shall be maintained by the Chairperson.
- B. Finances
  1. Financial considerations (i.e., printing and mailing materials) shall be incurred by the nominees.
- C. Duties
  1. The President shall alert members an upcoming call for nominations for the Distinguished Research Award at the Annual General Meeting.
  2. The Executive Director, in consultation with the President, shall form the committee by June 15.
  3. The Chairperson will send the Distinguished Research Award call for nominations of NASSM members in good standing with accompanying credentials no later than one (1) week following the NASSM Conference.
  4. The Chairperson will set a deadline for nominations for July 15.
  5. The Chairperson and Committee members may also nominate NASSM members.
  6. Nominations are submitted to the Chairperson via the form on the NASSM website.
  7. The website form shall collect all the required materials detailing the nominee's qualifications for the award by September 1.
  8. The Chairperson shall send materials to review committee by September 7 for review and sets deadlines for finalizing decisions.

9. The Chairperson shall oversee the selection of no more than three (3) nominees by the three voting members of the Award Committee.
10. The Committee Chairperson shall submit a list of at least two (2) but no more than three (3) nominees for consideration by the Governing Board at the Fall meeting. The Distinguished Research Award may only be bestowed on an individual once over the course of their career.
11. If the final slate of candidates approved by the selection committee includes a nominee presently serving on the Governing Board, that individual is not eligible to be present during the candidate presentation, deliberation, and voting process.
12. The voting members of the Governing Board will select the Award recipient by majority vote no later than November 15.
13. The Committee Chairperson shall notify the individual selected as the recipient and copy the Committee members by December 1.
14. The Committee Chairperson shall notify the Marketing and Communications Chair of the winner to ensure a public announcement is made to NASSM members by December 15.
15. The recipient shall present a brief speech and will be honored at the Society's Founders' Awards Night Reception.
16. The Committee Chairperson shall convey that the award recipient may select an individual to offer introductory comments at the Founders' Awards Night Reception.
17. The reception will proceed according to the protocol outlined in the Founders' Awards Night Reception operating codes.
18. The recipient shall be honored by receiving a plaque signifying selection.
19. The Committee Chairperson shall maintain information on nominees for three years. During this time, nominees may be considered for the award by the Committee. Nominees previously considered for the award may be re-nominated.

NOTE: Although the intent is that the lecture will be given annually, it may be necessary on occasion not to present the lecture award if a qualified recipient is not determined.

#### **IV. Annual Report**

The Committee Chairperson shall prepare and present a report of the year's activities to the Executive Director.

#### **V. Suggested Procedures**

##### **A. Qualifications**

1. The purpose of the Distinguished Research Award is to recognize a scholar's extraordinary scientific contributions to the field of sport management.
2. The Award is given in acknowledgment of an individual's (a) distinguished record of intellectual contributions (e.g., publications, presentations); (b) advancement of conceptual, empirical, and/or theoretical knowledge to the literature and practice; (c) authorship of ideas that are original, important, and validate the distinctiveness of sport management as an academic discipline; and (d) mentorship and support of other scholars.
3. Any professional member of NASSM in good standing is eligible to be nominated and receive the Distinguished Research Award.
4. Nominees must have been professional members of NASSM for a minimum of five years and have received the NASSM Research Fellow award.
5. The Distinguished Research Award may only be bestowed upon an individual once over the course of their career.
6. Distribution of the plaque and acceptance of the award will take place at the Founders' Awards Night Reception at the annual conference.

##### **B. Nomination Procedures**

1. Any NASSM member may nominate another NASSM member for consideration by submitting a letter, not to exceed two (2) pages, to the Committee Chairperson. Self-nominations will also be accepted.
  2. All nominations must be submitted electronically to the designated Committee Chairperson.
  3. Nominees may be of any faculty rank. There is no limit to the number of times a member may be nominated. Nominations will remain active for three (3) years from the date of the initial nomination letter.
  4. The nomination letter must clearly outline the qualifications of the nominee using the four criteria outlined in the Award's purpose
  5. If selected as a finalist, nominees must be able to provide the required evidence (see section V.C. below) by the designated deadline.
- C. Evidence
1. If selected as a finalist, candidates must provide the following supporting evidence to the Committee Chairperson electronically by no later than September 15:
    - a. A current curriculum vitae.
    - b. An application cover letter, not to exceed five (5) pages, that states the candidate's research specialization and clearly provides evidence of the candidate's qualifications based on the purposes of the award. Candidates should organize their cover letter according to the following subheadings:
      - i. Record of Intellectual Contributions (e.g., H-index, citation rates)
      - ii. Advancement of Knowledge to the Literature and Practice
      - iii. Originality and Importance of Ideas and Contribution to the Sport Management Academy
      - iv. Mentorship and Support of Other Scholars
      - v. Five (5) letters of support, at least three (3) of which must come from NASSM Research Fellows that are not members of the awards committee.
      - vi. Candidates are required to submit their final package as one PDF document written on university letter head.
- D. Procedures for the Nominee
1. Complete the online form on the NASSM website with the following credentials:
    - a. Name
    - b. Rank and/or Title
    - c. Professional Affiliation
    - d. Address, Phone, E-mail address
    - e. Confirm your membership is current (note: you must have a current membership to submit materials)
  2. Submission Process
    - a. Selection criteria detailing the nominee's qualifications must be submitted electronically on the NASSM website via the submission form.
    - b. Credentials should be submitted as one PDF document.
    - c. Document name should be formatted as last name\_Zeigler.pdf(Smith\_Zeigler.pdf).
    - d. Credentials must be submitted no later than 11:59 p.m. (PST) on September 1.
  3. Deadline Overview
    - a. By June 7 – Call for nominations sent by Marketing & Communications Committee
    - b. June 15 – Award committee formed by Executive Director and President
    - c. July 15 - Nominations due via form on the website
    - d. July 16 – Chairperson notifies nominees when materials are due to upload to the website
    - e. September 1 – Credentials uploaded to website form
    - f. September 7 – Chairperson sends materials to the Committee for review and sets deadlines for finalizing nominees



- g. By November 15 – Governing Board votes on award recipient
- h. By December 1 – Chairperson notifies awardee
- i. By December 15 – Chairperson notifies Marketing & Communications

## **NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**

### **Operating Code for NASSM Research Fellows Credentials Committee**

#### **I. Name**

The name of this Committee shall be NASSM Research Fellows Credentials Committee of the North American Society for Sport Management.

#### **II. Organization**

- A. The NASSM Research Fellows Credentials Committee shall consist of two (2) recent (with the last 5 years) Research Fellow winners appointed by the Executive Director, in consultation with the President, who will verify the credentials of the candidate.
- B. The committee members will determine a Chair.
- C. If the number of research fellow candidates is too large for two people, the Executive Director can appoint others to assist.

#### **III. Conduct of Business**

- A. Meetings
  1. Business shall be conducted by mail, phone, e-mail, video conference, or in person (at the annual conference).
  2. A record of all considerations shall be maintained by the Committee.
- B. Duties
  1. The Chairperson shall issue a call for credentials by January 5 and set a deadline date for submissions of April 1.
  2. The Chairperson shall receive credentials from potential Fellows via website submission.
  3. The committee will review submissions to verify credentials.
  4. The Chairperson will notify the potential Fellows of their status.
  5. The Chairperson shall notify the President and ED that new Fellows have been qualified.

#### **IV. Timeline**

- A. Call for credentials: January 5
- B. Submissions Due: April 1
- C. Notification: May 1
- D. Notify Marketing Committee for announcement: by May 7
- E. Awards are given at the Founders' Awards Night Reception.

#### **V. Qualifications for NASSM Research Fellows**

- A. All qualified NASSM members in good standing are eligible to become NASSM Research Fellows.
- B. Qualified members will become NASSM Research Fellows by meeting specified criteria as listed (i.e., no voting procedures) and submitting their credentials on or before the announced annual deadline.
- C. Criteria for NASSM Research Fellows are as follows (both a and b):
  1. Publications: All NASSM Research Fellows must have published at least:
    - a. 15 refereed journal articles (3 of the total refereed journal articles must be within the last 6 years)
    - b. 3 of the total refereed journal articles must be published submissions in the Journal of Sport Management no later than April 1.

- c. Articles assigned a DOI number by a refereed journal shall be counted toward the minimum 15 refereed journal articles provided the DOI number is assigned prior to April
2. Authorship: Each NASSM Research Fellow must be first or solo author on at least five of the refereed journal articles, including at least one refereed publication in the Journal of Sport Management.
3. Presentations: All NASSM Research Fellows must have presented 20 refereed presentations (4 of the total presentations must be within the last 6 years; 6 of the total presentations must be NASSM presentations).

#### **VI. Submitting Materials**

- A. Complete the online form with author details on the NASSM website.
- B. All members will submit one (1) PDF file containing all details as outlined in the criteria section.
- C. File should be submitted using the following format should be used to submit materials:  
name.ResearchFollow\_YEAR.pdf (e.g., Smith.ResearchFellow\_22.pdf)

#### **VII. Committee Procedures**

- A. The Chairperson shall issue a call for credentials from all professional and emeritus members by January 5 of each year (viz., of a new Journal of Sport Management publication cycle).
- B. The Chairperson must maintain review records and notify the Executive Director when new NASSM Research Fellows have been qualified.
- C. The Chairperson shall notify all applicants of their status by May 1 (the sole reason someone will not qualify will be a deficiency in minimum criteria).
- D. The NASSM Fellows are announced in NASSM communications after May 1 and/or at the Annual General Meeting.
- E. The President awards all new NASSM Fellows a letter of commendation, and certificate and/or plaque. Distribution of the plaque and acceptance of award will take place at the Founders' Awards Night Reception at the annual conference. (Note: See Founders' Night Code.)

#### **VIII. Annual Report**

The Chairperson shall prepare and present a report of the year's activities to the Executive Director.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code NASSM *Sport Management Education Journal* Fellow Credentials Committee

#### I. Name

The name of this committee shall be the NASSM *Sport Management Education Journal* Fellow Credentials Committee of the North American Society for Sport Management.

#### III. Conduct of Business

##### A. Meetings

1. Business shall be conducted by phone, e-mail, or video conference.
2. A record of all considerations shall be maintained by the Committee.

##### B. Duties

1. The Chairperson shall issue a call for credentials in early January and set a deadline date for published submissions no later than April 1.
2. Access to the credential form will be on the NASSM website. All interested potential Fellows should be directed here to upload materials.
3. The Chairperson shall receive credentials from potential Fellows.
4. The Chairperson shall convene a meeting of the Credentials Committee to review each application for verification.
5. The Chairperson will notify the potential Fellows of their status.
6. The Chairperson shall notify the President that new NASSM *Sport Management Education Journal* Fellows have been qualified.

#### IV. Timeline

- A. Call for credentials: January 5
- B. Submissions Due: April 1
- C. Notification: May 1
- D. Notify Marketing Committee for announcement: by May 7
- E. Awards are given at the Founders' Awards Night Reception

#### V. Qualifications for NASSM *Sport Management Education Journal* Fellow

- A. All qualified NASSM members are eligible to become NASSM *Sport Management Education Journal* Fellows
- B. Qualified NASSM member will become NASSM *Sport Management Education Journal* Fellows by meeting specified criteria as listed (i.e., no voting procedures) and by submitting their credentials on or before the announced annual deadline.
- C. Criteria for the Fellow are as follows (all criteria must be met):
  1. All NASSM *Sport Management Education Journal* Fellows must be a current member of NASSM at time of application and have four additional years of membership. The membership years do not have to be consecutive.
  2. Five (5) peer-reviewed publications in *Sport Management Education Journal* with at least one (1) first-author publication.
  3. Publications in the Pedagogical Innovations and Teaching & Learning Fair sections of the journal count toward the publication total but at least two (2) of the publications must be research articles, and only one (1) publication can be a Teaching & Learning Fair submission.
  4. The first-author publication must be a research article.

## **VI. Submitting Materials**

- A. Complete the online form with author details on the NASSM website.
- B. All members will submit one (1) PDF file containing all details as outlined in the criteria section.
- C. File should be submitted using the following format should be used to submit materials:  
name.SMEJFollow\_YEAR.pdf (e.g., Smith.SMEJFellow\_22.pdf)
- D. Qualifying Publications
  - 1. List *SMEJ* publications in APA format.
  - 2. Include the first page of the five (5) *Sport Management Education Journal* publications used to meet the criteria.
  - 3. List years of NASSM membership

## **VII. Committee Procedures**

- A. The Chairperson shall issue a call for credentials from all professional and emeritus members by January 5 of each year (viz., of a new *Sport Management Education Journal* publication cycle).
- B. The Chairperson must maintain records and notify the Executive Director when new NASSM *Sport Management Education Journal* Fellows have been qualified.
- C. The Chairperson shall notify all applicants of their status by May 1 (the sole reason someone will not qualify will be a deficiency in minimum criteria).
- D. The NASSM *Sport Management Education Journal* Fellows are announced in NASSM communications by May 7 and/or at the Annual General Meeting.
- E. The President awards all new NASSM *Sport Management Education Journal* Fellows a letter of commendation and a certificate/plaque. Distribution of the certificate/plaque will occur at the Founders' Award Night Reception at the annual conference. (Note: See Founders' Night Code.)

## **VIII. Annual Report**

The Chairperson shall prepare a report of the year's activities to the Executive Director.

## **NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**

### **Janet B. Parks NASSM Research Grant Program**

#### **I. Name**

The Janet B. Parks NASSM Research Grant Program is intended to advance scholarship in sport management by providing support to NASSM members as they pursue projects of importance to the field.

#### **II. Organization**

- A. The Janet B. Parks NASSM Research Grant Program Committee shall be an Award Committee appointed by the Executive Director annually.
- B. The Janet B. Parks NASSM Research Grant Program Committee shall consist of five (5) professional members: three (3) previous research fellow awardees and two professional members appointed by the Executive Director, in consultation with the President.
- C. The Executive Director shall submit a public call to the NASSM membership to solicit interest in serving as potential award committee members annually following the AGM. Professional members will remain in the pool for 2-years if not chosen to serve immediately.
- D. The Executive Director in consultation with the President shall form and notify the committee by June 15.
- E. The Executive Director will oversee the progress of the committee to ensure duties are fulfilled.
- F. The Committee will vote to determine the Chair.

#### **III. Award**

- A. Each year, grant amounts will depend upon the Executive Director's recommendations; however, a total grant pool amount expected not to be less than \$5,000 per year will be the norm.
- B. This amount will be split amongst award recipients on a basis determined by the committee.
- C. No less than one (1) and no more than five (5) awards will be given in a year.
- D. Awards will be announced at the Annual Conference in conjunction with the Founders' Awards Night Reception.

#### **IV. Timeline**

- A. Calls for grant proposals communicated to the membership: January 5
- B. Executive Director and President form the review committee: January 15
- C. Intent to submit a proposal via email to the chair: February 1
- D. Submissions due: March 15
- E. Notification: May 1
- F. Notify Marketing Committee for announcement: by May 7
- G. Awards are given at the Founders' Awards Night Reception.

#### **V. Content**

- A. Complete the online form with author details.
- B. One PDF file containing the information outlined below is to be submitted electronically through the NASSM website. The file should be labeled as name.ParksProposal\_YEAR.pdf (e.g., Smith.ParksProposal\_22.pdf)
- C. Proposals should follow the following guidelines:
  1. In addition to completing the coversheet, authors should include a proposal of no more than 2,500 words (including references, tables, and figures) that clearly outlines:
    - a. purpose of the study

- b. theoretical framework
  - c. proposed methods
  - d. analytical strategy
  - e. expected results
  - f. significance of the findings to the field of sport management.
2. Authors should include an itemized budget of expenses within the following parameters:
    - a. Funds shall not be expended for equipment normally provided by an institution.
    - b. Data analysis software is an acceptable budget item expense request.
    - c. Travel costs are limited to those required for the collection of data. Funds shall not be expended to present findings at conferences.
    - d. Indirect costs cannot exceed 10% of the total project and should be included in the final budget proposal.
    - e. Expenses should not pre-date the award.
  3. Institutional Review Board (IRB) approval of the research must be obtained prior to the distribution of funds.
  4. Proposals should follow APA guidelines.
  5. All work must be scheduled to be completed within a year of the date the grant is awarded.
  6. Only one proposal per investigator (whether primary or otherwise) per year is allowed.
  7. Primary investigators with funded grants are eligible to apply again three years from date that grant was initially submitted, provided all grant requirements have been met.

## **VI. Evaluation**

- A. Proposals will be evaluated on the following criteria:
  1. Alignment with the mission of NASSM (20%)
  2. Originality of the research in the sport management field (25%)
  3. Clearly articulated (50%):
    - a. purpose of the study
    - b. theoretical framework
    - c. proposed methods
    - d. analytical strategy
    - e. expected results
    - f. significance of the findings
  4. Additional consideration will be given to new investigators (i.e., persons who earned their terminal degree less than five years before the grant submission).
  5. To qualify, all investigators of the research team should have earned their terminal degrees within five years (5%)

## **V. Eligibility**

- A. The principal investigator must be a current professional member and must have been a NASSM member for the previous two consecutive years prior to the application.
- B. All co-investigators listed on the application must be a current professional member of NASSM in good standing at the time of the application. (Note: NASSM membership runs from Jan 1- Dec 31. Applicants must be current members at time of application).

## **VI. Post-Award**

- A. Award recipients are expected to adhere to the following guidelines:
  1. Demonstrate a commitment to completing the work and submitting to NASSM outlets (e.g., conference, journals) as a priority.
  2. Submit status reports on the progress of the research as requested by the committee.
  3. Retain their membership within NASSM for at least one (1) year post-award.

4. Present a summary of findings for NASSM’s use in promoting the grant program and its recipients.
5. Include the following statement in all written documents including publications and presentation materials and print and electronic communications that result from successful funding: “This work was supported by funds received from the Janet B. Parks NASSM Research Grant Program.”

**VII. Other**

- A. The following stipulations also apply:
  1. All grants are made payable to the principal investigator’s university/institution; thus, checks are being made out to the universities/institutions rather than to individuals receiving the grants.
  2. All unexpended funds must be returned to NASSM in full within 60 days of the final written report.
  3. Principal Investigators must assume personal responsibility for the proposal, execution of the research plan, and presentation of the results.

**VIII. Annual Report**

The Chair shall prepare and submit a report to the Executive Director annually.



## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### NASSM Service-Learning Grant Program

#### I. Name

The NASSM Service-Learning Grant Program allows students and academics to connect theoretical knowledge and organized service activities in the community by providing service-learning opportunities, scholarship, and capacity in the field.

#### II. Details

- A. Funding is available for any of the following stages of service-learning projects:
1. startup phase needing funding to develop a course
  2. pilot course phase needing money for initial offering of a course
  3. improvement phase needing funding to build capacity to expand a course or its associated services.

#### III. Committee

- A. The NASSM Service-Learning Grant Program Committee shall be an Award Committee appointed by the Executive Director annually.
- B. The NASSM Service-Learning Grant Program Committee shall consist of five (5) professional members: two (2) of the most recent Dr. Garth Paton Distinguished Service Award winners and three (3) professional members appointed by the Executive Director, in consultation with the President, and the from the previous year.
- C. The Executive Director shall submit a public call to the NASSM membership to solicit interest in serving as potential award committee member annually following the AGM. Professional members will remain in the pool for 2-years if not chosen to serve immediately.
- D. The Executive Director in consultation with the President shall form and notify the committee by June 15.
- E. The Executive Director will oversee the progress of the committee to ensure duties are fulfilled.
- F. The Committee will vote to determine the Chair.

#### IV. Award

- A. Each year, grant amounts will depend upon NASSM Executive Director's recommendations; however, a total grant pool amount expected not to be less than \$5,000 per year will be the norm.
- B. This amount will be split amongst award recipients on a basis determined by the NASSM Service-Learning Grant Program Committee.
- C. No less than one (1) and no more than five (5) awards will be given in a year.
- D. Awards will be announced at the Annual Conference in conjunction with the Founders' Awards Night Reception.

#### V. Timeline

- A. Calls for grant proposals communicated to the membership: January 5
- B. Executive Director and President form the review committee: January 15
- C. Intent to submit a proposal via email to the chair: February 1
- D. Submissions due: March 15
- E. Notification: May 1
- F. Notify Marketing Committee for announcement: by May 7
- G. Awards are given at the Founders' Awards Night Reception.

## **VI. Content**

- A. Complete the online form with author details.
- B. One PDF file containing the information outlined below is to be submitted electronically through the NASSM website. The file should be labeled as name.ServiceProposal\_YEAR.pdf (e.g., Smith.ServiceProposal\_22.pdf)
- C. Proposals should follow the following guidelines:
  1. In addition to completing the coversheet, authors should include a proposal of no more than 2,500 words (including references, tables, and figures) that clearly outlines:
    - a. a general overview of the service-learning project
    - b. the theoretical foundation for the work
    - c. the key learning objectives and how these are linked with the course content
    - d. the potential impact on the community and plans for sustaining the project past the term of the grant.
  2. Authors should include an itemized budget of expenses within the following parameters:
    - a. Funds shall not be expended for equipment normally provided by an institution, or for expenses not directly related to the service-learning project
    - b. Allowable expenses include salary, materials, travel, or other items needed to complete the service-learning project
    - c. Travel costs are limited to those required for the project and shall not be expended to present findings at conferences
    - d. Indirect costs cannot exceed 10% of the total project and should be included in the final budget proposal.
    - e. Expenses should not pre-date the award.
  3. Proposals should follow APA guidelines.
  4. All work must be scheduled to be completed within a year of the date the grant is awarded.
  5. Only one proposal per service-learning leader (whether primary or otherwise) per year is allowed.
  6. Primary investigators with funded grants are eligible to apply again three years from date that grant was initially submitted, provided all grant requirements have been met.

## **VII. Evaluation**

- A. Proposals will be evaluated on the following criteria:
  1. Alignment with the mission of NASSM (20%).
  2. Originality of the service-learning project in the sport management field (25%).
  3. Clearly articulated (50%):
    - a. a general overview of the service-learning project
    - b. theoretical foundation for the work
    - c. the key learning objectives and how these are linked with the course content
    - d. the potential impact on the community, budget justification, and plans for sustaining the project past the term of the grant
  4. Additional consideration will be given to new investigators (i.e., persons who earned their terminal degree less than five years before the grant submission).
  5. To qualify, all investigators of the research team should have earned their terminal degrees within five years (5%).

## **VIII. Eligibility**

- A. The principal investigator must be a current professional member and must have been a NASSM member for the previous two consecutive years prior to the application.

- B. All co- investigators listed on the application must be a current professional member of NASSM in good standing at the time of the application. (Note: NASSM membership runs from Jan 1- Dec 31. Applicants must be current members at time of application).

### **IX. Post-Award**

- A. Award recipients are expected to adhere to the following guidelines:
1. Demonstrate a commitment to completing the work and submitting to NASSM outlets (e.g., conference, journals) as a priority.
  2. Submit status reports on the progress of the research as requested by the NASSM Service-Learning Grant Program Committee.
  3. Retain their membership within NASSM for at least one (1) year post-award.
  4. Present a summary of findings for NASSM's use in promoting the grant program and its recipients.
  5. Include the following statement in all written documents including publications and presentation materials and print and electronic communications that result from successful funding: "This work was supported by funds received from the NASSM Service-Learning Grant Program."

### **X. Other**

- A. The following stipulations also apply:
1. All grants are made payable to the principal investigator's university/institution; thus, checks are being made out to the universities/institutions rather than to individuals receiving the grants.
  2. All unexpended funds must be returned to NASSM in full within 60 days of the final written report.
  3. Principal Investigators must assume personal responsibility for the proposal, execution of the research plan, and presentation of the results.

### **XI. Annual Report**

The Chair shall prepare and submit a report to the Executive Director annually.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for NASSM Doctoral Research Grant

#### I. Name

The name of this Award Committee shall be the Doctoral Research Grant Committee. The NASSM Doctoral Research Grant is intended to advance scholarship in sport management by providing support to NASSM doctoral student members as they pursue projects of importance to the field, and advance scholarship in the field of sport management.

#### II. Organization

- A. The NASSM Doctoral Research Grant Program Committee shall be an Award Committee appointed by the Executive Director annually.
- B. The NASSM Doctoral Research Grant Program Committee shall consist of five (5) professional members: two (2) previous research fellow awardees and three (3) professional members appointed by the Executive Director, in consultation with the President.
- C. The Executive Director shall submit a public call to the NASSM membership to solicit interest in serving as potential award committee member annually following the AGM. Professional members will remain in the pool for 2-years if not chosen to serve immediately.
- D. The Executive Director in consultation with the President shall form and notify the committee by June 15.
- E. The Executive Director will oversee the progress of the committee to ensure duties are fulfilled.
- F. The Committee will vote to determine the Chair.

#### III. Award

1. Each year, grant amounts will depend upon recommendations from the Executive Director; however, the total grant pool amount is expected to be approximately \$5,000 per year.
2. This amount will be split amongst award recipients on a basis determined by the committee. In previous years, grants ranged between \$1500- \$2000.
3. No more than five (5) awards will be given in a year.
4. Awards will be announced at the Annual Conference in conjunction with the Founders' Awards Night Reception.

#### IV. Timeline

- A. Calls for grant proposals communicated to the membership: January 5
- B. Executive Director and President form the review committee: January 15
- C. Intent to submit a proposal via email to the chair: February 1
- D. Submissions due: March 15
- E. Notification: May 1
- F. Notify Marketing Committee for announcement: by May 7
- G. Awards are given at the Founders' Awards Night Reception.

#### V. Content

- A. Complete the online form with author details.
- B. One PDF file containing the information outlined below is to be submitted electronically through the NASSM website. The file should be labeled as name.DoctoralGrantProposal\_YEAR.pdf (e.g., Smith.DoctoralGrantProposal\_22.pdf)
- C. Proposals should follow these guidelines:
  1. No more than 2,500 words that includes the following:

- a. the purpose of the study
  - b. theoretical framework
  - c. proposed methods
  - d. analytical strategy
  - e. expected results
  - f. significance of the findings to the field of sport management
  - g. a statement regarding current academic progress in doctoral program and how the project will further the student's academic progress.
2. Authors should include an itemized budget of expenses within the following parameters:
    - a. Funds shall not be expended for equipment normally provided by an institution, or for expenses not directly related to the service-learning project
    - b. Travel costs are limited to those required for the project
    - c. Funds shall not be expended to present findings at conferences
    - d. Indirect costs cannot exceed 10% of the total project and should be included in the final budget proposal.
    - e. Expenses should not pre-date the award.
  3. Authors must also submit a copy of an IRB approval for the study
  4. Proposals should follow APA guidelines
  5. Students should email the Doctoral Research Grant Committee Chair indicating their intent to apply and include their name, title of project with 1-2 sentence overview, advisor, and university.
  6. All work must be scheduled to be completed within a year of the date the grant is awarded.
  7. Only one proposal per investigator (whether primary or otherwise) per year is allowed.
  8. Proposals from students for this award and supervisors for the Janet B. Parks Research Grant Award on the same research are **not permitted**.
  9. If the proposed project represents a supervisor-driven initiative, the project should be submitted to the Janet B. Parks Research Grant competition.

## **VI. Evaluation**

- A. All grants will receive a blind review. All identifiers indicating student name and university should be redacted. Proposals with identifiers will not be reviewed by the Doctoral Research Grant Committee and will result in immediate disqualification.
- B. The review process should be as follows:
  1. Each proposal will be reviewed by two committee members that will rank them according to the criteria provided:
    - a. alignment with the mission of NASSM (20%)
    - b. originality of the research in the sport management field (25%)
    - c. clearly articulated (55%):
      - i. purpose of the study (10%)
      - ii. theoretical framework (5%)
      - iii. proposed methods (5%)
      - iv. analytical strategy (5%)
      - v. expected results (5%)
      - vi. significance of the findings (15%)
      - vii. budget (evaluated based on value to contribution) (10%)
  - A. The Doctoral Research Grant Committee Chair will notify the grant awardees and the Executive Director.
  - B. The grant awardees will be notified by the committee by May 1 and students will be provided brief feedback on their proposal.

- C. If there are more high scoring fundable projects beyond the total grant dollars available, the Doctoral Research Grant Committee Chair may contact the Executive Director to request an increase in funds to support additional proposals.

### **VII. Eligibility**

- A. Those submitting must be a NASSM member in good standing and enrolled as a doctoral student during the tenure of the award (Note: NASSM membership runs from Jan 1- Dec 31. Applicants must be current members at time of application).

### **VIII. Post Report**

- A. Award recipients are expected to adhere to the following guidelines:
1. Demonstrate a commitment to completing the work and submitting to NASSM outlets (e.g., conference, journals) as a priority.
  2. Submit status reports on the progress of the research as requested by the committee.
  3. Retain their membership within NASSM for at least one (1) year post-award.
  4. Present a summary of findings for NASSM's use in promoting the grant program and its recipients.
  5. Include the following statement in all written documents including publications and presentation materials and print and electronic communications that result from successful funding: "This work was supported by funds received from the NASSM Doctoral Research Grant Program."

### **IX. Other**

- A. The following stipulations also apply:
1. All grants are made payable to the principal investigator's university/institution.
  2. All unexpended funds must be returned to NASSM in full within 60 days of the final written report.
  3. Doctoral students must assume personal responsibility for the proposal, execution of the research plan, and presentation of the results.

### **X. Annual Report**

The Chair shall prepare and submit a report to the Executive Director annually.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for the Sport Management Education Journal Best Paper Award

#### I. Purpose

The *Sport Management Education Journal (SMEJ)* editorial board will select one manuscript annually to be awarded the Best Paper Award. Articles will be considered only for the year it was published and awards will be announced and distributed at the Annual Conference of the North American Society for Sport Management. All authors of the Best Paper Award will receive an award. The Award will be announced at the Annual Conference in conjunction with the Founders' Awards Night. Only one manuscript will be selected for Best Paper Award.

#### II. Organization

- A. The committee shall be an Award Committee managed by the Executive Director.
- B. The committee will comprise a minimum of the Editor and Associate Editor.
- C. This committee will be comprised of members of the *SMEJ* Editorial Board. A minimum of five (5) current members of the *SMEJ* Editorial Board will constitute the evaluation committee. This committee may also include previous members of the *SMEJ* Editorial Board if necessary.
- D. The following persons will not be eligible to serve on the evaluation committee:
  1. *SMEJ* Editorial Board members who also served on the selection committee
  2. authors of one of the selected articles
  3. authors of other manuscripts published in *SMEJ* in the current year.
- E. The Editor and Associate Editor will be responsible for the integrity of the evaluation committee.
- F. A selection committee chair will be selected to oversee the evaluation process. The chair will be responsible for distribution of the evaluation rubric to committee members, collection of the evaluations, and compiling the results of the evaluations. The chair will also establish deadlines for the evaluation process.

#### III. Article Selection

- A. The selection committee will select articles for consideration from the current year. The committee will select a minimum of three articles for consideration.
- B. To remain consistent with the aim and scope of *SMEJ*, only published empirical, philosophical, or conceptual articles will be considered for the award.
- C. Published articles in the Pedagogical Innovations sections (e.g., case studies, educational research reviews, essays, dialogues, interviews, nor exemplary contributions) will not be considered.
- D. The selected articles will be sent to the evaluation committee after the final issue is published, but not later than November 1 of the current year.

#### IV. Evaluation

- A. The evaluation committee will review the articles selected as defined by Section III.
- B. The committee chair will tabulate the scores, compile a summary of the evaluations, and share the information with the committee.
- C. The committee chair will convene a time and date for the committee to meet (via video conferencing, phone, etc.) to discuss and determine a recipient for the award.
- D. The chair will inform the *SMEJ* Editor of the results and the selected article.
- E. The recipient will be communicated to the *SMEJ* Editor no later than the last day of March in which the award will be given.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for NASSM Student Research Competition Committee

#### I. Name

The name of this Committee shall be the Student Research Competition Committee.

#### II. Organization

- A. The Student Research Competition Committee shall be an Award Committee appointed by the Executive Director.
- B. The Student Research Competition review committee is comprised of five\* (5) professional members appointed by the Executive Director, in consultation with the JSM editor.
- C. The committee members shall appoint one member to serve as Chair.
- D. The five (5) reviewers must be professional members of NASSM and have a record of research experience/publication that warrants service as a reviewer.
- E. For the final review stage, three (3) new reviewers should be chosen. One of the reviewers shall be a member of the JSM Editorial Review Board and another shall be a member of the SMEJ Editorial Review Board, and the Executive Director will work in coordination with the President and Editors of JSM and SMEJ to appoint those reviewers.

\*Note: more reviewers can be added to the committee to accommodate higher number of submissions.

#### III. Timeline

- A. Submissions due: January 15; Proposals received after the deadline indicated will not be accepted.
- B. Executive Director and JSM Editor form the review committee: February 1.
- C. Notification: May 1
- D. Notify Marketing Committee for announcement: by May 7

#### IV. Content

- A. Complete the online form with author details.
- B. One PDF file containing the information outlined below is to be submitted electronically through the NASSM website. The file should be labeled as Name.StudentPaper\_YEAR.pdf (e.g., Smith.StudentPaper\_22.pdf)
- C. The page limit for paper submissions is 40 double-spaced pages, including references, tables, figures and appendices. Papers more than 40 pages will not be eligible for the competition.

#### V. Selection Procedures

- A. The Student Research Competition Committee will accept papers no more than 40 pages in length.
- B. Those submitting must be enrolled as single authors in a college or university and not be currently employed in a full-time academic position at the time of submission.
- C. Throughout the adjudication process, the research paper, or any form of the research paper (e.g., method, research questions), cannot be submitted for any other presentation at the conference, nor should it have been previously undergone scholarly peer review, or have been presented/accepted for publication in other scholarly outlets.
- D. The review process should be as follows:
  1. Each reviewer examines 3-4 submissions (depending upon the numbers submitted) and ranks them (1 = best) according to the criteria provided



2. Relevance or significance of the topic
  3. Theoretical basis
  4. Methodology
  5. Discussion and interpretation
  6. Contribution to the Body of Knowledge
  7. Clarity of writing.
- E. Once the top 4 are selected, based on lowest total points, those are sent for another round of review for the final ranking, and the finalists are notified they will be able to present their research at the next NASSM Conference. This information shall be shared with the Conference Academic Chair to ensure that space is made in the schedule that than conflicts are avoided.
- F. The Student Research Competition Committee Chair will notify the winner and finalists of the result. The Chair will also notify the Executive Director, NASSM President, Conference Academic Chair, and Conference Host of the winner and the finalists.
- G. The winner of the Student Research competition will receive \$500 US towards travel or accommodation for the conference, a complimentary conference registration, and a one-year free membership with NASSM. When finalists are selected, they will receive \$250 US towards travel or accommodation for the conference and a waiver of the conference registration fee.
- H. The winner will present the paper at the President's Luncheon during the annual conference according to the guidelines in the attachment to follow this section.
- I. As space is available, up to three runners-up may also present their research as a 20-minute oral presentation at the annual conference.
- J. For the remaining submissions, the Student Research Competition Committee Chair will provide to the Conference Academic Chair a list of recommended high-quality submissions to be included in the poster session, as space is available.
- K. The NASSM President awards the winner of the Student Research Competition a plaque.

## **VI. Annual Report**

The Chair shall prepare and submit a report to the Executive Director annually.