

## VII. ANNUAL CONFERENCE

### NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

#### NASSM Conference Guidelines

##### I. ABSTRACT SUBMISSION RULES

- A. Authors are limited to two (2) submissions TOTAL, with only “advisor” listings exempted from that count. If authors exceed the limitation of two (2) submissions, the Conference Academic Chair will require them to remove the additional abstracts (if the lead author) or their names from the additional abstracts (if not the lead author).
- B. Authors may submit to different tracks or formats.
- C. Authors are only permitted to be listed on one (1) Teaching & Learning Fair abstract submission per year. This is in addition to the two (2) submissions allowed for the traditional conference.
- D. Authors MAY NOT review their own work, or that on which they are listed as “advisors”.
- E. To be listed as a student’s “advisor”, the advisor position must be clearly indicated in the author section of the submission, and the lead author must be a student and registered at their institution as such at the time of the abstract submission deadline.
- F. Abstracts submitted to the NASSM conference should not be concurrently submitted for consideration to another conference or have been previously presented at another conference and submitted abstracts should not be of work published prior to the NASSM abstract submission deadline of November 1st.
- G. All submissions must include each author’s name, affiliation/institution, and email address.
- H. Submission of an abstract indicates the authors’ intent to register for, and attend, the NASSM conference. The presenter must register by the conference early bird registration deadline, or their paper will be withdrawn.
- I. All submissions must follow the word count for their abstract presentation format, which is provided on the website and abstract submission portal.
- J. Presentation formats overviews are provided in detail on the website and abstract submission portal.
- K. All submissions will include text only. Figures and tables are not acceptable.
- L. All submissions must include all authors and institution names, which cannot be added/removed after the deadline for submission has passed.
- M. Those abstracts selected for presentation will be reprinted and published in the Conference Abstracts.
- N. Editorial corrections will be made by the authors following the review period.

##### II. ABSTRACT SUBMISSION PROCESS

- A. Authors are prompted to self-categorize their submissions in the following ways:
  1. **Presentation Category**
    - a. Empirical
    - b. Conceptual
    - c. Methodological
    - d. Teaching & Learning Fair (teaching in practice)
    - e. Teaching Innovation (pedagogical research)
  2. **Discipline Category**
    - a. Communication
    - b. Facilities, Events, and Tourism

- c. Finance/Economics
- d. Governance, policy, and law
- e. Management
- f. Marketing
- g. Methodology
- h. Socio-cultural
- i. Sport Development & Sport for Development
- j. Sport Ecology
- k. Sport Technology
- l. Teaching & Pedagogical Innovation

### 3. Context

- |                        |                       |
|------------------------|-----------------------|
| a. Amateur Sport       | h. Olympic Sport      |
| b. College Sport       | i. Professional Sport |
| c. Community Sport     | j. Recreational Sport |
| d. Disability Sport    | k. School Sport       |
| e. Elite Sport         | l. Youth Sport        |
| f. Immigrant Sport     | m. Other              |
| g. International Sport |                       |

### 4. Status of work

- a. Completed
- b. In-progress
- c. Ideation session

## III. ABSTRACT REVIEW PROCESS

- A. Each topic area is assigned one (1) SECTION HEAD, plus two (2) REVIEWERS.
- B. Reviewers should have been an author on a minimum of two (2) NASSM conference abstracts. Reviewers should have successfully completed a doctorate degree, or other terminal degree. A reviewer should be a NASSM member in good standing. Section heads must be NASSM professional members in good standing. They must have prior experience as a reviewer for the NASSM conference.
- C. No Section will have more than 20 abstracts. For topic areas that receive more than 20 abstracts, additional Section Heads (plus 2 more reviewers) will be added.
- D. Each reviewer and section head will complete a review for each abstract.
- E. The five (5) abstract self-categorization identifiers will be visible for reviewers to see, but the rest of the process is an anonymous review.
- F. Reviews will consist of an open comment section, plus a scoring matrix, which WILL be provided as feedback to the authors. In addition to the score, each reviewer will recommend to either ACCEPT or REJECT the submission.
- G. Once all reviews for a Section are complete, Section Heads will be able to view all reviews and will tabulate scores. Section Heads will be able to add their feedback to authors to the review but CANNOT change the scoring or recommendation. Section Heads can ask reviewers to edit their feedback, if the reviews are inaccurate, inappropriate, or require additional detail.
- H. The Section Heads will then provide to the Conference Academic Chair a listing of ACCEPTED submissions (2 or 3 REJECTS equals a REJECT), which is ranked from STRONGEST to WEAKEST.

- I. The Conference Academic Chair will then determine the total number of ACCEPTED submissions and will rank all from STRONGEST to WEAKEST. The calculated number of presentation spaces on the conference schedule will determine ultimate acceptance into the conference program.

#### IV. ABSTRACT SCORING MATRIX

For each category, the total score will be out of 30 points, in addition to qualitative feedback and an ACCEPT or REJECT recommendation.

- A. **Empirical:** Work that uses research to test or build sport management theory and concepts, or reports data collected in the context of consultation to a sport organization.
  1. Relevance/significance of the topic to sport management (5)
  2. Review of relevant literature (5)
  3. Clarity of purpose/objectives of the study/timeliness (5)
  4. Appropriate methodology and data analysis (5)
  5. Discussion/implications/applications (5)
  6. Contribution to the body of knowledge (5)
- B. **Conceptual:** Work that presents new conceptual frameworks or expands existing ones, and which typically does not collect new data.
  1. Relevance/significance of the topic to sport management (5)
  2. Review of relevant literature (5)
  3. Clarity of purpose/objectives/timeliness (5)
  4. Quality of theoretical/conceptual framework (5)
  5. Discussion/implications/future directions (5)
  6. Contribution to the body of knowledge (5)
- C. **Teaching Innovation:** These presentations focus on classroom methods or innovations. The purpose of these presentations is to acquaint sport management faculty with new methods or procedures that have proven useful in the classroom.
  1. Relevance/significance of the topic to sport management instructors (5)
  2. Review of relevant literature (5)
  3. Clarity of purpose/objectives of the presentation (5)
  4. Potential for impact on teaching quality (5)
  5. Originality of teaching innovations suggested (5)
  6. Contribution to the body of knowledge (5)
- D. **Methodology:** Methodology presentations focus on new methods or innovative applications of established methods for sport management research. These may be illustrated with empirical examples, but the empirical component in this case should be intended to illustrate the method.
  1. Relevance/significance of the topic to sport management (5)
  2. Review of relevant literature (5)
  3. Clarity of purpose/objectives of the presentation (5)
  4. Potential for impact on sport management research (5)
  5. Originality of suggestions in presentation (5)
  6. Contribution to the body of knowledge (5)
- E. **Teaching & Learning Fair:** The Teaching and Learning Fair presentations are intended as means of sharing pedagogical ideas, strategies, assignments, projects, and other teaching and learning tools with sport management faculty.
  1. Relevancy to Sport Management educators (5)
  2. Timeliness of idea (5)
  3. Usefulness in the classroom (5)
  4. Clarity of submission (5)
  5. Potential impact on teaching quality (5)

6. Contribution to the scholarship of teaching and learning (5)

**I. NASSM ABSTRACT WRITER SPECIFICATIONS - CRITICAL DATES**

- A. September 7 – Call for papers is posted
- B. September 15 – Abstract submission software operational with ‘test’ URL
- C. October 1 - Abstract submission software goes “live”, 2<sup>nd</sup> Call for Papers is sent, Reviewer instructions sent
- D. November 1 - Abstract submission deadline (11:59pm, PST)
- E. November 2 – Abstracts assigned to Section Heads and Reviewers; abstracts checked for the 2-abstract per author rule
- F. December 15 - All reviews are due
- G. January 7 - Section Head reports due
- H. January 15 - Acceptance/denials issued
- I. February 14 – Author edits due
- J. February 15 - Sessions scheduled (first draft)
- K. February 28 – Sessions scheduled (second draft)
- L. March 1 – online registration opens
- M. March 31 – Student research competition winner and runners-up added to schedule, final session schedule
- N. April 15 – early registration deadline; each abstract is matched with a registration; abstracts without registrations are warned that they must register or have their abstracts withdrawn
- O. April 30 – Program schedule and abstracts book are finalized; posted to website and loaded into the conference app
- P. May 21 – online registration turned off (Friday before conference begins)
- Q. June 15 – abstract book is finalized and posted to website

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

### **President's Keynote Guideline**

#### **I. Purpose**

The purpose of this document is to outline the procedures for the President's Keynote (or panel) at the annual conference. It shall be termed the "President's Keynote"

#### **II. Timing**

The President's Keynote shall take place in the hour prior to the President's luncheon on Friday of the conference. Approximately one hour should be allocated for the keynote or panel.

#### **III. Funding/sponsorships**

While the Conference Organizing Committee is open to solicit sponsorships for funding, it is advised that potential sponsors align with the spirit and mission of the topic for discussion.

#### **III. Program**

- A. Welcome by the President and overview of the topic
- B. Introduction of the guest speaker(s)
- C. Closing and invitation to the lunch by the president

### **President's Luncheon Guidelines**

#### **I. Purpose**

The purpose of this document is to outline the procedures for the President's Luncheon at the annual conference. It shall be termed the "President's Luncheon."

#### **II. Timing**

The President's Luncheon shall take place at lunchtime on Friday of the conference. Approximately one hour should be allocated for the luncheon.

#### **III. Funding/sponsorships**

While the Conference Organizing Committee is open to solicit sponsorships for funding the luncheon, it is advised that potential sponsors align with the spirit and mission President's keynote or panel.

#### **IV. Program**

- A. The luncheon program shall consist of the following elements:
  1. Introduction- President
  2. Lunch
  3. No programming will commence during the lunch.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Founders' Awards Night Protocol and Guidelines

#### I. Purpose

This document outlines the purpose and format of the Founders' Awards Night at the annual NASSM conference. This awards reception is to be held on Saturday evening of the conference at a suitable venue. It is to be termed the "Founders' Awards Night Celebration & Dinner."

#### II. Program Outline

A. The NASSM President leads the Founders' Award Night

B. Welcome, Introductory Remarks (5 minutes).

#### C. Introduction of the Earle F. Zeigler Award winner

1. Posted on program slides: "The Earle F. Zeigler Award is the most prestigious award in our field and recognizes those individuals that have made significant contributions to NASSM and the field in terms of scholarship, research, leadership, and peer recognition of their contributions. The individual must reflect those qualities demonstrated by Dr. Zeigler in the areas of student growth and development, leadership, service, scholarship, and collegiality, and through this, must have made a significant contribution to the field of sport management."
2. NASSM President invites the awardee to the stage – walk up music plays
3. NASSM President & Zeigler Award winner photo-op.

#### D. Introduction of Garth Paton Distinguished Service Award

1. Posted on program slides: "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. The recipient has to be a NASSM member in good standing for at least 10 year and demonstrate an on-going record of exemplary service to NASSM."
2. NASSM President invites the awardee to the stage as winner-designated introduction video plays (3 min minutes)
3. Brief speech from Dr. Garth Paton Distinguished Service Award Winner. (5 minutes)
4. Walk off music plays and NASSM President & Garth Paton Distinguished Service Award photo-op.

#### E. Introduction of Distinguished Sport Management Educator Award

1. Posted on program slides: "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) sustained commitment to the improvement and quality of teaching and learning in the sport management disciplines; and (d) sustained commitment to one's own professional learning. Any professional member of NASSM is eligible to be nominated and receive the NASSM Distinguished Sport Management Educator recognition. Nominees must have been members of NASSM for a minimum of five years and must have taught sport management courses for a minimum of three (3) years."
2. NASSM President invites the awardee to the stage as winner-designated introduction video plays (3 min minutes)

3. Brief speech from Distinguished Sport Management Educator Award Winner. (5 minutes)
4. Walk off music plays and NASSM President & Distinguished Sport Management Educator Award photo-op.

#### **F. Introduction of Dr. Joy DeSensi Diversity Award for Inclusive Excellence**

1. Posted on program slides: “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. 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 members of NASSM for a minimum of five (5) years. Nominees may be of any faculty rank and must currently be employed full-time at an academic institution.”
2. NASSM President invites the awardee to the stage as winner-designated introduction video plays (3 min minutes)
3. Brief speech from Joy DeSensi Diversity Award for Inclusive Excellence Winner (5 minutes)
4. Walk off music plays and NASSM President & Diversity Award photo-op.

#### **G. Introduction of the Distinguished Researcher Award**

1. Posted on program slides: “The purpose of the Distinguished Research Award is to recognize a scholar’s extraordinary scientific contributions to the field of sport management. 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.”
2. NASSM President invites the awardee to the stage as winner-designated introduction video plays (3 min minute)
3. Brief speech from the Distinguished Research Award winner (5 minutes)
4. NASSM President & Research Award photo-op.

#### **H. Introduction of NASSM Research Fellows**

1. NASSM President asks the inductees to join them on stage, and while they do so, introduces each Research Fellow award:
2. Posted on program slides: “All NASSM Research Fellows must have published at least 15 refereed journal articles (3 of the total refereed journal articles must be within the last 6 years; 3 of the total refereed journal articles must be published, hard copy submissions in the Journal of Sport Management no later than March 1). 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. 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). The following members are joining the Fellowship this year: [names of winners]”
3. Walk off music plays as awards are presented to winners and group photo is taken.

#### **G. Introduction of NASSM Sport Management Education Journal Fellows**

1. NASSM President asks the inductees to join them on stage, and while they do so, introduces each NASSM SMEJ Fellow award:
2. Posted on program slides: “All NASSM Sport Management Education Fellows must have published at least five (5) refereed journal articles with at least one (1) first-author publication. 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. The first-author publication must be a research article. The following members are joining the Fellowship this year: [names of winners]”
3. Walk off music plays as awards are presented to winners and group photo is taken.

#### **I. Introduction of the Janet B. Parks NASSM Research Grant**

1. Posted on program slides: “Started in 2009, 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. Award recipients must be a Professional NASSM member in good standing and must have been a member of NASSM for at least one (1) year prior to receiving the award. Any co-investigator must be a NASSM member in good standing and must have been a member of NASSM for at least 1 year.”
2. NASSM President introduces each grant winner, invites them onto stage, and presents award letter.
3. Walk off music plays as awards are presented to winners and group photo is taken.

#### **J. Introduction of the NASSM Service-Learning Research Grant**

1. Posted on program slides: “Started in 2016, the NASSM Service-Learning Research Grant Program is intended to advance service-learning opportunities, scholarship, and capacity in the field by providing support to NASSM members. 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. All coinvestigators listed on the application must be a current professional member of NASSM in good standing at the time of the application.”
2. NASSM President introduces each grant winner, invites them onto stage and presents award letter.
3. Walk off music plays as awards are presented to winners and group photo is taken.

#### **K. Introduction of NASSM Doctoral Research Grant Award Winners**

1. Posted on program slides: “The North American Society for Sport Management is pleased to announce the NASSM Doctoral Research Grant. This 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. Those submitting must be single authors, enrolled in a college or university, and not be currently employed in a full-time academic position at the time of submission.”
2. NASSM President introduces each grant winner, invites them onto stage and presents award letter.
3. Walk off music plays as awards are presented to winners and group photo is taken.

#### **L. Introduction of the Sport Management Education Journal Best Paper Award**

1. Posted on program slides: “The North American Society for Sport Management is pleased to announce the Sport Management Education Journal Best Paper Award. This award is intended to award teaching scholarship in sport management.”



2. NASSM President introduces each author for the winning paper, the title of the winning paper, invites them onto stage, and presents award certificate.
3. Certificate(s) is presented to the winner(s) and a photo is taken.

**M. Conclude Program**

1. This conclusion should include a call for nominations for each of the distinguished awards, and a reminder that the calls will be formally announced with a few weeks of the conclusion of the NASSM conference.

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