

Virginia Association for Health, Physical Education, Recreation and Dance
7.1
Awards Committee Operating Code
Revised 04-06-2013

I. NAME: Awards Committee

II. PURPOSE

The purpose of the Awards Committee shall be to administer the awards process and elect recipients for annual VAHPERD Awards

A. Open Awards (more than one can be given)

1. Presidential Award
2. Legislator of the Year
3. Honor Award
4. Pioneer Award

B. Single Awards (only one person can receive each award)

1. Elementary Physical Educator (K-5) of the Year
2. Middle School Physical Educator (6-8) of the Year
3. Middle School Health Educator (6-8) of the Year
4. Secondary Physical Educator (9-12) of the Year
5. Secondary Health Educator (9-12) of the Year
6. Dance Professional of the Year
7. Supervisor of the Year
8. College/University Health Educator of the Year
9. College/University Physical Educator of the Year
10. Recreation Professional of the Year
11. Jump Rope for Heart

- 12. Hoops for Heart
- 13. Outstanding Coach of the Year (AIAW Foundation)
- 14. Adapted Physical Educator of the Year
- 15. Research Grant Award
- C. Student Awards
 - 1. Outstanding Majors
 - 2. Frances Mays Scholarship
 - 3. Graduate Scholarship
 - 4. Student Woman Athlete of the Year: Individual Sport (AIAW Foundation)
 - 5. Student Woman Athlete of the Year: Team Sport (AIAW Foundation)
- D. National Awards (not given at state level but still responsibility of Awards Committee)
 - 1. Path Finder Award

III. ORGANIZATION

- A. The Committee shall be organized as a standing committee.
- B. The Committee shall consist of five members appointed by the President-Elect and approved by the Board. Members will include two VAHPERD Teachers of the Year, a City-County Supervisor, Past VAHPERD Presidents, and/or Honor Award recipients.
- C. Each appointment shall be for a staggered term of three years. Individuals who have served full three-year terms may not immediately succeed themselves as committee members.
- D. The chair shall be appointed by the President-elect from the membership of the committee. The chair shall vote as a regular member of the committee.
- E. If a committee member resigns or is unable to fulfill committee responsibilities, the President shall appoint a replacement.

IV. RESPONSIBILITIES

- A. General Procedures

1. The Committee shall meet a minimum of once a year.
2. The chair must preside at all meetings.
3. The member who nominates a candidate will be responsible for completion of the nomination form on behalf of the candidate.
4. The candidate must be notified of his/her nomination and complete the candidate application form. The candidate should include three to five reference letters, including one from a principal, a colleague and a parent if possible and appropriate for the award.
5. All nominations must be received by the chair by the designated deadline date.
6. All eligible nominees must be current members of VAHPERD at the time of the nomination, except for Legislator of the Year and Presidential Award recipients.
7. Professional nominees shall remain eligible for a total of two years. Unsuccessful nominees shall be reconsidered in the next cycle, after which time they must be re-nominated. The chair shall retain nomination materials for each candidate for two years, and then discard them.
8. Actions of the committee shall be by written ballot. In single award categories the nominee with the most votes shall be declared the winner. In the case of a tie there shall be a run off. In open categories with unlimited nominees, each nominee receiving a majority of votes shall be declared the winner.
9. The Chair shall prepare a written annual report and submit to the Executive Director one week prior to the first Board meeting at the annual Convention.

B. Date Guidelines

1. January 15: Announcement (call for nominations) is sent to the Journal editor, newsletter editor and the Website administrator, along with an article on past year's award winner.
2. June 1: All nominations are to be submitted to the chair
3. June 10: Candidates are notified of nomination and asked to submit complete application materials.
4. Summer: Committee reports status of awards to the Board at its summer meeting. Nominations for Legislator of the Year must be approved by this meeting.

5. August 1: Deadline for Candidate to return application form.
6. August 1: The chair provides nomination materials to committee members.
7. August 15: Committee makes final decision on award winners.
8. September 1: The Chair notifies winners and provides guidelines for additional award consideration at District/National level. Winners are strongly encouraged to apply. In addition, the Chair orders appropriate plaques/awards for the winners to be presented at the annual convention.
9. October 15: Award winners submit completed applications for the appropriate District/National award to the Chair. In addition, winners are encouraged to submit award information to local and state newspapers.
10. November 1: The Chair forwards all completed applications to the appropriate organization for District/National consideration.
11. Date of Convention: Award Nomination Forms for next year are provided at the Convention.

C. Publicity/Publication Procedures

1. Invitation to submit nominations for all awards shall be placed in the spring Virginia Journal and VAHPERD newsletter.
2. Award presentations shall be published in the spring Virginia Journal and VAHPERD newsletter.
3. Award recipient information provided to appropriate state and local newspapers.

D. Awards and Award Presentations

1. The chair is responsible for obtaining and preparing all award certificates, plaques, and program brochure.
2. The type of award used will be determined by the committee. Awards must comply with guidelines and past standards
3. At the state convention, the chair or designee shall read the citation designating the services and contributions for which the award was granted. The chair shall present the recipient to the President, who bestows the award.
4. All VAHPERD Teachers of the Year will receive a \$100.00 award plus a plaque (see chart for list). If a recipient submits his/her credentials to

SDAAHPERD competition the person can receive up to \$250.00 for SDAAPHERD expenses.

In addition, any member of VAHPERD who is selected as the SDAAHPERD Teacher of the Year Award winner (health, dance, adapted, or physical education) can be reimbursed up to \$500 for travel and expenses incurred at the SD. District winners (physical education ONLY) are eligible for up to \$800 in travel reimbursements for the National Convention. National Teacher of the Year Award winners (health, dance, or adapted) are eligible for up to \$800 in travel reimbursements for the National Convention. Physical education District Teacher of the Year Award winners will also be eligible for reimbursements to the following year's Southern District Convention (up to \$500) provided he/she is presenting at the conference and reimbursements to the following year's National Convention (up to \$800) provided he/she is presenting at the conference. (Please refer to "Policies and Procedures" for more detailed information).

**Note - Reimbursement policies of VAHPERD must be followed.

V. Amendments

Operating codes may be changed by submitting a written proposal, including rationale, to the Executive Director. The Executive Director shall submit the proposal to the Board of Directors not less than fifteen (15) days in advance of a vote. The proposal shall be adopted by a majority vote of the Board of Directors.