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Operating Code: Awards Committee

Article I

Name

Awards Committee

Article II

Purpose

The purpose of the committee shall be to administer the awards process and elect recipients for annual Virginia AHPERD Awards.

Section 1: Open Awards (more than one can be given):

1. Presidential Award
2. Honor Award
3. Pioneer Award

Section 2: Single Awards (only one person can receive each award):

1. Elementary Physical Education Teacher of the Year (K-5)
2. Middle School Physical Education Teacher of the Year (6-8)
3. High School Physical Education Teacher of the Year (9-12)
4. Dance Educator of the Year K-12
5. Supervisor of the Year
6. College/University Health Educator of the Year
7. College/University Physical Educator of the Year
8. Recreation Professional of the Year
9. Outstanding Coach of the Year (AIAW Foundation)
10. Adapted Physical Education Teacher of the Year PK-12
11. Research Grant Award
12. College/University Dance Educator of the Year
13. Health Education Professional of the Year K-12

- Section 3: 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)

Article III

Organization

- Section 1: The committee shall be a standing committee of Virginia AHPERD.
- Section 2: The committee and chair shall be appointed by the President-Elect and approved by the board of directors. It shall be comprised of the following members:
1. Virginia AHPERD Teacher of the Year
 2. Virginia AHPERD Teacher of the Year
 3. City-County Supervisor
 4. Past Virginia AHPERD President and/or Honor Award recipients
 5. At Large Member
- Section 3: Individuals appointed by the President-Elect shall serve a three-year term. Terms of appointed members shall be rotated with one person rolling off and one being appointed each year.
- Section 4: Appointed members who have served a full three-year term may not immediately succeed themselves as a committee member.
- Section 5: If a committee member resigns or is unable to fulfill committee responsibilities, the President shall appoint a replacement.
- Section 6: 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.

Article IV

Responsibilities

- Section 1: 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 completing the nomination form on behalf of the candidate.
 4. The candidate must be notified of his/her nomination and complete the candidate application form.

- a. The candidate should include three to five reference letters.
5. All nominations must be received by the chair by the designated deadline date.
6. Professional nominees shall remain eligible for a total of two years.
 - a. Unsuccessful nominees shall be reconsidered in the next cycle, after which time they must be re-nominated.
 - b. The chair shall retain nomination materials for each candidate for two years and then discard them.
7. Actions of the committee shall be by written ballot.
 - a. In single award categories, the nominee with the most votes shall be declared the winner. In the event of a tie there shall be a runoff.
 - b. In open categories with unlimited nominees, each nominee receiving a majority of votes shall be declared the winner.
8. 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.

Section 2: Date Guidelines

1. January 15: Announcement (call for nominations) is sent to the Journal editor, newsletter editor, and social media manager, along with an article on past year's award winner.
2. April 1: All nominations are to be submitted to the chair
3. April 10: Candidates are notified of nomination and asked to submit complete application materials.
4. June 15: Deadline for candidate to return application form.
5. June 30: The chair provides nomination materials to committee members.
6. Summer: Committee reports status of awards to the board at its summer meeting.
7. August 1: Committee makes final decision on award winners.
8. August 7: 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. September 1: The chair will send out an all call for nominations for the Student Awards and the "Student Award Application". An email will be sent to all colleges and universities that have a HPERD program.
10. October 1: Application/Nominations for the student awards are due.
11. October 5: The chair orders the appropriate plaques/awards for the winner to be presented at the annual convention.
12. October 12: The chair will notify student award winners.
13. October 15: Award winners submit completed applications for District/National award to the Southern District Awards coordinator.
14. Date of Convention: Award Nomination Forms for next year are posted to the website and announced during the opening and/or closing session.

Section 3: Publicity/Publication Procedures

1. Invitation to submit nominations for all awards shall be placed in the spring Virginia Journal, Virginia AHPERD newsletter, and posted to social media accounts.
2. Award presentations shall be published in the spring Virginia Journal, Virginia AHPERD newsletter, and shared in a modified format on social media.

Section 4: Awards and Award Presentations

1. The chair is responsible for obtaining and preparing all award certificates, plaques, and program brochures.
 - a. The type of award used will be determined by the committee. Awards must comply with guidelines and past standards.
 - b. 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.
2. All Virginia AHPERD Teachers of the Year (Clarified by I. PURPOSE, B. Single Awards) will receive:
 - a. Virginia AHPERD membership (if not already a member)
 - b. One night hotel stay at the convention site for the night of the awards presentation

Article V

Additional Information

In addition, any member of Virginia AHPERD who is selected as the SHAPE Southern District Award winner in the following categories (Health, Dance, Adapted, Physical Education, Recreation, Sport Professional, College/University Dance, or College/University Health) can be reimbursed* up to \$500 for travel and expenses incurred at the Southern District Convention.

District winners (physical education ONLY) are eligible for up to \$800 in travel reimbursements* for the National Convention. Any District Teacher of the Year Award winners (health, physical education, dance, or adapted) 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 Virginia AHPERD must be followed.