

Texas Association for Health, Physical Education, Recreation, and Dance

OPERATING CODE FOR AWARDS COMMITTEE

1. Name

- 1.1. The name of this committee shall be the Awards Committee of the Texas Association for Health, Physical Education, Recreation, and Dance (TAHPERD).

2. Purpose

- 2.1. The purpose of the Awards Committee is to select individuals to receive the David K. Brace Award, the Honor Award, and the Emerging Professional Award. The Awards Committee will also facilitate the selection process of all awards given by TAHPERD standing committees to include: David K. Brace Award, Honor Award, Emerging Professional Award, Scholar, Educator/Professional of the Year, Pathfinder, Trailblazer, Distinguished Service Award, and Administrator of the Year Awards.

3. Organization

- 3.1. The committee shall be organized as a standing committee of the Association.
- 3.2. The committee shall consist of nine (9) voting members, including the Chair. Members should be from various geographical areas, disciplines in the profession, and levels of education. Preference should be given to members who have received TAHPERD Awards. Committee members and the Chair shall be appointed by the TAHPERD President and approved by the Board of Directors. The TAHPERD Executive Director is an ex officio, non-voting member.
- 3.3. Three members shall be appointed annually for three-year terms.
- 3.4. Members who have served a full three-year (3) term may not immediately succeed themselves as committee members.

4. Awards Timelines, Procedures, and Responsibilities

- 4.1. **September – January 31:** Awards Committee members and members of all respective standing committees selecting awards recipients will solicit nominees for all TAHPERD Awards.
- 4.2. **October 1 - December 15:** TAHPERD Office distributes nomination forms to TAHPERD membership via the Journal, Convention Program, emails.
- 4.3. **February 1:** TAHPERD Office distributes current operating codes for awards to Chairs of each standing committee responsible for selecting award recipients.
- 4.4. **February 1:** All nominations due to the TAHPERD Office.
- 4.5. **February 20:** Awards Committee Chair collects and reviews any suggested changes to the Operating Codes from the standing committees selecting award recipients. Copies of suggested changes are sent to the TAHPERD Office by March 1.
- 4.6. **February 20:** TAHPERD Office mails application packets, sent to eligible nominees.
- 4.7. **March 18:** Early Bird deadline for nominees to return application packets to TAHPERD Office
- 4.8. **March 31:** All application packets and support materials from nominees due to TAHPERD Office.
- 4.9. **April 15:** TAHPERD Office duplicates support materials and mails to respective

committee members with rating forms and a letter explaining responsibilities and timelines.

- 4.10. **May 5:** Committee members send their completed rating forms for each nominee to the Committee Chair.
- 4.11. **May 10:** Rating forms will be tabulated by the respective committee Chair. For the David K. Brace, Honor, and Emerging Professional awards, the lowest and highest scores will not be used in determining the recipient. The award recipient must have an average rating of 85% or better to receive the award.
- 4.12. **May 10:** In the event of a tie, the respective committee Chair sends a ballot to the committee members for them to rank the nominees.
- 4.13. **May 15:** Ranking ballots are received by the respective committee Chair.
- 4.14. **May 20:** Final award recipients' names are received by the TAHPERD Office.
- 4.15. **June 1:** Chair of each respective standing committee will send all award election results to the TAHPERD Office to be archived for a period of one (1) year.
- 4.16. **June 1:** The TAHPERD Office will mail letters of congratulations from the TAHPERD President to all award recipients with information on the Awards presentations at the TAHPERD Convention and a request for a biography and picture. The TAHPERD Office will also verify the spelling of the award recipients' name, etc.
- 4.17. **June 1:** Members of all committees selecting awards send the rating forms to the TAHPERD Office to be archived for one year.
- 4.18. **June 5:** The TAHPERD Office will email a list of the award recipients to all selecting committee members and the Board of Directors.
- 4.19. **October 1 (end of business):** TAHPERD Office shall forward the names of the Texas award recipients as nominees where appropriate for Southern District SHAPE America awards.
- 4.20. **Awards Committee Chair** will serve as emcee in conjunction with TAHPERD's President for the Awards program at the Annual Convention.
- 4.21. **Awards Committee members** will:
 - 4.21.1. participate in updating the Awards Committee Operating Code
 - 4.21.2. participate in all meetings of the Awards Committee
 - 4.21.3. participate in the awards selection process
 - 4.21.4. assist the Chair with planning and implementation of the Awards program
 - 4.21.5. recuse themselves if they are unable to objectively evaluate an award nominee(s). If this occurs, the committee member shall not evaluate any of the candidates for that award.
- 4.22. An appropriate plaque commemorating the award shall be presented to the recipients at a special awards program. The recipient will be recognized at a general session during the Annual Convention. The TAHPERD Office shall have the responsibility for the preparation of the plaque.
- 4.23. An announcement of the awards recipients shall be published in the Fall issue of the *TAHPERD Journal*.
- 4.24. The TAHPERD Office shall be responsible for providing a "standard press release" to the award recipient for use in their local newspaper.

5. TAHPERD Awards Qualifications and Credentials

5.1. David K. Brace Award (Qualifications verified by the TAHPERD Office)

- 5.1.1. The candidate must have been a Professional, Retired, and/or Emeritus member of TAHPERD for ten (10) years immediately preceding the nomination for the award.

5.1.2. Credentials evaluated by the Awards Committee

- 5.1.2.1. The candidate for the Brace Award shall have a minimum of twenty (20) years in the fields of health, physical education, recreation, and/or dance.
- 5.1.2.2. The candidate must have received the TAHPERD Honor Award.
- 5.1.2.3. Candidate must have received a state, district, or national award for professional contributions.
- 5.1.2.4. Have documented evidence of extensive professional involvement in an associated national organization such as SHAPE America
- 5.1.2.5. Exemplify the best in service, teaching, administration, and/or research.
- 5.1.2.6. Be recognized by TAHPERD members as a noteworthy leader.
- 5.1.2.7. Be the type of person whose life and contributions could inspire others.

5.1.3. Committee Rating Procedures

- 5.1.3.1. Committee members shall rate each candidate from one to ten (1-10) on each of the four (4) credential categories. The highest possible score for all four qualifications would be forty (40) points.
- 5.1.3.2. The Chair will tabulate the ratings of the committee and select the candidate with the highest average rating. In order to receive the award, a candidate must have an average rating of thirty-four (34) points or better equaling an 85% average.
- 5.1.3.3. If two (2) or more persons are tied for first (1) place, the Chair will send the names of these candidates to the committee members for ranking. All candidates must be ranked. Not more than one (1) person may be selected each year for the Brace Award.
- 5.1.3.4. Credentials of candidates not selected for the award will remain in the nomination pool for two more years. A letter and/or email will be sent to request a one page vita update previous to the next period of consideration each year.

5.2. Honor Award

5.2.1. Eligibility verified by the TAHPERD Office

- 5.2.1.1. The candidate must have been a Professional and/or Emeritus member of TAHPERD for five (5) years immediately preceding nomination for the award.
- 5.2.1.2. Credentials evaluated by the Awards Committee
- 5.2.1.3. The candidate for the Honor Award shall have served a minimum of ten (10) years in Texas in the field of health, physical education, recreation, and/or dance as evidenced through three (3) of the four (4) following areas:
 - 5.2.1.3.1. Excellence in teaching and/or administrative achievement
 - 5.2.1.3.2. Significant contribution to research, professional literature, and/or creative endeavors
 - 5.2.1.3.3. Leadership in the profession including attendance at clinics, workshops, and conventions; administrative achievement; and service to professional associations
 - 5.2.1.3.4. Outstanding community service, not limited to activities such as volunteering for local American Cancer Society,

Community Food Bank, Kiwanis, etc.

- 5.2.2. Committee Rating Procedures
 - 5.2.2.1. Committee members shall rate each candidate from one to ten (1-10) in the four (4) credential categories. Scores from the highest **three** categories will be used to determine the average final score for the candidate (the highest possible score for all three qualifications would be thirty (30) points).
 - 5.2.2.2. The Chair will tabulate the ratings of the committee and select the three (3) candidates with the highest average rating. In order to receive the award, a candidate must have an average rating of twenty-six (26) points or better equaling an 85% or higher average.
 - 5.2.2.3. If two or more persons are tied for third place, the Chair will send the names of these candidates to the committee members for ranking. All candidates must be ranked.
- 5.2.3. Credentials of candidates not selected for the award will remain in the nomination pool for two more years. A letter and/or email will be sent to request a one page vita update previous to the next period of consideration each year.

5.3. Educator/Professional of the Year

- 5.3.1. Qualifications verified by the TAHPERD Office
 - 5.3.1.1. Must have been a TAHPERD member for the three (3) years preceding nomination
 - 5.3.1.2. All candidates must meet Divisional requirements as described in the respective Operating Codes for the TAHPERD Divisions of Health, Physical Education, Recreation, and Dance Credentials evaluated by divisional standing committees.
- 5.3.2. Criteria described in each Division's Operating Code are evaluated by the Division Standing Committee and must meet the minimum criteria of Southern District and/or SHAPE America.
- 5.3.3. Committee Rating Procedures – Refer to the respective divisional standing committee operating codes.

5.4. Scholar

- 5.4.1. Qualifications verified by the TAHPERD Office
 - 5.4.1.1. Persons must be an active member of TAHPERD, i.e., service, leadership, etc., for the five (5) years preceding nomination.
- 5.4.2. Criteria for Selection
 - 5.4.2.1. Scholarly activities must be in the areas of our profession.
 - 5.4.2.2. Persons selected shall be clearly outstanding and an individual who is recognized statewide and nationally for their expertise.
 - 5.4.2.3. Persons must be actively engaged in the profession for the previous ten (10) years as demonstrated by publications, presentations, and/or creative endeavors.
 - 5.4.2.4. Persons must be actively engaged in TAHPERD.

5.5. Emerging Professional

- 5.5.1. Qualifications to be verified by the TAHPERD Office
 - 5.5.1.1. Must have been a TAHPERD member for the two (2) years preceding nomination. Two (2) years as a student member would

- 5.5.1.2. The candidate must be a current professional member
- 5.5.2. Criteria evaluated by the Awards Committee:
 - 5.5.2.1. The candidate for the Emerging Professional of the Year Award must have been working five (5) or fewer years in the profession since obtaining their undergraduate degree with a major/minor in HPERD. Transcripts are to be included with application and support materials.
 - 5.5.2.2. Recognized excellence in professional duties
 - 5.5.2.3. Leadership and service to the profession to include contributions made to TAHPERD conventions, workshops, and conferences.
 - 5.5.2.4. Community service
 - 5.5.2.5. Enthusiastic promotion of the HPERD profession
- 5.5.3. Committee Rating Procedures
 - 5.5.3.1. Nominees will be evaluated on a scale of one to ten (1-10) in each of the four (4) criteria listed above (5.5.2.1-5.5.2.4). The highest possible score for all four (4) criteria categories would be forty (40).
 - 5.5.3.2. The Chair will tabulate the ratings of the committee and select the candidate with the highest average rating. In order to receive the award, a candidate must have an average rating of thirty-four (34) points or better equaling an 85% or higher average.
 - 5.5.3.3. If two (2) or more persons are tied for first place, the Chair will send the names of these candidates to the committee members for ranking. All candidates must be ranked.

5.6. Pathfinder Award

- 5.6.1. The TAHPERD Pathfinder Award will be established to provide state recognition to women who have demonstrated continuous dedication to the advocacy, recruitment, and enhancement of girls and women in sport and sport leadership in Texas. The presentation for the TAHPERD Pathfinder Award will qualify a TAHPERD member for consideration for the NAGWS national Pathfinder Award.
- 5.6.2. Criteria
 - 5.6.2.1. Candidates must be a current TAHPERD member for at least the five (5) years immediately preceding nomination for the award.
 - 5.6.2.2. The female candidate for the Pathfinder Award must have worked for ten (10) or more years in the profession as is evidenced by:
 - 5.6.2.2.1. Recognized excellence and dedication to the advocacy and recruitment of girls and women in sport and sport leadership in the State of Texas
 - 5.6.2.2.2. Exhibit leadership and service to the profession in girls and women's sport
 - 5.6.2.2.3. Demonstrate enthusiastic promotion of girls and women's sport within the HPERD profession.
- 5.6.3. Committee Rating Procedures
 - 5.6.3.1. Committee members shall rate each candidate from one to ten (1-10) on each of the four (4) credential categories. The highest possible score for all four qualifications would be forty (40) points.
 - 5.6.3.2. The Chair will tabulate the ratings of the committee and select the candidate with the highest average rating. In order to receive the

award, a candidate must have an average rating of thirty-four (34) points or better equaling an 85% or higher average.

- 5.6.3.3. If two (2) or more persons are tied for first (1st) place, the Chair will send the names of these candidates to the committee members for ranking. All candidates must be ranked. Not more than one (1) person may be selected each year for the Pathfinder Award.

5.7. Trailblazer Award

5.7.1. The TAHPERD Trailblazer Award will be established to provide state recognition to TAHPERD members who have demonstrated continuous dedication to the advocacy, recruitment, and enhancement of male and/or female sport and sport leadership in Texas.

5.7.2. Criteria

5.7.2.1. Candidates must be a TAHPERD member for at least the five (5) years immediately preceding nomination for the award.

5.7.2.2. The candidate for the Trailblazer Award must have worked for ten (10) or more years in the profession as is evidenced by:

5.7.2.2.1. Recognized excellence and dedication to the advocacy and recruitment of athletes in male and/or female sport and sport leadership in the State of Texas

5.7.2.2.2. Exhibit leadership and service to the profession in male and/or female sport

5.7.2.2.3. Demonstrate enthusiastic promotion of male and/or female sport within the HPERD profession.

5.7.3. Committee Rating Procedures

5.7.3.1. Committee members shall rate each candidate from one to ten (1-10) on each of the four (4) credential categories. The highest possible score for all four qualifications would be forty (40) points.

5.7.3.2. The Chair will tabulate the ratings of the committee and select the candidate with the highest average rating. In order to receive the award, a candidate must have an average rating of thirty-four (34) points or better equaling an 85% or higher average.

5.7.3.3. If two (2) or more persons are tied for first (1st) place, the Chair will send the names of these candidates to the committee members for ranking. All candidates must be ranked. Not more than one (1) person may be selected each year for the Trailblazer Award.

5.8. K-12 Administrator of the Year Award

5.8.1. The K-12 Administrator of the Year Award honors those individuals who have dedicated themselves to excellence as administrators or supervisors, in contributions to their profession, and in service to the mission of TAHPERD. These individuals exemplify the highest standards in accomplishment and innovation, and in strong and vigorous leadership.

5.8.2. Criteria

5.8.2.1. Candidates must be a current TAHPERD member for at least the five (5) years immediately preceding nomination for the award.

5.8.2.2. The candidate shall serve a K-12 administrator/supervisor of the disciplines for health, physical education, recreation, and/or dance for five (5) or more years.

5.8.2.3. Demonstrate leadership in K-12 HPERD disciplines at the local and

- state levels.
- 5.8.2.4. Demonstrate advocacy for quality education in the HPERD disciplines.
- 5.8.2.5. Demonstrate significant contributions to curriculum development, technology, innovation, staff development, program improvement, resource development in HPERD disciplines.
- 5.8.3. Committee Rating Procedures
 - 5.8.3.1. Committee members shall rate each candidate from one to ten (1-10) on each of the nine (9) credential categories. The highest possible score for all nine qualifications would be ninety (90) points.
 - 5.8.3.2. The Chair will tabulate the ratings of the committee and select the candidate with the highest average rating. In order to receive the award, a candidate must have an average rating of 76.5 points or better equaling an 85% or higher average.
 - 5.8.3.3. If two (2) or more persons are tied for first (1st) place, the Chair will send the names of these candidates to the committee members for ranking. All candidates must be ranked. Not more than one (1) person may be selected each year for the K-12 Administrator of the Year Award.

5.9. College/University Administrator of the Year Award

- 5.9.1. The College/University Administrator of the Year Award honors those individuals who have dedicated themselves to excellence as administrators or supervisors, in contributions to their profession, and in service to the mission of TAHPERD. These individuals exemplify the highest standards in accomplishment and innovation, and in strong and vigorous leadership.
- 5.9.2. Criteria
 - 5.9.2.1. Candidates must be a current TAHPERD member for at least the five (5) years immediately preceding nomination for the award.
 - 5.9.2.2. The candidate shall serve a college/university administrator/supervisor of the disciplines for health, physical education, recreation, and/or dance for five (5) or more years.
 - 5.9.2.3. Demonstrate leadership in college/university HPERD disciplines at the local and state levels.
 - 5.9.2.4. Demonstrate advocacy for quality education in the HPERD disciplines.
 - 5.9.2.5. Demonstrate significant contributions to curriculum development, technology, innovation, staff development, program improvement, resource development in HPERD disciplines.
- 5.9.3. Committee Rating Procedures
 - 5.9.3.1. Committee members shall rate each candidate from one to ten (1-10) on each of the nine (9) credential categories. The highest possible score for all nine qualifications would be ninety (90) points.
 - 5.9.3.2. The Chair will tabulate the ratings of the committee and select the candidate with the highest average rating. In order to receive the award, a candidate must have an average rating of 76.5 points or better equaling an 85% or higher average.
 - 5.9.3.3. If two (2) or more persons are tied for first (1st) place, the Chair will send the names of these candidates to the committee members for

ranking. All candidates must be ranked. Not more than one (1) person may be selected each year for the College/University Administrator of the Year Award.

5.10. Dance Heritage Award

- 5.10.1. The TAHPERD Dance Heritage Award is established to provide state recognition to elite TAHPERD members who have demonstrated continuous leadership and dedication to the advocacy and enhancement of dance in Texas.
- 5.10.2. Criteria
 - 5.10.2.1. Candidates must be TAHPERD members for at least the five (5) years immediately preceding nomination for the award.
 - 5.10.2.2. Candidates for the Dance Heritage Award must have worked for ten (10) or more years in the profession
 - 5.10.2.3. Recognized excellence in education, choreography, performance or scholarship in dance
 - 5.10.2.4. Leadership and service to professional organizations to include TAHPERD
 - 5.10.2.5. Enthusiastic promotion of dance within the HPERD profession
 - 5.10.2.6. Involvement in community outreach programs.
- 5.10.3. Dance Committee Selection Procedures
 - 5.10.3.1. Candidates may be nominated by any member of TAHPERD.
 - 5.10.3.2. Dance Committee members shall rate each candidate from one to ten (1-10) on each of the four (4) categories above. The highest possible score for all four qualifications would be forty (40) points.
 - 5.10.3.3. The Committee Chair will tabulate the ratings of the committee and average scores awarded by committee members participating thereby determining the candidate with the highest overall rating. In order to receive the recognition, the candidate must have an average rating of thirty-four (34) points or better equaling an 85% or higher average.
 - 5.10.3.4. If two (2) or more persons are tied for first (1st) place, the Chair will send the names of these individuals to the Committee members for ranking. All candidates tied for first place must be ranked.
- 5.10.4. Presentation of TAHPERD Dance Heritage Award
 - 5.10.4.1. The current Dance Committee Chair will forward the name of the Award recipient to TAHPERD's Executive Director and to the TAHPERD Awards Committee Chair.
 - 5.10.4.2. The Executive Director will notify the recipient of the Award and all candidates as to the results of the selection process.
 - 5.10.4.3. Presentation of the Award will be included in the TAHPERD Awards Program during the convention.
 - 5.10.4.4. The Executive Director will forward the recipient's name to SHAPE America as a nominee for the National Dance Association's Heritage Award.

5.11. Dance Shining Star Recognition

- 5.11.1. Individuals recognized as Shining Stars shall be professionals in the State

- of Texas who have demonstrated excellence in the field of dance.
- 5.11.2. Criteria for selection
 - 5.11.2.1. Candidates may be TAHPERD members or others who have served the field of dance.
 - 5.11.2.2. Candidates must have worked to advance the profession of dance in the State of Texas as is evidenced by excellence in:
 - 5.11.2.2.1. advocacy, recruitment, education, choreography, and/or production
 - 5.11.2.2.2. leadership and service in professional organizations
 - 5.11.2.2.3. enthusiastic promotion of dance within the HPERD profession
 - 5.11.2.2.4. involvement in community outreach programs
 - 5.11.3. Dance Committee Selection Procedures
 - 5.11.3.1. Candidates may be nominated by any member of TAHPERD.
 - 5.11.3.2. Dance Committee members shall rate each candidate from one to ten (1-10) on each of the four (4) categories above. The highest possible score for all four qualifications would be forty (40) points.
 - 5.11.3.3. The Committee Chair will tabulate the ratings of the committee and select the candidate with the highest average rating. The candidate must have an average rating of thirty-four (34) points or better equaling an 85% or higher average.
 - 5.11.3.4. If two (2) or more persons are tied for first (1st) place, the Chair will send the names of these individuals to the Committee members for ranking. All tied candidates must be ranked.
 - 5.11.4. Presentation of TAHPERD Shining Star in Dance certificates
 - 5.11.4.1. The TAHPERD Dance Division Vice-President or her/his designated TAHPERD member shall present the certificate at the Dance Luncheon held during TAHPERD's Annual Convention.
 - 5.11.4.2. The presentation ceremony may include an invited speech by the honoree and/or dance performance(s).

5.12. Distinguished Service Award

- 5.12.1. Qualifications verified by the TAHPERD Office
- 5.12.2. There may be up to two (2) awards selected each year.
- 5.12.3. One award shall be awarded to an individual or organization outside the HPERD profession.
- 5.12.4. The second award may be awarded to an individual or organization inside or outside the HPERD profession.
- 5.12.5. Meritorious service and contributions to the fields of health, physical education, recreation, or dance in Texas
- 5.12.6. Recipients of the Distinguished Service Citation may be nominated by the membership of TAHPERD and selected by the TAHPERD President.
- 5.12.7. Recipients of the Distinguished Service Award may be individuals, organizations, schools, or businesses.
- 5.12.8. Recipients of the Distinguished Service Award will have provided meritorious service, support, and/or contributions to the President, TAHPERD, and/or the profession in Texas.

5.13. TAHPERD Outstanding Student of the Year (TOSY)

- 5.13.1. Must be a current TAHPERD member to nominate a student
- 5.13.2. May nominate only one (1) student in any of the four disciplines per year
- 5.13.3. Students may be K-12 or college/university level
- 5.13.4. College students must be TAHPERD members to receive recognition
- 5.13.5. **February 1:** nomination deadline
- 5.13.6. All students nominated will receive a certificate of recognition
- 5.13.7. **March 15:** certificates will be mailed to the nominating TAHPERD member for presentation to the student

6. Method of Selecting TAHPERD Award Recipients

- 6.1 Any TAHPERD member may nominate persons for consideration for awards presented by TAHPERD. Members of the Awards Committee and standing committees responsible for selecting the award recipients also have the responsibility to solicit nominations.
- 6.2 Development of specific criteria for selection of TAHPERD Awards recipients will remain the responsibility of each individual standing committee.
- 6.3 In the event there is a single (1) nominee for an award; the individual will be evaluated on the same basis as if there were multiple nominees.
- 6.4 To receive an award, all nominees must receive an average rating of 85% or higher to be considered eligible.
- 6.5 Unsuccessful candidates for the David K. Brace Award, Honor Award, and Scholar Award will remain in the candidate pool for two years after nomination.
- 6.6 Unsuccessful candidates for all other TAHPERD awards may reapply but will not automatically be forwarded for reconsideration.
- 6.7 Diversity should be considered in selecting award recipients.
- 6.8 Members of awards selection committees are not eligible to be nominated for the respective committee's award.
- 6.9 An award nominee may only be considered for one award per year. The TAHPERD Office will contact any member nominated for more than one award and the nominee will select the award for which he/she wants to be considered.
- 6.10 A member may not receive the same award twice.

Adopted as the Honor Award Committee by the Board of Directors November 1955.

Amended:

December	1956	December	1963
December	1960	December	1969
November	1962		

Changed to the Awards Committee – December 1981

Amended:

December	1983	November	2001
April	1986	April	2003
December	1986	May	2004
November	1989	November	2005
December	1994	November	2006
December	1995	November	2007
April	2000	April	2011
December	2000	December	2011