

NSCA AWARDS AND HONORS COMMITTEE GUIDELINES

Adopted: September 2018
Current revisions: July 2024
Next review due: July 2027

I. Mission Statement

To oversee and maintain transparency throughout the awards and honors programs that recognize(s) the outstanding achievements, impact and untiring dedication of NSCA members and individuals to the strength & conditioning, fitness, and athletic profession(s).

II. Goals and Objectives

- 1) Develop processes as tasked by the Board of Directors (BOD);
- 2) Oversee and coordinate the NSCA Awards and Honors Program ensuring the selection and presentation of all NSCA awards and honors are consonant with board approved policies and procedures;
- 3) Maintain the general policies that govern and define all awards and honors, and submit such policies and specific recommendations for approval by the BOD;
- 4) Suggest revision to awards guidelines as appropriate. Formulating, reviewing, evaluating and updating for board approval (a) policies for NSCA awards and honors and (b) guidelines defining these awards and honors, including judging criteria, categories or eligibility, in conjunction with overseeing committee, SIG, or Task Force;
- 5) Ensure and oversee the appointment of annual awards and honors ad-hoc selection committee(s) of qualified individuals who will conclude deliberations and provide decisions to Awards and Honors Committee and to headquarters in the required timeframe and require a statement reaffirming the specific steps of the selection process that were followed.
- 6) Solicit nominations for NSCA awards;
- 7) Evaluate the practicality of recommendations submitted to the BOD;
- 8) Review wording of criteria to ensure that award terminology is appropriate for our global association and make recommendations as appropriate (e.g., there is different terminology used for “dissertation proposals” in other countries such as “confirmation of candidature” and this may need to be reflected in the wording of award criteria and descriptions);
- 9) Review awards that seem ambiguous in their definitions and possibly-overlapping in terms of pools of candidates and suggest clarification/rewording;
- 10) Review and recommend to the BOD/Conference Committee changes to the recognition ceremonies (Awards Banquet, Opening Ceremony) and the promotion of the awards and the recipients;
- 11) Report to the Board of Directors the recipients of Association-wide awards or honors selected by sub-committees.

III. Committee Members

Composition and Rotation

The Committee shall be comprised of seven (7) members. Members will rotate annually in a 2, 2, and 3 pattern. Each member will serve a three-year term. No member may serve more than two full terms. Fulfilling a partial term of two or less years does not constitute a full term. No one individual may serve longer than eight years total on the committee. Nominations and appointments shall follow the Committee Selection Procedure as outlined in the Volunteer Handbook and Reference Manual. New terms shall begin at the annual meeting.

Qualifications

- Must be a current member of the NSCA.
- Must have been awarded an NSCA, NSCA Foundation, or CASCE award or honor.

Duties and Authority

- 1) Committee members will maintain regular communication with each other, the NSCA Staff Liaison, and the BOD Liaison.
- 2) The committee will review these Policies and Procedures every three years.
- 3) Rotating committee members will actively search for qualified replacement(s).
- 4) The committee shall have the authority to evaluate and act upon any approved changes in the committee policies and procedures as it deems necessary. Final approval of changes will rest with the NSCA BOD.
- 5) A simple majority of the committee shall constitute a quorum for the transaction of business at any meeting of the committee.
- 6) Resignations, termination, and grievance resolution shall follow the guidelines as outlined in the Volunteer Handbook and Reference Manual and NSCA Codes, Policies, and Procedures.

IV. Committee Chair


The Chair may serve a total of three (3), one (1) year terms during their time on the committee, terms do not have to be consecutive. The Chair shall be selected annually by members of the current committee. The Chair shall be a senior member of the committee, serving no less than one full year on the committee before being named Chair.

Duties

- Preside over all meetings.
- Serve as the official spokesperson of the committee.
- Communicate regularly with the NSCA Staff Liaison and Board Liaison in terms of committee activities and performance.
- Submit annual report and recommendations to the BOD.
- Serve as ex officio member to all subcommittees.

V. Meetings

- 1) The committee shall conduct an annual meeting in conjunction with the National Conference.
 - a. Notice of the annual meeting agenda shall be given at least ten days prior to the meeting.
 - b. Travel and hotel is not reimbursed for committee members, but hotel is reimbursed for the Committee Chair, per NSCA's standard reimbursement for Chairs.
 - c. Complementary National Conference registration shall be provided for committee members attending the annual meeting.

- 
- 2) For meetings outside the annual, notice of the meeting and agenda shall be given at least seven days prior to the meeting.
 - 3) All current committee members have voting privileges.

VI. Managing Conflicts of Interest

- Members of committees should be allowed to be nominated for and receive awards, but recused from the award process and voting privileges. This allows committee members to be nominated, however the objective point system will determine merit (ie, identify finalists). Recusing the member from the award/voting process minimizes bias.
- Members of committees should be allowed to nominate individuals for which they have a personal or professional relationship with, but are to be recused from award processes and voting privileges to minimize bias.
- Members of committees should not be allowed to provide letters of support for nominees to minimize bias.

VII. Confidentiality

The deliberations of the Awards and Honors Committee and any acting subcommittee are confidential. The contents of nominations are also confidential and should not be shared, except for appropriate publicity of the winners as described in the guidelines of the General Awards Criteria. The names of selected awardees are to remain confidential until the BOD has endorsed the selections, the winners have received official notice, and the chair has informed the committee members that this information may be shared. Subcommittee assignments are also to be held confidential. Should a nominator seek feedback on how his/her nominee fared, all such communications should be directed to the Chair of the Awards and Honors Committee.

VIII. Amendments

These Policies and Procedures are subject to approval by the BOD and all changes and/or modifications must be approved by the BOD.