



STANDARD OPERATING PROCEDURES MANUAL

*Version 4
03-05-16*

With a revolving Board of Directors, the following Standard Operating Procedures are designed to standardize all facets of the OGCSA (ie. events, educational seminars, board procedures, etc.) This document should be reviewed regularly and used as a guideline for new Board members, the Executive Director, and Committee Chairs. These Operating Procedures will provide congruent understanding from Board to Board, and are designed to assure each association event continually improves. It is the belief of the 2007/2008 Board of Directors that this document will allow our association to continue to make the Oregon Chapter of the GCSAA a well membered, well organized, and well funded association, allowing the Board of Directors to focus on new business for the future.

*Ryan Bancroft, President, OGCSA
Salishan Spa and Golf Resort
June 1st, 2008
-Richard Jensen
President, OGCSA
Amended, March 5, 2016*

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Standard Operating Procedures Oregon GCSA Awards Committee

DUTIES:

1. The Awards Committee Chairman will be appointed by the President at the beginning of the fiscal year. It will be the duty of the Awards Committee Chairman to oversee the following awards: Superintendent of the Year, Assistant Superintendent of the Year, Richard Malpass Distinguished Service, Hall of Fame Inductees, Hindahl Environmental Award of Excellence, Board Service Plaque, and the Superintendent Invitational Plaque. **The Awards Committee Chairman will forward all nominations to the Oregon GCSA for confirmation**
2. The **Awards Committee Chairman** should consult the S.O.P. for each award to insure consistency from year to year.
3. The Executive Director is to order plaques and gifts for speakers at each educational session as well as for each award given out from the Oregon GCSA.
4. The Chairman is to make arrangements with the Executive Director to send Club Officials and PGA Members the Superintendent of the Year and Assistant Superintendent of the Year nomination papers in February.
5. The Executive Director is responsible for sending nomination papers back to all nominees for these awards after the Annual Meeting.
6. The Executive Director is to contact spouses and/or affiliates of award winners prior to Awards Banquet to invite them to the Banquet.
7. The Executive Director will order plaques for Past President, Board Service, Superintendent and Assistant Superintendent of the Year, Distinguished Service Award, Hindahl Award, and the Hall of Fame Awards by April 1st. Executive Director will order and distribute all awards and plaques to Awards Committee Director prior to the Annual Meeting.
8. Past President, Current President, and the Committee Chairman will distribute the plaques to the winners of the Superintendent and Assistant Superintendent of the Year Award, Distinguished Service Award, Hindahl Award, and the Hall of Fame Award at the Annual Meeting in May.
9. Make arrangements with The Oregonian and industry publications to have the award recipients for Superintendent and Assistant Superintendent of the Year, Distinguished Service Award, and Hindahl Award published in a May issue. Post on website as well.
10. Incoming President will present President plaque, plaques for off-going board members will be handed out by Outgoing President.

President's Gavel Plaque: 8x10 Walnut plaque

(Years served as President)

President

Oregon Golf Course Superintendent Association

(Name)
(Course in which president is working)

Board Service Plaques: 7x9 Walnut plaque

Presented to
(Name)
For serving as
(Title- ex: Director)
Oregon Golf Course Superintendents Association

11. Plaques may be ordered from:

Just Right Awards
Broadway Ave
Portland, OR
(Opens at 8:00am)

Make arrangements for plaques and awards to be checked for mistakes so problems can be fixed prior to the Annual Meeting in May.

12. The Executive Director will arrange for Plaques to be made for Oregon GCSA Members hosting the Superintendent Invitational. This plaque will be ordered by March 15th, and presented by the President at the Superintendent Invitational.

13. Oregon GCSA Board Members, their immediate family members, or immediate staff members are not eligible to receive awards, scholarships, or special program funds when the Oregon GCSA Board Members or committee members are responsible for selecting the recipients.

The main purpose of the Standard Operating Procedures (SOP) is to maintain continuity from administration to administration and is to be used as a guide so that important procedures and policies are not overlooked.

Nothing contained herein is intended to be in violation of the Oregon GCSA bylaws or articles of incorporation. If such violation does exist, the Oregon GCSA bylaws or articles of incorporation shall prevail

Standard Operating Procedures Assistant Superintendent of the Year Award

CRITERIA:

The award should be presented to a nominee who has done exemplary work in their field.

COMMITTEE:

The committee will consist of current Awards Committee Chairman, two Past Presidents, and may include one Industry leader. The Awards Committee Chairman will recommend nominee to the Board of Directors for confirmation.

NOMINATIONS:

This group will be identified by written nominations. Nomination forms will be sent to all Superintendent members of the Oregon GCSA. Nominees are not allowed to nominate themselves. Nominees may be nominated by their current or past Superintendent. A short bio on each candidate should be submitted. The nomination forms should then be given to the Oregon GCSA Board during the March board meeting and used as a guide in the selection process. The nomination forms should be posted to the website by February 15th, with a deadline of March 1st.

This award does not need to be given each year. In one year there may be multiple winners or no winners at all.

Oregon GCSA Board Members, their immediate family members, or immediate staff members are not eligible to receive this award.

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Standard Operating Procedures Hall of Fame Award

CRITERIA:

The award should be presented to a person who has done exemplary work in their field. Factors to consider should include:

- Minimum industry involvement of 20 years
- Service given to the Oregon GCSA and its members (Board, committee, advocate, volunteer, etc.)
- The recipient could be a Superintendent, Educator, Consultant, or Sales Representative.

COMMITTEE:

The Archives Committee will select nominees. The Awards Committee Chairman will recommend nominee to the Board of Directors for confirmation.

NOMINATIONS:

The committee will recommend possible Hall of Fame candidates. A short bio on each candidate should be submitted. This information would then be given to the Oregon GCSA Board during the March board meeting and used as a guide in the selection process.

This award does not need to be given each year. There may be multiple winners or no winners at all. This is typically awarded during the Annual Meeting in May.

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**Standard Operating Procedures
Oregon Golf Course Superintendents Association
Michael Hindahl Environmental Award of Excellence**

CRITERIA:

The Michael Hindahl Environmental Award of Excellence recognizes golf course superintendents and their courses for overall course management excellence in the areas of resource conservation, water quality and the use and/or implementation of technology. management, integrated pest management, wildlife/habitat management, and education/outreach. In addition, these categories are judged on sustainability, criticality, and originality

NOMINATION:

The current President of the Oregon GCSA shall appoint the Environmental Committee Chairman at the beginning of each fiscal year. Nominations for the Michael Hindahl Environmental Award of Excellence shall be recommended by the Environmental Committee to the Awards Committee Chairman. The Awards Committee Chairman will recommend nominee to the Board of Directors for confirmation.

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Standard Operating Procedures

Oregon GCSA Richard Malpass Distinguished Service Award

CRITERIA:

The award should be presented to a person who has given exemplary service to the members of the Oregon GCSA and the turfgrass industry. This award should be considered a long-term achievement award.

COMMITTEE:

The committee will be comprised of the current Awards Committee Chairman, two past presidents and may include one Industry leader. Recipients should be active within the turfgrass industry. The Awards Committee Chairman will recommend nominee to the Board of Directors for confirmation.

NOMINATIONS:

The committee will create a list of potential nominees from within the turfgrass industry. A short bio on each candidate should be submitted. This information would then be given to the Oregon GCSA Board during the March board meeting and used as a guide in the selection process.

This award does not need to be given each year. There may be multiple winners or no winners at all.

Oregon GCSA Board Members, their immediate family members, or immediate staff members are not eligible to receive awards

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Standard Operating Procedures Superintendent of the Year Award

CRITERIA:

The award should be presented to a nominee who has done exemplary work in their field.

COMMITTEE:

The committee will consist of the Awards Committee Chairman, two Past Presidents, and may include one Industry leader. The Awards Committee Chairman will recommend nominee to the Board of Directors for confirmation.

NOMINATIONS:

The candidates will be identified by written nominations. Nomination forms will be sent to all Club Managers and PGA Members at member clubs by February 15th. Nominees are not allowed to nominate themselves. Nominees may be nominated by their peers, club managers, family, or friends. A short bio on each candidate should be submitted. This information would then be given to the Oregon GCSA Board during the March board meeting and used as a guide in the selection process. The nomination forms should be posted to the website by February 15th, with a deadline of March 1st.

This award does not need to be given each year. May have multiple winners or no winners.

Oregon GCSA Board Members, their immediate family members, or immediate staff members are not eligible to receive awards

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Standard Operating Procedures Archives Committee

PURPOSE:

Actively seek to keep historical records current.

Recommend methods to help preserve the history of Greenkeeping in the Northwest.

- Establish and update a permanent display of Hall of Fame members.
- Seek to collect and update historical data: awards, people, places, and things related to the Oregon GCSA. The OGCSA website should be constantly updated with current findings of the committee.

COMMITTEE:

The current President of the Oregon GCSA will appoint the Archives Committee Chairman at the beginning of the fiscal year. The committee should be comprised of four to six members in good standing. Other committee member criteria include:

- 15 year minimum tenure with Oregon GCSA
- Current Hall of Fame Member
- Chairperson with longevity on committee

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Standard Operating Procedures Annual Meeting Committee

The Annual Meeting Committee Chairman will be appointed by the President. The annual meeting will be executed by the Annual Meeting Committee.

Description:

The annual elections of this Association shall be held during the May meeting with the newly elected officers taking office immediately following the election.

The following is a layout of what is a minimum expectation for planning and implementing the annual meeting.

Location / Date:

- Historically the annual meeting was held at the coast, Agate Beach or Salishan. The past few years have been held at Willamette Valley Golf Club.
- Planning begins one year in advance with the reservation of the site and meeting room, this information needs to be posted on the website with date and location.
- Monetary deposits will be paid by the Executive Director when they are due.

Purpose: The goal is to provide a great experience for our members. The event is not designed to make money and should be run on a break even basis.

Contact Speakers / Develop Program:

- Four months before the meeting (February) the planner needs to start developing the program.
- A keynote speaker will need to be determined and booked.
- Need to invite any special recipients of awards and their spouse. OGCSA is not required to pay for events or lodging.
- All scholarships and awards given by the Oregon GCSA will be distributed at the Annual Meeting.

Sponsorship of Expenses

- The board of directors customarily sponsors reasonable expenses of the Hall of Fame and student scholarships recipients.

Date and Location Secured By:

Planning details for the event will be completed 12 months prior to the event.

- The Executive Director is to prepare a program agenda two weeks before the event.
- Once the date and location of this event is secured, the Executive Director will then immediately post the information on the annual calendar of events.
- The Executive Director needs to contact host superintendent and keep him informed on what is being planned.

Mailings / Announcements / Advertising:

Executive Director will mail or email signup sheets to members no later than one month prior to the event (April 1st).

Sponsors: Potential sponsors will need to commit to their level of sponsorship at the same time they pay their annual dues renewal time (this normally falls in January).

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Standard Operating Procedures GCSAA Chapter Delegate

PURPOSE:

It shall be the purpose of the GCSAA Chapter Delegate to:

- Represent the Oregon GCSA at the GCSAA conference as the voting delegate for elections.
- Represent the Oregon GCSA by participating in the chapter delegates meeting.

COMPOSITION:

The Oregon GCSA Board of Directors will appoint the Chapter Delegate and an Alternate Delegate with the chapter's best interest in mind. The Chapter Delegate will serve up to a 4-year term. To be eligible for this position, individuals must be an active member in good standing, either a Class A or SM member of the Oregon GCSA and GCSAA.

STANDING RULES:

- At the end of the four year term the Alternate Delegate shall assume the role of Chapter Delegate. If unable to fulfill roll, the new Chapter Delegate shall be appointed by the President.
- The Oregon GCSA Board of Directors will issue a directive specifying how the delegate shall cast the chapter vote. The Oregon GCSA Board of Directors may allow the chapters delegate the flexibility to alter the vote to best serve the chapter's interest. If the chapter delegate is granted this right, it will be specifically stated in the directive issued by the Oregon GCSA Board. It shall be the responsibility and duty of the delegate to honor the directive and in this way is a credit to the association.
- The chapter delegate will write an article for the website following their return from the delegate's meeting, giving a brief description of the candidates running for office of the GCSAA. They will also be in charge of detailing any topics that will be voted on in the up-coming election.
- The delegate shall review voting roster to ensure accuracy.

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Standard Operating Procedures Education Committee

PURPOSE:

The education committee is chaired by the Vice President of the OGCSA. It is his responsibility to oversee all educational meetings. He is urged to recruit volunteers to his committee.

COMMITTEES:

It is the responsibility of the Vice President to oversee all committees relating to education and make sure the committees are achieving their goals.

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Standard Operating Procedures

Crew Seminar

Description:

The following is a layout of what is a minimum expectation for planning and implementing the Turf Maintenance Crew seminar. Planning should be under the direction of the Crew Seminar Committee Chairman.

Date (approximate):

This meeting is typically held the third or fourth week of January.

Location / Date:

- Planning begins one year in advance with the reservation of the site and meeting room, this information needs to be posted on the website with date and location as soon as it is available. The site should be secured no later than four months prior to event.
- Monetary deposits will be paid by the Executive Director whenever they are due.

Contact Speakers / Develop Program:

- Four months before the meeting (August), the planner needs to start developing a list of speakers, as well as contacting potential speakers.
- Contact the Executive Director for help on the seminar and/or get speaker and topic ideas from past seminars. Past budgets and fliers can be reviewed.
- Keep a mental note on speaker topics while reading articles throughout the year.
- Topics should be relevant to the golf course maintenance operations.
- A separate training session for Assistant superintendents is typically held after lunch.

Event Details Finalized By:

- Planning details for the event should be completed at least 4 weeks before the event (First of December) to include food, beverage, and the complete itinerary.
- Itinerary must include bio for each speaker and who will be introducing each of the speakers.
- The itinerary needs to be turned into the Executive Director no later than one month prior to the meeting date.
- The Executive Director should then immediately post information on the website.
- The host superintendent needs to be contacted and kept informed on what is being planned.
- The Executive Director needs to make final contact with the seminar site regarding final event details and attendance projections one week prior to event.

Mailings / Announcements / Advertising:

- The Executive Director will mail or email signup sheets to members no later than one month (Mid December) prior to event.

Sponsors:

Potential sponsors need to be notified at the initial development stage of this event (four months prior). The sponsor will need to determine their sponsorship level at this time.

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Standard Operating Procedures Environmental Seminar

Description:

The following is a layout of what is a minimum expectation for planning and implementing an environmental seminar. The Environmental Seminar is a joint environmental education opportunity for the members of the Oregon GCSA and the Western Washington GCSA. Planning should be under the direction of the Vice President or Education Director.

Date (approximate):

This meeting is typically held the first Tuesday in November

Location:

- Planning begins one year in advance with the reservation of the site and meeting room, this information needs to be posted on the website with date and location.
- Monetary deposits will be paid by the Executive Director whenever they are due.

Contact Speakers / Develop Program:

- Four months before the meeting (July) the planner needs to start developing a list of speakers and contacting them.
- Contact Executive Directors of OGCSA and WWGCSA for help or ideas with the seminar and/or for speaker recommendations.
- Keep a mental note on speaker topics while reading articles throughout the year.
- Topics should be relevant to the golf course superintendent's environmental concerns.
- Topics can also be subjects that directly affect the climactic or hydrologic problems a superintendent may contend with.
- GCSAA credits need to be applied for no later than 30 days prior to the event. The event agenda must be submitted to the GCSAA for approval.

Date and Location Secured By:

- Planning details for the event will be completed no later than 4 weeks (First of October) before the event. This should include food, beverage, and a complete itinerary.
- Itinerary must include a bio of each speaker and who will be introducing them.
- The itinerary needs to be finalized by the Executive Director no later than one month before the event with a complete list of speakers.
- The Executive Director should post seminar and speaker information on the website.
- The Executive Director needs to contact the host superintendent and keep him informed on what is being planned.

Mailings / Announcements / Advertising:

- The Executive Director will mail or email signup sheets to members no later than one month prior to event (first of October).
- A notice may be sent to outside groups or individuals for their participation i.e., Fish and Wildlife, Audubon of Portland, EPA, DEQ, NMF, etc.

Sponsors:

Potential sponsors need to be notified during the initial development stage (four months prior). The sponsor needs to determine their level of contribution at this time.

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Standard Operating Procedures

Equipment Technician Seminar

Description:

The following is a layout of what is a minimum expectation for planning and implementing the Equipment Technician Seminar. Sponsorship rotates between the regional distributors of Toro, John Deere, and Jacobsen. Planning should be under the direction of the Equipment Technician Seminar Committee Chairman.

Date (approximate):

This meeting is typically held the Second week of January.

Location / Date:

- Planning begins one year in advance with the reservation of the site and meeting room, this information needs to be posted on the website with date and location. The Executive Director is in charge of contacting the major sponsor of this event (Toro, John Deere, or Jacobsen.) The location of the seminar will be determined by the sponsor.
- Monetary deposits will be paid by the Executive Director when they are due.

Contact Speakers / Develop Program:

- Four months before the meeting (September), the planner needs to start developing a list of speakers, as well as contacting those potential speakers.
- Contact Sponsor for help on the seminar and/or get speaker recommendations from the Sponsor. Review with Executive Director past budgets, fliers, and topics.
- Keep a mental note on speaker topics while reading articles throughout the year.
- Topics should be relevant to the golf course Equipment Technician.

Date and Location Secured By:

- Planning details for the event will be completed no longer than 4 weeks before the event (Mid December) to include food, beverage and a complete itinerary.
- The itinerary must include a bio for each speaker and whom will be introducing each speaker
- The itinerary needs to be turned in to the Executive Director no later than one month prior to the event.
- The Executive Director will then immediately post information on the website.
- The host sponsor will need to be kept informed of what is being planned.
- The Executive Director needs to make final contact with the seminar site regarding final event details and attendance projections, one week prior to event.

Mailings / Announcements / Advertising:

- Executive Director will mail or email signup sheets to members no later than one month prior to event (middle of December.)

Sponsors:

Potential sponsors need to be notified during the initial development stage (four months prior). The sponsor needs to determine their level of sponsorship at this time.

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Standard Operating Procedures Oregon GCSA General Education Meetings

The following guidelines, notes, and miscellaneous information may be followed for the organization of Oregon GCSA General Education Meetings. Planning should be coordinated under the direction of the Vice President.

Location:

- Meetings are typically held in January (GCSAA Education), March, April, and October.
- Locations should be rotated throughout the state when possible.
- Sites should be secured at least three months prior to the event. This information needs to be posted on the website with date and location.
- Monetary deposits will be paid by the Executive Director when they are due.

Contact Speakers / Develop Program:

- Three months before the given meeting the planner needs to start developing a speaker list and contacting potential speakers.
- Contact Executive Director and host Superintendent for help on the seminar and/or get speaker recommendations from them. Past budgets and fliers will be available for review.
- Keep a mental note on speaker topics while reading articles throughout the year.
- Topics should be relevant to the golf course superintendent's continuing education.
- Golf outings are typically held after lunch, and will be organized by the golf committee.
- The January meeting is typically reserved for GCSAA education. Check with GCSAA at least four months prior to event for possible topics and availability.
- GCSAA credits need to be applied for no later than 30 days prior to the event. Submit event agenda to GCSAA for approval.

Event Details Finalized By:

- Planning details for the event should be completed no later than 4 weeks before the event, to include food, beverage, and a complete itinerary.
- The itinerary must include a bio for each speaker and whom will be introducing each speaker
- The itinerary needs to be turned into the Executive Director no later than one month prior to the meeting date.
- The Executive Director will then immediately post information on the website.
- The host superintendent is to be contacted and kept informed on what is being planned.
- The Executive Director needs to make final contact with the meeting site regarding final event details and attendance projections, one week prior to event.

Mailings / Announcements / Advertising:

- Executive Director will mail or email signup sheets to members no later than one month prior to event.

Sponsors:

Potential sponsors need to be notified at the initial development stage (four months prior). The sponsor needs to determine their level of contribution.

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Standard Operating Procedures Pesticide Seminar

(see black three ring binder)

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Standard Operating Procedures Environmental Committee

CRITERIA:

The Environmental Committee Chairman is appointed by the current President. The Chairman will nominate the committee members.

COMMITTEE:

The committee will consist of at least one Oregon Board Member and three other members of the association.

DUTIES:

1. The Chairman is to attend committee meetings held by the NTA via conference calls.
2. Represent the Oregon Chapter on the NTA Environmental Committee.
3. Oversee changes and revisions to the Environmental Stewardship Guidelines.
4. Communicate current GCSAA environmental issues to the board.
5. Nominate and select award recipient for the Michael Hindahl Environmental Award of Excellence.

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Standard Operating Procedures Executive Committee

PURPOSE:

The Executive Committee is made up of the Past President, President, Vice President, Secretary, and Treasurer. This committee is responsible for everything pertaining to the membership and Board of Directors

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Standard Operating Procedures Board of Director Meetings

PROCEDURE:

- Special meetings of the members may be called by the President or Secretary or by written request of ten (10) voting members in good standing. Such meetings must be preceded by at least ten (10) days written notice to all members, mailed to the last recorded address of each member.
- Board meetings should be held in June to determine incoming officers and committee chairs.
- The Board of Directors should meet in late September to provide direction for all educational seminars during the winter.
- The Board of Directors should meet during the two day OGIPMS. This meeting is followed by a Board of Directors dinner.
- The Board of Directors also should meet in March to finalize award recipients for the annual meeting.
- Conference calls may be needed between meetings.
- Any reports or minutes should be distributed prior to board meetings via electronic mail.
- Agenda is to be set by the President and distributed by the Executive Director.
- The Treasurer is to review financials before the Executive Director distributes them to the board members.
- The Secretary is to review the board meeting minutes; they then should be distributed by the Executive Director one week after the meeting.
- All board meetings will be conducted according to Robert's Rule of Order.

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Standard Operating Procedures Board of Directors Elections

PROCEDURES:

- The annual (election) meeting of this Association shall be held during the May meeting with the newly elected officers taking office immediately following the election.

- The Board of Directors shall consist of a President, Vice President, Treasurer, Secretary, the Immediate Past President, and six (6) additional elected members. The majority of the Board Members shall be Class A or SM members of the Golf Course Superintendents Association of America. Two Affiliate Members will serve in a voting capacity on the board. They shall be elected for two year terms by the voting members. The terms shall be staggered so that one affiliate member is elected each year.

- The election of the Directors shall be made in the same manner and at the same time as the Officers. The Directors are elected to serve a two year term.

- The Officers of this Association shall consist of a President, Vice President, Secretary, and Treasurer, all of whom are to be Class A or SM members of the Golf Course Superintendents Association of America. The President and Vice President are to be elected by the voting members during the annual meeting by a majority written ballot vote, and shall assume office following the annual election meeting. The Secretary and Treasurer are to be appointed by the Board of Directors. No elected officer shall hold the same office for more than two (2) years in succession.

NOMINATIONS:

- Board nominations shall be made by January 31st.
- Bios are to be submitted by February 15th
- Bios and ballots shall be sent to members 60 days prior to elections. (March 1st)
- Bios are to be posted on the website 45 to 60 days prior to election.

POST ELECTION:

- Directors will assume positions immediately following election.
- Any vacancies which occur in the Board of Directors shall be filled by the members of the Board of Directors, and in the event of their failure to act; the members at any regular meeting or special meeting may fill the vacancies.

The main purpose of the Standard Operating Procedures (SOP) is to maintain continuity from administration to administration and is to be used as a guide so that important procedures and policies are not overlooked.

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Standard Operating Procedures Industry Board Member

PURPOSE:

Affiliate members shall have such privileges of the Association, as the Board of Directors may specify by Standing Rules, except that of holding office. Affiliate members may vote for one (1) Affiliate Member each year to serve on the Board of Directors.

Two Affiliate Members will serve in a voting capacity on the Board. They shall be elected for two year terms by the voting members. The terms shall be staggered so that one affiliate member is elected each year.

DUTIES:

- Support all Board of Directors and OGCSA functions.
- Give advice to the Board on matters that affect the views of affiliate members.
- Set up annual meeting between affiliate sponsors and the board of directors for the purpose of recognition.
- To give the affiliate members an adequate forum to voice there opinions regarding value of return for their participation in the OGCSA.
- Bronze to Platinum Sponsors will be invited to participate in meeting.

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Standard Operating Procedures Past President

RESPONSABILITY:

- To advise the president and board of directors on issues and procedures of the association.
- To serve on future nominating committees.
- The past president shall have no vote on board issues.
- The past president cannot make a motion on board issues.

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Standard Operating Procedures Oregon GCSA President

DUTIES:

- The President shall preside at all regular, Board, and special meetings and shall perform the customary duties of President. He shall have general supervision of the affairs of the Association and have the power to call special meetings. He shall sign all contracts and documents on behalf of the Association. He is to appoint all committees and be the ex-officio member of all standing committees. Should the President serve for a second year, it will be necessary to elect an additional director for one year to take the place of the retiring past president.
- The President shall gather a nominating committee to elect new board members. The committee shall consist of the two past presidents and the vice president. The duty of the nominating committee shall be to nominate eligible candidates for elective offices of the OGCSA Board of Directors. There should be enough nominees to fill all the open board positions for the ensuing year. The nominated members should be in good standing, announcement of which shall be at least ninety (90) days prior to the Annual Meeting. The nominating committee shall submit a ballot of nominees to the membership for election at least thirty (30) days in advance of the Annual Meeting.
- The President is required to compile two complete annual reports per year.
- The Vice-President shall assume all the duties of the President in cases of the President's absence or non-availability.
- The President is responsible for the appointing Chairs to the following committees before the first board meeting in June of each year:
 - Education
 - Finance
 - Media
 - Website
 - Environmental
 - Golf / Tournament
 - Awards
 - Scholarships
 - Membership
 - Annual Meeting
 - Pesticide Seminar / Sports Turf Seminar
 - Sponsorship
 - Archives
 - Mechanic / Crew Seminar
 - Handbook
 - Voting Delegate / Chapter Relations (and Alternate)
 - Superintendent Invitational Tournament

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Standard Operating Procedures Oregon GCSA Vice President

DUTIES:

The Vice President, in the absence of the President, shall preside at the meetings of the Association and of the Board of Directors and shall perform all duties pertaining to the President's office.

The vice president should be actively involved in the planning of the chapter program and be prepared to assume the duties of the president. The Vice President shall preside as the chairman of the Education Committee, whom will help direct the executive director to develop and plan the programs to be presented at chapter meetings, obtain speakers for chapter meetings as well as special functions, and responsible for securing appropriate meeting facilities. The Vice President is to work closely with the Executive Director in order to:

1. Finalize agreements with hosting golf courses and coordinating the current year's state meetings and functions.
2. Securing meeting dates and places for the coming year in which the Vice President will be president. Typically this takes place later in the year and includes the detailing, securing and preparations necessary for:
 - An annual meeting scheduled for the first weekend in May
 - The Oregon GCSA Superintendent's Invitational Tournament usually scheduled during the month of April
 - The OGIPMS meeting scheduled for the first week in December
 - Other events that the Vice President is required to help coordinate, but to a much lesser degree, include: the monthly meetings, crew seminar, mechanics seminar, environmental seminar, super/asst. tournament, and the January meeting
3. Prior to the conclusion of Vice President's term, the Vice President should have the coming years' activities scheduled and roughly planned to help the incoming Vice President with his/her efforts. The Incoming Vice President should finalize these events no later than July 1st.

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Standard Operating Procedures Oregon GCSA Treasurer

DUTIES:

The Treasurer shall keep an accurate register of all member's names and addresses. He shall be the custodian of all the funds, and may sign checks for the Association. He shall keep the association informed of the current financial standing. The Treasurer is a member of the Executive Committee.

The Treasurer shall act as the chairman of the finance committee.

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Standard Operating Procedures Oregon GCSA Secretary

DUTIES:

The Secretary shall keep complete records of every meeting of the Association and of the Board of Directors. The Secretary shall be the custodian of all contracts, minutes, books, reports, and all other papers for the Association. He is also the Association's Historian. The Secretary is a member of the Executive Committee

The Secretary needs to preview all monthly statements the Executive Director compiles.

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Standard Operating Procedures Executive Director

RESPONSABILITY:

It is the responsibility of the Executive Director to ensure all member and Board of Directors needs are met or exceeded pertaining to the Oregon Golf Course Superintendent's Association. That all business transactions are delt in a professional, ethical, and efficient way. The contract with Alexis Wenker is as follows:

CONTRACT:

1. SUPERINTENDENTS ASSOCIATION ("OGCSA").

Effective date: January 11, 2016.

2. INDEPENDENT CONTRACTOR

AWC, as an independent contractor **TERM OF CONTRACT:** This is a three (3) year contract, subject to termination by either party on ninety (90) days written notice prior to the end of the current contract year. This contract is entered into by and between **A W Consulting, LLC ("AWC")** and the **OREGON GOLF COURSE**, will manage the business and affairs of the **OGCSA** from an office located at 17170 S Forsythe Rd, Oregon City, OR, 97045, or such other location as may be selected by **AWC**.

3. SERVICES

3.1: AWC, shall perform all administrative, managerial and clerical duties required for the proper function and operation of the **OGCSA**, consistent with the OGCSA "Standard Operating Procedures" as reasonably modified from time-to-time by the OGCSA (the "Policy"), including and without limitation: (a) preparing monthly financial statements for the Executive Committee including monthly and year-to-date profit and loss statement, balance sheet and statements of accounts payable and receivable with aging report; (b) providing records and documents to assist the preparation of OGCSA annual tax returns; (c) manage content, maintenance and upkeep of website (ogcsa.org); (d) develop and maintain relationships with golf industry associations such as: The Oregon Club Managers Association, The Oregon Golf Association, The Oregon Professional Golfers Association, The Oregon Golf Course Owners Association, The Northwest Turfgrass Association, The Western Washington Golf Course Superintendents Association and the Pacific Northwest Golf Association; (e) monitor and report pending legislation affecting golf course superintendents; (f) promote the golf course superintendent as a profession.

3.2: AWC acknowledges it has reviewed and approved the current Policy.

3.3: AWC shall provide all supplies, equipment, personnel, vehicles and facilities needed to perform the required services, subject to the exclusive control of such personnel and property by **AWC**.

3.4: AWC, reserves the right to engage other clients, provided the services for other clients do not interfere with the services required hereunder.

4. ADMINISTRATIVE AUTHORITY

AWC may rely on the written approval or authorization given by the President, the Board of Directors, or any other person or committee designated by the Board of Directors with respect to any matter relating to performance of services.

5. PERSONEL BENEFITS AND LIABILITY

5.1: Neither **AWC**, nor any of its employees shall be considered an employee of the **OGCSA** for any purpose including without limitations Worker's Compensation Laws, the Social Security Act or income taxes.

5.2: **AWC**, agrees to hold the **OGCSA** harmless from and against any claim for payment made by any government agency or authority for withholding income taxes, social security payments, worker's compensation payments or similar payment based on the ascertain that any employee of **AWC**, is an employee of the **OGCSA**.

6. SERVICES COMPENSATION

6.1: All services and staffing described in the attached "Standard Operating Procedures" will be provided for a monthly fee of \$4583.33 per month (\$55,000 annually), subject to adjustment by mutual agreement, plus 10% of net revenue from the Pest Management Seminar.

6.2: In addition to the basic fee, subject to written authorization by the **OGCSA**, business related expenditures on behalf of the **OGCSA** will be reimbursed to **AWC**, via a reimbursement / voucher system. Such expenditures include, but are not limited to, mileage to and from **OGCSA** meetings or events (based on current IRS mileage reimbursement), travel expenses and printing, duplicating; paper and postage expenses for mailings to **OGCSA** members. Expenditures, which will not be reimbursed, include but are not limited to; mileage for daily errands, computers, technical support, general office supplies, telephone (with exception of **OGCSA** toll free phone line) or facsimile line(s), mobile telephone(s) or internet connection(s).

7. COPYRIGHT

Unless otherwise agreed in writing, all written or photographic materials produced by **AWC**, for the **OGCSA** hereunder shall be a "work made for hire" as that term is used under applicable copyright laws, and the sole property of the **OGCSA**. **AWC** will not use **OGCSA** logo on **AWC**, business cards, letterhead, or other printed material, without the written consent of the **OGCSA**.

8. LEGAL AND FINANCIAL RESPONSIBILITY

AWC, shall be held harmless and not be accountable for the accuracy of the **OGCSA** legal or financial records, data or information provided by **OGCSA** to **AWC**.

9. DISSATISFACTION

The **OGCSA** shall report, via the President, or Vice President, any dissatisfaction with **AWC**, personnel or services to **AWC's** President.

10. SERVICES TERMINATION

10.1 This agreement can be terminated at any time for cause, subject to written notice and a reasonable opportunity to cure (except for gross negligence or willful misconduct, which is subject to immediate termination).

10.2 The liquidation, insolvency or bankruptcy of either party will terminate the agreement upon ten (10) days written notice by either party to the other.

11. NOTICES

Notices and communications referred to herein shall be sent by registered, or certified mail, return receipt requested, to **AWC**, or any other future address designated in writing by **AWC**, and to the **OGCSA** at the _____ business, or home, of its then current President.

12. APPLICABLE LAW AND JURISDICTION

This Agreement shall be governed by the laws of the State of Oregon, and in the event of litigation related, to or arising from, this Agreement the parties consent to the jurisdiction if the Circuit Court of the State of Oregon, for Multnomah County.

13. ENTIRE AGREEMENT

This contract constitutes the whole agreement between the parties and there are no terms other than those contained herein.

14. SIGNATORS

AWC, and the **OGCSA**, by their respective officers, each of whom represent they have been duly authorized, have signed this agreement.

OGCSA _____
By Richard Jensen, President

AWC _____
By Alexis Wenker, President

Initials _____

Contract Pg 3 of 3

Initials _____

Other specific Standard Operating Procedures pertaining to the Executive Director are as follows:

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Dear OGCSA Member,

The Nomination committee asks your help in nominating the Superintendent of the Year and Assistant Superintendent of the Year. We have put the nominations out to the membership by providing a nomination form which is enclosed with this letter. It will also be available on the website if you need additional copies. If you would like to recognize a fellow superintendent or your own assistant for their hard work and achievements from the past year, please take the time to do so. We feel this is a very prestigious award and would like to see more input from across the state. We look forward to reviewing your selected candidates. The winners will be presented at our annual meeting in May.

Thank you for your help,

Nomination Committee



**Superintendent and Assistant Superintendent of the Year
Nomination Form**

Due April 7th

Please copy this form in order to make more than one nomination.

Name of Nominee

Address of Nominee

Name of Golf Course / Club

Address of Golf Course / Club

- 1) Brief outline of Nominee's Past Employment History. (Please provide on a separate sheet.)
- 2) Current reasons for nomination of this applicant (i.e. Current golf course conditions, major projects, work ethics, significant accomplishments, work performance, etc.) These items must be for current season only. (Please provide on a separate sheet.)

I certify that the information in these nomination papers is true, accurate and complete.

Signature of Nominator

Position of Nominator

We ask that this nomination paper be co-signed by other Board of Directors of your Club / course or by other members of the Oregon Golf Course Superintendents Association.

Co-signed

Co-signed

Printed Name

Printed Name

Co-signed

Co-signed

Signature

Signature

Dated this ____ day of _____, 20____

Please return by **April 7th** to: OGCSA Awards Committee

Key Activities in GCSAA

January

- Begin gathering annual affiliation reporting requirements for March 31 deadline – Visit the Chapter Resources page on gcsaa.org for more information.
- Register for the GCSAA Chapter Leaders/Executives Symposium.
- Register for the Chapter Executives and Chapter Editors Sessions at the Golf Industry Show.

February

- GCSAA Education Conference and Golf Industry Show
 - o Chapter Executives Session
 - o Chapter Editors Session
- Register for the GCSAA Chapter Leaders/Executives Symposium

March

- Annual affiliation reporting requirements are due on the 31st
- Directors and officers liability insurance policies renew (March 1)
- Chapter Leaders/Executives Symposium

April

- Directors and officers liability insurance invoices mail (for those chapters participating in the GCSAA insurance program)

May

- Submit nominations for GCSAA Board of Directors candidates (due July 1)- Visit gcsaa.org for more information

June

- Submit GCSAA Scholars Competition applications (due June 1)
- Request a chapter room block (July deadline)

July

- Nominations for the GCSAA Board of Directors due (July 1)
- Chapter room block deadline

August

- Register attendee for Chapter Delegates Meeting
- Submit Distinguished Service Award applications (due Sept. 1)
- Appoint your chapter's voting delegate and voting alternate (due Oct. 1)
- Golf Industry Show housing opens – www.golfindustryshow.com

September

- Review Chapter Delegates Meeting Agenda with the delegate and the board
- Distinguished Service Award applications due (Sept. 1)
- Submit Environmental Leaders in Golf Award (ELGA) nominations (due in October)
- Submit GCSAA Excellence in Government Relations Award nominations (due in October)



Chapter Education Programs

Application for Education Points

Complete this form to apply for GCSAA education points with the Golf Course Superintendents Association of America (GCSAA) for non-GCSAA developed educational seminars or learning opportunities.

Chapter Name: _____
Contact Name: _____
Phone: () _____ Fax: () _____
Email Address: _____ Website Address: _____
Mailing Address: _____

Program Title: _____

Program Type: _____ Seminar: Single topic program | _____ | Conference: Multiple topic program
_____ Chapter Education: Education held during a chapter meeting.

Seeking Approval for the Calendar Year of: _____

Date(s): _____ Event Location: _____ City _____ State/Province _____

GCSAA Education Points- To qualify, a program must meet the following requirements:

- 1) Provide education relevant to the profession of golf course management.
- 2) Have clearly defined learning objectives.
- 3) Have a minimum program length of 1 hour.
- 4) Must be non-commercial.
- 5) Cannot be conducted during the GCSAA Education Conference & Golf Industry Show.**

** Approval **does not extend** to events scheduled from the first day of the GCSAA National Championship and Golf Classic through the last day of the Golf Industry Show, held within a 50-mile radius of the host cities of either event. Events scheduled during this period will only receive education points with expressed written consent of GCSAA.

The following items must be submitted with your completed application, to the address listed below, **no later than 30 days prior to this event**. Applications received less than 30 days prior to the event are subject to denial. **YOU MUST COMPLETE ALL PAGES OF THIS APPLICATION.**

_____ Timed schedule/outline of the educational activity including the name and affiliation of each speaker and topic.

_____ Written statement of intended learning objectives, if not provided on page 2 of the application.

_____ Promotional brochure or program of instruction describing the event. (For seminar and conference programs only.)

Send Completed Applications to:

GCSAA
Attn: Diana Kern
1421 Research Park Dr.
Lawrence, KS 66049-3859
Ph: (800) 472-7878 ext. 3600
Fax: (785) 832-4449

✓ Affiliation Checklist ✓
For the GCSAA Chapter Affiliation Process

The following items must be completed in order for your chapter to maintain its affiliated status. The deadline to complete all yearly affiliation requirements is March 31, 2008.

Incorporation

- Yes, our chapter's incorporation remains in good standing. We have submitted our annual filing fee to maintain this status.

Tax-Exempt Status

- Yes, our chapter's tax-exempt status remains in good standing with the IRS. We do not anticipate losing this status.

Bylaws

- Yes, our chapter has amended its bylaws during the past year. An updated copy of the bylaws is enclosed.
- No, our chapter did not amend its bylaws during the past year.

Insurance

- ? Yes, our chapter currently has directors and officers liability insurance and general liability insurance through GCSAA's chapter insurance program.
- ? Yes, our chapter currently has directors and officers liability insurance and general liability insurance coverage, but it is through a different provider. Enclosed are copies of our insurance certificates.

Financial Information

- Yes, our chapter has less than \$25,000 in gross annual revenue. Enclosed is our financial summary, or a letter from our accountant, stating that our chapter maintains good business practices. ?
- Yes, our chapter has more than \$25,000 in gross annual revenue. Enclosed is a copy of our 990 tax form for the most recently completed fiscal year. It has been submitted to the IRS.

Additional Information

- Enclosed is a copy of our chapter's annual report of association activities for the most recently completed fiscal year.
- Enclosed is our chapter's current membership roster.

Please send this information to: GCSAA, Member/Chapter Services, 1421 Research Park Drive, Lawrence, KS 66049-3859 or fax to (785) 832-4433.

Standard Operating Procedures Annual Calendar of Events

PURPOSE:

The Annual Calendar of Events should be kept up perpetually by the Executive Director throughout the year and regularly updated on the OGCSA website. It is important to keep the calendar of events up to date so members can plan out their year. The calendar should contain meeting places and dates of each event. The details can be updated at a later date by the event committee.

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Standard Operating Procedures Chapter Logo

PURPOSE:

The current logo for the OGCSA was suggested by the GCSAA. Changes to the logo must have a majority board vote. The OGCSA feels this will ensure the logo is congruent with GCSAA's desire for a unified logo. The Chapter logo will be stored on the AWC Computer..

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Standard Operating Procedures Credit Card Usage

PURPOSE:

Credit cards will be accepted as payment for all events including membership dues. Card information may be given in person, over the phone, or through the online payment system on the website (Pay Pal). US Bank Converge services is used for all credit card transactions.

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Standard Operating Procedures Job Postings

DESCRIPTION:

The OGCSA provides as a service to its members, by giving members the opportunity to post available job positions via email and on its website, www.ogcsa.org. The cost for the advertisers will be \$50.00 for members and \$175.00 for non-members, which includes one mass email and time on the website, to be determined by the date of the job closing. Advertisers will be asked to let the Executive Director know when a job should be removed from the website.

RULES:

To protect the integrity of the Oregon GCSA and its membership, the Board of Directors and webmaster/newsletter editor can determine whether a job posting is eligible to be advertised.

CRITERIA:

- The job must include a salary range
- Benefits of the job posted will include paid membership to the Oregon GCSA or corresponding GCSAA affiliated state chapter.

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Standard Operating Procedures New Board Member Packets

PURPOSE:

Board of Director Packets are prepared and distributed by the Executive Director to ensure information is transferred from outgoing board members to incoming board members. Each incoming board member will receive a packet which contains the minutes from previous board meetings, a copy of the latest budget, and the board member S.O.P. Booklet. This information will be distributed during the first board meeting following the election of the new board.

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Standard Operating Procedures Finance Committee

PURPOSE:

The Finance Committee is composed of the Executive Committee, and may also include any or all members of the Board of Directors. The committee is responsible for all the financial concerns of the association. They must keep the association fiscally responsible, while making sure the association is financially sound for years to come. The Finance Committee should meet at least twice a year.

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Standard Operating Procedures Oregon GCSA Golf/Tournament Committee

PURPOSE:

It shall be the purpose of the Golf/Tournament Committee to organize and oversee all golf outings of the Oregon GCSA.

COMPOSITION:

- The Golf/Tournament Chairperson shall be appointed by the current president of the Oregon GCSA.
- The Committee Chairperson may appoint other members of the Oregon GCSA, who are in good standing with the association, to assist with the duties of the Golf/Tournament committee.

DUTIES:

- Assure that golf outings are organized at education meetings: January, March, April, and October.
- Oversee and assist in planning of Superintendent and Assistant Tournament, Crew Tournament, and Superintendent Invitational.
- The Golf/Tournament committee and the Executive Director will determine prizes. All outings will award KP, Long Drive, Net, and Gross. To be eligible for Net Prize the golfer must have a current GHIN number.
- Coordinate with GHIN club Director to verify handicaps and print scorecards.
- Contact host Superintendent and Proshop to arrange tee times.
- Set pairings and post scoreboard when necessary.

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Standard Operating Procedures Crew Tournament

PURPOSE: To provide an opportunity for crew members to play in an OGCSA sanction event. The crew tournament was designed to help bring other crewmembers together to foster friendships and share stories of their experiences working on golf courses. Also an opportunity for superintendents to say thank you to their crew for a season of hard work.

DUTIES:

Crew Tournament is held on the last Tuesday of August.

- To find a location for tournament to be held.
- Work with host superintendent for a date.
- Send out notification of tournament and registration.(e-mail/snail mail) Notification should be sent out second week in July.
- Organize all tee times (rolling tee times) 6:30 am. to 2:30 pm.
- Organize all tee prizes and scheduled tournament prizes. i.e. long drive, short drive, kp's, straight drive, closest to the pin on the second shot, all competition events will have 0-14 handicap and 15 and over handicap groups.
- Organize skills completion (putting, flop shot, bunker shot). Prizes for top three. Winners are decided by total shortest distance of all three shots.
- Organize payouts for top three winners both gross and net.
- Organize a optional pay ball contest.
- Handicaps not to exceed 25. Team handicaps are figured by adding all four handicaps then dividing by 5. This helps to weed out sandbaggers (Honor system in affect).
- Cost of crew entry has been \$220 per team.
- Know more than two teams per golf course unless total field has not been field.
- 55 teams fill the tournament.
- \$55 per player includes, tee prizes, lunch, two drink tickets and lots of fun.(cart fees are extra and need to be arranged by a team member before tournament.

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Standard Operating Procedures GHIN Club Director

PURPOSE:

Manage the GHIN Club for the Oregon GCSA.

DUTIES:

- Update GHIN website and member list.
- Fill out yearly paperwork for OGA
- Pass OGA GHIN test.
- Verify handicaps for all golf outings.
- Print scorecards for events when necessary.

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Standard Operating Procedures Superintendent / Assistant Superintendent Tournament

PURPOSE:

DUTIES:

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Standard Operating Procedures Superintendent Invitational Tournament

PURPOSE:

DUTIES:

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Standard Operating Procedures Membership Committee

PURPOSE:

The Committee Chairman is appointed by the President. This committee is responsible for growing ideas that can lead to increasing the membership of the OGCSA, and implementing new programs.

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Standard Operating Procedures Membership Dues

PURPOSE:

Membership dues are used to maintain the basic needs of the association. Monthly meetings, the OGCSA Green Industry Pest Management Seminar, Sports Turf Seminar, and other such meetings make up the remaining component of revenue. An increase in membership dues is only needed if revenue is not enough to continue to support the basic needs of the membership. The board of directors sets membership dues rates. Dues renewal begins Nov.15th, with a late fee of \$25 for dues received after January 31st.

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Standard Operating Procedures Oregon GCSA Technical Assistance Network

PURPOSE:

It shall be the purpose of the Technical Assistance Network Committee to see that all GCSAA requirements, specific to the program, are met. The TAN membership is a one-year complimentary GCSAA membership and Oregon Chapter membership. The TAN membership is awarded in the facility's name, with one designated representative assigned as the recipient of the benefits.

COMPOSITION:

- The Technical Assistance Network Chairperson is appointed by the current President of the Oregon GCSA. The Chairperson should be a member in good standing of both Oregon GCSA and GCSAA.
- The Technical Assistance Network Chairperson may appoint other members of the Oregon GCSA, who are in good standing with the association, to assist with the duties of the Technical Assistance Network Committee.

DUTIES:

- Develop and maintain a list of potential participant facilities within the chapter, along with locations and contact numbers.
- Develop and maintain a list of volunteer superintendents within the chapter. Encourage these superintendent volunteers to work with the participating facilities, should the facilities request assistance.
- Publicize the program at most chapter meetings and encourage participation of volunteers.
- Encourage meeting attendance by those superintendents employed by participating facilities.
- Request and maintain all necessary forms from GCSAA. Assure the forms are completed correctly and sent to GCSAA.
- Any revisions to the standard operating procedures (SOP) are subject to Oregon GCSA Board approval.

The main purpose of the Standard Operating Procedures (SOP) is to maintain continuity from administration to administration and is to be used as a guide so that important procedures and policies are not overlooked.

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Standard Operating Procedures Oregon GCSA Scholarship Committee

- **PURPOSE:**

To identify and recognize outstanding students who are pursuing careers in golf course management or related field.

- **COMPOSITION:**

Oregon GCSA scholarships will be awarded to the most outstanding students in an annual competition based on eligibility and selection criteria indicated below. A total of three (3) different scholarships can be awarded. Regarding the OGCSA Scholarship, the committee has the option of awarding an additional annual scholarship if they see fit. The Whitworth scholarship will be awarded to the top ranked student of the aforementioned competition. Other available scholarships are the Martin Memorial and the OGCSA scholarships. The total number of recipients and dollar amounts awarded will be based on available funding.

Members of the Scholarship Committee, which is chaired by the current OGCSA President, include the current OGCSA Vice President, the OGCSA immediate Past President, one additional OGCSA past president, and an Oregon Turfgrass Foundation (OTF) board member. Other OGCSA or OTF board members may serve on the committee as the OGCSA President sees fit. By including future and past OGCSA Presidents, continuity and consistency is maintained. The committee is responsible for recommending awardees to receive funds as deemed by the OGCSA Finance Committee and the OTF Board of Directors. The amounts allocated vary from year to year, depending on the success of the funds in question and the balances within the OGCSA budget. The amounts are to be determined by the OGCSA Finance Committee for the OGCSA Scholarship(s) and by the OTF Board of Directors for the Whitworth Scholarship. The OTF Board will also provide a recommended amount for the Martin Scholarship based upon the recommendations from the Martin Family. The number of scholarship also varies accordingly. Distribution of current scholarship applications and a set of evaluation documents should occur no later than the first week of April, so current committee members have the opportunity to make informed decisions during upcoming meeting. The current committees, organized by the OGCSA President, will meet sometime during the first two weeks of April to select the recommendations of the Whitworth, Martin, and OGCSA scholarships. A formal recommendation shall be made to the appropriate parties no later than April 21st. The selected winners should be notified via letter by April 30th. This letter should extend an invitation to the OGCSA Annual Meeting, where there will be a scholarship award ceremony. The Martin family should also be invited to the meeting and invited up during the ceremony to present the Martin Memorial scholarship.

- **ELIGIBILITY:**

*Applicants must be planning to become a Golf Course Superintendent or a professional in a closely related field.

*The Scholarship Committee Chairperson will have the final decision on the eligibility of applicants.

- **OGCSA SCHOLARSHIP**
 - Available to any student currently enrolled in turf related school or university. - Online students eligible.
 - Min of 10 credits of academic courses appropriate to turf/ag field of study must be completed
 - GPA - of a minimum of 2.75 in turf related field of study
 - Or minimum of 3.00 overall GPA
 - Student indicates which courses he/she believes fits minimum requirement
 - Letter of recommendation from a faculty advisor and /or turf industry professional
 - Copy of current transcripts or proof of course completion and grade(s)
 - A completed application must be filed by March 31st of each year
 - Applicant must be a member of the OGCSA

- **MARTIN SCHOLARSHIP**
 - Available to any undergraduate of Junior or Senior standing or graduate student currently enrolled in turfgrass program at Oregon State University
 - Minimum of 30 credits of turf/ag program academic courses must be completed
 - GPA - minimum of 3.00 in turf related field of study
 - Or minimum of 3.25 overall GPA
 - Student indicates which courses he/she believes fits minimum requirement
 - Letter of Recommendation from a faculty advisor and/or turf industry professional
 - Copy of current transcripts or proof of course completion and grade(s)
 - A completed application must be filed by March 31st of each year
 - Applicant must be a member of the OGCSA

- **WHITWORTH SCHOLARSHIP**
 - Available to any undergraduate of Junior or Senior standing or graduate student currently enrolled in a turfgrass program in the Pacific Northwest.
 - Minimum of 30 credits of turf/ag program academic courses must be completed
 - GPA - minimum of 3.00 in turf related field of study
 - Or minimum of 3.25 overall GPA
 - Student indicates which courses he/she believes fits minimum requirement
 - Letter of Recommendation from a faculty advisor and /or turf industry professional
 - Copy of current transcripts or proof of course completion and grade(s)
 - A completed application must be filed by March 31st of each year
 - Applicant must be a member of the OGCSA

- **CRITERIA FOR SELECTION:**
 - * Applications must be postmarked no later than March 31st.
 - * Applicants will be evaluated on academic excellence, cumulative GPA, employment history, completion of all sections of the application, responses to indicated questions, volunteer history, and recommendations of turf industry professionals and/or academic advisors.

- * Financial need is not a factor for selection.
- * Previous recipients may reapply, if all eligibility requirements are met.
- * Answers to essay questions must be original and not previously submitted by applicant.

- **SELECTION PROCESS:**

The Scholarship Committee shall evaluate and score the applications using Multi Attribute Decision Analysis (MADA), which is outlined in the following rating rubric (See figure 1). Based on the scores from the rating sheet, a ranking of all applicants will be established. Finalists will be determined, with the number one finalist to receive the Whitworth Scholarship, the number two finalist to receive the Martin Memorial Scholarship, and remaining finalist(s) to receive a scholarship based upon OGCSA Finance Committee recommendations to receive the rest of the funding. The amounts awarded are determined by the OTF Board of Directors (Whitworth and Martin scholarships) and the OGCSA Finance Committee (OGCSA scholarship). The total dollar amounts of awards must not exceed funding available to distribute. It shall be the responsibility of a committee member to refrain from judging if he/she feels there is a personal bias on their part. In the event of a tie for the rankings, field of study GPA will become the tiebreaker. In the event of a tie in GPA, the Committee Chairperson will be given the authority to determine the result.

- **AWARDS:**

- * Award amounts will be determined on an annual basis.
- * Scholars will receive a certificate of recognition.
- * Recipients will be notified no later than April 30th.
- * Scholarships will be presented at the OGCSA Annual Meeting in May. Recipients will receive complimentary registration to the event. Award recipients are expected to attend the ceremony.

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Standard Operating Procedures Sponsor Recognition

The following is a description of the Oregon GCSA responsibilities, duties, and general guidelines implemented for sponsor and vendor recognition. The following is to be used for a general outline and is not limited to the following.

- **Definition of Sponsors:**

- Scholarship- Those sponsors who donate a portion of business sales for the sole use of scholarship monies or monies for the attendance of state or national meetings.
- Event- Those sponsors who are approached by the Vice-President to be a sponsor at an Oregon GCSA sponsored event. These sponsors are those who sponsor prizes, food, or other.
- Advertising- These are the vendors who advertise in Turfgrass Management of the Pacific Northwest and in the membership directory.

The following guidelines, notes, and miscellaneous information may be followed for Oregon GCSA state meetings and education.

Make following announcement at all Oregon GCSA sponsored events:

- The Oregon GCSA will like to thank all of the following sponsors: Our Scholarship sponsors are Standard Golf Company, Tri-State Turf, Wells Fargo Financial, and Great American Outdoor. We would also like to thank today's Event sponsors (name all of the sponsors of applicable event), as well as those who advertise in the Reporter. A list of Reporter advertisers can be found inside the front cover of each issue.
- The Oregon reception that is held each year at the Golf Industry Show also is an Oregon GCSA sponsored event at which all sponsors need to be recognized. The following needs to accompany the above statement:
- An index card featuring all pertinent information for the reception will be handed out at the Oregon Turfgrass Conference each January. The reverse side of these cards will feature all of the event sponsors names.
- A banner consisting of all Scholarship and event sponsors, as well as a line stating "thanks to all reporter advertisers", will be hung during the Oregon reception at the GIS.

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Standard Operating Procedures Oregon GCSA Website Committee

DUTIES:

Website Committee Chairman will be appointed by the President at beginning of the fiscal year. It will be the duty of the Website Committee Chairman to oversee the OGCSA website and insure content is updated and current.

- The Chairman shall communicate website changes directly to the Executive Director.
- Insure the calendar of events is updated monthly.
- Suggest pertinent content for the website.
- Help source photos for home page.

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