

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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