

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

*This document serves as the official operating code of the North American Society for Sport Management. All recommendations for revision and/or amendments to this operating code shall be submitted to the Executive Council for approval.*

### ORDER OF CONTENT

1. Executive Council
  - a. Operating Code for Executive Council
2. Personnel
  - a. Operating Code for President
  - b. Operating Code for Past-President
  - c. Operating Code for President-Elect
  - d. Operating Code for Secretary
  - e. Operating Code for Treasurer
  - f. Operating Code for Member-at-Large (attachment: MAL Primary Responsibilities)
  - g. Operating Code for the Editors of the Journal of Sport Management (JSM)
  - h. Operating Code for the Editors of the Sport Management Education Journal
  - i. Operating Code for Student Representative
  - j. Operating Code for Archivist
  - k. Operating Code for Office Manager
  - l. Operating Code for Web Administrator
  - m. Operating Code for Conference Manager
3. Operating Committees
  - a. Operating Code for the Nominating Committee (attachment: NASSM Nomination Form)
  - b. Operating Code for Student Initiatives Committee
  - c. Operating Code for Conference Committee
  - d. Operating Code for Diversity and Inclusion Committee
  - e. Operating Code for the Marketing and Communications Committee
  - f. Operating Code for the Industry Relations and Partnership Committee
  - g. Operating Codes for the Strategic Plan Committee
  - h. Operating Code for the Sustainability Committee
4. Awards and Award Committees
  - a. Operating Code for the Dr. Earle F. Zeigler Lecture Award Nominating Committee (attachment: EFZLA nomination form)
  - b. Operating Code for Dr. Garth Paton Distinguished Service Award Selection Committee
  - c. Operating Code for the Distinguished Sport Management Educator Award Selection Committee
  - d. Operating Code for the Diversity Award Selection Committee
  - e. Operating Code for NASSM Research Fellows Credential Committee

- f. Janet B. Parks NASSM Research Grant Program
  - g. NASSM Service Learning Grant Program
  - h. Operating Code for the Sport Management Education Journal Best Paper Award
  - i. Operating Code for NASSM Student Research Competition Committee
  - j. Operating Code for NASSM Doctoral Research Grant (attachment: NASSM Doctoral Research Grant Program)
5. Annual Conference
- a. NASSM Conference Guidelines
  - b. President's Luncheon Guideline and Proposal
  - c. Founders' Awards Night Protocol and Guidelines
6. Ethical Creed and Code of Ethics
- a. Ethical Creed
  - b. Code of Ethics
  - c. Code of Ethics Discipline and Complaints Policy
  - d. Code of Ethics Appeals Policy
7. Other Initiatives
- a. Operating Code for Managing Memorandum of Understanding (MoU)

## 1. Executive Council

### NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

#### Operating Code for Executive Council

#### I. Name

The name of this body shall be the Executive Council of the North American Society for Sport Management (NASSM).

#### II. Membership

1. Shall be composed of the President, President-Elect, Past-President, Secretary, Treasurer, and six (6) Members-At-Large (MAL) of the Society, the Editors and (Senior) Associate Editors of the Journal of Sport Management and Sport Management Education Journal (only one Editor from each journal is required to be present at Executive Council meetings; if both Editors from a respective journal are in attendance, one vote is shared), a Student Representative, and any other non-voters appointed by the Executive Council.
2. Shall have as Chairperson, the President of the Society.
3. Shall base all decisions in keeping with the Society's Operating Codes and with the jurisdictional law of the state or province in which the Society may be incorporated.

#### III. General Duties

##### A. Primary Responsibilities:

1. Initiate and transact all business of the Society except for those functions specifically delegated to the structures as indicated in the Operating Codes.
2. Manage all interim business of the Society.
3. Meet at least semi-annually: approximately six (6) months prior to the Annual Conference and at the Annual Conference prior to the Conference Annual General Meeting (AGM).
4. Be prepared to convene for special meetings, either in person or by conference call, called at any time by the President or by any five (5) members of the Executive Council with at least two weeks written notice to each member of the Council.
5. Fill the unexpected term of any vacancy that may occur in any office of the Executive Council's membership.
6. Evaluate periodically the appropriateness of the Society's structure.
7. Maintain the Society's purpose and policies as set forth in the NASSM Constitution.
8. Select future conference destinations upon recommendation of the Conference Manager and the Conference Committee.
9. Vote by secret ballot at the Fall meeting to determine the recipient for the Dr. Earle F. Zeigler Lecture Award, the Dr. Garth Paton Distinguished Service Award, the Distinguished Sport Management Educator Award, and the Joy DeSensi Diversity Award for Inclusive Excellence.

1. While in office, members of the EC must pause their nomination for any NASSM awards for which they are considered until their term expires from the EC, at which time their nomination will be reactivated.

## 2. Personnel

### NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

#### Operating Code for President

##### I. Name

The name of this office shall be President of the North American Society for Sport Management (NASSM).

##### II. General Duties

###### A. Primary Responsibilities:

1. Carry out Committee appointments and other organizational duties.
2. Plan and conduct all meetings of the Executive Council (in accordance with Article VI, Section 1 of the Operating Codes).
3. Serve as a voting member of the Executive Council.
4. Coordinate the functions of the various members of the Executive Council.
5. Serve as spokesperson and liaison with related organizations.
6. Represent the Society officially at meetings, symposia and conferences.
  1. There are particular occasions when a NASSM representative may be asked to serve as a figurehead or consultant on behalf of the organization.
  2. It is deemed appropriate that the President of NASSM should serve as the representative.
  3. In the event that the President cannot fulfill this role, the Past- President shall serve in their place.
  4. In the event that neither the President nor the Past-President can fulfill this role, the President-Elect or another member of the Executive Council, as determined by the Executive Council, shall serve as the representative.
  5. If the host organization/agency and/or the host institution of the NASSM representative do not cover the travel costs, NASSM will support the member to a maximum of \$3000 US per year, with approval of the Executive Council.
7. Initiate promotion and public relations duties as required.
8. Be involved with special award presentations and other types of recognition.
9. Oversee activities of the Nominating Committee.
10. Plan and conduct the Annual General Meeting (AGM)
11. Present constitutional changes at the AGM.
12. Organize monthly meetings between the President, President-Elect, and the Past-President to discuss current state of affairs of NASSM.
13. Oversee the management of Memoranda of Understanding (MoU)
14. Responsible for overseeing the relationship with the World Association of Sport Management (WASM).
15. Support the President-Elect with their transition into the role of President.

## B. Secondary Responsibilities:

1. Determine appropriateness of outside requests for membership mailing list.
2. Set the date for the Fall Executive Council meeting, and arrange with the Conference Manager to host the Fall Executive Council meeting.
3. Receive the final report of the previous Conference from the Program Chairperson (former Past-President) and present it at the Fall Executive Council meeting.
4. Approve and distribute meeting minutes and action memos to Executive Council members after submission by the Secretary.
5. Appoint MAL Executive Council members to Chair and serve on the Zeigler Lecture Committee, the Student Research Competition Committee, the Dr. Garth Paton Distinguished Service Award Committee, the Distinguished Sport Management Educator Award Committee, and the Joy DeSensi Diversity Award for Inclusive Excellence Committee.
6. On behalf of NASSM, sign contracts after they have been approved by the Executive Council.
7. Advise all nominees for Executive Council offices of the election results prior to the conference, and inform the newly-elected officers of their responsibility to attend the Council changeover meeting.
8. Adjust the announcements for the "Call for Papers" and the "Student Research Competition," and arrange to have copies of the new "call" announcements distributed either within the Conference Abstract publication, or in the conference registration packet.
9. Solicit information from Executive Council members, their individual airline carrier and arrival times for the Executive Council's Pre- Conference meeting and relay this information to the Conference Manager.
10. Arrange with the Conference Manager to reserve in the conference hotel, assigned, double rooms for one night for the Executive Council members, unless an Executive member makes specific arrangements otherwise; and in advance of the conference, inform the Treasurer and the respective Executive members of room reservations and room payment arrangements for the Executive Council's first meeting night at the Conference.
11. Arrange to have the NASSM Presidential gavel engraved with the name, institution and Presidential year of the incoming President, and award it to the incoming President at the AGM business meeting during the Conference.
12. Preside at the President's Luncheon, and contact the President-Elect (incoming President) about presiding duties at the Founders' Awards Night.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for Past-President

#### I. Name

The name of this office shall be Past-President of the North American Society for Sport Management (NASSM).

#### II. General Duties

##### A. Primary Responsibilities:

1. In the absence of the President, preside over any business meetings of the Society and perform the duties of the President of the Society.
2. Provide continuity and support for the Executive Council.
3. Serve as a voting member of the Executive Council.
4. Serve as Program Chairperson for the annual conference. Specific duties are outlined in the NASSM Conference Guidelines; all aspects of the conference must be consistent with the guidelines. Responsibilities include, but are not limited to:
  1. Serve as the liaison between the Executive Council and the party responsible for the conduct of the annual conference.
  2. Oversee decisions regarding facilities, program development and production of proceedings (the Conference Manager is responsible for the publication of the Conference proceedings).
  3. Manage the Call for Papers which includes:
    - i. Establishing a review Committee.
    - ii. Acknowledging receipt of abstract proposals.
    - iii. Arranging for anonymous review of submitted abstracts.
    - iv. Sending of confirmation letters to Conference presenters.
    - v. Sending appreciation letters to the Conference hosts and reviewers.
    - vi. Contacting appropriate publicity sources to announce the annual Conference.
    - vii. Developing and administering a Conference evaluation form.
    - viii. Presenting results of the Conference evaluation to the Executive Council.
    - ix. In collaboration with the Conference Manager, prepare and present a preliminary report to the Executive Council, at the Changeover meeting at the end of the Conference, of the year's activities and budget regarding the annual Conference; and forward a final Conference report to the new President, who will present it at the Fall Council meeting.
    - x. Select recipients for NASSM Conference Best Reviewer Award after consultation of NASSM Conference Section Heads. Section heads will nominate individuals for the distinction. Section heads will be given the following instructions: *“This year, we are recognizing outstanding reviewers. I ask for help in identifying the reviewer or reviewers in your section who did a wonderful job. Your recommendation could be based on*

*the number of reviews completed, and their comments to the authors. I asked them to (1) identify the strengths of the work, (2) point to areas where they might improve, and (3) any other comments that will be constructive and helpful to the author.”* Winners will be individually notified along with their respect department heads via email. The marketing and communications committee will distribute via email and social media.

5. Chair the Strategic Plan Committee
6. Serve on the Industry Relations & Partnership Committee
7. Support the President with their transition into the role of Past-President.
8. Perform other duties as assigned.

B. Secondary Responsibilities:

1. Facilitate international sport management concerns.



## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for President-Elect

#### I. Name

The name of this office shall be President-Elect of the North American Society for Sport Management (NASSM).

#### II. General Duties

##### 1. Primary Responsibilities:

1. Provide continuity and support for the Executive Council.
2. Serve as a voting member of the Executive Council.
3. Update the Operating Codes and Constitution.
4. Pass on an electronic copy of the Operating Code and Constitution to the incoming President-Elect, Web Administrator, and Secretary.
5. Attend the NASSM Conference Executive Council meeting prior to the conference as a non-voting member, before taking office as President-Elect.
6. Perform other duties as assigned.

##### 2. Secondary Responsibilities:

1. Serve as the liaison between the Executive Council and the Review Committee for the annual Janet B. Parks NASSM Research Grant Program and the annual NASSM Service Learning Grant Program.
2. Serve as the Review Chairperson for the annual Janet B. Parks NASSM Research Grant Program and the annual NASSM Service Learning Grant Program. Specific duties are outlined in the Janet B. Parks NASSM Research Grant Guidelines (see Attachment) and the NASSM Service Learning Grant Guidelines; all aspects of the grant review must be consistent with the guidelines. Responsibilities include, but are not limited to:
  1. Develop, revise, modify, and/or adopt Call for Proposals
  2. Manage the Call for Proposals which includes:
    - i. Establishing a Review Committee,
    - ii. Acknowledging receipt of research proposals,
    - iii. Arranging for review of submitted proposals,
    - iv. Provide a summary of the reviewers' feedback to all applicants.
    - v. Send all grant award winners to NASSM secretary to allow for printing of the award letters for Founders Reception,
    - vi. Sending appreciation letters to the proposal reviewers,
    - vii. Contacting appropriate publicity sources to announce the grant recipients,
    - viii. Developing and administering a protocol for grant monitoring,

- ix. Presenting an annual summative report to the Executive Council.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for Secretary

#### I. Name

The name of this office shall be Secretary of the North American Society for Sport Management (NASSM).

#### II. General Duties

##### A. Primary Responsibilities:

1. Attend all Executive Council meetings, special meetings, called meetings, and the Conference Annual General Meeting (AGM).
2. Serve as a voting member of the Executive Council.
3. Maintain accurate records of all Society meetings.
4. Prepare Minutes and Action Memos for the President who will approve and distribute them to members of the Executive Council.
5. Update and circulate the Executive Council contact list.
6. Receive all Constitutional and Operating Code changes.
7. Assist the President, as requested.

##### Secondary Responsibilities:

1. Secure secretarial assistance and access to equipment as required for all Executive Council Meetings and the AGM.

#### III. Qualifications

Because of the secretary's integral role in the organization of society documents, meetings, and initiatives, the following qualifications are preferred:

1. Membership and active participation in NASSM for a minimum of five years.
2. Willingness to assist the president in a variety of initiatives.
3. Impeccable organizational skills.
4. Detail-oriented.
5. Ability to contribute to executive council discussions.
6. Prompt in correspondence.
7. Ability to type speedily and accurately.
8. Knowledge of committee procedures.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for Treasurer

#### I. Name

The name of this office shall be Treasurer of the North American Society for Sport Management (NASSM).

#### II. General Duties

##### A. Primary Responsibilities:

1. Maintain the fiscal resources of the Society.
2. Serve as a voting member of the Executive Council.
3. Invest funds as directed by the Executive Council.
4. Prepare an annual financial statement for the Society, including an informal audit of the business office.
5. Present a report at all Executive Council meetings, special meetings, and the Annual General Meeting (AGM).
6. Supervise all expenditures.
7. Serve as the liaison for the NASSM Executive Council on a continual basis with the NASSM Business Office and Human Kinetics Publishers.
8. Develop and oversee a financial plan for the Society, presenting this plan at the Fall Executive Council meeting.
9. Liaise with various NASSM sub-committees or working groups that may be carrying out projects that have been introduced as part of the financial plan and/or have cost/revenue implications for NASSM, such as the NASSM Research Grant.
10. Transfer records to the incoming Treasurer.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for Member-at-Large

#### I. Name

The name of this office shall be Member-at-Large (MAL) of the North American Society for Sport Management (NASSM). There shall be six such positions on the Executive Council.

#### II. General Duties

##### A. Primary Responsibilities:

1. Represent the membership of the Society on the Executive Council.
2. Serve as a voting member of the Executive Council.
3. Attend all Executive Council meetings, special meetings, and the Annual General Meeting (AGM).
4. Orient incoming Members-at-Large.

##### B. Secondary Responsibilities (as assigned):

1. Chair the Dr. Earle F. Zeigler Lecture Award Committee.
2. Chair the Dr. Garth Paton Distinguished Service Award Committee.
3. Chair the Distinguished Sport Management Educator Award Committee.
4. Chair the Joy DeSensi Diversity Award for Inclusive Excellence Committee.
5. Chair the Student Research Competition Committee, which includes:
  - a) Promoting the program within the academic institutions,
  - b) Acknowledging receipt of individual student papers,
  - c) Arranging for blind review of the student papers,
  - d) Communicating the competition results to all participants,
  - e) Arranging with the Conference Manager for the recipient's presentation needs, and
  - f) Referring to the Operating Code for this Committee for more details.
6. In partnership with the NASSM President, administer and oversee all terms of the MoUs that NASSM has currently in working.  
Assume assigned tasks to share in the special operation of the Society.
7. As Awards Committee Chair, the MAL is responsible for promptly notifying the Award recipients and non-recipient nominees of the outcome.

**ATTACHMENT  
MAL PRIMARY RESPONSIBILITIES\***

MAL 1 (2<sup>nd</sup> year)

1. Chair the Dr. Earle F. Zeigler Lecture Award Committee
2. Chair the Student Research Competition Committee
3. Marketing and Communications Committee liaison

MAL 2 (2<sup>nd</sup> year)

1. Chair the Dr. Garth Paton Distinguished Service Award Committee
2. Chair the Joy DeSensi Diversity Award for Inclusive Excellence Committee

MAL 3 (2<sup>nd</sup> year)

1. Chair the Distinguished Sport Management Educator Award Committee
2. Chair of Doctoral Grant Competition
3. Industry Relations and Partnerships Committee, member

MAL 4 (1<sup>st</sup> year)

1. NASSM Research Fellows
2. Dr. Earle F. Zeigler Lecture Award Committee assistant
3. Student Research Competition Committee assistant
4. Diversity and Inclusion Committee liaison

MAL 5 (1<sup>st</sup> year)

1. Dr. Garth Paton Distinguished Service Award Committee assistant
2. Joy DeSensi Diversity Award for Inclusive Excellence Committee assistant
3. Janet B. parks Research Grant and NASSM Service Learning Grant, assist president as needed.

MAL 6 (1<sup>st</sup> year)

1. Distinguished Sport Management Educator Award Committee assistant
2. Doctoral Grant Competition assistant
3. Collect the names of all standing and ad hoc committee chairs and members. Send this information to Web administrator
4. Student Initiatives Committee liaison
5. Industry Relations and Partnerships Committee, member

\*other tasks may be assigned by the president

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for the Editors of the Journal of Sport Management (JSM)

#### I. General

In the following sections, the division of labor between the Editor, Past Editor, Senior Associate Editor, and Associate Editors is outlined in general terms followed by specific guidelines for each of their responsibilities.

##### 1. Editor

The overall responsibility for the Journal rests with the Editor. Within this general supervisory capacity, the Editor will be solely responsible for the complete processing of manuscripts submitted to the Journal (receiving the manuscripts, communicating with both the authors and the reviewers, making final decisions on the acceptance or rejection of the manuscripts, and forwarding the accepted manuscripts to Human Kinetics).

The editor's term in office is three (3) years.

##### 2. Past Editor

Past Editor, in concert with Editor, will be responsible for all matters related to the processing of manuscripts submitted to the Journal during the tenure as Editor (e.g., communicating with both the authors and the reviewers, making final decisions on the acceptance or rejection of the manuscripts, and assigning accepted manuscripts to published issues).

##### 3. Senior Associate Editor

1. The Senior Associate Editor will be responsible for the "Book Reviews," and "Sport Management Digest" sections. The Senior Associate Editor will be responsible for soliciting and selecting the Book Review Editor and Digest Editor.
2. The Senior Associate Editor will assume the duties of the Editor (and vice versa) should any emergency arises. To facilitate this type of transition, both the Editor and Senior Associate Editor should appraise each other of their respective editorial transactions (manuscripts and their status, authors, reviewers, contributors, and special issues and Guest Editors involved, and other such details).
3. The incoming Senior Associate Editor shall be selected according to the following protocol:
  - a) A committee comprised of the current Journal Editor and Senior Associate Editor, and two (2) NASSM Research Fellows, one (1) appointed by the Senior Associate Editor and the other appointed by the Executive Council, shall be charged with coordinating the selection process. This committee shall be called the Journals Committee. The current Senior Associate Editor shall

serve as the Committee Chair and be empowered to resolve any deadlocks. The Committee Chair shall issue a call for nominations of NASSM members in good standing at the Annual General Meeting. It is recommended that nominations be made to the Committee Chair. The Committee Chair and Committee members may also select nominees from the NASSM members.

1. The Call should be posted in the NASSM Newsletter, on the NASSM website, and across the NASSM Listserv.
  2. The Call includes contact information for the Committee Chair, the deadline for submitting nominations to the Committee Chair, nomination requirements, a brief description of the selection process, and a list of the selection criteria. The Call should indicate that self-nominations are appropriate.
- b) Nominators should be asked to send a brief email to the Committee Chair indicating why they feel the Nominee is qualified to serve as the editor. The nomination email should include current contact information for the nominee. Nominations do not require a second, or the support (or even awareness) of the Nominee.
1. As soon as a nomination is received, the Committee Chair notifies the Nominee. Selected information from this policy document should be included in this notification letter so that Nominees can make informed decisions. Nominees are asked to confirm or decline their nomination. Those who accept their nomination are asked to send the information specified in Stage 1 of the selection process to the committee chair.
  2. Selection of nominees will be a three-stage process. The Journals Committee will review the nominations and will request complete applications from those that best fit the criteria, as outlined below. Applicants that move to the second stage will be asked to submit a detailed proposal of how they would further the goals of the Journal as described in the editorial mission statement contained in each issue. In the third stage, the Journals Committee will evaluate all second-stage candidates, make a recommendation, and forward that recommendation to the full Executive Council. Both the Executive Council and Human Kinetics will finalize the recommendation.
  3. Relevant deadlines for the Call should include the following:
    - i. June 1: First Call for Nominations made at Annual General Meeting
    - ii. July 15: Nomination submission deadline
    - iii. August 1: Replies from Nominees to Committee Chairperson
    - iv. September 1: Second-stage materials needed from Nominees
    - v. October 1: Committee makes recommendation to Executive Council
- c. Specific qualifications to be considered include:



1. 1) Significant scholarly contributions to the field of Sport Management, including publications in JSM.
2. 2) Extensive reputation reviewing manuscripts for publication, an editorial board member, and/or an editor of a sport management-related journal.
3. 3) Demonstrated administrative skills, capacity to handle a demanding workload and meet deadlines, and ability to work constructively with authors, reviewers, and the Executive Council.
4. 4) A clear vision for furthering the goals and mission of the Journal (for second-stage Nominees).
5. 5) A professional member of NASSM.
6. 6) Familiarity with online submission and review systems.

d. The NASSM President shall notify the person selected as Senior Associate Editor.

7. The Senior Associate Editor's term in office is three (3) years coinciding with the term of the Editor.

8. The Senior Associate Editor may assume the Editorship upon term completion with the approval of Human Kinetics and the Executive Council; however, succession is not automatic.

#### D. Associate Editors

1. Associate Editors assist with the processing of manuscripts submitted to the Journal. After initial assessment of the manuscript (see II below), the Editor will forward it to the Senior Associate Editor or an appropriate Associate Editor (depending upon the fit among the submission and the AEs' areas of expertise) who is then responsible for securing reviewers, communicating with authors and reviewers, and making a preliminary editorial decision. This decision is then forwarded to the Editor for the final decision.
2. Associate Editors will be chosen by the current Editor. Those chosen will exhibit the following characteristics:
  - a) Significant scholarly contributions to the field of Sport Management, including publications in the Journal of Sport Management.
  - b) Extensive reputation reviewing manuscripts for publication, a JSM editorial board member, and/or an editorial board member of a sport management-related journal.
  - c) Demonstrated administrative skills, capacity to handle a demanding workload and meet deadlines, and ability to work constructively with authors, reviewers, and the Executive Council.
  - d) A professional member of NASSM.
3. An Associate Editor's term in office is two (2) years; this term is renewable if mutually agreed upon between the Associate Editor and Editor.

## II. Specific Responsibilities

### A. Processing of Manuscripts (Editor & Past Editor)

Since June 2006, the Journal of Sport Management uses an online submission system called Manuscript Central for the electronic transfer of manuscripts and the review process of these manuscripts.

In the initial processing, the Editor ensures that the manuscript:

1. is relevant to the mission of the Journal of Sport Management;
2. complies with the APA guidelines;
3. follows ethical guidelines for research;
4. is not being considered for publication elsewhere;
5. has not been published before; and
6. is void of information that may reveal the identity of the author(s).

If the above conditions are met, the Editor sends the manuscript to the Senior Associate Editor, or the appropriate Associate Editor. The Sr. AE/AE may desk reject the submission at this stage, if given their expertise, it is determined that the submission is not worthy of being reviewed. If the submission is to be reviewed, the Sr. AE/AE invites two or three reviewers to assess and evaluate the manuscript.

Reviewers are provided with six weeks to review the manuscript.

If all reviews are not in by the deadline, the online submission system, Manuscript Central, automatically emails delinquent reviewers on behalf of the Senior Associate Editor/Associate Editor.

On receipt of reviewers' assessment of the manuscripts, the Sr. AE/AE considers each reviewer's recommendation and makes one of the following preliminary decisions: Accept, Minor Revisions, Major Revisions, Reject and Resubmit, or Reject and drafts a corresponding preliminary decision letter.

Based on the reviewers' assessment, the Sr. AE/AE's evaluation of the manuscript and preliminary decision, the Editor makes a final decision. Once a decision is made about a manuscript, the corresponding author is sent an email explaining the decision along with each reviewer's feedback.

In cases where the Editor's decision was Reject and Resubmit, Major Revision, or Minor Revision, the corresponding author (along with their co-authors, if applicable) is encouraged to undertake the necessary changes to the manuscript, to address the reviewers' concerns, to document how he/she has addressed the reviewers' concerns (include itemized responses to reviewers' comments), and to resubmit the manuscript to the Journal. A manuscript with a Reject and Resubmit or with a Major Revision decision is forwarded to the same reviewers who assessed the original manuscript. In cases where the original reviewer(s) is not available, another reviewer will be asked to assess the revised manuscript and will be informed of the circumstances surrounding the previous status of the manuscript.

Authors are informed that acceptance of the manuscript is dependent upon satisfying the concerns of the reviewers. Acceptance of a revised manuscript is not automatic.

In cases where the Editor's decision was Minor Revision, the revised manuscript and the author's response to the reviewers' concerns will be assessed by the Editor. The manuscript will not be subjected to another review unless the Editor has concerns regarding the changes made to the manuscript (i.e., the changes do not correspond to the reviewers' feedback).

When the manuscript is finally accepted for publication, the Editor will send the author a congratulatory email with directions to the corresponding author to review APA guidelines and references in the text and in the list of references.

The Editor submits accepted manuscripts to Human Kinetics (via Manuscript Central) 75 days prior to publication date. The Editor ensures manuscripts are in APA style before transferring them. The Editor informs Human Kinetics which manuscripts are to be included in which volume/issue as well as the order in which the articles are to appear in the volume/issue.

### III. Deadlines for Submitting Materials to Human Kinetics

Issue 1: January (material due to Human Kinetics on October 15)

Issue 2: March (material due to Human Kinetics on December 15)

Issue 3: May (material due to Human Kinetics on February 15)

Issue 4: July (material due to Human Kinetics on April 15)

Issue 5: September (material due to Human Kinetics on June 15)

Issue 6: November (material due to Human Kinetics on August 15)

### IV. Editorial Board

- A. Editorial Board members will be selected by the Editor in consultation with the Senior / Associate Editors. It is the Editor's responsibility to keep Human Kinetics apprised of changes in reviewers. Members of the Editorial Board will serve two-year terms. They may be invited to serve again when the previous term expires. When selecting Editorial Board members, a range of theoretical and methodological expertise will be sought as evidenced by potential Editorial Board members' own publishing and reviewing records and the types of submissions received. Normally no more than two reviewers from one academic institution will be on the Editorial Board, and a balance sought by North American representation and other reviewer demographics. Normally new Editorial Board members will be identified by the quality of invited guest reviews. Board members will be, or become, Professional members of NASSM.

- B. The Editor will provide guest reviewers with guidelines and feedback as a strategy for building a qualified pool of potential new Editorial Board members. (Occasionally, Guest Reviewers are selected from outside of the NASSM membership). After the new Editorial Board members are chosen, the Editor will send congratulatory emails to those who were chosen. It is the Editor's responsibility to keep Human Kinetics apprised of changes in reviewers (including changes in contact information and affiliation). In order to acknowledge the involvement of guest reviewers, the Editor will provide a list of names of guest reviewers throughout the previous twelve (12) months to Human Kinetics for publication in issue 6 of the Journal.
- C. The Senior Associate Editor may assume the duties of Editor following the completion of the Editor's term (normally 3 years).
- D. Material for Subsections (Senior Associate Editor)  
 After consultation with the Editor, the Senior Associate Editor will appoint Section Editors. Section editors are for the "Book Review" and "Sport Management Digest". The Section Editors will supervise the sections of the Journal. Section Editors should submit their materials to the Senior Associate Editor in time for her/him to edit the work and send it to Human Kinetics 75 days prior to publication. The Senior Associate Editor must ensure the content and presentation of the sections are compatible with the scope and purpose of the Journal of Sport Management. Ensure that the NASSM Executive Council Members-At-Large (MAL) have duties associated with JSM, particularly with respect to submitting material for the Sport Management Digest section.
- E. Reports (Editor/Senior Associate Editor)  
 It is the Editor's responsibility to prepare two (2) JSM reports in collaboration with the Senior Associate Editor. The first report is provided to Human Kinetics, to members of JSM Editorial Board, and to members of NASSM's Executive Council in the Summer. This yearly report is also shared with NASSM's membership at the AGM. This report includes an update on the past year activities of the JSM, on the changes in the Editorial members, status of manuscripts (number of manuscripts received in the previous year, number of manuscripts under review, accepted, and rejected) and the final acceptance rate of manuscript for the journal. Updates on the status of special issues and publication issues (e.g., backlog of manuscripts) are also included in the yearly report.
- The second report is provided to members of the Editorial Board and to members of NASSM's Executive Council in the Fall. In this report, updates on changes to the Editorial Board and the previous year's impact factor (Thomson Scientific) are provided. Updates on issues affecting JSM are also reported. In the last year of the Editor's term, the Editor reports on a recommendation for the new Editor and Senior Associate Editor for the next three years.
- F. Meetings (Editor/Past Editor/Senior Associate Editor)  
 The Editor and/or Senior Associate Editor will attend the NASSM Meetings in the Summer.  
 The Editor, Past Editor, and Senior Associate Editor will attend the JSM Editorial Board meeting in the Summer.\*

The Editor will attend the Annual General Meeting (AGM) at Conference in the Summer.  
The Editor will attend the NASSM Meetings in the Fall.

\*JSM Editorial Board meeting at the NASSM Conference: Request the Conference Organizer to give JSM a 1.5 hour slot on the program (e.g., lunch or breakfast) that does not compete with presentations.

NOTE: At the June 4, 1988, AGM in Champaign, the Constitution was amended to permit the Editor a seat and voting rights on the NASSM Executive Council. At the November, 1989, meeting of the Executive Council, it was passed that the Associate Editor would be entitled to attend Executive Council meetings without voting privileges. In the absence of the Editor, the Associate Editor shall serve as proxy on matters requiring a vote of the Council members.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for the Editors of the Sport Management Education Journal (SMEJ)

#### I. Name

The name of the journal shall be the Sport Management Education Journal (SMEJ).

#### II. Purpose

The purpose of this journal shall to be to promote the advancement of the body of knowledge in pedagogy as it relates to sport management education and to disseminate knowledge about sport management courses, curricula, and teaching.

#### III. Goals

1. To advance sport management education that is based on rigorous research.
2. To provide information and resources to enhance professional practice in sport management education and sport management.
3. To analyze and discuss current issues and/or trends of importance to sport management education and practice.

#### IV. Publishing

##### A. Publisher.

1. When the SMEJ was originally launched, the North American Society for Sport Management (NASSM) and National Association for Sport and Physical Education (NASPE), an association of the American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD) entered into a partnership as co-publishers. On June 26, 2009, the NASPE turned over the SMEJ to NASSM effective September 1, 2009. As of that date, NASPE has relinquished its role as co-publisher of SMEJ and the SMEJ copyright to NASSM. NASSM is now fully responsible for handling all copyright permission requests back to the first issue of SMEJ. Any permission requests that come to NASPE will be forwarded to NASSM.

##### B. Frequency of Publication.

1. Two issues per year shall be published.

##### C. Publication Method.

1. The journal shall be published in conjunction with Human Kinetics in both hard copy and electronic form.

##### D. Review Method.

1. The journal shall be a peer-reviewed journal.

## V. Editors

### A. Editor

1. There shall be one Editor.
2. The Editor shall serve a three-year term. The term shall begin after the NASSM Conference of that particular year.
3. The Editor must be a member in good standing of NASSM during the entire term.
4. The Editor shall serve as Chairperson of the Editorial Board.
5. The editor shall be paid \$1000 annually.

### B. Past Editor

1. The immediate Past Editor will assist in the transition of the incoming Editor and be available for consultation. The immediate Past-Editor will also attend the Editorial Board meeting at the NASSM Conference in the year following the editorship.

### C. Associate Editor

1. There shall be one (1) Associate Editor.
2. The Associate Editor shall serve a three-year term. The term shall begin at the Annual General Meeting.
3. The Associate Editor must be a member in good standing of NASSM during the entire term.
4. The Associate Editor shall serve as a member of the Editorial Board.
5. The Associate Editor may assume the Editorship upon term completion with the approval of the Executive Council; however, succession is not automatic.

### D. Selection of Editors

1. There shall be an open call for nominations and applications for the Associate Editor position by NASSM.
  - a) The call shall appear, at a minimum, in the organization's newsletters, journals, and website.
  - b) Interested individuals may submit application materials.
  - c) Current SMEJ Editorial Board members are eligible to apply.
  - d) The Editor shall communicate with all nominees and invite them to submit application materials.
  - e) All applicants shall submit all required application materials October 1.
  - f) NASSM Executive Council will review, select, and appoint the new Associate Editor.
  - g) The appointee shall be notified by December 15.
2. In the event that the Editor cannot complete the full term, the incumbent Associate Editor will become Editor and shall complete the remainder of the unexpired term, with the

potential for an additional three-year term, pending Executive Board and Human Kinetics approval. An interim Associate Editor will be appointed by the new Editor to complete the remainder of the unexpired term. The selected candidate would be eligible to apply for the Associate Editor position at the end of the unexpired term.

3. In the event that the Associate Editor cannot complete the full term, an interim Associate Editor will be appointed by the Editor to complete the remainder of the unexpired term. The selected candidate would be eligible to apply for the Associate Editor position at the end of the unexpired term.
4. In the event that the incumbent Associate Editor does not assume the position of Editor after the completion of the Associate Editor term, NASSM Executive Council shall appoint an Editor, in consultation with Human Kinetics. The open call and process for appointing a new Associate Editor shall be done using the regular process as outlined in this Operating Code (D, 1, a-g).

#### E. Responsibilities of the Editor

1. The Editor is responsible for the complete processing of manuscripts submitted to the Journal (receiving the manuscripts, communicating with both the authors and the reviewers, and making final decisions on the acceptance or rejection of the manuscripts).
2. Ensure faithful and consistent implementation of editorial policies and procedures.
3. Communicate regularly with NASSM Executive Council, the Associate Editor, and the Editorial Board.
4. Serve as liaison between the Editorial Board and NASSM Executive Council, the Journal and authors, the Journal and reviewers, and Human Kinetics.
5. Prepare an agenda for and conduct all Editorial Board meetings in consultation with the Associate Editor.

#### F. Responsibilities of the Associate Editor

1. Assist the Editor with all aspects of the Journal's production.
2. Ensure faithful and consistent implementation of editorial policies and procedures.
3. Prepare for the position of Editor.

#### G. Responsibilities of Section Editors

1. Pedagogical Innovations Editor
  1. There shall be one (1) Pedagogical Innovations Editor.
  2. The Pedagogical Innovations Editor shall be appointed by the current Editor.
  3. The Pedagogical Innovations Editor shall serve a three-year term. The term shall begin at the Annual General Meeting of the appropriate year.
  4. The Pedagogical Innovations Editor must be a member in good standing of NASSM during the entire term.



5. The Pedagogical Innovations Editor shall serve as a member of the Editorial Board.
  6. The Pedagogical Innovations Editor will oversee the review process of manuscripts submitted to the Pedagogical Innovations Section of the journal.
  7. The Pedagogical Innovations Editor will solicit the recipient of the Distinguished Sport Management Educator Award for an Exemplary Contribution.
  8. The Pedagogical Innovations Editor will ensure faithful and consistent implementation of editorial policies and procedures.
2. Book Review Editor
1. There shall be one (1) Book Review Editor.
  2. The Book Review Editor shall be appointed by the current Editor.
  3. The Book Review Editor shall serve a three-year term. The term shall begin at the Annual General Meeting of the appropriate year.
  4. The Book Review Editor must be a Professional member in good standing of NASSM during the entire term.
  5. The Book Review Editor shall serve as a member of the Editorial Board.
  6. The Book Review Editor will oversee the review process of book reviews submitted to the journal.
  7. The Book Review Editor will solicit books from publishers for possible review.
  8. The Book Review Editor will ensure faithful and consistent implementation of editorial policies and procedures.
3. Teaching & Learning Fair Editor
1. There shall be one (1) Teaching & Learning Fair Editor.
  2. The Teaching & Learning Fair Editor shall be appointed by the current Editor.
  3. The Teaching & Learning Fair Editor shall serve a three-year term. The term shall begin at the Annual General Meeting of the appropriate year.
  4. The Teaching & Learning Fair Editor must be a Professional member in good standing of NASSM during the entire term.
  5. The Teaching & Learning Fair Editor shall serve as a member of the Editorial Board.
  6. The Teaching & Learning Fair Editor will oversee the review process of book reviews submitted to the journal.
  7. The Teaching & Learning Fair Editor will presenters at the NASSM Annual Conference for submissions.
  8. The Teaching & Learning Fair Editor will ensure faithful and consistent implementation of editorial policies and procedures.

## VI. Editorial Board

### A. Structure

1. The purpose of the Editorial Board shall be to carry out the mission and goals of the SMEJ as established by NASSM Executive Council and this Operating Code.

#### B. Terms

1. Editorial Board members shall serve a three-year term.
2. Editorial Board members may not serve for more than two consecutive terms and must reapply for the second term.
3. Terms shall be staggered so that an almost equal number of individuals rotate each year.
4. Terms shall begin and end on January 1.
5. Editorial Board members can apply for the Associate Editor position during their term.
6. Resignations shall be made in writing to the Editor who shall select replacements in consultation with the Associate Editor.

#### C. Selection

1. There shall be an open call for nominations and applications by NASSM Executive Council.
  - a) The call shall appear, at a minimum, in the organization's newsletters, journals, and website.
  - b) Interested individuals may submit application materials.
  - c) The Editor shall communicate with all nominees and invite them to submit application materials.
  - d) All applicants shall submit all required application materials by November 1.
  - e) When selecting Editorial Board members, a range of theoretical and methodological expertise will be sought as evidenced by potential Editorial Board members' own publishing and reviewing records and the types of submissions received.
  - f) Normally no more than two reviewers from one academic institution will be on the Editorial Board, and a balance sought by North American representation and other reviewer demographics.
  - g) Normally new Editorial Board members will be identified by the quality of invited guest reviews. The Editor will provide guest reviewers with guidelines and feedback as a strategy for building a qualified pool of potential new Editorial Board members.
  - h) Appointees shall be notified by December 15.

#### D. Responsibilities

1. Attend one annual in-person Editorial Board meeting at the time and place of the NASSM Annual Meeting at the member's expense.
2. Participate in all conference call Editorial Board meetings.
3. Assist the Editor and Associate Editor in selected editorial tasks as requested, such as manuscript consultation (not formal review), making recommendations, providing topic areas, assigning reviewers, making contact with reviewers or authors.

4. Review manuscripts assigned by the Editor within the allotted time. Provide professional, specific, constructive, and meaningful feedback for each manuscript review.
5. It is expected that Editorial Board members will be available for review assignments during the entirety of their term on the Editorial Board. Sabbaticals, fellowships, or other assignments do not mean members are able to forego their obligations to the SMEJ.
6. It is expected that Editorial Board members will accept all invitations to review, not to exceed more than one assignment every 30 days.
7. Reviewers must maintain the confidentiality of a manuscript. Reviewers should not discuss or comment on the manuscript with anyone outside of the review process. This would include communication (in any form) with colleagues, students, or social media posts (see Section 1.12 of the APA Style Manual).
8. Editorial Board members may be removed if there is a failure to adhere to these standards.
9. Ad Hoc Reviewers shall also be held to the standards set forth in items 4 and 7 above.

#### E. Conducting Business

1. A majority of Editorial Board members shall constitute a quorum.
2. One annual in-person Editorial Board meeting shall be held at the time and place of the NASSM Annual Meeting.
3. Interim business shall be conducted by mail, e-mail, fax, phone, video-conference, and in person (at the Annual Conference).
4. The Editorial Board may consider any business brought to it by the NASSM Executive Council, member of the Editorial Board, Editor, or Associate Editor. Any NASSM member shall be invited to request topics/issues for Editorial Board discussion by bringing those items forward for consideration to the NASSM Executive Committee, member of the Editorial Board, Editor, or Associate Editor.

F. Editorial Board members who fail to abide by this Operating Code may be removed by the NASSM Executive Council.

#### VII. Manuscript Submissions

- A. Manuscript submissions will be accepted throughout the year.
- B. All manuscripts must be submitted through the electronic system provided by Human Kinetics.
- C. The Editorial Board shall develop and provide Guidelines for Authors.
- D. Manuscripts may address a wide range of issues concerning Sport Management education such as: curriculum development, accreditation, employment competencies, effective teaching methods, experiential learning, online learning, and issues and trends in sport management education.
- E. Manuscripts based on conceptual, philosophical, and empirical inquiry shall be considered for publication.

#### VIII. Subscriptions

SMEJ shall offer subscriptions at differentiated rates to individual members (members of NASSM), individual non-members, and institutions.

## IX. Copyright

The entire content of each journal issue shall be copyrighted by NASSM and all rights reserved. Except as defined in 17 USC section 107, permission to republish materials from the journal must be obtained from the publishers.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for Student Representative

#### I. Name

The name of this position shall be the Student Representative of the North American Society for Sport Management (NASSM).

#### II. General Duties

##### A. Primary Responsibilities:

1. Represent the student membership of the Society on the Executive Council.
2. Attend all Executive Council meetings.
3. Assist with the planning and coordination of all student meetings.
4. Chair the Student Initiatives Committee

##### B. Secondary Responsibilities

1. Assume assigned tasks to share in the special operation of the Society.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for Archivist

#### I. Name

The name of this Committee shall be Archivist of the North American Society for Sport Management (NASSM).

#### II. General Duties

##### A. Primary Responsibilities:

1. Receive from the outgoing President of NASSM all materials that relate to:
  - a. History
  - b. Programs
  - c. Executive Council Minutes
  - d. Annual General Meeting (AGM) Minutes
  - e. Treasurer's Report
  - f. Membership List
2. Check all NASSM materials before filing, in order to avoid duplication. No more than two (2) copies of any material should be saved.
3. Compile NASSM material topically, then chronologically within topics.
4. Serve as a resource person for scholars and researchers desiring historical information about NASSM. Permission must be granted by the NASSM Archivist to use the Historical Files.
5. Maintain a "Biographical Reference File" as an integral part of the Historical records. A Biographical Profile should be sent to the Archivist by officers and Executive Council members upon completion of their term of service on the NASSM Board.
6. House the Historical Archives of the NASSM in Bowling Green State University Library Archives. The historical records shall be available for review and can be reproduced but are not to be taken from their storage place.
7. Review the materials and identify missing segments and, if possible, locate them.
8. Comply with all regulations listed in the Guidelines for Retention of Materials for NASSM Official records.

##### B. Secondary Responsibilities

1. Conduct and collect, annually or as deemed necessary, video or audio recorded entries for the Oral History Project to be filed in the NASSM Archives.

2. Submit to the Executive Council an annual prospectus of those entries to be recorded within the year, and present an estimated budget for the recording process.
  - a. The prospectus should contain an explanation of the invited participants and the projected timeline for the recordings.
  - b. The recordings should adhere to established guidelines (below) regarding the appropriateness of the recording, the scope of each recording, the length of each recording, and the participant's official release of the information recorded.
3. Arrange for appropriate participation in the Oral History Project.
4. Arrange with the current Conference Manager for video or audio taping equipment to be used for the Oral History Project at the annual NASSM Conference.
5. Include an oral history recording prospectus and an annual account of completed recorded entries, as well as an updated listing of all oral history recording entries archived, in the annual Archivist's report to the Executive Council.

### III. Guidelines for Retention of Materials for NASSM Official Records

#### A. Materials that Comprise Official Archival Records

1. Correspondence, reports, records, Executive Council minutes, AGM minutes, copies of programs, Treasurer's Reports, membership lists, policies, codes and constitution changes and any other papers or materials of seeming historical significance, which originate from the Association's official work, and that of any of its component parts. (When there is a doubt as to whether certain materials are of archival value, the questioner shall refer the matter to the Archivist for final decision.)
2. All official publications of the Society.

#### B. Origins of the Official Archival Materials

1. Officially from the President of NASSM and voluntarily from any official, officer, member, Committee, commission, Council, forum, archivist/historian and conference manager of NASSM.

#### C. Rules for Treatment of Official Archival Materials

1. All archival materials described above in Section III, Item A are the sole property of NASSM and Bowling Green State University and may not be surrendered to any person or persons or to any other depository than the official depository even on a temporary basis without the special permission of the NASSM Archivist.
2. Each single sheet and the top page of each set of papers bound together should be identified as to subject matter, date, and source by person or group of origin.
3. When certain materials are produced in more than one copy, one (the original) is sufficient for the Archives.

4. When archival materials are copied or otherwise reproduced and a copy retained by any group or person, the original belongs to the Archives.
5. These rules cover all materials listed in Section III, Item A.

D. Privileged Materials

1. Any material, which an official determines for any reason, should not be made public for a certain length of time may be sealed and labeled as "privileged material" with date of release stated.
2. All such privileged materials shall be clearly titled on the outside of the packet along with accompanying name of officer or office of origin as well as date or dates or origin of the material enclosed.

E. Time of Release of Materials to the Archives

1. At the close of each fiscal year all material originated in that year which is judged to be of archival value shall be marked President's Book for NASSM Archives.
2. At the close of the current President's term of office, the President's records will be retired to the Archivist of NASSM.
3. If there is a doubt about some materials as to whether they are of archival value, give them the benefit of the doubt. (It is better to save some things not wanted later than to discard materials that may later prove of value.)

F. Records neither Vital nor Official but Desirable Archives Material

1. "Logs," diaries, memorabilia, and unofficial correspondence and records of various officers of NASSM, such as reports of informal discussions, plans, controversies, and the like, may be of historical interest although they are not official records. (Such items are desirable additions to an Archivist for interpretations. Such papers may be turned over to the Archives at any time for date or origin to retirement or after the death of the owner, and may be available for research either immediately or not until a date set by the donor or representative.)
2. Members of the profession are invited to give to NASSM Archives their papers such as correspondence, diaries, "logs," and other mementos related to the work of the society or profession.
3. These materials should be sent to the NASSM Archives as a collection labeled such as "Papers of Joan Doe" or "The John Doe Collection" and accompanied by a brief biographical sketch of the person concerned and some statement identifying the contents and dates of original collection.

G. Implementation of These Guidelines

- H. Copies of these Guidelines shall be presented by the current President of the NASSM to each person who as a newcomer becomes a member of the Executive Council, the Chairperson of a Society Committee, Commission, Council or Forum, or becomes the Society Archivist.



- I. The NASSM Archivist shall be responsible for collecting at the close of each fiscal year and preserving for the Archives at Bowling Green State University the materials of archival value.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for Office Manager

#### I. Name

The name of this position shall be the Office Manager of the North American Society for Sport Management (NASSM). The NASSM Business Office is presently housed on the campus of the University of South Dakota

#### II. General Duties

##### A. Primary Responsibilities:

1. Produce and distribute (electronically) annual membership renewal notices (November 15).
2. Process membership registrations and deposit checks for Mail-in registrations in the appropriate account.
3. Maintain a permanent addresses for the NASSM Business Office.
4. Maintain a current membership database
5. Provide membership updates to Human Kinetics and pay the associated fee for new members to receive the JSM and SMEJ.
6. Provide membership updates to TeamWork Online.
7. Respond to membership questions and redirect other organizational inquiries to appropriate NASSM officers.
8. Maintain two separate bank accounts, one for Membership funds and the other for the yearly Conference funds. Monthly statements shall be made available to the NASSM Treasurer.
9. Pay all NASSM expenses
10. Cooperate with NASSM Board members and members of standing committees in disseminating Society mailings.
11. Maintain a supply of NASSM stationary for use by Executive members.
12. Respond to requests for membership lists following approval by the President or Executive Council.
13. Invite the incoming President-Elect to attend the pre-conference meeting as a non-voting member, and compensate them for a half night of accommodation.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for Web Administrator

#### I. Name

The name of this office shall be Web Administrator of the North American Society for Sport Management (NASSM).

#### II. General Duties

Appointed as a non-voting member to serve on the Executive Council, the NASSM Web Administrator will serve a five-year term of office. Additional five-year terms may be approved by a majority vote of the Executive Council. Because of the time and expertise necessary to supervise the NASSM website, the NASSM Web Administrator's membership and conference fees will be waived for each year served in office. This benefit can be withdrawn at any time at the discretion of the Executive Council.

##### A. Primary Responsibilities:

1. Attend all Executive Council meetings, special meetings, called meetings, and the Conference Annual General Meeting (AGM).
2. Receive, revise, and post pertinent information on the NASSM website in a timely fashion.
3. Supervise annual online voting by NASSM membership.
4. Work closely with the Business Office Manager regarding updated membership information.
5. Assist the President, as requested.
6. Manage the conference website in coordination with Conference Manager and the Business Office Manager.

##### B. Secondary Responsibilities:

1. Work in conjunction with all NASSM Committees and task force members to pursue appropriate sponsorship and possible NASSM website advertising revenue.
2. Assist the NASSM secretary in maintaining and recording accurate records of all Society meetings.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for Conference Manager

#### I. Name

The name of this office shall be Conference Manager of the North American Society for Sport Management (NASSM).

#### II. General Duties

The NASSM Conference Manager will be appointed to serve a three- to five-year term of office with a review being performed by the President at the conclusion of three years. Additional three- to five-year terms may be approved by a majority vote of the Executive Council. Because of the time and expertise necessary to manage NASSM conference matters, the compensation for the Conference Manager will include membership, registration, covering costs for any pre-conference visits, a base stipend, and a share of sponsorship, vendor, and exhibitor revenue, as negotiated in the contract. This benefit can be withdrawn at any time at the discretion of the Executive Council. The Conference Manager is a non-voting member of the Executive Council.

#### III. Primary Responsibilities

- A. Secure future NASSM conference sites by issuing requests for proposals as authorized by the Executive Council, serving as a resource person for prospective bidders, reviewing bids and negotiating contracts in consultation with the Conference Committee, and making recommendations regarding future sites to the Executive Council.
- B. Serve as chair of the NASSM Conference Committee as the committee provides leadership in addressing the organization's conference-related issues.
  1. Develop and revise as necessary NASSM Conference bid guidelines and hosting procedures that will enable the organization to host conferences in conjunction with convention and visitors' bureaus, or other entities.
  2. In instances in which NASSM does self-host or quasi-self host conferences, serve as the conference manager per self-hosting plan.
  3. Be active in creating and revising a self-hosting plan.
  4. Address conference-related problems and issues and make recommendations regarding conference-hosting policies to the Executive Council as appropriate.
- C. Provide leadership as conference manager in all phases of conference planning, organization and execution.
  1. Negotiate and finalize host site contracts as authorized by the Executive Council. Insure that the Council is informed about and approves of any subsequent modifications in the host site contract.
  2. Develop and administer the conference budget as authorized by the Executive Council. Insure that the Council is informed about and approves of significant modifications in the budget if necessary.

3. Plan and administer the conference itself.
  - a. Secure conference sponsors and exhibitors and successfully fulfill all obligations to these partners.
  - b. Plan and successfully execute conference social events such as receptions and banquets.
  - c. Secure technological support necessary for a successful conference
  - d. Secure and manage volunteers necessary for a successful conference.
  - e. Promote and manage conference registration in cooperation with the NASSM Business Office Manager and Web Administrator
4. Develop detailed conference reports to be submitted to the Executive Council at each of its meetings subsequent to the awarding of the conference bid.
5. Provide on-site leadership prior to and during the execution of the conference.
6. Develop final conference reports for review and approval by the Executive Council and NASSM membership.

D. Maintain records pertaining to conference registration and attendance, meal count numbers, sponsorship, exhibits fair, room night counts, and financial reports. Also maintain a database of past conference hosts for the purpose of having a resource directory for the Conference Committee and future HOCs.

E. Submit reports at all Executive Council meetings and the Conference Annual General Meeting (AGM). The Conference Manager will undergo an annual evaluation by the Executive Council to ensure that performance standards (operationally and financially) are being met. Continued appointment is contingent upon successfully meeting performance criteria.

### **3. Operating Committees**

## **NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT**

### **Operating Code for the Nominating Committee**

#### I. Name

The name of this Committee shall be the Nominating Committee of the North American Society for Sport Management (NASSM).

#### II. Purpose

##### I. It shall be the purpose of this Committee to:

- I. Issue a call for nominations for the various elective posts of the Executive Council in collaboration with the Marketing & Communications Committee.
- II. Prepare a slate of candidates.
- III. Conduct the election of officers.

#### III. Organization

- A. The Committee shall be a standing Committee of the Society.
- B. The Committee shall consist of six (6) professional members, none of whom shall be members of the Executive Council.
- C. Each member shall serve a two-year term, unless they are appointed Chair after their first year. Chairs serve a two-year term in that position. Member terms shall be staggered such that one half of the membership retires each year.
- D. The current Nominating Committee shall identify three nominees to replace the retiring members. Additional nominations shall be accepted from the Executive Council and forwarded to the NASSM President, one week prior to the NASSM Conference to be discussed at the Changeover meeting.
  1. In the selection of the Committee members, efforts shall be made to ensure a balance sought by North American representation and other demographics.
- E. The newly elected Nominating Committee members will be approved by the Executive Council prior to the AGM. The new Nominating Committee members will be introduced at the AGM meeting in the year they are selected.
- F. The outgoing Chairperson shall nominate a second-year member of the Committee to serve as the new Chairperson of the Committee. The Chairperson will be approved by the Executive Council.
- G. In the event that a Committee member is unable to fulfill the responsibilities of Committee membership, a letter of resignation shall be submitted to the NASSM President with a copy to the Chairperson of the Nominating Committee. It is the responsibility of the Executive Council to appoint a replacement to complete the term of the member who has resigned.

H. Committee members are ineligible to run for office.

#### IV. Conduct of Business

##### A. Meetings

1. Business shall be conducted by mail, phone, fax, e-mail, video-conference, or in person (at the Annual Conference).
2. A record of all considerations by the Committee shall be maintained by the Chairperson.

##### B. Finances

1. The Committee Chairperson shall submit receipts to the Business Office for reimbursement.

##### C. Duties

1. The Chairperson shall issue a call for nominations from all professional, international, and emeriti NASSM members in good standing for the various elective posts on the Executive Council approximately four (4) months prior to the Annual General Meeting (AGM). The call for nominations will include a summary of the process to be used in the preparation of the slate of nominees (outlined below) and a brief summary of the responsibilities for the available positions. The call for nominations should include the following language from the Constitution.  
The officers of the Society shall be a President, a Past President, and a President-Elect, a Secretary, a Treasurer, Journal Editors, and six Members-at-Large. Only professional members may become President, Past President, President-Elect, or Treasurer. Only professional members or international professional members may become Secretary, Journal Editors, or Member-At-Large. In addition, one Student member of the Society will serve as an officer in the role of Student Representative. NASSM will cover expenses up to \$1500.00 US for the fall executive meeting for the International members.
2. The Chairperson shall prepare an election ballot and make it available to all professional, international, and emeriti members in good standing not less than five weeks before the AGM.
3. The vitae of each candidate on the ballot shall be made available to all voting members and each candidate will be asked to submit a specific statement outlining their vision for the Society.
4. The Nominating Committee Chairperson will advise the NASSM President approximately two weeks prior to the AGM. The exact election tallies shall remain confidential.

#### V. Annual Report

The Chairperson shall prepare and present a report of the year's activities at the AGM.

#### VI. Suggested Procedures

##### A. Call for Nominations

1. The Committee Chairperson shall prepare and distribute a form calling for nominations for the positions that will become vacant at the time of the annual business meeting (i.e., President-Elect, Secretary, Treasurer, three Members-at-Large [MAL]) approximately four months prior to the AGM.
2. The nomination form must include the signature from the nominee indicating willingness to serve NASSM, if elected. Self-nominations are acceptable. All nominees must submit a completed nomination form using the standardized two-page nomination template below.
3. Completed nomination forms must be returned to the Chairperson by a specified date (approximately two and a half months prior to the annual meeting).

#### B. Preparation of Slate

1. The Chairperson shall prepare a list of eligible nominees and send a copy to each member of the Committee along with copies of all appropriate vitae, asking the member to rank the candidates for each elected office, beginning with first choice, second choice, etc. Committee members are to return ranked lists to the Chairperson on the date specified (approximately six weeks before the annual meeting). As far as possible the Committee should consider the goal of electing an Executive Council representative of the membership of NASSM (in terms of gender, race and ethnicity, geographic representation, seniority in membership, orientation of institution, academic vs. practitioner focus) when making their rankings.
2. For all elected positions, with the exception of the student representative, a nominee must currently be a Professional member of NASSM in good standing. The Chairperson will verify with the NASSM Business Office the eligibility of all nominees before a slate is prepared.
3. From these rankings, the Chairperson shall determine the appropriate number of nominees for each vacant position to be included on the slate of candidates using the following sliding scale:
  - a) For every individual position (i.e., President-Elect, Secretary, Treasurer), if there are 2-5 nominations the Nominating Committee will submit 2 names/candidates for the slate (candidates in good standing). If there are 6-9 nominations, the Nominating Committee will submit up to 3 names/candidates for the slate if all are qualified (candidates in good standing). If there are 10-15 nominations, the Nominating Committee will submit up to 4 names if all are qualified (candidates in good standing). If there are 16 or more nominations, the Nominating Committee will submit up to 5 names if all are qualified (candidates in good standing). This sliding scale is applied to each individual position.
  - b) For MAL positions (three positions available in any given voting term), the Nominating Committee will submit up to 8 names for the slate if all are qualified (candidates in good standing).
  - c) In case of a tie vote, a second vote shall be taken to break the tie. Nominees who are unsuccessful in gaining a position on the slate



of candidates will be formally advised of their status by the Chairperson of the Committee.

4. An individual may be nominated for more than one office and the Committee members shall place the individual in rank order for each position indicated. If such a person is ranked one or two in more than one position, the nominee shall be placed on the ballot for whichever office is the higher priority as defined by the following order: President-Elect, Secretary, Treasurer, and MAL.
5. Two members from the same institution may not be placed on the ballot for the same office.
6. The Chairperson shall prepare a ballot consisting of the appropriate number of nominees (as indicated by the sliding scale) for each of the positions of President-Elect, Secretary, and MAL and make it available to all professional, international, and emeriti members of NASSM in good standing not less than five weeks before the AGM.
7. The position of Treasurer is an appointed, not an elected position.

### Attachment NASSM Nomination Form

Name:

Institution:

Contact Information:

Office Position You Are Seeking:

Nominator:

Nominee background information:

In addition to the above information, please provide a two-page vita that contains:

1. Statement of interest regarding the position you are seeking;
2. Highest academic degree;
3. Summary of teaching experience and scholarly works;
4. Selected service / leadership positions; and
5. Any relevant industry experience.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for Student Initiatives Committee

#### I. Name

The name of this Committee shall be the Student Initiatives Committee of the North American Society for Sport Management (NASSM).

#### II. Purpose

A. It shall be the purpose of this Committee to:

1. Represent the interests and needs of the NASSM student population.
2. Coordinate and implement activities and functions at the annual conference specifically geared towards creating a better conference experience and opportunities for professional growth and development for the NASSM student population.
3. Introduce initiatives to increase student interaction and activity throughout the year.

#### III. Organization

- A. The Committee shall be a standing Committee of the Society.
- B. The Committee shall consist of a current MAL, the student representative (who will be elected by the student members), and three (3) students also elected by the student membership.
- C. The elected Student Representative shall serve as Chairperson of the Committee.

#### IV. Conduct of Business

##### A. Meetings

1. Business shall be conducted by mail, phone, fax, e-mail, video-conference, or in person (at the annual conference).
2. A record of all considerations shall be maintained by the Chairperson.

##### B. Duties

1. The Committee shall assist the student representative in organizing and conducting student meetings and other initiatives at the NASSM conference.
2. The Committee shall facilitate and assist with various student initiatives and/or projects.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for Conference Committee

- I. Name
 

The name of this office shall be the Conference Committee of the North American Society for Sport Management (NASSM).
- II. Purposes and Responsibilities
  - a. It shall be the purpose of this committee to provide leadership in NASSM conference planning and administration, and to provide both assistance and oversight of the conference manager.
  - b. Specific responsibilities include:
    - i. Develop and revise as necessary NASSM Conference bid guidelines and hosting procedures that will enable the organization to host conferences.
    - ii. Review conference bids from the conference manager and make recommendations regarding future conference sites to the Executive Council.
    - iii. Assist the conference manager in hosting the conference, including:
      1. Help identify and vet all conference sponsors and exhibitors and successfully fulfill all obligations to these partners. Help develop overall conference sponsorship plans. Provide oversight and final approval of all sponsors.
      2. Provide oversight for planning and successful execution of conference social events such as receptions and banquets.
      3. Provide oversight and assistance in securing and managing volunteers necessary for a successful conference.
      4. Provide oversight and assistance with promotion and management of conference registration in cooperation with the NASSM Business Office Manager and Web Administrator.
        - a. Immediately after the early registration period has expired, the Web Administrator shall verify that every accepted abstract has at least one author registered. Abstracts with no registration should be shared with the Program Chair. The Chair shall coordinate with authors to ensure registration or request the withdrawal of the abstract.
        - b. In the event that a registered presenter fails to deliver their presentation. The session moderator shall contact the Conference Program Chair, who shall maintain a record of presenter no-shows for the conference and should be included in the Conference Chair's report for the fall meetings and shared with the Business Office. The Business Office can verify eligibility for abstract authors.
        - c. Authors that fail to give their presentation as scheduled in the Conference program shall be contacted by the Conference chair to determine the reason for the "no-show".

d. Sanctions: Registered presenters that fail to deliver their presentation shall be subject to disqualification from submitting an abstract the following year. After the fall meetings, the President shall communicate the one-year sanction to respected individuals.

e. The Conference Chair should document any sanctioned authors and forward the information to the Business Office who can then verify eligibility for abstract authors.

5. Address conference-related problems and issues and make recommendations regarding conference policies to the Executive Council as appropriate.

### III. Organization

1. The Conference Committee shall be a Standing Committee of the Society and shall be appointed by the Executive Council.
2. The Committee shall consist of the NASSM Conference Manager, a student member, four (4) professional members for a total of six (6) members. The business office manager will serve as a resource to the committee.
3. With the exception of the Conference Manager, each professional member shall serve a three-year term, or until a successor has been named. Terms shall be staggered such that one-third of the professional membership retires each year.
4. The Committee Chairperson shall work in conjunction with the MAL to report and maintain communications with the Executive Committee.

### IV. Conduct of Business

1. Meetings/discussions may be conducted by phone, e-mail, video-conference, or in person (at the annual conference).
2. A record of all considerations by the Committee shall be maintained by the Conference Chair.

### V. Annual Report

1. The Conference Manager, in consultation with the Committee's members, shall prepare and present a report to the Executive Council twice a year.
2. The Conference Manager, in consultation with the Committee's members, shall prepare and present a report of the year's activities at the AGM.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for Diversity and Inclusion Committee

#### I. Name

The name of this Committee shall be the Diversity and Inclusion Committee of the North American Society for Sport Management (NASSM).

#### II. Purpose

A. It shall be the purpose of this Committee to:

1. Act in an advisory capacity to the Executive Council on all matters and issues related to diversity.
2. Promote diversity and inclusiveness among the general membership through a variety of programs and initiatives.

#### III. Organization

- a. The Diversity and Inclusion Committee shall be a standing Committee of the Society.
- b. The Committee shall consist of eight (8) professional members and one (1) student member, with a total of nine (9) members.
- c. Except the student member, each professional member shall serve a two-year term, or until a successor has been named. Terms shall be staggered such that one-half of the professional membership retires each year.
- d. To replace the professional members, the current Committee shall solicit nominations from the membership of the organization. The Committee shall then review, discuss, and select the candidates prior to the meeting at the annual conference. The student member shall be identified and recommended annually by the student board.
- e. In the selection of professional members for the Committee, efforts shall be made to ensure that the principle of inclusiveness is observed.
- f. The Chair of the Committee shall be elected from the Committee membership on a two-year term.
- g. The elected Committee Chairperson shall communicate directly with a liaison appointed from the Executive Council (unless the Chairperson is on the Council).

#### IV. Conduct of Business

##### A. Meetings

1. Meetings/discussions may be conducted by mail, phone, fax, e-mail, video-conference, or in person (at the annual conference).

2. A record of all considerations by the Committee shall be maintained by the Chairperson.

V. Annual Report

- A. The Chairperson should prepare and present a report to the Executive Council twice a year.
- B. The Chairperson shall also prepare and present a report of the year's activities at the AGM.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for the Marketing and Communications Committee

#### I. Name

The name of this Committee shall be the Marketing & Communications Committee (MCC) of the North American Society for Sport Management (NASSM).

#### II. Purpose and Responsibilities

- A. The purpose of this Committee shall be to disseminate relevant NASSM information and generate recognition for the Society and its members before the public.
- B. The Committee are responsible for
  1. Composing, publishing, and distributing emails via Constant Contact, as needed, to keep the membership apprised of ongoing activities and events related to the Society;
  2. Gathering ideas from members and creating content for/managing the NASSM blog as another means to engage the membership;
  3. Providing ongoing input regarding new Web site content to the Web Administrator;
  4. Managing the social media accounts associated with NASSM (Facebook, Instagram, LinkedIn, Twitter); and
  5. Monitoring conversation on NASSM Google Groups, per forum guidelines.

#### III. Organization

- A. The Marketing and Communications Committee shall be a standing Committee of the Society.
- B. The Committee shall consist of at least six (6) professional members and one (1) student member, with no maximum number of members.
- C. Except the student member, who will serve a one-year term, each professional member shall serve a three-year term, or until a successor has been named. Terms shall be staggered such that no more than three (3) NASSM members retire every year.
- D. To replace the professional members, the current Committee shall solicit nominations from the membership of the organization. The Committee shall then review, discuss, and select the candidates at its meeting at the annual conference. The student member shall be identified and recommended annually by the student board.
- E. The Chairperson of the Committee shall be elected from the Committee membership on a one-year renewable term.
- F. The elected Committee Chairperson shall communicate directly with a liaison appointed from the Executive Council (unless the Chairperson is on the Council).



IV. Conduct of Business

A. Meetings

1. Meetings/discussions may be conducted by e-mail, video-conference, or in-person (during the annual conference).
2. A record of all considerations by the Committee shall be maintained by the Chairperson.

V. Annual Report

- A. The Chairperson should prepare and present a report to the Executive Council twice a year.
- B.** The Chairperson shall also prepare and present a report of the year's activities at the AGM.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for the Industry Relations and Partnership Committee

#### I. Name

The name of this Committee shall be the Industry Relations and Partnership Committee (IRPC) of the North American Society for Sport Management (NASSM).

#### II. Purpose

A. It shall be the purpose of the IRPC is to establish meaningful connections with partners, either from the sport industry, or other academic societies for the benefit of NASSM and its members, the industry and its various components, and the field of sport management in general. In addition, the IRPC manages the current Memoranda of Understanding that NASSM has in place.

#### III. Organization

- I. The Industry Relations & Partnership Committee (IRPC) shall be a standing Committee of the Society.
- II. The primary committee shall consist of the President of NASSM, the Past-President of NASSM, and two assigned Members at Large.
- III. Each member shall serve a term congruent with their role on the Executive Committee.
- IV. In the selection of members for the Committee, efforts shall be made to ensure that a variety of industry sectors and interests are covered.

#### IV. Conduct of Business

##### A. Meetings

1. Meetings/discussions may be conducted by mail, phone, fax, email, video-conference, or in-person (during the annual conference).
2. A record of all considerations by the Committee shall be maintained by the Chairperson.

#### V. Annual Report

- A. The Chairperson shall prepare and submit a report to the Executive Council twice a year.
- B. The Chairperson shall also prepare and present a report of the year's activities at the AGM.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for the Strategic Plan Committee

- I. Name  
The name of this Committee shall be the Strategic Plan Committee.
- II. Organization
  - A. The Committee shall be a standing Committee of the Society.
  - B. The Committee shall consist of four members: The Past-President, who will serve as the Chair; two professional members; and one student member.
- III. Conduct of Business
  - A. Meetings
    1. Business shall be conducted by mail, phone, fax, email, video-conference, or in person (at the annual meeting).
    2. A record of all considerations shall be maintained by the Chair.
- IV. Finances
  - A. Financial considerations (i.e., printing and mailing materials) shall be incurred by the committee members.
- V. Duties
  - A. Review the NASSM Strategic Plan and progress made toward achieving the goals.
  - B. Review and identify goals that are no longer applicable, given the current climate.
  - C. Identify goals and associated strategies that should be adopted, given the current climate.
  - D. For the pre-conference meeting, make recommendations to the Executive Council related to Duties 1-3. The Executive Council is the final authority for making changes to the NASSM Strategic Plan.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for the Sustainability Committee

#### I. Name

The name of this Committee shall be the Sustainability Committee of the North American Society for Sport Management (NASSM).

#### II. Purpose

It shall be the purpose of this Committee to support the delivery of Society initiatives and programming in an environmentally conscientious manner.

#### III. Organization

A. The Committee shall be a standing Committee of the Society.

B. The Committee shall consist of four members: three professional members and one student member. The Conference Manager will serve as a resource to the Committee.

1. To establish the Committee, the Executive Council shall appoint the Committee's four members, and each professional member will be assigned to either a one-, two-, or three-year term.

C. Each professional member shall serve a three-year term. Terms shall be staggered such that one-third of the professional membership retires each year.

1. To replace a professional member, the Committee Chairperson shall solicit nominations from the membership of the Society. The Committee shall review, discuss, and select a Committee member annually.

D. Each student member shall serve a one-year term.

1. A student member replacement shall be selected by the student board annually.

E. The professional member serving in the final year of their term shall be Committee Chairperson.

F. Unless a Committee member serves on the Executive Council, the Committee Chairperson shall work in conjunction with the Conference Manager to report and maintain communications with the Executive Council.

#### IV. Conduct of Business

A. Meetings/discussions may be conducted by email, video conference, or in-person (during the annual conference).

B. A record of all considerations by the Committee shall be maintained by the Chairperson.

#### V. Annual Report

- A. The Chairperson shall prepare and present a report to the Executive Council twice a year.
- B. The Chairperson shall also prepare and present a report of the year's activities at the AGM.

#### 4. Awards and Award Committees

### NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

#### Operating Code for the Dr. Earle F. Zeigler Lecture Award Nominating Committee

##### I. Name

The name of this Committee shall be the Dr. Earle F. Zeigler Lecture Award (EFZLA) Nominating Committee.

##### II. Organization

- A. The Committee shall be a standing Committee of the Society.
- B. The Committee shall consist of five (5) professional members: two (2) non-voting Members-at-Large, one of whom, appointed by the President, will to serve as the Chairperson of the Committee, and the three (3) most recent recipients of the Earle F. Zeigler Lecture Award, who will serve as voting members of the committee.

##### III. Conduct of Business

###### A. Meetings

1. Business shall be conducted by phone, e-mail, video-conference, or in person.
2. A record of all considerations shall be maintained by the Chairperson.

###### B. Finances

1. Financial considerations (i.e., printing and mailing materials) shall be incurred by the nominees.

###### C. Duties

1. The Chairperson shall issue a call for nominations of NASSM members in good standing with accompanying credentials, at the Annual General Meeting (AGM) and at the Founders' Reception, and set a deadline no later than July 15.
2. It is recommended that nominations be made to the Chairperson. The Chairperson and Committee members may also select nominees from the NASSM members.
3. The Committee Chairperson shall collect a vita for each nominee as well as a two-page narrative (provided by the nominee) describing the nominee's qualifications for the award.
4. The Committee Chairperson shall oversee the selection of no more than three (3) nominees by the three voting members of the EFZLA Nominating Committee.
5. The Committee Chairperson shall submit a list of at least two (2) but no more than three (3) nominees for consideration by the Executive Council at the Fall meeting. The Zeigler Award may only be bestowed on an individual once over the course of their career.
6. If the final slate of candidates approved by the selection committee includes a nominee presently serving on the Executive Council, that

individual is not eligible to be present during the candidate presentation, deliberation, and voting process.

7. The voting members of the Executive Council will select the EFZLA recipient by majority vote no later than November 15.
8. The Committee Chairperson shall notify the individual selected as the recipient and copy the Committee members by December 1.
9. The Committee Chairperson shall notify the Marketing and Communications Chair of the winner to ensure a public announcement is made to NASSM members.
10. The recipient shall have the conference registration paid for by NASSM. The Committee Chairperson shall include this information in the notification to the winner and also send notification to the Business Office Manager indicating the winner and that this individual is to receive a complimentary conference registration.
11. The recipient shall present a lecture at the conference, and will be honored at the Society's Founders reception. The Committee Chairperson shall notify the award recipient that the recipient may select the individual to provide an introduction at the Founders reception. The reception will proceed according to the protocol outlined in the Founders Award Ceremony operating codes.

NOTE: Although the intent is that the lecture will be given annually, it may be necessary on occasion not to present the lecture award if a qualified recipient is not determined.

12. The recipient shall be responsible for submitting the Dr. Earle F. Zeigler Lecture to the journal editor for inclusion in the Journal of Sport Management.
13. The recipient shall be honored by receiving a plaque signifying selection.
14. The Committee Chairperson shall maintain information on nominees for three years. During this time, nominees may be considered for the award by the Committee. Nominees previously considered for the award may be re-nominated.

#### IV. Annual Report

A. The Committee Chairperson shall prepare and present a report of the Committee's activities at the Society's AGM.

#### V. Suggested Procedures

##### A. Qualifications

1. The nominee shall meet the following qualifications:
  - a) Must be a NASSM member in good standing who has not previously received the Award.

- b) Must have a minimum of ten (10) years of experience as a teacher, supervisor, administrator, or combination of the above.
- c) Must have made significant contributions to NASSM and the field in terms of scholarship, research, leadership, and peer recognition of their contributions.
- d) Must have a track record of contributions to the Journal of Sport Management and the NASSM Conference.
- e) Must reflect those qualities demonstrated by Dr. Zeigler in the areas of student growth and development, leadership, service, scholarship, and collegiality.
- f) And through this, must have made a significant contribution to the field of sport management.



Attachment: NOMINATION FORM  
Dr. Earle F. Zeigler Lecture Award

The nominee shall meet the following qualifications.

1. Must be a NASSM member in good standing who has not previously received the Award
2. Must have a minimum of ten (10) years of experience as a teacher, supervisor, administrator, or combination of the above.
3. Must have made significant contributions to NASSM and the field in terms of scholarship, research, leadership, and peer recognition of their contributions.
4. Must have a track record of contributions to the Journal of Sport Management and the NASSM Conference
5. Must reflect those qualities demonstrated by Dr. Zeigler in the areas of student growth and development, leadership, service, scholarship, and collegiality.
6. And through this, must have made a significant contribution to the field of sport management.

NAME OF NOMINEE: \_\_\_\_\_ (Please print)

NAME OF NOMINATOR: \_\_\_\_\_ (Please print)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please return by July 1, to:

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for Dr. Garth Paton Distinguished Service Award Selection Committee

- I. Name
 

The name of this Committee shall be Dr. Garth Paton Distinguished Service Award Committee of the North American Society for Sport Management.
- II. Purpose
  - A. It shall be the purpose of this Committee to:
    - I. Issue a call among NASSM members requesting submission of nominations and credentials for the Dr. Garth Paton Distinguished Service Award.
    - II. Cross-check to confirm that applicants have met the Dr. Garth Paton Distinguished Service Award criteria.
    - III. Review the supporting materials of the nominees (e.g., nomination letters and CVs) providing at least two (2) but no more than three (3) candidates to the Executive Committee.
- III. Organization
  - A. The Committee shall be a standing Committee of the Society.
  - B. The Committee shall consist of five (5) professional members: two (2) non-voting Members-At-Large, one of whom, appointed by the President and approved by the Executive Council, will serve as Chairperson of the Committee, and the three most recent Dr. Garth Paton Distinguished Service Award recipients, who will serve as voting members of the committee.
- IV. Conduct of Business
  - A. Meetings
    1. Business shall be conducted by phone, e-mail, video-conference, or in person.
    2. A record of all considerations shall be maintained by the Chairperson.
  - B. Finances
    1. Financial considerations (i.e., printing and mailing materials) shall be incurred by the nominees.
  - C. Duties
    1. The Chairperson shall issue a call for nominations with accompanying credentials and set a deadline date (deadline to be no later than July 1).
    2. The Chairperson shall solicit and receive credentials from Dr. Garth Paton Distinguished Service Award applicants, distribute them to the Committee, and set a review deadline. Credentials shall be distributed among all the reviewers.
    3. The Committee will return recommendations of the award recipient to the Chairperson on or before the deadline date.

4. The Chairperson shall convey a recommendation for approval by the Executive Council at the Fall meeting.
5. If the final slate of candidates approved by the selection committee includes a nominee presently serving on the Executive Council, that individual is not eligible to be present during the candidate presentation, deliberation, and voting process.
6. The voting members of the Executive Council will select the Dr. Garth Paton Distinguished Service Award recipient by majority vote no later than November 15.
7. The Committee Chairperson shall notify the individual selected as the recipient in a timely manner and copy the Committee members.
8. The Committee Chairperson shall notify the Marketing and Communications Chair of the winner to ensure a public announcement is made to NASSM members.
9. The Committee Chairperson shall convey that the award recipient may select an individual to offer introductory comments at the Founders Reception. The Chairperson will introduce the individual introducing the recipient.
10. The Chairperson shall maintain information on nominees for three years. During this time, nominees may be considered for the award by the Committee. Nominees considered may be re-nominated.

#### V. Annual Report

The Chairperson shall prepare and present a report of the year's activities to the Executive Council.

#### VI. Suggested Procedures

##### A. Qualifications

1. The Award annually recognizes a member's outstanding service contributions to NASSM. The Dr. Garth Paton Distinguished Service Award is intended to (a) be one of distinction within NASSM and the award recipient's own academic community, and (b) encourage high standards of service to NASSM and other forms of contribution among NASSM's members.
2. Members will become eligible for the Dr. Garth Paton Distinguished Service Award by meeting specified criteria as listed and submitting credentials on or before the announced annual deadline.
3. Criteria for the Dr. Garth Paton Distinguished Service Award consideration are:
  - a. NASSM professional member in good standing for at least 10 years.
  - b. Demonstrate an on-going record of exemplary service to NASSM.

##### B. Nomination Procedures

1. The Chairperson shall issue a call for nominations from all professional and emeriti members at the Annual General Meeting in May/June of each year.
2. The Chairperson shall notify all applicants of their status upon completion of review.
3. The Dr. Garth Paton Distinguished Service Award recipient will be announced in the NASSM Newsletter when possible and/or at the Annual General Meeting.
4. The President awards all new Dr. Garth Paton Distinguished Service Award recipients a plaque. Distribution of the plaque and acceptance of award will take place at the Founder's Reception at the annual conference. (Note: Guidelines for this awards reception accompany the Distinguished Educator Operating Code.)

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for the Distinguished Sport Management Educator Award Selection Committee

#### I. Name

The name of this Committee shall be the Distinguished Sport Management Educator Award Selection Committee.

#### II. Organization

The Distinguished Sport Management Educator Award Selection Committee shall consist of five (5) professional members; two (2) non-voting Members-At-Large (MAL), one of whom, appointed by the President and approved by the Executive Council, will serve as Chairperson of the Committee, and the three most recent Distinguished Sport Management Educator Award recipients, who will serve as voting members of the committee.

#### III. Conduct of Business

##### A. Meetings

1. Business shall be conducted by phone, e-mail, video-conference, or in person.
2. A record of all considerations shall be maintained by the Chairperson.

##### B. Finances

1. Financial considerations (i.e., printing and mailing materials) shall be incurred by the nominees.

##### C. Duties

1. The Selection Committee will review the nomination letters of all nominees and select at least two (2) but no more than three (3) final candidates based on the content of the nomination letters.
2. Finalists will be notified by August 1.
3. The Committee Chairperson will provide the committee's recommendations to the NASSM Executive Council at the Fall Executive Council meeting.
4. If the final slate of candidates approved by the selection committee includes a nominee presently serving on the Executive Council, that individual is not eligible to be present during the candidate presentation, deliberation, and voting process.
5. The voting members of the Executive Council will select the Distinguished Sport Management Educator Award by majority vote no later than November 15.
6. The Committee Chair shall notify all applicants of their status upon completion of review.

7. The Committee Chairperson shall notify the Marketing and Communications Chair of the winner to ensure a public announcement is made to NASSM members.
  8. The NASSM Distinguished Sport Management Educator Award recipient will receive appropriate recognition at the annual NASSM conference, as determined by the NASSM Executive Council.
- D. Annual Report
1. The Committee Chairperson shall prepare and present a report of the Committee's activities to the Executive Council for approval.

#### IV. Suggested Procedures

##### A. Qualifications

1. The purpose of the North American Society for Sport Management Distinguished Sport Management Educator award is to recognize exceptional contributions to teaching and learning. The award signifies (a) distinction in classroom, and/or field, and/or on-line teaching; (b) excellence in pedagogical innovations in teaching methods, and/or course design, and/or curricular design, and/or assessment; (c) excellence in mentoring/fostering student development in knowledge, skills, and attitudes, (d) sustained commitment to the improvement and quality of teaching and learning in the sport management disciplines; and (e) sustained commitment to one's own professional learning.
2. Any professional member of NASSM is eligible to be nominated and receive the NASSM Distinguished Sport Management Educator recognition. Nominees must have been professional members of NASSM for a minimum of five years.
3. The Distinguished Sport Management Educator Award may only be bestowed on an individual once over the course of their career.
4. Distribution of the plaque and acceptance of award will take place at the Founder's Reception at the annual conference according to the attachment that follows.

##### B. Nomination Procedures

1. The nomination deadline is July 15
2. All nominations must be submitted electronically to the designated Committee Chair.
3. Any NASSM member may nominate another NASSM member for consideration by submitting a letter, not to exceed two (2) pages, to the Committee Chairperson. Self-nominations will also be accepted.
4. Nominees may be of any faculty rank, and must currently be teaching full time in a sport management major curriculum. There is no limit to the number of times a member may be nominated. Nominations will remain active for three (3) years from the date of the initial nomination letter.

5. The nomination letter must clearly outline the qualifications of the nominee using the five criteria outlined in the award's purpose (see IV. A. 1).” Nominees must be able to provide the required evidence (See Item C) by the designated deadline.

C. Evidence

1. If selected as a finalist, candidates must provide the following supporting evidence to the committee chair no later than September 15. All materials must be submitted electronically.
2. Evidence includes the following:
  - a. A current curriculum vita.
  - b. An application cover letter, not to exceed five (5) pages, that states the candidate’s teaching philosophy and clearly provides evidence of the candidate’s qualifications based on the purposes of the award. Candidates should organize their cover letter according to the following subheadings:
    - i. Statement of teaching philosophy
    - ii. Distinction in classroom, and/or field, and/or on-line teaching;
    - iii. Excellence in pedagogical innovations in teaching methods, and/or course design, and/or curricular design, and/or assessment;
    - iv. Excellence in mentoring/fostering student development in knowledge, skills, and attitudes
    - v. Sustained commitment to the improvement and quality of teaching and learning in the sport management disciplines;
    - vi. Sustained commitment to one's own professional learning.
  - c. Other appropriate evidence, not to exceed two pages, as selected by the candidate such as summaries of quantitative or qualitative evaluations, feedback from students who work(ed) with the candidate outside of credit-bearing courses (e.g., advising, special projects), evidence demonstrating candidate's attention to student's diverse needs, and other evidence indicating that the candidate's teaching has produced significant learning.
  - d. A current syllabus from one course of the candidate's choice.
  - e. Three (3) letters of support from: (1) the candidate’s current administrator, (2) a current or former student, and (3) the remaining letter should be from a current or former teaching colleague, NASSM colleague, or any other appropriate person as selected by the candidate. Letters of support should address the candidate's distinguished performance in classroom, and/or field, and/or on-line teaching; excellence in pedagogical innovations in teaching

- methods, and/or course design, and/or curricular design, and/or assessment; sustained commitment to the improvement and quality of teaching and learning in the sport management disciplines; and sustained commitment to the candidate's own professional learning.
- f. Candidates are required to submit their final package as one PDF document, including a Table of Contents.



## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for the Joy DeSensi Diversity Award for Inclusive Excellence Selection Committee

#### I. Name

The name of this Committee shall be the Joy DeSensi Diversity Award for Inclusive Excellence Selection Committee.

#### II. Organization

- C. The NASSM Sport Management Joy DeSensi Diversity Award for Inclusive Excellence Selection Committee shall consist of five (5) professional members; two (2) non-voting Members-At-Large (MAL), one of whom, appointed by the President and approved by the Executive Council, will serve as Chairperson of the Committee, and the three (3) most recent recipients of the Joy DeSensi Diversity Award for Inclusive Excellence, who will serve as voting members of the committee.

#### III. Conduct of Business

##### A. Meetings

1. Business shall be conducted by phone, e-mail, video-conference, or in person.
2. A record of all considerations shall be maintained by the Chairperson.

##### B. Finances

1. Financial considerations (i.e., printing and mailing materials) shall be incurred by the nominees.

##### C. Duties

- a. The Committee will review the nomination letters of all nominees and select at least two (2) but no more than three (3) final candidates based on the content of the nomination letters.
- b. Finalists will be notified by August 1. NOTE: Although the intent is that the award will be given annually, it may be necessary on occasion not to present the award if a qualified recipient is not determined.
- c. The Selection Committee will evaluate candidates' credentials based on the evidence as provided. The Committee may request clarifications or explanations, as appropriate.
- d. The Committee Chairperson shall submit a list of at least two (2) but no more than three (3) nominees for consideration by the Executive Council at the Fall meeting.
- e. If the final slate of candidates approved by the selection committee includes a nominee presently serving on the Executive Council, that individual is not eligible to be present during the candidate presentation, deliberation, and voting process.

- f. The voting members of the Executive Council will select the NASSM Joy DeSensi Diversity Award for Inclusive Excellence recipient by majority vote no later than November 15.
- g. The Committee Chairperson shall notify all applicants of their status upon completion of review.
- h. The Committee Chairperson shall notify the Marketing and Communications Chair of the winner to ensure a public announcement is made to NASSM members.
- i. NASSM Sport Management Joy DeSensi Diversity Award for Inclusive Excellence recipients will receive appropriate recognition at the annual NASSM conference, as determined by the NASSM Executive Council. Distribution of the plaque and acceptance of award will take place at the Founder's Reception at the annual conference. (Note: Guidelines for this awards reception accompany the Distinguished Educator Operating Code.)

#### D. Annual Report

- a. The Committee Chairperson shall prepare and present a report of the Committee's activities to the Executive Council for approval.

### IV. Suggested Procedures

#### A. Qualifications

1. The purpose of the North American Society for Sport Management Joy DeSensi Diversity Award for Inclusive Excellence is to recognize exceptional contributions to promote diversity and inclusion within NASSM and related sport management disciplines. The award signifies: (a) a significant contribution to promoting and understanding diversity within NASSM; (b) the creation of innovative programs, initiatives, strategies, etc. designed to enhance NASSM's diversity and inclusion; and (c) a sustained commitment to developing diversity and inclusion in sport management disciplines through teaching, research, and/or service.
2. Any professional member of NASSM is eligible to be nominated and receive the NASSM Joy DeSensi Diversity Award for Inclusive Excellence recognition. Nominees must have been professional members of NASSM for a minimum of five (5) years.
3. Nominees may be of any faculty rank, and must currently be employed full-time at an academic institution. There is no limit to the number of times a member may be nominated. Nominations will remain active for three (3) years.

#### B. Nomination Procedures

1. The nomination deadline is July 1. All nominations must be submitted electronically to the Committee Chair.
2. Any NASSM member may nominate another NASSM member for consideration by submitting a letter, not to exceed two (2) pages, to the Committee Chair. Self-nominations will also be accepted.

3. The nomination letter should outline the qualifications of the nominee based on the award's purpose (see Purpose). Nominees must be able to provide the required evidence (see Item C) by the designated deadline.

C. Evidence

1. If selected as a finalist, candidates must provide the following supporting evidence to the committee chair no later than September 15. All materials must be submitted electronically.
2. Evidence includes (i & ii):
  - a. A current curriculum vita.
  - b. An application document, not to exceed five (5) pages, that includes a statement of the candidate's perspectives on diversity and evidence which describes the candidate's qualifications based on the purposes of the award (see first paragraph, page 1). Examples of evidence may be, but is not limited to the following, as appropriate:
    - i. work demonstrating the candidate actively promotes diversity and inclusion in NASSM.
    - ii. research that advances understanding of diversity within sport management and related domains.
    - iii. teaching that advances understanding of diversity within sport management – through course curricula, new teaching methods, development of diversity courses, etc.
    - iv. service that demonstrates an advanced commitment to diversity and inclusion. demonstrated mentorship of underrepresented groups within sport management.
    - v. service on NASSM's Diversity Committee.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for NASSM Research Fellows Credentials Committee

#### I. Name

The name of this Committee shall be NASSM Research Fellows Credentials Committee of the North American Society for Sport Management.

#### II. Purpose

A. It shall be the purpose of this Committee to:

1. Issue a call for credentials to NASSM members who wish to submit their names as NASSM Research Fellows.
2. Cross-check to confirm that potential Fellows have met Fellow criteria.
3. Notify new Fellows, the NASSM Executive Council, and NASSM membership of the incoming fellows.
4. Add new Fellows and update the NASSM Research Fellows Registry annually, including name, year inducted, affiliation when received, current affiliation, and research interests of the Fellows.

#### III. Organization

- A. The President will appoint a MAL to carry out these duties for each year of the MAL's two-year term.
- B. If the number of Research Fellows applicants becomes too large for one MAL to verify credentials, the President can appoint other members of the Executive Council to assist the MAL Chairperson.

#### IV. Conduct of Business

##### A. Meetings

1. Business shall be conducted by mail, phone, fax, e-mail, video-conference, or in person (at the annual conference).
2. A record of all considerations shall be maintained by the Committee.

##### B. Finances

1. Financial considerations (i.e., printing and mailing materials) shall be incurred by the nominees.

##### C. Duties

1. The Chairperson shall issue a call for credentials and set a deadline date for published submissions of no later than April 1.
2. The Chairperson shall distribute credentials forms to all interested potential Fellows.
3. The Chairperson shall receive credentials from potential Fellows and review each for verification.
4. The Chairperson will notify the potential Fellows of their status.
5. The Chairperson shall notify the President that new Research Fellows have been qualified.

## V. Annual Report

The Chairperson shall prepare and present a report of the year's activities to the Executive Council.

## VI. Suggested Procedures

### A. Qualifications for NASSM Research Fellows

1. All qualified NASSM members are eligible to become NASSM Research Fellows.
2. Qualified members will become NASSM Research Fellows by meeting specified criteria as listed (i.e., no voting procedures) and submitting their credentials on or before the announced annual deadline.
3. Criteria for NASSM Research Fellows are as follows (both a and b):
  - a. Publications: All NASSM Research Fellows must have published at least 15 refereed journal articles (3 of the total refereed journal articles must be within the last 6 years; 3 of the total refereed journal articles must be published submissions in the Journal of Sport Management no later than April 1). Articles assigned a DOI number by a refereed journal shall be counted toward the minimum 15 refereed journal articles provided the DOI number is assigned prior to April 1. Each NASSM Research Fellow must be first or solo author on at least five of the refereed journal articles, including at least one refereed publication in the Journal of Sport Management.
  - b. Presentations: All NASSM Research Fellows must have presented 20 refereed presentations (4 of the total presentations must be within the last 6 years; 6 of the total presentations must be NASSM presentations).

### B. Annual Call for Credentials

1. The Chairperson shall be appointed by the President and approved by the Executive Council at the Fall Executive meeting.
2. The Chairperson shall issue a call for credentials from all professional and emeritus members in January of each year (viz., of a new Journal of Sport Management publication cycle).
3. The Chairperson must maintain review records and notify the President when new NASSM Research Fellows have been qualified.
4. The Chairperson shall notify all applicants of their status upon completion of review (the sole reason someone will not qualify will be a deficiency in minimum criteria).
5. The NASSM Research Fellows are announced in the NASSM Newsletter when possible and/or at the Annual General Meeting.
6. The President awards all new NASSM Research Fellows a letter of commendation, and certificate and/or plaque. Distribution of the plaque and acceptance of award will take place at the Founder's Reception at the annual conference. (Note: Guidelines for this awards reception accompany the Distinguished Educator Operating Code.)

C. Preparation of Credentials

1. Potential NASSM Research Fellows shall submit their credentials in the format as outlined.
2. All costs and tasks, when possible (e.g., burden of formatting/printing, mailing preparation/costs), must be on the potential Research Fellow.
3. Electronic submission of credentials is encouraged.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Janet B. Parks NASSM Research Grant Program

Details: Started in 2009, the Janet B. Parks NASSM Research Grant Program is intended to advance scholarship in sport management by providing support to NASSM members as they pursue projects of importance to the field. The program will be administered by a subcommittee of NASSM members appointed by NASSM's Executive Council.

Committee: President-Elect (Chairperson); 3 Research Fellows (3-year term, with one member rotating off the committee each year); Dr. Earle F. Zeigler Award winner from previous year (committee members may not apply). The new member of the Committee will be selected each year no later than the fall EC meeting. The consequent membership of the Committee will be noted at that meeting and provided to the President-Elect. The grant year for which each Committee member was first appointed shall be kept by the NASSM Secretary.

Award: Each year, grant amounts will depend upon NASSM Treasurer recommendations; however, a total grant pool amount expected not to be less than \$5,000 per year will be the norm. This amount will be split amongst award recipients on a basis determined by the committee. No less than one (1) and no more than five (5) awards will be given in a year. Awards will be announced at the Annual Conference in conjunction with the Founder's Reception. (Note: Guidelines for this award reception accompany the Distinguished Educator Operating Code.)

Deadline: Submissions are due March 15. Proposals received after the deadline indicated will not be accepted. Awards are given at the Founders' Reception.

Content: Proposals should follow the following guidelines:

1. In addition to completing the coversheet, authors should include a proposal of no more than 2,500 words (including references, tables, and figures) that clearly outlines: (a) purpose of the study, (b) theoretical framework, (c) proposed methods, (d) analytical strategy, (e) expected results, and (f) significance of the findings to the field of sport management.
2. Institutional Review Board (IRB) approval of the research must be obtained prior to the distribution of funds.
3. Authors should include an itemized budget of expenses within the following parameters:
  1. Funds shall not be expended for equipment normally provided by an institution; Data analysis software is an acceptable budget item expense request.
  2. Travel costs are limited to those required for the collection of data. Funds shall not be expended to present findings at conferences.
  3. Indirect costs cannot exceed 10% of the total project and should be included in the final budget proposal.
  4. Expenses should not pre-date the award.
4. Proposals should follow APA guidelines and be submitted to the NASSM President-Elect in electronic form.

5. All work must be scheduled to be completed within a year of the date the grant is awarded.
6. Only one proposal per investigator (whether primary or otherwise) per year is allowed.
7. Primary investigators with funded grants are eligible to apply again three years from date that grant was initially submitted, provided all grant requirements have been met.

Evaluation: Proposals will be evaluated on the following criteria:

1. Alignment with the mission of NASSM (20%)
2. Originality of the research in the sport management field (25%)
3. Clearly articulated (a) purpose of the study, (b) theoretical framework, (c) proposed methods, (d) analytical strategy, (e) expected results, and (f) significance of the findings (50%)
4. Additional consideration will be given to new investigators (i.e., persons who earned their terminal degree less than five years before the grant submission). To qualify, all investigators of the research team should have earned their terminal degrees within five years (5%)

Eligibility: The principal investigator must be a current professional member and must have been a NASSM member for the previous two consecutive years prior to the application. All co-investigators listed on the application must be a current professional member of NASSM in good standing at the time of the application. (Note: NASSM membership runs from Jan 1- Dec 31. Applicants must be current members at time of application).

Post-Award: Award recipients are expected to adhere to the following guidelines:

1. Demonstrate a commitment to completing the work and submitting to NASSM outlets (e.g., conference, journals) as a first priority.
2. Submit status reports on the progress of the research as requested by the committee.
3. Retain their membership within NASSM for at least one (1) year post-award.
4. Present a summary of findings for NASSM's use in promoting the grant program and its recipients.
5. Include the following statement in all written documents including publications and presentation materials, and print and electronic communications that result from successful funding: "This work was supported by funds received from the Janet B. Parks NASSM Research Grant Program."

Other: The following stipulations also apply:

1. All grants are made payable to the principal investigator's university/institution; thus, checks are being made out to the universities/institutions rather than to individuals receiving the grants.
2. All unexpended funds must be returned to NASSM in full within 60 days of the final written report.



3. Principal Investigators must assume personal responsibility for the proposal, execution of the research plan, and presentation of the results.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### NASSM Service Learning Grant Program

Details: Service learning represents opportunities for students and academics to connect theoretical knowledge and organized service activities in the community. Through reflection about the service participation, participants are able to apply material learned in the classroom, meet community needs, and enhance their civic responsibility.

The NASSM Service Learning Grant Program is intended to advance service learning opportunities, scholarship, and capacity in the field by providing support to NASSM members. Funding is available for any of the following stages of service learning projects: (1) start up phase needing funding to develop a course; (2) pilot course phase needing money for initial offering of a course; and (3) improvement phase needing funding to build capacity to expand a course or its associated services.

Committee: President-Elect (Chairperson) and three NASSM members, with one member rotating off the committee every year. The new member of the Committee will be selected each year no later than the fall EC meeting. The consequent membership of the Committee will be noted at that meeting and provided to the President-Elect. The grant year for which each Committee member was first appointed shall be kept by the NASSM Secretary.

Award: Each year, grant amounts will depend upon NASSM Treasurer recommendations; however, a total grant pool amount expected not to be less than \$5,000 per year will be the norm. This amount will be split amongst award recipients on a basis determined by the committee. No less than one (1) and no more than five (5) awards will be given in a year. Awards will be announced at the Annual Conference in conjunction with the Founder's Reception. (Note: Guidelines for this award reception accompany the Distinguished Educator Operating Code.)

Deadline: Submissions are due March 15. Proposals received after the deadline indicated will not be accepted. Awards are given at the Founders' Reception.

Content: Proposals should follow the following guidelines:

1. In addition to completing the coversheet, authors should include a proposal of no more than 2,500 words (including references, tables, and figures) that clearly outlines: (a) a general overview of the service learning project; (b) the theoretical foundation for the work; (c) the key learning objectives and how these are linked with the course content; (d) the potential impact on the community, and (e) plans for sustaining the project past the term of the grant.
2. Authors should include an itemized budget of expenses within the following parameters:
  - a) Funds shall not be expended for equipment normally provided by an institution, or for expenses not directly related to the service learning project.
  - b) Allowable expenses include salary, materials, travel, or other items needed to complete the service learning project.

- c) Travel costs are limited to those required for the project and shall not be expended to present findings at conferences.
  - d) Indirect costs cannot exceed 10% of the total project and should be included in the final budget proposal.
  - e) Expenses should not pre-date the award.
3. Proposals should follow APA guidelines and be submitted to the NASSM President-Elect in electronic form.
  4. All work must be scheduled to be completed within a year of the date the grant is awarded.
  5. Only one proposal per service learning leader (whether primary or otherwise) per year is allowed.
  6. Primary investigators with funded grants are eligible to apply again three years from date that grant was initially submitted, provided all grant requirements have been met.

Evaluation: Proposals will be evaluated on the following criteria:

1. Alignment with the mission of NASSM (20%).
2. Originality of the service learning project in the sport management field (25%).
3. Clearly articulated (a) a general overview of the service learning project; (b) theoretical foundation for the work; (c) the key learning objectives and how these are linked with the course content; (d) the potential impact on the community, (e) budget justification, and (f) plans for sustaining the project past the term of the grant (50%).
4. Additional consideration will be given to new investigators (i.e., persons who earned their terminal degree less than five years before the grant submission). To qualify, all investigators of the research team should have earned their terminal degrees within five years (5%).

Eligibility: The principal investigator must be a current professional member and must have been a NASSM member for the previous two consecutive years prior to the application. All co-investigators listed on the application must be a current professional member of NASSM in good standing at the time of the application. (Note: NASSM membership runs from Jan 1- Dec 31. Applicants must be current members at time of application).

Post-Award: Award recipients are expected to adhere to the following guidelines:

1. Demonstrate a commitment to completing the work and submitting to NASSM outlets (e.g., conference, journals) as a first priority.
2. Submit status reports on the progress of the research as requested by the committee.
3. Retain their membership within NASSM for at least one (1) year post-award.
4. Present a summary of findings for NASSM's use in promoting the grant program and its recipients.
5. Include the following statement in all written documents including publications and presentation materials, and print and electronic communications that result from successful funding: "This work was supported by funds received from the NASSM Service Learning Grant Program."

Other: The following stipulations also apply:

1. All grants are made payable to the principal investigator's university/institution; thus, checks are being made out to the universities/institutions rather than to individuals receiving the grants.
2. All unexpended funds must be returned to NASSM in full within 60 days of the final written report.
3. Principal Investigators must assume personal responsibility for the proposal, execution of the research plan, and presentation of the results.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for the Sport Management Education Journal Best Paper Award

The *Sport Management Education Journal (SMEJ)* editorial board will select one manuscript annually to be awarded the Best Paper Award. Articles will be considered only for the year it was published and awards will be announced and disseminated at the Annual Conference of the North American Society for Sport Management. All authors of the Best Paper Award will receive an award. Only one manuscript will be selected for Best Paper Award.

#### Step 1: Article Selection

The selection committee will select articles for consideration from the current year. The committee will comprise a minimum of the Editor and Associate Editor. Other members may be appointed by the Editor and Associate Editor. The committee will select a minimum of three articles for consideration. To remain consistent with the aim and scope of *SMEJ*, only published empirical, philosophical, or conceptual articles will be considered for the award. Published articles in the Pedagogical Innovations sections (e.g., case studies, educational research reviews, essays, dialogues, interviews, nor exemplary contributions) will not be considered. The selected articles will be sent to the evaluation committee after the final issue is published, but not later than November 1 of the current year.

#### Step 2: Evaluation

The evaluation committee will review the articles selected in Step 1. This committee will be comprised of members of the *SMEJ* Editorial Board. A minimum of five (5) current members of the *SMEJ* Editorial Board will constitute the evaluation committee. This committee may also include previous members of the *SMEJ* Editorial Board if necessary. The following persons will not be eligible to serve on the evaluation committee: a) *SMEJ* Editorial Board members who also served on the selection committee; b) authors of one of the selected articles; and c) authors of other manuscripts published in *SMEJ* in the current year. The Editor and Associate Editor will be responsible for the integrity of the evaluation committee.

A selection committee chair will be selected to oversee the evaluation process. The chair will be responsible for dissemination of the evaluation rubric to committee members, collection of the evaluations, and compiling the results of the evaluations. The chair will also establish deadlines for the evaluation process.

#### Step 3: Scoring

The committee chair will tabulate the scores, compile a summary of the evaluations, and share the information with the committee. The committee chair will convene a time and date for the committee to meet (via Skype, phone, etc.) to discuss and determine a recipient for the award. The chair will inform the *SMEJ* Editor of the results and the selected article. The recipient will be communicated to the *SMEJ* Editor no later than the last day of March in which the award will be given.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for NASSM Student Research Competition Committee

#### I. Name

The name of this Committee shall be the Student Research Competition Committee.

#### II. Purpose

A. It shall be the purpose of this Committee to:

1. Issue a call for papers (in conjunction with the general NASSM conference call for papers). The deadline for submission is January 15.
2. Organize the review process.

#### III. Organization

A. The Student Research Competition Committee shall be a standing Committee of the Society.

B. The Committee is comprised of two (2) members-at-large (MAL) and various reviewers selected by the Committee. A member-at-large (MAL) shall be selected by the President to serve as Chairperson. The reviewers must be members of NASSM and have a record of research experience/publication that warrants service as a reviewer. For the first round of reviews, the MAL will send the abstracts of each submission to the editor and senior associate Editor of JSM for their input on a list of qualified reviewers. At least 1/2 of the reviewers shall be members of the JSM Editorial Review Board, if possible, and the Committee will work in coordination with the editor and senior associate editor of JSM to appoint those reviewers. For the final review stage (second round), the top four finalists' papers will be sent to the editor and senior associate editor of JSM for review and selection of the winner.

#### IV. Selection Procedures

- A. The Committee will accept papers no more than 40 pages in length and in adherence to the "Instructions for Authors" in the Journal of Sport Management.
- B. Those submitting must be enrolled as single authors in a college or university and not be currently employed in a full-time academic position at the time of submission.
- C. The review process should be as follows: Each reviewer examines 3-4 submissions (depending upon the numbers submitted) and ranks them (1 = best) according to the criteria provided: Relevance or significance of the topic; Theoretical basis; Methodology; Discussion and interpretation; Contribution to the Body of Knowledge, and Clarity of writing.
- D. Once the top 4 is selected, based on lowest total points, those are sent for another round of review (see point III.B) for the final ranking, and the finalists are notified

- they will be able to present their research at the next NASSM Conference. This information should be shared with the Program Chair and Program Scheduler to ensure that space is made in the schedule and that conflicts are avoided.
- E. Following the decision from the second round of reviews, the Committee Chairperson will notify the winner and finalists of the final result. The Chairperson will also notify the NASSM President, Program Chairperson, and Conference Host of the winner.
  - F. The winner of the Student Research competition will receive \$500 US towards travel or accommodation for the conference, a complimentary conference registration, and a one-year free membership with NASSM. When finalists are selected, they will receive \$250 US towards travel or accommodation for the conference and a waiver of the conference registration fee.
  - G. The winner will present the paper at the President's Luncheon during the annual conference according to the guidelines in the attachment to follow this section.
  - H. As space is available, up to three runners-up may also present their research as a 20-minute oral presentation at the annual conference.
  - I. All of the abstracts from the winner, finalists, and those offered poster presentations will be collected by the MAL (with all required information according to the conference abstract submission guidelines: <http://nassm.org/Conferences/AbstractSubmission>), which will then be shared with the Program Chair to confirm, and the Program Scheduler to insert into the schedule. This must be done by the end of March so that the schedule can be updated and posted.
  - J. The President awards the winner of the Student Research Competition a plaque.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Operating Code for NASSM Doctoral Research Grant

- I. Name
 

The name of this Committee shall be the Doctoral Research Grant Committee.
- II. Purpose
  - A. It shall be the purpose of this Committee to:
    - I. Issue a call for doctoral grants (after the deadline for conference papers has passed). The deadline for submission is the last Friday in March.
    - II. Organize the review process.
- III. Organization
  - A. The Doctoral Research Grant Committee shall be a standing Committee of the Society.
  - B. The Committee is comprised of two (2) members-at-large (MAL), 3 NASSM Research Fellows, and one former Zeigler winner. A member-at-large (MAL) shall be selected by the President to serve as Chairperson.
- IV. Selection Procedures
  - A. The Committee will accept proposals of no more than 2,500 words (including references, tables, and figures) that clearly outlines: (a) the purpose of the study, (b) theoretical framework, (c) proposed methods, (d) analytical strategy, (e) expected results, (f) significance of the findings to the field of sport management; and (g) a statement regarding current academic progress in doctoral program and how the project will further the student's academic progress. Authors must also submit a copy of an IRB approval for the study and itemized budget, which will be evaluated based on value to contribution.
  - B. Those submitting must be a NASSM member in good standing, and enrolled as a doctoral student during the tenure of the award.
  - C. Students should email the committee Chair indicating their intent to apply and include their name, title of project with 1-2 sentence overview, advisor, and university.
  - D. The review process should be as follows: Each proposal will be reviewed by two committee members that will rank them (1 = best) according to the criteria provided: alignment with the mission of NASSM (20%), originality of the research in the sport management field (25%), clearly articulated (a) purpose of the study, (10%) (b) theoretical framework (5%), (c) proposed methods (5%), (d) analytical strategy(5%), (e) expected results (5%), (f) significance of the findings (15%), and (g) budget (evaluated based on value to contribution) (10%).
  - E. The Committee Chairperson will notify the grant awardees. The Chairperson will also notify the NASSM President, Program Chairperson, and Conference Host of the doctoral grant awardees.



- F. Each year, grant amounts will depend upon recommendations from the NASSM Treasurer; however, the total grant pool amount is expected to be approximately \$5,000 per year. This amount will be split amongst award recipients on a basis determined by the committee. In previous years, grants ranged between \$1500-\$2000. No more than five (5) awards will be given in a year. Awards will be announced at the Annual Conference in conjunction with the “Awards Night” ceremony.
- G. The NASSM Business Office and grant awardees will notified in early May and students will be provided brief feedback on their proposal.
- H. Specific details on the Doctoral Grants eligibility, evaluation, and post award distribution of funds can be founded in the attachment (NASSM Doctoral Research Grant Program).
- I. In the event that there are more high scoring fundable projects beyond the total grant dollars available, the committee Chair may contact the treasurer to request an increase in funds to support additional proposals.

## Attachment

### NASSM Doctoral Research Grant Program

Details: The NASSM Doctoral Research Grant is intended to advance scholarship in sport management by providing support to NASSM doctoral student members as they pursue projects of importance to the field, and advance scholarship in the field of sport management.

Committee: Member-at-Large (Chair); three Research Fellows; Dr. Earle F. Zeigler Award winner from a previous year.

Award: Each year, grant amounts will depend upon recommendations from the NASSM Treasurer; however, the total grant pool amount is not expected to be less than \$5,000 per year. This amount will be split amongst award recipients on a basis determined by the committee. No more than five (5) awards will be given in a year. Awards will be announced at the Annual Conference during Founder's Reception. A student may only receive this grant once during their Doctoral studies.

Deadline: Submissions are due by the last Friday in March. Proposals received after the deadlines indicated will not be accepted. Proposals should be emailed directly to the assigned NASSM Member-at-Large and Committee Chair.

Content: Proposals should adhere to the following guidelines:

1. In addition to completing a coversheet, authors should include a proposal of no more than 2,500 words (including references, tables, and figures) that clearly outlines: (a) the purpose of the study, (b) theoretical framework, (c) proposed methods, (d) analytical strategy, (e) expected results, (f) significance of the findings to the field of sport management; and (g) a statement regarding current academic progress in doctoral program and how the project will further the student's academic progress.
2. Institutional Review Board (IRB) approval of the research should be obtained prior to submitting the proposal. A copy of the approval notice should be appended.
3. Authors should include an itemized budget of expenses within the following parameters:
  - a. Funds shall not be expended for equipment normally provided by an institution, or for expenses not directly related to data collection.
  - b. Travel costs are limited to those required for the collection of data. Funds shall not be expended to present findings at conferences.
  - c. Indirect costs cannot exceed 10% of the total project and should be included in the final budget proposal.
  - d. Expenses should not pre-date the award.
4. All grants will receive a blind review. All identifiers indicating student name and university should be redacted. Proposals with identifiers will not be reviewed by the Committee and will result in immediate disqualification.

5. All submissions should be accompanied by an authorship declaration form indicating that the proposed research study has not received prior feedback from submission to a peer review journal(s).
6. Proposals should follow APA guidelines and be electronically submitted to the assigned NASSM Member-at-Large responsible for this award.
7. All work must be scheduled to be completed within a year of the date the grant is awarded.
8. Only one proposal per investigator (whether primary or otherwise) per year is allowed.
9. Proposals from students for this award and supervisors for the Janet B. Parks research grant award on the same research are not permitted. If the proposed project represents a supervisor driven initiative, the project should be submitted to the Janet B. Parks research grant competition.

Evaluation: Proposals will be evaluated on the following criteria:

1. Alignment with the mission of NASSM (20%)
2. Originality of the research in the sport management field (25%)
3. Clearly articulated alignment with the mission of NASSM (20%), originality of the research in the sport management field (25%), clearly articulated (a) purpose of the study, (10%) (b) theoretical framework (5%), (c) proposed methods (5%), (d) analytical strategy(5%), (e) expected results (5%), (f) significance of the findings (15%), and (g) budget (evaluated based on value to contribution) (10%)

Eligibility:

1. Award recipients must be a NASSM member in good standing.
2. Award recipients must be doctoral students during the tenure of the award.

Post-Award: Award recipients are expected to adhere to the following guidelines:

1. Demonstrate a commitment to completing the work and submitting to NASSM outlets (e.g., conference, journals) as a first priority.
2. Submit status reports on the progress of the research as requested by the committee.
3. Retain their membership within NASSM for at least one (1) year post-award.
4. Present a summary of findings for NASSM's use in promoting the grant program and its recipients.
5. Include the following statement in all written documents including publications and presentation materials, and print and electronic communications that result from successful funding: "This work was supported by funds received from the NASSM Research Grant Program."

Other: The following stipulations also apply:

1. All grants are made payable to the principal investigator's university/institution.
2. All unexpended funds must be returned to NASSM in full within 60 days of the final

written report.

3. Principal Investigators must assume personal responsibility for the proposal, execution of the research plan, and presentation of the results.

## 5. Annual Conference

### NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

#### NASSM Conference Guidelines

#### I. ABSTRACT SUBMISSION RULES

1. Authors are limited to two (2) submissions TOTAL, with only “advisor” listings exempted from that count. If authors exceed the limitation of two (2) submissions, they will be required by the program chair to remove the additional abstracts (if the lead author) or their names from the additional abstracts (if not the lead author).
2. Authors may submit to different tracks or formats.
3. Authors MAY NOT review their own work, or that on which they are listed as “advisors”.
4. To be listed as a student’s “advisor”, the advisor position must be clearly indicated in the author section of the submission, and the lead author must be a student and registered at their institution as such at the time of the abstract submission deadline.
5. Abstracts submitted to the NASSM conference should not be concurrently submitted for consideration to another conference or have been previously presented at another conference, and submitted abstracts should not be of work published prior to the NASSM abstract submission deadline of November 1st.
6. All submissions must include the principal author’s postal mailing address, e-mail address, fax, and telephone numbers.
7. Submission of an abstract indicates the authors’ intent to register for, and attend, the NASSM conference. The presenter must register by the conference early bird registration deadline or their paper will be withdrawn.
8. All submissions are 500 words or less. The presentation formats will be: 1) 20-minute oral presentation including 5 minutes of Q & A, 2) a 10 minute lightning talk presentation including 3 minutes of Q&A, 3) a poster presentation, and 4) a 60-minute full session symposium, roundtable, forum, or workshop.
9. All submissions will include text only. Figures and tables are not acceptable.
10. All submissions must include all authors and institution names, which cannot be added/removed after the deadline for submission has passed.
11. Those abstracts selected for presentation will be reprinted and published in the Conference Abstracts as submitted. Some editorial corrections will be made by the Program Coordinator, but there will not be an opportunity for authors to revise their abstract(s).

#### II. ABSTRACT SUBMISSION PROCESS

A. Authors are prompted to self-categorize their submissions in the following ways:

1. Presentation category
  1. Empirical
  2. Conceptual

3. Teaching
4. Methodological
2. Topic area
  1. Communication
  2. Diversity
  3. Economics
  4. Ethics
  5. Finance
  6. Governance
  7. Legal aspects
  8. Management/leadership
  9. Marketing
  10. Organizational theory
  11. Professional preparation
  12. Socio-cultural
  13. Sport tourism
  14. Research/Statistical methodology
  15. Teaching
  16. Other
3. Status of work
  1. Completed
  2. In-progress
4. Presentation type
  1. 20-minute oral presentation (including questions)
  2. 10-minute lightning talk (including questions)
  3. 60-minute symposium, roundtable, forum or workshop
  4. Poster

### III. ABSTRACT REVIEW PROCESS

- A. Each topic area is assigned one (1) SECTION HEAD, plus two (2) REVIEWERS.
- B. Reviewers should have been an author on a minimum of two (2) NASSM conference abstracts. Reviewers should have successfully completed a doctorate degree, or other terminal degree. A reviewer should be a NASSM member in good standing. Section heads must be NASSM professional members in good standing. They must have prior experience as a reviewer for the NASSM conference.
- C. No Section will have more than 20 abstracts. For topic areas that receive more than 20 abstracts, a second Section Head (plus 2 more reviewers) will be added.
- D. Each reviewer and section head will complete a review for each abstract.
- E. The four (4) abstract self-categorization identifiers will be visible for reviewers to see, but the rest of the process is a BLIND review.
- F. Reviews will consist of an open comment section, plus a scoring matrix, which WILL be provided as feedback to the authors. In addition to the score, each reviewer will recommend to either ACCEPT or REJECT the submission.

- G. Once all reviews for a Section are complete, Section Heads will be able to view all reviews and will tabulate scores. Section Heads will be able to add their feedback to authors to the review, but CANNOT change the scoring or recommendation.
- H. The Section Heads will then provide to the Program Coordinator a listing of ACCEPTED submissions (2 or 3 REJECTS equals a REJECT), which is ranked from STRONGEST to WEAKEST.
- I. The PROGRAM COORDINATOR will then determine the total number of ACCEPTED submissions and will rank all from STRONGEST to WEAKEST. The calculated number of presentation spaces on the conference schedule will determine ultimate acceptance into the conference program.

#### IV. ABSTRACT SCORING MATRIX

For each category, the total score will be out of 30 points, in addition to qualitative feedback and an ACCEPT or REJECT recommendation.

A. Empirical: Work that uses research to test or build sport management theory and concepts, or reports data collected in the context of consultation to a sport organization.

1. Relevance/significance of the topic to sport management (5)
2. Review of relevant literature (5)
3. Clarity of purpose/objectives of the study/timeliness (5)
4. Appropriate methodology and data analysis (5)
5. Discussion/implications/applications (5)
6. Contribution to the body of knowledge (5)

B. Conceptual: Work that presents new conceptual frameworks or expands existing ones, and which typically does not collect new data.

1. Relevance/significance of the topic to sport management (5)
2. Review of relevant literature (5)
3. Clarity of purpose/objectives/timeliness (5)
4. Quality of theoretical/conceptual framework (5)
5. Discussion/implications/future directions (5)
6. Contribution to the body of knowledge (5)

C. Teaching: These presentations focus on classroom methods or innovations. The purpose of these presentations is to acquaint sport management faculty with new methods or procedures that have proven useful in the classroom.

1. Relevance/significance of the topic to sport management instructors (5)
2. Review of relevant literature (5)
3. Clarity of purpose/objectives of the presentation (5)
4. Potential for impact on teaching quality (5)
5. Originality of teaching innovations suggested (5)

6. Contribution to the body of knowledge (5)

D. Methodology: Methodology presentations focus on new methods or innovative applications of established methods for sport management research. These may be illustrated with empirical examples, but the empirical component in this case should be intended to illustrate the method.

1. Relevance/significance of the topic to sport management (5)
2. Review of relevant literature (5)
3. Clarity of purpose/objectives of the presentation (5)
4. Potential for impact on sport management research (5)
5. Originality in sport management of suggestions in presentation (5)
6. Contribution to the body of knowledge (5)

## V. NASSM ABSTRACT WRITER SPECIFICATIONS - CRITICAL DATES

1. October 1 - Site operational with 'test' URL (in time for Executive Council Demonstration)
2. October 6 - Site goes "live", Call for Papers is sent, Reviewer instructions sent
3. November 1 - Abstract submission deadline (11:59pm, PST)
4. November 15 - Reviewer Center functions available for Section Heads and Reviewers
5. January 16 - All reviews are due
6. January 23 - Section Head reports due
7. February 20 - Acceptance/denials issued
8. March 31 - Sessions scheduled
9. April - Program information finalized for printing

## VI. TEACHING AND LEARNING FAIR GUIDELINES

- A. Teaching & Learning Fair: The Teaching and Learning Fair presentations are intended as means of sharing pedagogical ideas, strategies, assignments, projects and other teaching and learning tools with sport management faculty.
- B. Abstract Scoring Matrix: The total score will be out of 30 points, in addition to qualitative feedback and an ACCEPT or REJECT recommendation

1. Relevancy to Sport Management educators (5)
2. Timeliness of idea (5)
3. Usefulness in the classroom (5)
4. Clarity of submission (5)
5. Potential impact on teaching quality (5)
6. Contribution to the scholarship of teaching and learning (5)

## I. ABSTRACT SUBMISSION RULES



1. Authors are only permitted to be listed on ONE (1) Teaching & Learning Fair abstract submission per year. This is in addition to the two submissions allowed for the traditional conference.
2. Authors MAY NOT review their own work.
3. Abstracts submitted to the NASSM Teaching & Learning Fair should not be concurrently submitted for consideration to another conference or have been previously presented at another conference, and submitted abstracts should not be of work published prior to the NASSM abstract submission deadline of November 1st.
4. All submissions must include the principal presenter's postal mailing address, e-mail address, fax, and telephone numbers.
5. Submission of an abstract indicates the authors' intent to register for, and attend, the NASSM conference.  
  
The presenter must register by the conference early bird registration deadline or their paper will be withdrawn.
6. All submissions will include text only. Figures and tables are not acceptable.
7. All submissions must include all authors and institution names, which cannot be added/removed after the deadline for submission has passed.
8. Those abstracts selected for presentation will be reprinted and published in the Conference Abstracts as submitted. Some editorial corrections will be made by the Program Coordinator, but there will not be an opportunity for authors to revise their abstract(s).

## II. ABSTRACT SUBMISSION PROCESS

Authors are prompted to self-categorize their submissions in the following ways:

### A. Category/Sub-Category

1. Career Preparedness/Internships
2. Case Studies
3. Cooperative/Collaborative Small Group Learning
4. Experiential/Service Learning
5. Online Learning
6. Portfolios
7. Problem Based
8. Role Playing
9. Technology Integration
10. Other

## B. Context

1. Amateur Sport
2. College Sport
3. Community Sport
4. Disability Sport
5. Elite Sport
6. Immigrant Sport
7. International Sport
8. Olympic Sport
9. Online Community
10. Physical Activity
11. Professional Sport
12. School Sport
13. Sport Clubs
14. Volunteers
15. Youth Sport
16. Other

## III. ABSTRACT REVIEW PROCESS

- A. Each topic area is assigned one (1) SECTION HEAD, plus two (2) REVIEWERS.
- B. Reviewers should have been an author on a minimum of two (2) NASSM conference abstracts. Reviewers
- C. Should have successfully completed a doctorate degree, or other terminal degree. A reviewer should be a NASSM member in good standing. Section heads must be NASSM professional members in good standing. They must have prior experience as a reviewer for the NASSM conference.
- D. Each reviewer and section head will complete a review for each abstract.
- E. The review process is a BLIND review.
- F. Reviews will consist of an open comment section, plus a scoring matrix, which WILL be provided as
- G. Feedback to the authors. In addition to the score, each reviewer will recommend to either ACCEPT or
- H. REJECT the submission
- I. Once all reviews for a Section are complete, Section Heads will be able to view all reviews and will tabulate
- J. Scores. Section Heads will be able to add their feedback to authors to the review, but CANNOT change the
- K. Scoring or recommendation.
- L. G. The Section Head will then provide to the Program Coordinator a listing of ACCEPTED submissions (2 or 3
- M. REJECTS equal a REJECT), which is ranked from STRONGEST to WEAKEST.

IV. The format for the Teaching & Learning Fair is as follows:

1. Each Teaching & Learning Fair presentation will have one table with two chairs.
2. Table displays must be set up between 8:00am-9:00 am on your assigned session day (i.e., Thursday, Friday or Saturday), and must be removed at the end of that day by 4:30pm.
3. No electrical outlets or power cords will be provided; all presenters' materials must be self-sufficient.
4. No poster presentations.
5. If your presentation is accepted, on your assigned Teaching & Learning Fair presentation day (i.e., Thursday, Friday or Saturday), each presenter is expected to have a laminated copy of your project/assignment set up between 8am-9am on the assigned table and day. Presenters should be available during the scheduled presentation time later that day (e.g., Thursday 2:35pm to 3:45pm; Friday 2:10pm to 3:20pm; or Saturday 9:20am to 10:30am) to answer questions and electronically send requested materials to attendees. In effort to be more environmentally friendly, photocopies of the assignments and presentations are no longer required—but presenters are encouraged to direct attendees to the dropbox link or email a copy of the T&L materials upon request.
6. Teaching and Learning Fair presenters should also create a table tent with their name(s) and contact information (e.g., Twitter, LinkedIn, email, etc.).

The Friday prior to the conference, presenters will also be asked to upload their presentation to a dropbox folder that attendees can later access.

#### V. NASSM ABSTRACT WRITER SPECIFICATIONS -CRITICAL DATES

1. October 1 -Site operational with ‘test’ URL (in time for Executive Council Demonstration)
2. October 6 -Site goes “live”, Call for Papers is sent, Reviewer instructions sent
3. November 1 -Abstract submission deadline (11:59pm, PST)
4. November 15 -Reviewer Center functions available for Section Heads and Reviewers
5. January 16 -All reviews are due
6. January 23 -Section Head reports due
7. February 20 -Acceptance/denials issued
8. March 31 -Sessions scheduled
9. April -Program information finalized for printing

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### President’s Luncheon Guideline and Protocol



The purpose of this document is to outline the procedures for the President's (Student Award Competition) Luncheon at the annual conference. It shall be termed the "President's Luncheon."

**Timing:**

The President's Luncheon shall take place at lunch time on Friday of the conference. Approximately one and a half hours should be allocated for the luncheon.

**Funding/sponsorships:**

While the Conference Organizing Committee is open to solicit sponsorships for funding the luncheon, it is advised that potential sponsors align with the spirit and mission of the award and do not have a potential conflict of interest with the award or the ceremony.

**Program:**

The luncheon program shall consist of the following elements:

- Introduction- President
- Lunch
- Introduction of Award Winner- Academic Advisor of student
- Presentation of Research Paper – Student Award Winner

It is advised that Conference Manager does not include additional speakers or presentations to the luncheon to protect the centrality of the award presentation and the student-faculty mentoring conversations.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Founders' Awards Night Protocol and Guidelines

This document outlines the purpose and format of the Founder's Reception at the annual NASSM conference. This awards reception is to be held on Saturday evening of the conference at a suitable venue. It is to be termed the "Founders' Reception."

Program Outline:

1) Welcome, Introductory Remarks - (NASSM President) (5 minutes)

2) Introduction of the Earle F. Zeigler Award winner (NASSM President).

"The Earle F. Zeigler Award is the most prestigious award in our field and recognizes those individuals that have made significant contributions to NASSM and the field in terms of scholarship, research, leadership, and peer recognition of their contributions. The individual must reflect those qualities demonstrated by Dr. Zeigler in the areas of student growth and development, leadership, service, scholarship, and collegiality, and through this, must have made a significant contribution to the field of sport management.

NASSM President & Zeigler Award winner photo-op.

3) Introduction of Garth Paton Distinguished Service Award (NASSM President)

"The Award annually recognizes a member's outstanding service contributions to NASSM. The Dr. Garth Paton Distinguished Service Award is intended to (a) be one of distinction within NASSM and the award recipient's own academic community, and (b) encourage high standards of service to NASSM and other forms of contribution among NASSM's members. The recipient has to be a NASSM member in good standing for at least 10 year and demonstrate an on-going record of exemplary service to NASSM."

4) Introduces Award Winner designee who introduces recipient (3 minutes)

5) Brief speech from Dr. Garth Paton Distinguished Service Award Winner (5 minutes)

6) Introduction of Distinguished Sport Management Educator Award (NASSM President)

"The purpose of the North American Society for Sport Management Distinguished Sport Management Educator award is to recognize exceptional contributions to teaching and learning. The award signifies (a) distinction in classroom, and/or field, and/or on-line teaching; (b) excellence in pedagogical innovations in teaching methods, and/or course design, and/or curricular design, and/or assessment; (c) sustained commitment to the improvement and quality of teaching and learning in the sport management disciplines; and (d) sustained commitment to one's own professional learning. Any professional member of NASSM is eligible to be nominated and receive the NASSM Distinguished Sport Management Educator recognition.

Nominees must have been members of NASSM for a minimum of five years, and must have taught sport management courses for a minimum of three (3) years.”

7) Introduces Award Winner designee who introduces recipient. (3 minutes)

8) Brief speech from Distinguished Sport Management Educator Award Winner. (5 minutes)

9) Introduction of Joy DeSensi Diversity Award for Inclusive Excellence (NASSM President)

“The purpose of the North American Society for Sport Management Joy DeSensi Diversity Award for Inclusive Excellence is to recognize exceptional contributions to promote diversity and inclusion within NASSM and related sport management disciplines. The award signifies: (a) a significant contribution to promoting and understanding diversity within NASSM; (b) the creation of innovative programs, initiatives, strategies, etc. designed to enhance NASSM’s diversity and inclusion; and (c) a sustained commitment to developing diversity and inclusion in sport management disciplines through teaching, research, and/or service. Any professional member of NASSM is eligible to be nominated and receive the NASSM Joy DeSensi Diversity Award for Inclusive Excellence recognition. Nominees must have been members of NASSM for a minimum of five (5) years. Nominees may be of any faculty rank, and must currently be employed full-time at an academic institution.”

10) Introduces Award Winner designee who introduces recipient (3 minutes)

11) Brief speech from Joy DeSensi Diversity Award for Inclusive Excellence Winner (5 minutes)

12) Introduction of NASSM Research Fellows and Senior Research Fellows (NASSM President) (5 minutes)

NASSM President asks the inductees to join him/her on stage, and while they do so, introduces each Research Fellow award:

“All NASSM Research Fellows must have published at least 15 refereed journal articles (3 of the total refereed journal articles must be within the last 6 years; 3 of the total refereed journal articles must be published, hard copy submissions in the Journal of Sport Management no later than March 1). Each NASSM Research Fellow must be first or solo author on at least five of the refereed journal articles, including at least one refereed publication in the Journal of Sport Management. All NASSM Research Fellows must have presented 20 refereed presentations (4 of the total presentations must be within the last 6 years; 6 of the total presentations must be NASSM presentations). The following members are joining the Fellowship this year: [names of winners]”

Awards are presented to winners and group photo is taken.

13) Introduction of the Janet B. Parks NASSM Research Grant (NASSM President)

“Started in 2009, the Janet B. Parks NASSM Research Grant Program is intended to advance scholarship in sport management by providing support to NASSM members as they pursue projects of importance to the field. Award recipients must be a Professional NASSM member in good standing and must have been a member of NASSM for at least one (1) year prior to receiving the award. Any co-investigator must be a NASSM member in good standing and must have been a member of NASSM for at least 1 year.”

14) NASSM President introduces each grant winner, invites them onto stage, and presents award letter (NASSM President)

15) Introduction of the NASSM Service Learning Research Grant (NASSM President)

“Started in 2016, the NASSM Service Learning Research Grant Program is intended to advance service learning opportunities, scholarship, and capacity in the field by providing support to NASSM members. The principal investigator must be a current professional member and must have been a NASSM member for the previous two consecutive years prior to the application. All coinvestigators listed on the application must be a current professional member of NASSM in good standing at the time of the application.”

16) NASSM President introduces each grant winner, invites them onto stage and presents award letter.

17) Introduction of NASSM Doctoral Research Grant Award Winners (NASSM President)

“The North American Society for Sport Management is pleased to announce the NASSM Doctoral Research Grant. This grant is intended to advance scholarship in sport management by providing support to NASSM doctoral student members as they pursue projects of importance to the field, and advance scholarship in the field of sport management. This award is not intended to fund major dissertation projects. Those submitting must be enrolled as single authors in a college or university and not be currently employed in a full-time academic position at the time of submission.”

18) NASSM President introduces each grant winner, invites them onto stage and presents award letter.

Conclude Program (NASSM President). This conclusion should include a call for nominations for each of the distinguished awards, and a reminder that the calls will be formally announced with a few weeks of the conclusion of the NASSM conference.

## 6. Code of Ethics

### NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

#### **Ethical Creed**

Members of the NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT are scholars and practitioners within a broad profession, who honor the preservation and protection of fundamental human rights. We are committed to a high level of professional practice and service. Our professional conduct shall be based on the application of sound management theory developed through a broadly based humanities and social scientific body of knowledge about the role of developmental physical activity in sport, exercise, and related expressive activities in the lives of all people. Such professional knowledge and service shall be made available to clients of all ages and conditions, whether such people are classified as accelerated, normal, or special insofar as their status or condition is concerned.

As NASSM members pursuing our subdisciplinary and professional service, we will make every effort to protect the welfare of those who seek our assistance. We will use our professional skills only for purposes, which are consistent with the values, norms and laws of our respective countries. Although we, as professional practitioners, demand for ourselves maximum freedom of inquiry and communication consistent with societal values, we fully understand that such freedom requires us to be responsible, competent, and objective in the application of our skills. We should always show concern for the best interests of our clients, our colleagues, and the public at large.



## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Code of Ethics

#### Canons or Principles

The following canons or principles, arranged according to category or dimension, shall be considered by the sport manager in the performance of professional duties:

#### Category I: The Professional's Conduct as a Sport Manager

- A. Individual Welfare. The sport manager should hold paramount the safety, health, and welfare of the individual in the performance of professional duties.
- B. Service where Competent. The sport manager should perform services only in their areas of competence.
- C. Public Statements. The sport manager should issue public statements in an objective and truthful manner, and shall make every effort to explain where statements are personal opinions.
- D. Solicitation of Employment. The sport manager should seek employment only where a need for service exists.
- E. Propriety. The sport manager should maintain high standards of personal conduct in the capacity or identity of the physical and health educator.
- F. Competence and Professional Development. The sport manager should strive to become and remain proficient in professional practice and the performance of professional functions.
- G. Integrity. The sport manager should act in accordance with the highest standards of professional integrity.

#### Category II: The Professional's Ethical Obligations to Students/Clients

- H. Primacy of Students/Clients' Interests. The sport manager's primary responsibility is to students/clients.
- I. Service as Agent or Trustee. The sport manager, when acting in professional matters for employer or student/client, should be a faithful agent or trustee.
- J. Rights and Prerogatives of Clients. The sport manager should, in considering the nature of the relationship with the student/client, make every effort to foster maximum self-determination on the part of the students/clients.
- K. Confidentiality and Privacy. The sport manager should respect the privacy of students/clients and hold in confidence all information obtained in the course of professional service.
- L. Fees. When setting fees for service in private or commercial settings, the sport manager should ensure that they are fair, reasonable, considerate, and commensurate with the service performed and with due respect to the students'/clients' ability to pay.

#### Category III: The Professional's Ethical Responsibility to Employers/Employing Organizations

- M. Commitments to Employers/Employing Organizations. The sport manager should adhere to any and all commitments made to the employing organization. The relationship should be characterized by fairness, non-maleficence, and truthfulness.

#### **Category IV: The Professional's Ethical Responsibility to Colleagues/Peers and to the Profession**

- N. Respect, Fairness, and Courtesy. The sport manager should treat colleagues with respect, courtesy, fairness, and good faith.
- O. Dealing with Colleagues' Students/Clients. The sport manager has the responsibility to relate to the students/clients of colleagues with full professional consideration.
- P. Maintaining the Integrity of the Profession. The sport manager should uphold and advance the values and ethical standards, the knowledge, and the mission of the profession.
- Q. Development of Knowledge. The sport manager should take responsibility for identifying, developing, and fully utilizing established knowledge for professional practice.
- R. Approach to Scholarship and Research. The sport manager engaged in study and/or research should be guided by the accepted convention of scholarly inquiry.

#### **Category V: The Professional's Ethical Responsibility to Society**

- S. Promoting the General Welfare. The sport manager should promote the general welfare of society.
- T. Community Service. The sport manager should regard as primary their professional service to others. He/she should assist the profession in making information and services relating to desirable physical activity and health practices available to the general public.
- U. Reporting Code Infractions. The sport manager has an ethical responsibility to society in that minor and major infractions by colleagues should be reported to the appropriate Committee of the professional society (when and where such a mechanism exists).

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Code of Ethics Discipline and Complaints Policy

#### I. Definitions

The following terms have these meanings in this Policy:

- a) “*Complainant*” – The party alleging an infraction.
- b) “*Days*” – Days irrespective of weekend and holidays.
- c) “*Member*”- All categories of membership defined in the NASSM operating codes.
- d) “*Respondent*” – The alleged infracting party.
- e) “*Case Manager*”-Individual assigned by the NASSM president who has knowledge and experience in managing complaints and appeals processes.

#### II. Purpose

NASSM instituted the Code in 1992 (updated in 2004), which outlined the principles and professional ethical obligations of the NASSM membership. However, the Code is not a living breathing document. Given the importance of NASSM members adhering to the principles and values written in the Code, and being accountable to the sport industry as a whole in carrying out the Society’s purpose it is critical that the NASSM imposed an accountability measure. The NASSM Executive Council appreciates your cooperation in adhering to the Code.

#### III. Application of this Policy

This Policy applies to all Members as defined in the Definitions.

This Policy only applies to NASSM ethical Code breaches that may arise during the course of NASSM business, activities and events. This policy does not pertain to ethical breaches related Journal of Sport Management or Sport Management Education Journal business. Ethical breaches related to these two journals will be dealt with through existing policies.

Ethical Code discipline matters and complaints arising within the business, activities or events organized by entities other than NASSM will be dealt with pursuant to the policies of these other entities.

#### IV. Reporting a Complaint

Any Member may report to the NASSM President any complaint of an Ethics Code infraction by a Member. Such a complaint must be signed and in writing, and should be filed within 30 days of the alleged incident. Anonymous complaints may be accepted upon the sole discretion of the NASSM president.

A Complainant wishing to file a complaint beyond the 30 days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the notice of complaint outside the 30 day period will be at the sole discretion of NASSM. This decision may not be appealed.

## **V. Case Manager**

Upon receipt of a complaint, the NASSM president will appoint a Case Manager to oversee management and administration of complaints submitted in accordance with this Policy and such appointment is not appealable. The Case Manager is not required to be a member of NASSM. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times in this Policy, and to implement this Policy in a timely manner. More specifically, the Case Manager has a responsibility to:

- a) Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If the Case Manager determines the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The Case Manager's decision to the acceptance or dismissal of the complaint may not be appealed.
- b) Determine if the complaint is a minor or major infraction;
- c) Appoint the Panel, if necessary, in accordance with this Policy;
- d) Determine the format of the hearing;
- e) Coordinate all administrative aspects of the complaint;
- f) Provide administrative assistance and logistical support to the Panel as required; and
- g) Provide any other service or support that may be necessary to ensure a fair and timely proceeding.

The Case Manager will inform the Parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.

This Policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behavior that constitutes either a minor or major infraction. Further sanctions may be applied in accordance with the procedures set out in this Policy.

## **VI. Minor Infractions**

Minor infractions are single incidents of failing to achieve the expected standards of ethical conduct that generally do not result in harm to others, or to NASSM. Examples of minor infractions include, but are not limited to, a single incident of:

- a) Disrespectful comments or behavior directed towards others; and
- b) Minimal non-compliance with the code of ethics.

All disciplinary situations involving minor infractions will be dealt with by the NASSM president.

Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the NASSM president. This is provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.

Penalties for minor infractions, which may be applied singly or in combination, include the following:

- c) Verbal or written warning;
- d) Verbal or written apology;
- e) Removal of certain privileges for a designated period of time;
- f) Suspension from an activity or event; or
- g) Any other sanction considered appropriate for the offense.

Minor infractions that result in discipline will be recorded and maintained by NASSM. Repeat minor infractions may result in further such incidents being considered a major infraction.

## **VII. Major Infractions**

Major infractions are instances of failing to achieve the expected standards of ethical conduct that result, or have the potential to result in harm to other persons, or to NASSM.

Examples of major infractions include, but are not limited to:

- a) Repeated Minor Infractions;
- b) Intentionally improperly handling NASSM monies;
- c) Incidents of physical or verbal abuse;
- d) Blatant disregard for the ethical code of conduct;
- e) Conduct that intentionally damages the image, credibility or reputation of NASSM;
- f) Behavior that constitutes harassment, sexual harassment or sexual misconduct.

Major infractions will be decided using the disciplinary procedures set out in this policy relating to Major Infractions, except where a dispute resolution procedure contained within a contract or other formal written agreement takes precedence.

Major infractions may be dealt with immediately, if necessary, by the NASSM president. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.

## **VIII. Procedure for Major Infraction Hearing**

If the Case Manager is satisfied that the complaint is a major infraction, the Case Manager will establish a Panel consisting of at minimum two additional adjudicators to hear the complaint.

The Case Manager will determine the format of the hearing, which may involve an oral hearing in person, an oral hearing remotely, a hearing based on written submissions or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:

- g) The hearing will be held within the appropriate timeline determined by the Case Manager.
- h) The Parties will be given appropriate notice of the day, time and place of the hearing.
- i) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing in accordance with the appropriate timeline.
- j) Both Parties may be accompanied by a representative or adviser, including legal counsel.
- k) The Panel may request that any other individual participate and give evidence at the hearing.
- l) If a decision in the case may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the case in question and will be bound by its outcome.
- m) The hearing will be conducted in the official language of choice of the Complainant.
- n) Decisions will be by majority vote.

## **IX. Decision**

After hearing the matter, the Panel will determine whether an infraction has occurred and if so what appropriate sanction will be imposed. The Panel's written decision, with reasons, will be distributed to all parties, the Case Manager and NASSM president within fourteen (14) days of the conclusion of the hearing. The decision will be considered a matter of public record unless decided otherwise by the Panel.

Where the Respondent acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.

If the Respondent chooses not to participate in the hearing, the hearing will proceed in any event.

In fulfilling its duties, the Panel may obtain independent advice.

## **X. Sanctions**

The Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:

- a) Verbal or written warning;
- b) Verbal or written apology;
- c) Removal of certain privileges;
- d) Suspension from certain NASSM events and/or activities;
- e) Suspension from all NASSM activities for a designated period of time;
- f) Expulsion from NASSM;
- g) Other sanctions as may be considered appropriate for the offense.

Unless the Panel decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension of membership in NASSM until such time as compliance occurs.

A written record will be maintained by NASSM Business office for major infractions that result in a sanction.

## **XI. Serious Infractions**

The NASSM president may determine that an alleged incident is of such seriousness as to warrant suspension of the Respondent pending a hearing and a decision of the Panel.

## **XII. Timelines**

If the circumstances of the complaint are such that this policy will not allow a timely conclusion, or if the circumstances of the complaint are such the complaint cannot be concluded within the timelines dictated in this Policy, the Panel may direct that these timelines be revised.

## **XIII. Confidentiality**

The discipline and complaints process is confidential involving only the Parties, the Case Manager and the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

## **XIV. Appeals Procedure**

The decision of the Panel may be appealed in accordance with the NASSM Appeal Policy.

## NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

### Code of Ethics Appeals Policy

#### I. Definitions

These terms will have these meanings in this policy:

- a) “*Appellant*” - The party appealing a decision.
- b) “*Respondent*” - The body whose decision is being appealed.
- c) “*Member(s)*” - All categories of membership defined in the NASSM operating codes.
- d) “*Days*” - Days irrespective of weekends or holidays.

#### II. Purpose

The purpose of this Policy is to enable disputes with Members to be dealt with fairly, expeditiously and affordably, within NASSM and without recourse to external legal procedures.

#### III. Scope and Application of this Policy

Any Member will have the right to appeal a Code of Ethics decision of the NASSM EC, any committee of NASSM, or individual who has been delegated authority to make decisions on behalf of NASSM, subject to any limits in this Policy.

#### IV. Timing of Appeal

Members who wish to appeal a Code of Ethics decision will have fourteen (14) days from the date on which they received notice of the decision, to submit in writing to the NASSM president the following:

- e) Notice of their intention to appeal;
- f) Contact information of the Appellant;
- g) Name of the Respondent;
- h) Grounds for the appeal;
- i) Detailed reason(s) for the appeal;
- j) All evidence that supports the reasons and grounds for an appeal; and
- k) The remedy or remedies requested.

#### V. Grounds for Appeal

Not every decision may be appealed. Decisions may only be appealed on procedural grounds. Procedural grounds are strictly limited to the Respondent:

- l) Making a decision for which it did not have authority or jurisdiction as set out in the Respondent’s governing documents;



- m) Failing to follow procedures as laid out in NASSM operating codes.
- n) Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views or that the decision was influenced by factors unrelated to the substance or merits of the decision; and/or
- o) Making a decision that was grossly unreasonable.
- p) The Appellant will bear the onus of proof in the appeal, and thus must be able to demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the Code of Ethics Discipline and Complaint Policy.

## **VI. Administrator**

The NASSM president will appoint an Administrator to oversee the management and administration of appeals submitted in accordance with this Policy. The Administrator has an overall responsibility to ensure procedural fairness is respected at all times in this Policy, and to implement this Policy in a timely manner. More specifically, the Administrator has a responsibility to:

- Receive appeals;
- Determine if appeals lie within the jurisdiction of this Policy;
- Determine if appeals are brought in a timely manner;
- Determine if appeals are brought on permissible grounds;
- Appoint a tribunal to hear appeals;
- Determine the format of the appeal hearing;
- Coordinate all administrative and procedural aspects of the appeal;
- Provide administrative assistance and logistical support to the tribunal as required; and
- Provide any other service or support that may be necessary to ensure a fair and timely appeal proceeding.

## **VII. Screening of Appeal**

- a) Upon receipt of the notice and grounds of an appeal, the Administrator will review the Notice of Appeal and will decide if the appeal falls within the jurisdiction of this Policy, and if it satisfies procedural grounds. If the Administrator is satisfied that the appeal is not under this Policy's jurisdiction, or that there are not sufficient grounds, the parties will be notified in writing, stating reasons. There is no further appeal of the Administrator's decision on jurisdiction or grounds.
- b) If the Administrator is satisfied that there are sufficient grounds for an appeal, then a Hearing before a Tribunal will take place. The Administrator will appoint the Tribunal, which will consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Administrator, a Tribunal of three persons may be appointed to hear and decide a case. In this event, the Administrator will appoint one of the Tribunal's members to serve as the Chair.
- c) The Administrator will determine the timing and format of the Hearing, which may involve an oral Hearing in person, an oral Hearing by telephone, a Hearing based on

written submissions or a combination of these methods. The Hearing will be governed by the procedures that the Administrator and the Tribunal deem appropriate in the circumstances, provided that:

- The parties will be given appropriate notice of the day, time and place of the hearing.
  - Copies of any written documents which the parties wish to have the Tribunal consider will be provided to all parties in advance of the Hearing.
  - The parties may be accompanied by a representative, advisor or legal counsel at their own expense.
  - If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome.
- d) In a situation where the hearing is conducted by a Tribunal consisting of three Adjudicators, a quorum will be all three Adjudicators and decisions will be by majority vote.

### **VIII. Appeal Decision**

After the Hearing, the Tribunal will issue a written decision with reasons. The Tribunal may decide:

- h) To reject the appeal and confirm the decision being appealed; or
- i) To uphold the appeal, identify the error and refer the matter back to the original decision maker; or
- j) To uphold the appeal and vary the decision.

The Tribunal's decision will be considered a matter of public record. A copy of this decision will be provided to the parties and to the NASSM President.

The appeal process is confidential involving only the parties, the Administrator and the Tribunal. Once initiated and until a written decision is released, the parties will not disclose confidential information relating to the appeal to any person not involved in the proceedings.

The decision of the Tribunal will be final and binding upon the parties.

## **7. Other Initiatives**

### **Operating Code for *Managing Memorandum of Understanding (MoU)***

#### **I. Purpose**

This operational code addresses the initiation and administration of agreements of Memoranda of Understanding (MoUs). NASSM is committed to ensuring that agreements are entered into by appropriately delegated officers following due consideration of risks, benefits, other relevant requirements and accountabilities, and aligned with the Society's purpose. This operational code addresses MoUs, which are formal or strategic agreements but do not bind the Society in a strict legal sense.

#### **II. Identification, development, and administration of new partnerships.**

A. It is the role of the President and designated MALs to identify, foster, communicate, and bring forward partnership proposals to the EC for discussion and when appropriate, by legal counsel.

B. The President and designated MALs shall identify and seek partnerships with organizations that: 1) align with the Society's purpose; 2) deliver clear benefits to the Society without incurring risks; and 3) incorporate probity, accountability, efficiency and effectiveness into their management.

C. If the NASSM EC recommends that the MoU is viable, the President should participate in the negotiations process. The President will advise the NASSM EC of the potential MoU electronically and discuss at the NASSM EC meetings as to whether to proceed with negotiating an agreement.

D. Once the NASSM EC approves the partnership a MoU agreement should be written between the two parties and presented to the NASSM EC for final vetting and vote. Upon the EC's majority approval vote the President shall sign the agreement.

#### **III. Risk Management**

NASSM considers the integration of risk management throughout all levels of the organization as fundamental to achieving the Society's strategic and operational objectives, as outlined in the Strategic Plan. Consequently, an analysis of risks and benefits must be undertaken prior to entering into an agreement, and it is the responsibility of the President authorized to sign the agreement, to ensure that risk management issues have been addressed. Continuous monitoring of risk during performance or over the life of the Agreement should also be undertaken and this is the responsibility of the President and MALs.

Risk is also reduced significantly when an agreement contains standard terms and conditions to ensure all relevant matters are addressed.

#### **IV. Management of MoUs: Roles and responsibilities**

A. The President shall designate two MALs for the responsibility of administering, and overseeing all terms of the MoUs.

B. The MALs engage in ongoing communication with partners to ensure that each understands and their roles and responsibilities.

C. The designated MALs are responsible for ensuring appropriate records are maintained in accordance with NASSM's records management system.

D. Ensure that the Society fulfils its roles and responsibilities outlined in the MoU.

E. In cooperation with the President, it is the designated MALs' responsibilities to ensure that MoUs are monitored and report any updates/challenges to the EC as appropriate.

F. The NASSM website shall include a 'partnerships' page of the member section of the website and related partner links. MALs shall communicate MoU partner updates with the Web Administrator on a yearly basis.