



## **GUIDELINES FOR THE OUTSTANDING SPORTSMANSHIP AWARD PROCESS**

1. The process for the Nomination through to ballot votes..
  - a. The nomination form is to be published in the Spring TE issue. (This gives people time to provide their nominations to the Awards Chair in a timely manner and not worry about when the TE will go out to make the cut-off date appropriate.)
  - b. The Awards chair should remind people via email if they have authorized that and USPS mail all other members.
  - c. The actual ballot for voting goes into the Summer TE issue.
2. All nominations should be provided to the Awards Chair in a Bullet point fashion. If the information is provided in a paragraph form the Awards Chair will put the paragraph in a bullet point fashion and will send it to the individual for approval. This way all nominations are presented to the membership in the same mode of operandi.
3. The nomination form should show the names of the past winners and the year they won the award.
4. The OSA guidelines, nomination form and ballot should reflect that anyone who has won the OSA award shall not be eligible before 5 years from the time they won the award.
5. The nomination form used will be the "official" one which is to be published on the website. The form will state that it is the "Nomination" form and will state the cut-off date for nominations (May 10<sup>th</sup>).
6. The ballot form will be created by the Awards Chair with the names of all nominees' included on the ballot. The ballot form must be emailed to all members with electronic permission and then mailed via USPS to all other members. This form MUST state it is a "Ballot" and will state the cut-off date for submitting ballots (August 15<sup>th</sup>).