



PGA

Kentucky Section

KENTUCKY PGA SECTION

SPECIAL AWARDS PROGRAM

The mission of the Kentucky PGA Special Awards Committee is to ascertain the absolute most deserving winner in each of the annually awarded categories. This will be accomplished by an enthusiastic commitment from each committee member afforded the responsibility of identifying and recognizing his or her peers as being exceptional.

Revised 8/2012

TIMELINE

- **October 1** – Nominating Forms mailed, distributed, emailed to Section Members & reminded each week
- **Nov 1** – Deadline for Nominating Form to be received at Section Office by 5:00 p.m.
- **December 1**– Deadline for Nominees Awards Forms to be received at Section Office by 5:00 p.m.
- **December 15** – Binders are sent to each Special Award Committee Members
- **January 15** – Deadline for Special Awards Committee Meeting
- **February 1** – Deadline for Selection Committee to order plaques from National
- **KPGA Spring Meeting** – Special Awards Chairperson announces Award Winners.

COMMITTEE STRUCTURE

Chairmen

The Kentucky PGA Special Awards Committee is co-chaired by two Kentucky PGA Board Members.

Members

The Kentucky PGA Special Awards Committee will be made of the previous year's 10 special award winners, regional representatives, and the Section Officers;

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| • Golf Professional of the Year | • Merchandiser of the Year, Private, Public and Resort |
| • Assistant Golf Professional of the Year | • President's Plaque |
| • Bill Strausbaugh Award | • Executive Director serves as an ex-officio member. |
| • Horton Smith Award | |
| • Junior Golf Leader | |
| • Teacher of the Year | |

SELECTION PROCESS

Preliminary Preparation

- Each committee member will receive a Special Awards binder that is compiled by the Section office. The binder will be a compilation of all of the awards applications submitted by the nominees.
- Committee members will have approximately three weeks to peruse the information. It is encumbered upon each committee member to prepare themselves before the committee meeting by reading the candidates information, and compiling a list of nominees.
- Each committee member will be required to nominate **up to** three candidates to be considered for final voting.

Preliminary / Final Voting

- As each award is considered, committee members will submit their nominees. In order for a candidate to advance to the final selection process, he or she must receive at least three votes. If no candidate receives three, then those receiving two votes will advance. If no candidate receives two votes, then those receiving one vote will advance.
- The committee will then discuss candidates advancing to the final stage.
- The committee will determine the award winner by simple majority vote.

NATIONAL NOMINATIONS

The Kentucky PGA Special Awards Committee will have the responsibility of submitting to National, **up to** two nominees for each national award. The KPGA winner for each award will automatically be one of the nominees. The committee is not required, but may submit another nominee. That nominee will meet the specific criteria that the national lists for each award. This criterion, in many instances, may have not been germane to the Section selection process but are necessary to be considered for the national awards.

COMMITTEE CONFIDENCE

- The committee members who are nominated for awards will not be allowed to participate in the preliminary voting, discussion phase, or the final voting of the award for which they are nominated. They will also be excused from the room during any and all discussions of that particular award.
- Committee members will keep all written materials, all meeting discussions, and all processes confidential. Members will not accept any lobbying, first or second party, for any candidate during the selection process.
- Committee members will keep the award winners confidential until the Section President has notified them, and the winners announced.

CHAIRMEN RESPONSIBILITIES

The responsibilities of the Special Awards Committee Chairmen will be as follows:

- Invite, by letter, each previous year's award winner to serve on Special Awards Committee. (November 1)
- Disseminate Special Awards Committee Policies and Procedures Manual to each committee member. (December 1)
- Chair Special Awards Committee Meeting at the annual Fall Business Meeting and Educational Seminar.
- Contact each member to solicit update on progress.
- Preside over Selection Meeting.