

NASSS :: SNASS :: SNSD

North American Society for the Sociology of Sport
Société nord-américaine de sociologie du sport
La Sociedad Norteamericana para la Sociología del Deporte

Policies and Procedures Manual

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I. Introduction

The formulation of this *NASSS Policies and Procedures Manual* began a number of years ago when members of the Executive Board recognized the need to maintain continuity in the governance of NASSS. With turnover in many positions of leadership occurring on an annual basis, members of the Board realized that maintaining continuity had become one of our greatest challenges. In an attempt to avoid having to "reinvent the wheel" each year, several long-standing members of NASSS endeavored to formalize our procedures. NASSS is grateful to all who contributed to this effort, and especially Dayna Daniels, Mary McDonald, and Vicky Paraschak. By having this Manual, we ultimately hope to maintain the smooth, effective and transparent operation of NASSS. Toward that end, the following guidelines outline Job Descriptions for members of the NASSS Executive Board, and include the most recent procedures for determining various Awards offered by NASSS as well as the make-up of Committees that determine those awards.

In brief, the PPM exists as a working document that serves to guide the members of the board in advancing the welfare of the organization. Organic by nature, the manual is subject to modification based on current practices and governed by principled decision-making of NASSS's elected officials. As a living, ever-evolving document, annual re-visitation of the document's content is recommended, with revisions imposed as deemed appropriate by the current board.

In the future, we may wish to supplement this Manual, by adding any of the following:

- Code of Ethics (to be formalized by Grad Students)
- Constitution and Bylaws (currently posted on NASSS website)
- Guidelines for conducting the Annual Business Meeting
- Summary of Motions passed by Executive Board (kept as a running list)
- Summary of Motions passed in Business Meetings (kept as a running list)
- Timeline for various NASSS responsibilities throughout the year
- Procedures for ensuring that organization remains viable each year (e.g., by paying the yearly fees)

For the benefit of the organization, the latest iteration of the PPM is posted at/on nasss.org, in addition to providing each member of the Executive Board with a copy, so that each member of the Board is clear about their responsibilities. This Manual should also enable the Elections Committee to clarify to prospective nominees the job descriptions for various elected positions as well as procedures for running for office. Board members are expected to read the enclosed material to ensure that they are fully informed of their responsibilities, and provide feedback about anything that might be useful to include.

II. Responsibilities of the Board of Directors

According to Article III, Section 1 of NASSS' Revised Bylaws: "The Board of Directors is comprised of the President, the President-elect, Past President, Secretary, Treasurer, Diversity and Conference Climate Committee Chair, three (3) Members-at-Large and two (2) Graduate Student Representatives, all of whom shall serve as voting members of the Board of Directors. The Editor of the *Sociology of Sport Journal*, Archivist, Chair of the Web Committee, an Administrator of the listserv, Chair of the Environmental Impact Committee, Conference Director, Conference Locator, Membership Liaison shall be ex-officio, non-voting members of the Board, who are appointed by the Board for a three-year term."

All members of the Board of Directors are expected to attend Board meetings that are held during the course of each conference. Meetings are typically held on Wednesday afternoon and Saturday morning. In addition, Board members are expected to reply to messages concerning Board matters in a timely manner.

The following information provides descriptions of responsibilities of The Board of Directors of NASSS, taken in part from NASSS' Revised Bylaws.

A. President

1. The President serves a one-year term, following fulfillment of a one-year term as President-elect. After serving as President, s/he serves as Past President.
2. According to Article IV, Section 8 of NASSS' Revised Bylaws: "The President shall be the principal executive officer of the Society and shall in general supervise all of the business and affairs of the society. The president shall preside at all meetings of the members and the Board of Directors. The President may sign, with the Secretary or any other proper officer of the Society authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in case where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by statute to some other officer or agent of the Society; and, in general the President shall perform all duties incident to the Office of President and such other duties as may be prescribed by the Board of Directors from time to time."

B. President-Elect

1. The President-Elect shall be elected by the Active Members by electronic ballot prior to the annual meeting for a one-year term. The President-Elect serves a one-year term as President-Elect prior to assuming the presidency. S/he then serves a one-year term as President. S/he then serves a one-year term as Past President.
2. According to Article IV, Section 9 of NASSS' Revised Bylaws: "The President–Elect works closely with the President to learn to perform all duties incidental to the office of the President. When a vacancy occurs in the office of the President, and when there is no Past-President, the President-Elect shall fill the unexpired term. The President-Elect is responsible for overseeing the upcoming Conference program, and selecting a Conference Program Committee to assist him/her in that process." Specific duties of the President-Elect are outlined below:
 - a) Select and finalize membership for Program Committee;
 - b) Work with Program Committee, Conference Locator and Conference Director to enhance communication and ensure smooth operation of tasks;
 - c) Oversee the decision about what will become the conference theme;
 - d) Attempt to secure funds from home institution to cover the printing costs of the program;
 - e) Oversee the work of the Program Committee in:
 - 1) Generating program session topics, approaching individuals about organizing sessions;
 - 2) Generating a call for sessions and final call for abstracts;
 - 3) Selecting and inviting keynotes (including the Alan Ingham Memorial Lecture), working with treasurer to confirm costs of travel, accommodation for keynote speaker/s;
 - 4) Planning conference (number of sessions, panels, poster, etc., schedule of sessions, receptions/ social events/ e.g., NASSS night at the Movies);
 - 5) Invite the Editor of the *Sociology of Sport Journal* to submit a 'Meet the Editors' session for the conference;
 - 6) Finalizing and submitting the call for papers to listserv manager for publication on NASSS listserv, NASSS Facebook page, and on NASSS website;
 - 7) Circulating information about the conference and program to various other listservs, newsletters and conferences wherever possible;
 - 8) Coordinating abstract submission process and criteria through which decisions about abstract acceptance or rejection can be made;
 - 9) Soliciting advertisements from NASSS constituents, publishers, and

- other relevant companies to be published in the conference program;
and
- 10) Communicating to the membership key deadlines, conference highlights and other updates.
- f) Notify participants that their abstracts have been accepted or rejected. When requested, write letters to document/confirm acceptance in support of a member's attendance at the conference;
- g) Oversee the preparation, printing and delivery of the final hard copy of the conference program;
- h) Publicize the conference to local media outlets, membership and other academic outlets;
- i) Collaborate with the Conference Director and Treasurer to assign complimentary rooms in accordance with the Complimentary Room Policy (see Appendix I); and
- j) Prepare and distribute agenda for Saturday Board meeting (first meeting as President) prior to conference.

C. Past President

1. The Past President serves in this position for one year following service as President.
2. According to Article IV, Section 10 of NASSS' Revised Bylaws: "Upon completion of the one-year term as President, this person shall serve a one-year term as Past President. During that year, the Past President shall perform the duties of the President in absence of the President or in the event of the President's inability or refusal to serve. The Past President chairs the NASSS Service Excellence Award Committee."
3. Additionally, the past-president serves as a committee member for the selection of the SSJ Early Career Research Award, sponsored by Human Kinetics.

D. Secretary

1. The Secretary is elected by the membership to serve in this position for two years.
2. According to Article IV, Section 11 of NASSS' Revised Bylaws: "The Secretary shall keep, or cause to keep, the minutes of the meetings of the members and the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the Society's records; attend to the correspondence of the Society, as directed by the President; order the

plaques/certificates for awards to presented at the annual conference; and in general perform all duties incident to the office of Secretary, and such others as from time to time may be assigned by the President or by the Board of Directors."

3. The primary role of the Secretary is to keep records for the Board of Directors, to ensure that the Board operates according to its own bylaws and constitution, to make sure that awards are ready for the annual Business Meeting, and to assist the President in their projects.
4. The Secretary should work with the President annually to update the PPM since it is a dynamic document responsive to ongoing changes and needs of the organization. It is advisable to put a copy of the document into a shared space, e.g. Google Documents, so that you do not need to individually coordinate everyone's updates. Old versions of the PPM should be removed from the shared space every year. New versions should include a date in the document title that includes the day, month, and year to avoid confusion over the most current version.
 - 4.1. The Table of Contents (TOC) in the PPM uses special formatting in Word so that the TOC will automatically update items listed and page numbers. The primary items use "Heading 1" (e.g. Appendix H Conference Documents for President-Elect") and the secondary items use "Heading 5" (e.g. "Conference Advertising and Exhibits"). Any text formatted as Heading 1 or Heading 5 will show up in the TOC with its page number. Page numbers in the TOC are linked to their location in the document.
 - i. When creating new pages or items that you want to show up in the TOC and if you are not sure which heading format to use, you can always copy and paste an appropriate heading that already exists and then change the type for the new header. This might be the case as new appendices are added or a new position on the Board is created.
5. The following is a useful calendar of activities for the Secretary. This was initial written by Katherine Jamison in 2014 and subsequently updated.
 - 4.1. January-February – clean up Board lists, help committee chairs seat their committees (typically we use a Google poll to generate a sign-up sheet) in a timely fashion; delete Special Committees that are no longer working or necessary (hopefully this is b/c they met their mission, not always . . .); get revised lists to Web manager for posting on web page
 - 4.2. March-May – provide support as needed to Board members as they get their committees going, etc.; provide support to particular tasks, e.g., SSJ Editor search; Membership vote online, etc.; Distribute essential NASSS docs to newly elected Board members whose service does not begin until

after the Business meeting in November.

- 4.3. June-August – gently remind committee chairs of deadlines; collate Board emails into possible agenda items for forthcoming face-to-face meetings in November. Work collaboratively with President (and pres elect) to draft, revise, and finalize agendas for the 3 meetings to be held at Annual Conference; this is the time I usually used to update documents as well. Also, if any proposals need to come before the Board and eventually perhaps come before membership for a vote, they need to be done around this time – the Board needs 30 days for review and decision on bringing to membership, and membership needs 30 days notice prior to a vote (presumably at the Business meeting).
- 4.4. September-October – more gentle reminders for Award committees to meet deadlines. Make deadline for awards early October so that some can come in late and you still have time to order the awards (see Appendix E for templates). Order awards for pickup at least two weeks in advance of your departure just in case there are errors. Plan to pack the awards in your luggage or mail them to the hotel (NASSS will pay for this). It is generally best to work with an award shop that you trust and is local although there are good options online. The advantage of working with a local shop is your ability to meet with the person who make the awards to discuss the awards, get their suggestions, and have a person to deal with if there are any mistakes that need correction.
- 4.5. November-December – hopefully you can take December off of Secretary work, but just to stick with the 2-month framing... So, at the conference, there should be no surprises, but there always are some 😊 With good leadership and your support, you should be all set for all three meetings (Board Meeting prior to conference; Business Meeting; Board Meeting on sat with new board members). It is always good right away to check the rooms where meetings will be held, especially the Business Meeting and make sure you have all the necessary equipment, etc. (podium, visible screen, projection unit, dedicated computer for digital presentation; dedicated computer for taking minutes; table for you to work from and to organize the awards for distribution). I tried last year to do a mini-orientation for new Board members but we really needed a dedicated 30-45 minutes, rather than hoping folks could stick around after the Saturday meeting. In the end I just handed out docs and asked folks to contact me with questions. Of course, taking careful minutes at each meeting, while also helping your meeting facilitator do their job is essential. And also being up-to-date on Bylaws and PPM is necessary. I re-read these docs many times throughout the year, but especially on my way to NASSS, and after agendas have been set, just to be prepared for questions that may arise, and to help leadership proceed within our guiding docs. Also, at the conference, there needs to be a way for folks to sign-up for committees. You should strive to get minutes turned around

quickly, even in draft form (from Tues/Wed & Fri Business Meeting to Sat meeting, and from Sat meeting by the time you are back in class on Mon) that helps folks to help you clean them up. In addition to the minutes, keep a running list of Board motions – these come directly from the minutes but it is just a quick record for all to see what the Board agreed to do – especially as it is easy to forget once we leave the conference. Also, updating the Board email list immediately following the biz meeting is helpful (remove retiring members, add newly seated members).

E. Treasurer

21. The Treasurer is elected by the membership to serve in this position for two years.
22. According to Article IV, Section 12 of NASSS' Revised Bylaws: " The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the Society, receive and give receipts for monies due and payable to the Society from any sources whatsoever and deposit all such monies in the name of the Society in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these Bylaws. The Treasurer shall prepare an annual financial report of the Society at the close of each fiscal year and a proposed budget for the biennium. The Treasurer shall arrange for an annual audit. The Treasurer shall compile for official use and record an annual membership list of this Society and provide a copy of the membership list of this Society for each biennium."
23. The Treasurer is in charge of submitting Federal and (Michigan) State tax documents every year. The Treasurer must work with a CPA and make certain that the tax returns are filed on time.
24. The Treasurer keeps all receipts and accounting is done via Quicken.
25. The Treasurer is responsible for renewing Regonline every year and paying the invoice. (September)
26. The Treasurer has access to Regonline and if a member has a question about membership status and/or conference registration, the Treasurer will look up the status on Regonline and give feedback to the member.
27. The Treasurer receives checks from Regonline for membership and/or conference registration. The checks are then stamped by the bank stamp "for deposit only" and deposited within 1-3 days of receipt. Some members pay by personal check and these checks are also deposited within 1-3 days of receipt.

28. The membership coordinator sends a list of new members to Human Kinetics each month. Once HK receives the list, the Treasurer receives an email with the amount owed for the journal. The Treasurer sends a check to Human Kinetics within 1-3 days of receipt of this e-mail.
29. The Treasurer must renew the Michigan incorporation every year in August. This can be completed either on-line or by mail. At this writing (2015), the cost is \$20 to the organization. Because our Board changes every year, the document must be filled out each year with the Board member's addresses. The State Incorporation only allows for United States addresses. Three positions must be filled in: President, Secretary, and Treasurer. Then 3 Board of Directors which can be any other board members.
30. Assumed name paperwork must be completed every 5 years. The State of Michigan will send the paperwork to fill out. This paperwork allows us to use "NASSS" in official documents and not write out North American Society for the Sociology of Sport every time we write a check, etc. This is due again in 2021.
31. The Treasurer updates the reimbursement forms every year (no later than August 30). Reimbursements are only allowed for: Conference speakers, conference expenses, and approved Board expenses (such as site visits by the site locator). Reimbursements must be requested with the form and all receipts. Reimbursements will not be given for expenses not approved, expenses without receipts, and/or expenses without the form.
32. The Treasurer approves the budget for the conference each year.
Conference duties include
 - Reviewing the contract for future conference locations
 - Filling out the hotel approval form
 - Writing the deposit check for the hotel
 - Receiving and reviewing the hotel bill and sending the hotel a check within 1-3 days after receiving it
 - Requesting a conference insurance quote and sending in the contract (and payment) for insurance. The contact for this is:
Deborah Sabatino at deborah.j.sabatino@mercero.com
Request the quote in June
Send payment by August 28.
The usual cost is \$330 plus state tax. (Add the \$30 for full coverage for acts of terrorism.)
12. The Treasurer will issue W-9 forms to requesters. These are requested when schools pay for member's conference registration and when schools and other organizations purchase sponsorship for our conference.

13. The Treasurer has a credit card with a small credit limit. This card must only be used with our PayPal account (see #13), and if there is a vendor for the conference who must be paid by credit card. The card must always be paid in full.

14. PayPal. NASSS has a PayPal account. This account is *only* used to pay for our Webhosting. The PayPal account is linked to the credit card.

15. Collaborate with the President-Elect and Conference Director to assign complimentary rooms in accordance with the Complimentary Room Policy (see Appendix I).

F. Members-at-Large

1. The Members-at-large are elected by the membership to serve in their positions for two years. No more than two Members-at-Large shall be elected on the same ballot. At least one member-at-large on the Board will be Canadian.
2. According to Article IV, Section 13 of NASSS' Revised Bylaws: "Each Member-at-Large shall chair an award committee (i.e., for outstanding article, book and student essay), and assist in other duties as assigned by the Board."

G. The Diversity and Conference Climate Committee Chair (DCCC)

1. The Chair of the Diversity & Conference Climate Committee is elected by the membership to serve in this position for three years.
2. According to Article IV, Section 15 of NASSS' Revised Bylaws: "The Diversity and Conference Climate Committee Chair will coordinate efforts between both the President-Elect as the conference program chair and the Diversity and Conference Climate Committee to ensure diverse membership and conference programming, to enhance the intellectual vibrancy of the organization and conference program, and to schedule activities that facilitate a positive conference climate for all attendees. This position will also assist in other duties as assigned by the Board."

H. Graduate Student Representatives

1. According to Article IV, Section 14 of NASSS' Revised Bylaws: "The Graduate Student Representatives represent the concerns and interests of the graduate students on the Board, and are responsible for reporting back to NASSS graduate students concerning Board activities. They may also assist graduate

students attending the annual Conference concerning their particular needs (e.g., accommodations)."

2. Who are the Graduate Student Representatives?
 - a) Two Graduate Student Representatives (GSR) sit on the Board of NASSS, each for a two year staggered term.
 - b) Both GSRs have full voting rights on the Board.
 - c) GSRs must be graduate students at the time of election (they may continue their term if they complete their studies while holding the GSR position).
3. What do the GSRs do?
 - a) GSRs are responsible for representing the views of graduate students to the Board and also for reporting back to graduate students on the Board's activities.
 - b) GSRs are traditionally involved in assisting other graduate students find shared accommodation for the conference, coordinating the signups for 'Take a student to lunch', and assisting with the book draw (which takes place after the business meeting). Additional GSR initiatives that improve the conference experience for graduates, or address graduate student issues, are encouraged (for example, organising graduate student-focused conference sessions).
 - c) The continuing GSR runs the grad student (breakfast or lunch) meeting, presents a brief report at the business meeting on the GSRs activities for the year, and serves as the environmental steward for the conference.
4. What is the commitment?
 - a) GSRs should attend all the board and business meetings associated with the annual conference.
 - 1) Board meeting 1: usually held the day prior to the conference official start;
 - 2) Grad student meeting: usually the afternoon of the first day
 - 3) Business meeting: usually the afternoon of the second day (followed by book draw);
 - 4) Board meeting 2: usually the morning of the last day.
 - b) GSRs also communicate with the board during the year (via email) and with each other in planning graduate student-specific activities for the

conference.

5. Procedures involving Grad Student Reps:

a) Graduate Student Meeting

- 1) The Graduate student meeting (currently a lunch) is usually held on the first full day of the conference. GSRs should try to ensure as many graduate students as possible know about the meeting, and encourage attendance at the meeting (note free food). GSR networking is important in this regard (e.g., personal reminders/invitation to attend when talking to grad students). Attendance varies, but has generally been between 40-60. Expected average attendance is usually around 50 graduate students.
- 2) The purpose of the meeting is to provide a forum for discussion of issues relevant to NASSS graduate student constituency. The meeting can also be combined with the graduate student panel or other functions/special events based on the needs of the particular conference.
- 3) While the official term of the outgoing GSR does not officially end until the conference concludes, in practice, the assumption of duties by the newly-elected representative begins following the graduate student meeting (e.g., GSRs serve 1/2 conference, full conference, 1/2 conference).
- 4) Sample Agenda
 - a. Open Meeting
 - b. Introductions: Everyone present introduces their self. Depending on numbers introductions can include: name, institution, program of study, year of study, research area, number of NASSS conferences attended.
 - c. Report on past-year activities: Outgoing and continuing members report on board activities/priorities and GSR actions.
 - d. Introduction of new member.
 - e. Discussion: Open forum to discuss issues relevant to graduate students, generate priorities for GSRs for the next 12 months.
 - f. Close Meeting: Attendees thanked for their participation.

b) Take a Student to Lunch

- 1) The GSRs are responsible for helping to coordinate the 'Take a Student to Lunch' (TASTL) event. 'Take a student to lunch' is an opportunity for graduate students to make contact with faculty, hopefully with someone in their area of interest (although this is not always possible). There is no set way for how the GSRs should facilitate this contact (i.e., if someone comes up with an effective system, please document it so GSRs are not always reinventing the wheel).
 - a. Based on feedback from faculty and students, the GSRs have attempted to streamline the registration and facilitation process of TASTL.
 - b. Pre-registration for the event takes place online via the nasss.org website. Faculty registration should take place first for a period from early August through mid-September. The GSRs compile the list of professors registered and distribute to NASSS graduate students via the [nasss listserv](mailto:nasss@nasss.org) and other sites (such as the NASSS website and/or possibly social media).
 - c. Students should then register on nasss.org between mid-September and no later than 1.5-2 weeks prior to the conference. Students should list their top 3 choices (if they desire) of faculty based on the list of professors who are participating in the event.
 - d. A list of faculty-student pairings will be posted at the conference and made available online based on the forms received by the deadline set by the GSRs. Any forms received following the deadline will not be guaranteed a faculty-student lunch match for the lunch. Those who miss the deadline but still wish to participate will be responsible for making their own arrangements.
 - e. Students are strongly encouraged to research which professors would be the best match for their interests. Once students find out who they are paired with, they should take the time to develop familiarity with that professor (research, institution, etc.) and develop a few prepared questions.
- 2) Every effort should be made by GSRs to ensure that every graduate student signed up is matched up with a faculty member for the lunch. Professors may have other commitments at the designated 'Take a student to lunch' time, but are usually more than willing to meet a student at another time during the conference.
- 3) Facilitation of TASTL: Coordinating the pairings of student(s)-faculty for the lunch can be a hassle as there is generally a lot of commotion and lack of clearly designated space for pairs to meet prior to leaving for

lunch. Despite the formalized registration process, there will likely be students and/or professors seeking to participate at the last minute. They should be informed that they must make their own arrangements.

- a. GSRs should attempt to develop a streamlined process to ensure pairs of registered participants meet efficiently (i.e., reduce/eliminate the number of participants who are “stood up” or unable to locate their match; or alternatively, professors who kindly take on extra students but did not plan to). This effort will likely require volunteers to help coordinate and excellent signage and communication.
 - b. One option is to assign each participant a specific location for where to report. 1 = registration desk; 2 = main lobby; 3 = conference room A; 4 = conference room B, etc.) This could reduce the clutter and confusion of everyone gathering in the lobby. It may take trial and error, but GSRs should seek to make this event run as smoothly as possible, which often begins with making sure no one is left out who registered in advance, and second, that professors are not unduly forced to take on extra students.
- 4) GSRs are strongly encouraged to promote the event to faculty and students through emails/listserv prior to the conference. The aim should be to secure a commitment from faculty members prior to their arrival at NASSS to avoid their being overbooked once they have arrived.
 - 5) Faculty may be willing to take more than one student to lunch as well (especially if going as a group) and indicate this on their registration form.
 - 6) Going as a 'group' may be a useful way of encouraging participation from faculty (they do not lose all their socialization time), and is especially useful when professors and students are matched up randomly.

c) Business Meeting Report

The continuing student presents a brief report to the business meeting on the activities of the graduate student representatives. The report should include introduction of the newly elected graduate student representative and a thank you to the GSR who is ending their term. Always ensure that there is something to report (e.g., a professional development session for graduate students, a new social event/initiative, a particularly good turnout of graduate students, etc.). Getting up in front of the whole organization can be scary. Write some notes. Try not to speak too fast.

d) Book Draw

- 1) The two GSRs (usually with the help of two friends) assist with the annual book draw (under the direction of one of the conference organizers). After the report at the Business Meeting, the GSRs leave to organize the distribution of tickets and setting up of containers for the tickets on the books.
- 2) Tickets are only handed out to people who were at the Business Meeting for the whole time (not to those who snuck in at the end). Only give one set of tickets to each person. Each member is given five (5) raffle tickets. They must write their names on their tickets before placing them in the appropriate containers for the books they would like to win.
- 3) People should be encouraged to drop their tickets in a timely manner.
- 4) Once the book area is clear, the draw takes place and winners' names are attached to the books. When possible, books should be in a locked location or somebody should stay around to ensure there is no 'funny business.' If this takes too long, the GSRs miss out on the food at the evening reception.

e) Record-Keeping

Two copies of a folder (electronic or hard-copy) should exist for the GSRs (one each, passed on in alternate years). These should contain:

- Job description;
- Policies & Procedures Manual (including GSR procedures);
- A copy of the NASSS Constitution;
- Meeting agendas/minutes related to the current conference;
- Copies of minutes of past graduate student meetings. This will be useful in keeping track of the issues that are raised and the resulting action taken;
- Report on activities of past 12 months and agenda/priorities/action list for next 12 months;
- List of past GSRs (so we do not lose institutional knowledge, and it is nice to be able to say these people were GSRs and look at them now when trying to recruit nominations). Former GSRs are also a valuable resource for current GSRs (and other graduate student members as well).

f) Other Activities

GSRs are encouraged (but not required) to initiate activities that improve NASSS and the conference experience for grads. Other activities could include:

- Organizing a grad-specific professional development session at the conference;
- Facilitating networking and social activities at the conference;
- Helping graduate students find roommates for the conference (sometimes rooms can be set aside for graduate students) especially important for those who are attending NASSS and do not know anyone, or do not have a large cohort with whom to share;
- Email graduate students on the listserv for student specific communications.

g) Bylaws

The following excerpts from the NASSS bylaws are relevant to graduate student representatives:

Article I, Section 1, 1.2: Student members, Student membership is open to persons who are students as defined by their institutions of higher education.

Article III, Section 1: Composition of the Board of Directors, The Board of Directors is comprised of...two (2) Graduate Student Representatives, all of whom shall serve as voting members of the Board of Directors.

Article IV, Section 3: Term of Office, Graduate Student Representatives shall be elected by the graduate student membership to serve in their positions for a two year, staggered term. Terms of office shall begin at the close of the annual meeting prior to which officers were elected and terminate at the close of the meeting prior to which their successors are elected.

Article IV, Section 4: Election, One Graduate Student Representative will be elected by the graduate students via online ballot with other NASSS Board elections.

Article IV, Section 14: Graduate Student Representative, The Graduate Student Representatives represent the concerns and interests of the graduate students on the Board, and are responsible for reporting back to NASSS graduate students concerning Board activities. They may also assist graduate students attending the annual Conference concerning their particular needs (e.g., accommodations).

I. Ex-Officio Members

1) Archivist

- a) The Archivist is responsible for the collection and supervision of archival records and materials for the North American Society for the Sociology of Sport. The Archivist will also assist as needed in the retrieval of archival material from the collection. The role of Archivist was established in November 1987 when Eldon Snyder was selected as the first archivist.
- b) The organization's archival collection is maintained at the Center for Archival Collections, Jerome Library, Bowling Green State University, Bowling Green, Ohio 43403. An outline of records that are available in the physical archives at BGSU is available at the following link: https://lib.bgsu.edu/finding_aids/items/show/927
In addition, scanned programs from NASSS (1980-2007) are available in Scholarworks at: <http://scholarworks.bgsu.edu/nasssprograms/>
- c) When the Archives were initially established, the role of the Archivist (as articulated by past-President Susan Greendorfer) was to “categorize, code and file NASSS materials.” It was hoped that by maintaining documents in a physical archive, this would provide a way for someone to eventually write a history of NASSS.

2) SSJ Editor

According to Article V, Section 2 of NASSS' Revised Bylaws: "The offices of the Editor of the SOCIOLOGY OF SPORT JOURNAL, the Chair of the Web Committee, and the Administrator of the NASSS listserv shall be filled by qualified persons appointed by the Board of Directors. Persons appointed to their positions shall serve for a three year period or until (a) he/she, for whatever reason, decides that he/she can no longer satisfactorily carry out the duties of the office in which case he/she shall submit to the President, and in writing, a statement of intent to resign, resignation to become effective six months following the date of receipt of such statement by the President; or (b) the President shall, having received written statements of consensus from all other members of the Board of Directors, call for said Editor's resignation, which shall become effective immediately."

The duties of the editor are those enumerated by HK in its contract with the editor, and may include items related to all editorial duties, selection of editorial board, and normal operations of the journal.

SSJ Editor Selection Process

Selection Committee

- 1.1 The President of the North American Society for the Sociology of Sport (NASSS) shall serve as Chair of the *SSJ* Editor selection committee.
- 1.2 The outgoing Editor of *SSJ* shall serve as a member of the Selection committee.
- 1.2.1 If the outgoing Editor runs for a second term as Editor, then the most immediate Past-Editor shall be asked to serve as a member of the Selection committee instead.
- 1.3 The remaining three members of the Committee shall be appointed by the Chair of the Committee, but must include one each of the following:
- One former President of NASSS
 - One current Editorial Board member of *SSJ*
 - One current member of the NASSS Board of Directors

Editor Eligibility

- 2.1 In order to be eligible for appointment to the Editorship of *SSJ*, the applicant shall:
- Be a current member of NASSS
 - Currently serve on, or have previously served on, the *SSJ* Editorial Board.
 - Have ideally served in a senior leadership position of *SSJ* or comparable Tier 1 journal in the field (e.g., as Editor-in-Chief, Associate Editor, or Assistant Editor)
 - Have a demonstrated knowledge of scholarship and leadership in the sociology of sport field.

Application Timeline

- 3.1 By January 15th, the current Editor shall inform the President of NASSS of the November end of the editorial term and indicate whether the Editor shall seek a second term.
- 3.2 The NASSS President, thus informed, shall initiate the following process for soliciting applications for Editor:
- 3.3 The NASSS President shall, via normal communication channels (e.g., NASSS Listserv, website, etc.), circulate a Call for *SSJ* Editor (Appendix Q) by the end of March.
- 3.4 All submissions shall be sent to the NASSS President by March 1st of the year in question.
- 3.4.1 The NASSS President may delegate this collection process to the NASSS Secretary.
- 3.5 The committee shall render its decision by May 1st of the year in question. Doing so by this date allows the new Editor to liaise with the current editor about the journal,

become familiar with Manuscript Central, and communicate with HK about the process of running the journal.

Evaluation & Process

4.1 Once the Editor application deadline has passed, the Chair shall distribute the application packets to the Committee via electronic methods.

4.2 The Chair and the Committee shall correspond via any convenient method necessary (e.g., email, Skype, telephone, etc.) to consider the nominations.

4.3 In addition to the applicant's cover letter, the Committee shall consider the following in evaluating the applications for Editor:

4.3.1 Previous editorial experience.

For example:

- Service as Editor-in Chief of *SSJ* or a comparable journal
- Service as Associate Editor of *SSJ* or a comparable journal
- Service as Assistant Editor of a comparable journal
- Service on the Editorial Board of *SSJ*
- Service on Editorial Boards of comparable journals

4.3.2 Scholarly reputation, as demonstrated by:

- Scholarly journal articles, books, monographs, research reports, and so forth that collectively demonstrates a depth of knowledge of the sociology of sport and its related fields as well as an ability to assess a broad range of scholarship in the field.
- Other representations of scholarly achievement (including, but not limited to, NASSS awards, e.g., NASSS Book Award, NASSS Article Award, *SSJ* Early Career Researcher Award, Fellow in American Academy of Kinesiology, etc.)

Term of Service as *SSJ* Editor

5.1 The Editor shall be appointed to an initial three-year term of service with an option to renew for one additional consecutive 3-year term, to commence at the NASSS conference in the year of appointment to the Editorship.

5.1.1 The Editor shall also serve an additional year once the 3-year term, or maximum term has expired, as Past-Editor of *SSJ*, providing institutional memory to the new Editor, as well as handling to completion of the review process the remaining manuscripts that were submitted during his/her term as Editor, etc.

5.2 The Editor is eligible to serve two consecutive 3-year terms as Editor-in-Chief.

5.4 In the event that no suitable applicants for Editor are received by the advertised

deadline, the NASSS President shall ask the current Editor to extend his/her term for an additional year, as allowed by Article 5, Section 5 of the Bylaws.

3) Conference Director

- a) According to Article III, Section 1, the Conference Director shall be an: “ex-officio, non-voting member of the Board, who (is) appointed by the Board for a three-year term.”
- b) According to Article VI, Section 8: Every three years, at the annual meeting of the society, the President shall appoint a Conference Director and, in rotating years, a Conference Locator. The Conference Director shall be the chairperson of the Conference Steering Committee and will serve as an ex-officio member of the Board. Upon appointment, the Conference Director will select at least two members to serve on the Conference Steering Committee for a three-year term. In addition, the Conference Locator, the Local Host (who serves a one-year term prior to the conference), and the Program Chair/President-Elect (who serves a one-year term prior to the conference) serve on this committee. This committee advises the Conference Director and Conference Locator in all non-program-related conference matters. The Conference Locator also serves as an ex-officio member of the board. If any member is unable to complete a term, the Conference Director shall appoint a replacement.”
- c) The Conference Director oversees the annual conference, working with the Local Site Host, Program Chair, and other constituencies to ensure it is of the highest quality for the organization. In particular, the Conference Director in cooperation with the Conference Steering Committee and Program Chair, develops a workable budget in consultation with the Treasurer, sends regular conference bulletins to the NASSS membership/conference attendees in the run up to the meeting, oversees registration, arranges the book exhibit, receptions, and sponsored events, and works collaboratively with local hosts and the program chair on the publication of the conference program.
- d) Specific duties include:
 - 1) Before the Conference
 - a. Collaborate with the Treasurer and President-Elect to create a budget.
 - b. Identify a Student Volunteer Coordinator and collaborate with them to enlist and organize volunteers.
 - c. Collaborate with hotel event coordinator to create menus for

- twice-daily coffee breaks, two receptions, two Board breakfasts, one SSJ Board breakfast, one DCCC breakfast, one graduate student breakfast, and one Conference Steering Committee lunch.
- d. Collaborate with hotel event coordinator to distribute complimentary rooms and amenities for board members
 - e. Collaborate with the President-Elect and Treasurer to assign complimentary rooms in accordance with the Complimentary Room Policy (see Appendix I).
 - f. Collaborate with President-Elect to fit program into meeting space.
 - g. Collaborate with Local Site Host to ensure books are delivered, social activities are planned, and student volunteers are recruited.
 - h. Order AV equipment.
 - i. Maintain a stock of lanyards, nametags, and other supplies.
 - j. Make nametags.
 - k. Organize to borrow/rent laptops and printers for conference registration.
 - l. Register student volunteers, keynote speakers and others attendees who have their fees waived on registration website.
 - m. Update Advertising and Exhibitor information and distribute widely; process Advertising and Exhibitor paperwork.
 - n. Register Exhibitors who have reduced rate registration fees.
 - o. Keep track of registration numbers on registration website in order to refine catering orders.
 - p. Send regular conference bulletins to NASSS members/attendees in the run up to the conference.
 - q. Circulate agenda for Conference Steering Committee lunch meeting.

2) During the Conference

- a. Meet with hotel event coordinator prior to the opening of the conference to go over final details.
- b. With student volunteers, set up registration table (will need: laptop, printer, nametag printer paper, regular printer paper, signage, a cash box, stationary) and book exhibit.
- c. Train volunteers.
- d. Manage registration desk and book exhibit.
- e. Troubleshoot with volunteers, Program Chair, and hotel staff.
- f. Organize book raffle following Friday business meeting.
- g. Make photocopies of agendas, minutes etc. as necessary.
- h. Write and present Conference Steering Director/Committee report to Board and Friday business meeting.
- i. Chair Conference Steering Committee meeting.

4) Conference Locator

- a) According to Article III, Section 1, the Conference Locator shall be an: “ex-officio, non-voting member of the Board, who (is) appointed by the Board for a three-year term.”
- b) The Conference Site Locator has the responsibility of long range planning (conference sites are usually identified at least three years in advance of the conference) and works with the Conference Director and the Conference Steering Committee to solicit and identify future sites for the approval of the Board.
- c) Specific duties include:
 - 1) Identifying possible conference sites that follow our traditional geographic pattern: northeast quadrant of U.S. and Canada; southwest U.S.; Northwest/Midwest of U.S. and Canada; southeast U.S. Availability of local hosts must be considered in these deliberations (see Appendix H).
 - 2) Circulating the NASSS RFP (see Appendix J) to Convention and Visitors bureaus in select cities.
 - 3) Reading and responding to hotel proposals in collaboration with committee.
 - 4) Negotiating over room rates and other amenities.
 - 5) Conducting a site visit (with the treasurer’s approval), once a city and several hotels have been chosen by the committee.
 - 6) Writing a report and make a proposal for the committee’s consideration.
 - 7) Once the committee has approved a hotel, forwarding the proposal for the Board to consider.
 - 8) Once the board has approved the hotel, negotiating final details of the contract and signing it.

5) Chair of the Web Committee

- a) According to Article III, Section 1, the Chair of the Web Committee shall be an: “ex-officio non-voting member of the Board, who (is) appointed by the Board for a three-year term.”
- b) According to Article VI, Section 5: “Every year at the annual meeting of the society, the President shall, in consultation with the Chair of the Web Committee, revise the appointment of the Web Manager. Every year in consultation with the Chair of the Web Committee and subject to the confirmation of the Board of Directors, the President shall appoint at least

one member to the Web Committee for a three-year term. This committee shall consist of at least three members who, under the leadership of the Chair of the Web Committee, advise the Web Manager in relationship to content and form of the NASSS web. If any member is unable to complete a term, the standing President shall appoint a replacement."

6) Membership Liaison Officer

- a) Run membership report on Reg Online at the beginning of each month.
 - 1) Send one report to our Human Kinetics SSJ representative (currently Lyna Buzzard, LynaB@hkusa.com) to update their membership list. This report includes only members who have paid for the *Sociology of Sport Journal*.
 - 2) Send another report, including all paid members, to the NASSS Listserv administrator (currently Brian Gearity, Brian.Gearity@du.edu) so that the listserv can be updated; and to the NASSS Treasurer (currently Brenda Riemer thyminator@yahoo.com), so that Human Kinetics can get paid for the journals.
 - 3) Copy both reports to the NASSS webmaster (interim Jennifer McGovern (jmcgover@monmouth.edu)) so that the membership database can be maintained.
- b) Answer membership questions sent to the member liaison email (members@nasss.org). These questions typically include questions about whether or not someone is a member, how to access the 'members only' section of the webpage, when journals will be forthcoming and how to access SSJ online, how to navigate the registration process online, forgotten passwords, which membership type is allowed (i.e. a person was a student for $\frac{3}{4}$ of 2009 -can they still get the student rate even though s/he just got a job?), and other miscellaneous/random questions.
- c) Forward any information sent to Membership Liaison to the listserv. Partly the task here is to screen for how non-listserv members can share information on the list. For example, the liaison sometimes get business solicitations, which would an inappropriate use of the listserv, and so those should not be forwarded. Sometimes the Membership Liaison gets announcements of academic conferences, meetings and calls for papers to academic journals.
- d) Report to the NASSS executive board as necessary regarding happenings with membership and/or in response to board discussion relevant to membership concerns.

7) NASSS Listserv Administrator

Job Responsibilities and General Recommendations for the NASSS listserv administrator

The listserv administrator needs to know and be able to do:

1. If and how the University (or external resource) can host the listserv.
2. Add new NASSS members (herein referred to as “members”) to the listserv monthly based on a report provided by the NASSS Board of Directors (herein referred to as “Board”).
3. Process as needed requests to add or remove NASSS members, or change of status, to the listserv in a timely manner.
4. Evaluate requests to post material (e.g., jobs, books, conferences, CFPs, etc.) to the listserv that meets the listserv posting requirements as defined by NASSS policy.
5. Enforce NASSS policy on the operation of the listserv including suspending or removing listserv members.
6. Contribute to the listserv by making relevant posts.
7. Remind listserv members on an annual basis of the listserv policies.
8. Respond to the Board and members requests to post material to the listserv and questions regarding posting to the listserv.

General Recommendations for the listserv administrator:

1. Because the listserv administrator is aware of posts to the listserv and is a resource for communication amongst members and the Board, it is recommended that the listserv administrator serve as an un-officio member of the Board.
2. The listserv administrator:
 - a. is selected by the Board and is not a voting member on the Board.
 - b. should successfully fulfill the requirements of the position and be evaluated annually by the Board.
 - c. sets up the initial infrastructure to manage the listserv which can take several hours from research to loading of email addresses and developing a basic understanding of the functioning of the listserv system.
 - d. is a volunteer position requiring an average of 30 minutes of work per week distributed unequally throughout the week, especially as requests arise.

Given the conditions outlined in Section 2a-d, the suggested minimum term for the listserv administrator is three years, which can be renewed by the Board at the end of the term for another three-year period. The listserv administrator should be evaluated annually by the Board to determine if the responsibilities of the position are being fulfilled. The listserv manager would be a three-year renewable term with the expectation that the incumbent would assist the incoming administrator. It is recommended that there be no limit on the number of times the listserv administrator position can be renewed.

III.Awards Policies and Procedures

A. NASSS Outstanding Book Award

1. According to Article VI, Section 4 of Revised NASSS' Bylaws: " At each annual meeting of the Society, the President shall appoint, subject to the confirmation of the Board of Directors, an Outstanding Book Award Committee. A Member-at-Large shall be the chairperson and select their committee members. This committee of no-less-than three persons shall review books published in the year previous to or in which they were appointed, that have been nominated by a NASSS member. They shall select a winner, to be announced at the Annual meeting of the membership."
2. Description of Procedures: The procedures follow those of other committees and include: (a) committee formation; (b) call for nominations; (c) obtaining copies of the books; (d) review process; (e) making the award; and (f) wrap up.
 - a) Committee Formation
 - 1) The book award committee consists of no less than three members: the chair, a NASSS Board Member-at-Large, who is appointed by the NASSS President, subject to Board approval; and at least two current NASSS members.
 - o Note: In recent years, the number of committee members has increased to 4 or 5, in addition to the Member-at-Large. The size of the committee was purposely kept small initially, due to the number of free books on offer from publishers. However, the size of the committee was expanded more recently in an attempt to be more inclusive in membership.
 - o In 2003-04, the committee consisted of five members, and a by-law change for 2005 that would require a minimum of three members was suggested.
 - 2) The Chair should select a committee that is diverse (in terms of seniority, gender, race, national location etc.) and representative of the different scholarly paradigms that characterize the NASSS membership. This should be done in consultation with other award committee chairs (Student Paper, SSJ Article, Distinguished Service), so that if you have more volunteers than you can accommodate, you can ensure that they are invited to participate in some other way in the organization.
 - 3) The Chair of this committee should canvas potential committee members at the NASSS conference. You can begin to do this by

posting a sign-up sheet for volunteer committee members during the NASSS conference.

- 4) Obtain email addresses, institutional affiliations, and postal addresses for all committee members.
- 5) After the conference, the Member-at-large who chairs this committee should send an introductory email welcoming members to the committee and laying out a timeline for your work.

b) Call for Nominations

- 1) Compose a call for nominations and circulate it widely. This should begin in January and continue as necessary. The call should appear on the NASSS listserv (several times), and on the website. You should also ask committee members to help circulate it through their links to other professional organizations.
- 2) A deadline for nominations of no later than June 30 allows time for the publishers to send the books and for the committee to read them.
- 3) Don't rely solely on the NASSS membership to nominate books. Ask your committee for suggestions. In 2003-04, in the hope of generating more nominations, the chair also sent solicitations to presses that publish books on sport (see Appendix A for sample letter). This proved to be a successful strategy (we reviewed 14 books, which by unofficial estimates comprised the largest pool ever) and does not conflict with the stipulation that nominations must come from NASSS members, since the chair of the committee can officially nominate those books that are brought to the committee's attention in this manner.

4) Eligibility for the Award

- a. Books must be scholarly analyses of a sport related issue or phenomenon written from a sociological, anthropological, or related perspective.
- b. Books must have been published in the calendar year preceding the year of the award. [For example, in 2004, eligible books are those published in 2003.]
- c. Books must not be edited collections or texts, but rather scholarly analyses of a sport related issue/phenomenon written from a sociological/anthropological (or related) perspective.
- d. Previously nominated books may be re-nominated if published between these dates.

- e. Books from authors who are not NASSS members are eligible.
 - f. Nominations for the award must be made by a NASSS member.
- c) Obtaining Copies of the Books
- Upon receipt of nominations, contact the publishers of the book (usually the marketing, publicity, or review copy departments deal with such requests) immediately and ask them to send a copy to each committee member (see sample letter attached). Contact information is available on publishing company web sites and email seems to be the most reliable form of communication.
- d) Review Process
- 1) In the past, books have been divided for review according to primary and secondary reviewers. Using this system, committee members selected three or four books for which they wished to be the primary reviewer; for the remaining books, they served as the secondary reviewer. If there was time, most committee members tried to read all books in detail. If fewer than 5 books were nominated, all committee members attempted to read all books in detail.
 - 2) By September (or early October at the latest), the committee members should submit their reviews for all of the books to the Chair of the Committee. In the past, books have been evaluated on the basis of the following criteria: originality, methodological adequacy, theoretical significance, and contribution to social science. Members of the committee have been asked to provide a numerical rating as well as qualitative analysis for each criterion. Once the Chair of the Committee has received everyone's feedback, the committee may be asked to rank the books overall, or the Committee may develop its own system of ranking to determine the total score for each book. This may be one of the most difficult parts of the process. Some books may be eliminated quite early, leaving the Committee with the more deserving candidates. At this point, committee members may be asked to read/review the top books again and provide further input. Most of this communication can take place via e-mail, but in some cases, it may require a phone call/conference call (depending upon the difficulty of selecting the winner).
 - 3) The Committee Chair needs to be sure to keep in contact with the NASSS President-Elect who serves as the Program Chair for the Conference. The President-Elect needs to be updated on each committee's progress, especially as the conference approaches.

Note: The Treasurer typically orders the awards to be given out at the Business Meeting, and should be notified at least two weeks before

the NASSS Conference so as to be able to order the awards.

e) Making the Award

- 1) In the past, it had been traditional to award a pen for winning the book award. At the 2000 Board meeting, it was decided to replace the pen with a plaque of some sort, and since 2001 the winner has received a plaque.
- 2) The Secretary orders the awards to be given out at the Business Meeting, and should be notified by the deadline that Secretary sets so that the awards can be ordered.
- 3) The book award is announced and presented at the NASSS Business Meeting. The winner usually remains a secret until then.

f) Wrap up

These guidelines, plus sample letters and publishing contacts are to be kept by the Committee Chair in a separate folder to be passed down each year to the next Chair; guidelines are to be included and updated in the "Policies and Procedures" Manual.

B. Sociology of Sport Journal (SSJ) Outstanding Article Award

1. According to Article VI, Section 4 of Revised NASSS' Bylaws: "At each annual meeting of the Society, the President shall appoint, subject to the confirmation of the Board of Directors, an Outstanding Article Award Committee. A Member-at-Large shall be the chairperson and select their committee members. This committee of no-less-than three persons shall review all *Sociology of Sport Journal* articles in the year they are appointed and select a winner, to be announced at the next Annual meeting of the membership."
2. Description of Procedures: The procedures follow those of other committees and include: a) committee formation; b) eligibility; c) review process; d) making the award; and e) wrap up.

a) Committee Formation

- 1) The SSJ Outstanding Article Award Committee consists of at least three members: a Chair who must be a NASSS Board Member-at-Large, appointed by the President, subject to Board approval, and at least two current NASSS members.
 - a. One committee member should be a prior or previous year winner so that they are familiar with SSJ and can serve as acknowledgement of contribution to NASSS scholarship.

- b. One committee member should be a graduate student so that they can learn and engage in process and the NASSS organization.
 - 2) In selecting the committee members, the Chair should endeavor to demonstrate diversity of membership in terms of such factors as: subject of expertise, methodological approach, nationality, race/ethnicity, and gender.
 - 3) The Chair is responsible for soliciting members for the committee and for finding replacements for committee members who resign over the course of the year prior to the NASSS conference in which the award will be presented.
- b) Eligibility
- 1) Eligibility for consideration of the SSJ Outstanding Article Award is determined by date of publication of articles. That is, articles must have been published in the calendar year preceding the year of the award.
 - 2) All articles published in a given volume for a year would be considered. For example, in 2003, the eligible articles would be all the articles published in 2002.
 - 3) All authors who publish in SSJ are eligible (i.e., NASSS members and non-members).
- c) Review Process
- 1) All committee members will read all of the articles published in each issue of SSJ volume under consideration.
 - 2) The Award shall be given to the author(s) whose article makes a significant contribution to the scholarship of sport sociology. This shall be determined through, but is not restricted to, areas such as topic, theoretical framework, methodology, research design, analysis of data, and potential to effect change in scholarship or application of sociological knowledge within the sport and physical activity milieu.
 - 3) The Chair must report the name(s) of the winning author(s) and the title of the article to the NASSS Board no later than the pre-conference Board meeting at the annual NASSS conference. In addition, the Chair will report the name(s) of the winner(s) to the Secretary by the deadline set by the Secretary (at least two weeks prior to the NASSS Conference), who orders the plaque or awards to be given out at the Business Meeting.

d) Making the Award

The award will be given each year at the annual NASSS Conference. The announcement of the winner usually takes place at the Business Meeting.

The award consists of a plaque, certificate and/or modest stipend to be discussed and finalized each year by the NASSS Board (See Appendix E for sample format of information on the Plaque awarded to the SSJ winner).

C. Barbara Brown Outstanding Student Paper Award

1. According to Article VI, Section 4 of Revised NASSS' Bylaws: "At each annual meeting of the Society, the President shall appoint, subject to the confirmation of the Board of Directors, a Barbara Brown Outstanding Student Paper Award Committee. A Member-at-Large shall be the Chair and select their committee members. A committee of no-less-than three persons shall review all papers submitted by graduate students for consideration prior to the deadline set and announced on the NASSS listserv. One award may be given to a master level student and one to a doctoral student. The name(s) of the winner(s) will be announced at the Annual meeting of the membership."
2. Award Presentation Narrative
 - a) This award, named in honor of the late Barbara Brown beginning in 1991, is granted to the best student-authored, non-published paper submitted for consideration. Barbara A. Brown was a professor of sport sociology at the University of Western Ontario from 1983 until 1990, when she died of cancer at the age of forty. Dr. Brown, who was President-Elect of NASSS at the time of her death, was widely recognized for her expertise on women in sport and leisure, her political commitment to extending girls' and women's opportunities for participation in sport, and her contributions to the development of a professional community of sport sociologists. She was also a dedicated mentor and teacher whose invaluable work with students is appropriately memorialized in the naming of this award for her.
3. Description of Procedures: The procedures follow those of other committees and include: (a) committee formation; (b) eligibility; (c) two calls for papers; (d) review process; (e) making the award; and (f) wrap up.
 - a) Committee Formation
 - 1) The Student Paper Award Committee consists of at least three

members: one Chair (a Member-at-Large) and two current NASSS members. In selecting the other two NASSS members, try for a balance in terms of numerous factors, such as: subject of expertise, methodological approach, nationality, race/ethnicity, and gender.

- 2) In the Winter/Spring, the chair should recruit the other two committee members. By late Spring, the members of the committee should be established. At this time, the Chair should inform the NASSS President of the committee membership.

b) Eligibility for the Award

- 1) Those who can submit papers for this award must be a registered graduate students and members of NASSS at the time when the paper is submitted. As of 2007, separate awards were given to Master's and Doctoral students. Only papers deemed by the committee to be truly outstanding will be considered for the award, and thus there is a possibility that no awards will be given for either or both award categories (i.e. Master's and PhD).
- 2) Papers that have been submitted to an academic journal or other outlet for publication, are not eligible for the award (even if currently under review). Papers published/accepted for publication are not eligible for the award.
- 3) Each student may submit only one paper for this award. Papers that were previously submitted for consideration and not awarded *may* be resubmitted for consideration, provided the author and paper meet all other criteria.
- 4) In the event that a co-authored paper is selected as winner, the authors will share the prize.
- 5) Papers do not need to be submitted for presentation at the NASSS conference (though most are).
- 6) The submission of each paper must: be sent electronically to the award chairperson; represent *student-produced* inquiry only (i.e., limited input from supervisors); shall not exceed 8,000 words (including abstract, text, notes, tables, acknowledgements, and bibliography); and follow American Psychological Association (5th edition) guidelines for journal article style throughout. Papers are to be formatted with 1-inch margins and use 12-point font.
- 7) Authors must include a separate cover page with the title of their paper, their full contact information including university affiliation, and

name of their supervisor. They should also submit their paper (de-identified of author information) as a separate file for review.

c) Call for Papers

Two announcements about the Barbara Brown Outstanding Student Paper Awards are to be made on the NASSS listserv with the first one occurring in February and the second one in June. This announcement should contain all information about eligibility, requirements for the paper, amount of the award, and the deadline for submission (see Appendix K). Information about the award should also appear in connection with other information about the annual conference.

d) Review Process

- 1) To help ensure a fair review process, the papers should undergo a blind review. This will require the committee chair to send only the de-identified manuscripts to reviewers (de-identified papers can be labeled Student Paper 1, Student Paper 2, Student Paper 3, etc....for both the Masters and Doctoral papers). All committee members must read all of the papers. Potential conflicts of interests should be brought to the Board to decide how to address. Committee members should use the Evaluation Sheet (see Appendices N and O) that is provided by the Chair to assess each paper. The rating sheet should include both a section for qualitative comments (that will be sent to the student authors), and a quantitative rating system that requires numerical ratings of the following: importance of topic; contribution to knowledge; theoretical basis; analysis and interpretation of data; and organization and clarity of writing. Because the Committee Chair is aware of the student identities, s/he should only provide qualitative comments (to be provided for student feedback) and will not rate the papers quantitatively (see Appendices N and O).
- 2) All student authors should be given copies of the qualitative feedback from the reviewers.
- 3) All completed Evaluation Sheets should be in the hands of the Chair by mid-September so that the names of the award winners can be forwarded to the NASSS Secretary by the first week of October. The Chair will combine the Evaluation Sheets for each paper, to construct an overall quantitative assessment of each paper. The Master's and Doctoral papers with the highest overall quantitative score wins the award. The papers with the 2nd and 3rd highest scores are declared honorable mentions. If there are any tie scores, the committee members must communicate in order to resolve the tie scores.

- 4) The Chair must report the names of the Master's and Doctoral winners, and two honorable mentions, to the NASSS President, Program Chair, Treasurer, and the Committee members by early October.
 - 5) The Chair must also notify all of the student authors who submitted papers of their status (i.e., they were the winner, an honorable mention, or will not be recognized).
- e) The Award
- 1) The winner and honorable mentions for Master's and Doctoral Awards are announced at the NASSS Business Meeting.
 - 2) The winner will have her/his NASSS conference expenses paid up to \$1,000, plus a waiver of the conference registration fee. Two honorable mentions will have the conference registration fees waived. All winners and honourable mentions must pay for their registration fee and will then be reimbursed for it afterwards. The NASSS Treasurer will manage distribution of the financial aspects of this award.
 - a. The Treasurer needs to notified of anyone receiving an award that comes with a monetary prize. The awardee will receive reimbursement forms at the conference if the award is being reimbursed. For a fee waiver, you should contact the Conference Director. A fee reimbursement will be given after the conference

D. Service Excellence Award

1. According to Article VI, Section 4 of Revised NASSS' Bylaws: "At each annual meeting of the Society, the President shall appoint, subject to the confirmation of the Board of Directors, a Service Excellence Award Committee. The Past-President shall be the chairperson and select their committee members. This three-person committee solicits nominees for the award from the NASSS membership and selects the recipient. The call for nominees shall be announced on the NASSS listserv, and nominations should include a one/two page statement from the nominator, summarizing the nominee's service to NASSS and to the area of Sport Sociology. They shall announce recipients of this Award at the Annual meeting of the membership."
2. Description of Procedures: The procedures follow those of other committees

and include: a) committee formation; b) eligibility; c) criteria for what is deemed as distinguished; d) call for nominations; e) review process; f) making the award; and g) wrap up.

a) Committee Formation

- 1) The Service Excellence Award Committee consists of three members; the chair (Past President) and two current NASSS members. The composition of the Committee ideally will reflect balance in terms of scholarship style, gender, nationality, and other relevant criteria.
- 2) Committee members shall have been NASSS members for at least ten years. Consideration to include a past recipient of the award is recommended.
- 3) The Committee Chair (Past President) will begin to contact potential committee members at the NASSS annual meeting.

b) Eligibility

The recipient need not be a member of NASSS.

c) Criteria

- 1) Criteria for what is deemed "distinguished" are necessarily somewhat open-ended. They might reference truly distinguished and long-term contributions to NASSS directly, or to the field of sport sociology more generally.
- 2) Specifically, service as an elected officer of NASSS, by itself, is neither a sufficient nor required criterion.

d) Call for Nominations

- 1) A Call for Nominations shall be distributed via the NASSS listserv
- 2) Notice of the Call shall also be posted on the NASSS Web Page and distributed on the NASSS listserv.
- 3) This Call should contain all information about eligibility, requirements for the Award, and the deadline for submission of nominations.
- 4) Nominations shall be submitted to the Committee Chair in the form of a letter that describes in some detail the reasons why NASSS should recognize the recipient. Nominations may be submitted by an individual or jointly by a group of individuals.

e) Review Process:

As with other Committees, members of this committee shall agree upon the criteria to be used in evaluating nominees for this award. Among the criteria that may be considered are length of service to the sociology of sport field in general, or NASSS in particular; scholarly impact upon the field of the sociology of sport; and/or political or practical impact upon practitioners and scholars in the field.

f) Making the Award:

- 1) The award has usually been a plaque, presented at the annual meeting at the discretion of the past-president. There is no cash award.
- 2) The Award is not necessarily given annually, and there is no expectation that a Service Excellence Award will be given each year.

g) Wrap up

These guidelines are to be included, reviewed and updated (annually if necessary) in the "Policies and Procedures" Manual.

E. Gary A. Sailes Diversity Scholarship Award

1. The purpose of the scholarship is to create a mechanism to identify racial and/or ethnic "minority" graduate students who are doing research in the area of sport sociology and to provide a means of supporting their work and association with NASSS. The Diversity and Conference Climate Committee judges applications for this award.
2. Award Presentation Narrative
 - a) NASSS "Doc" Sailes is an award winning professor at Indiana University. He is widely recognized for his research and advocacy on collegiate sport access and Critical Race Theory. A champion of student-athlete development, Dr. Sailes has led Congressional hearings, and presented to the International Olympic Congress on abuses in college athletics and the value of diversity across sport. A recipient of the 2011 NASSS Distinguished Service Award, "Doc" continues his support of the NASSS community by bestowing resources that annually fund the Graduate Diversity Scholarship.

In recognition of the recommendation made by the Racial Diversity Committee in the fall of 2003, the NASSS Conference Program

Committee implemented a scholarship for a graduate student who is a member of an underrepresented racial or ethnic group. Starting in 2013, the scholarship goes to one Master Degree student and one Doctoral candidate. The purpose of the scholarship is to create a mechanism to identify underrepresented racial and/or ethnic graduate students who are doing research in the area of sport sociology, and to provide a means of supporting their work and association with NASSS. The \$500 award applies toward expenses associated with attendance at the NASSS Conference.

3. Applicants must be members of NASSS. The application process for the scholarship is as follows:
 - a) Graduate students who wish to be considered should prepare a one-page essay, which addresses how they plan to contribute to the field of sociology of sport/physical activity.
 - b) Essays should be submitted along with a faculty recommendation from someone who is familiar with the student's work and aspirations.
 - c) Applications will be reviewed by the NASSS Diversity and Conference Climate Committee. Announcement regarding the selected applicant will be made in September of the award year.
 - d) The selected student must attend the conference to receive the award
 - e) Application Deadline: Applications must be received by August 31 the award year and may be submitted via email to the DCCC Chair.

F. Sociology of Sport Journal Early Career Research Award, Sponsored by Human Kinetics

The Sociology of Sport Journal (SSJ) Annual Early Career Researcher Award was established as part of the December 15, 2013 publication agreement between Human Kinetics (HK) and the North American Society for the Sociology of Sport (NASSS).

The language from the contract that addresses the Award is as follows:

HK will provide a \$1,000 scholarship to be used for registration and travel to the NASSS annual meeting. The SSJ editorial board can review nominations and select a student or early career scholar to receive the award. The award can be noted on the NASSS website, in the annual meeting program, and in SSJ.

1. Award Committee
 - 1 The Editor-in-Chief of SSJ shall serve as the Chair of the SSJ Annual Early Career Researcher Award. The Editor-in-Chief may designate an Associate Editor of SSJ to serve as Chair of the Committee in their place at their

discretion.

- 2 The Chair of the Committee shall designate at least one, and up to two, additional members of the SSJ Editorial Board to serve on the Committee.

2. Award Eligibility

- 1 The SSJ Early Career Researcher Award is given to an early career NASSS member in recognition of significant scholarly contributions to the sociology of sport field.
- 2 The Award is open to all members of NASSS who have received a PhD within the previous seven (7) years of the Award year (i.e., for 2015, an individual would have had to receive their PhD between 2008 and 2015).
- 3 An individual shall be considered for the Award if he or she meets the eligibility standard enumerated in 2.1, and the Chair receives the following documentation by the established award deadline:
- 4 A letter of nomination from a member of NASSS outlining the nominee's accomplishments to date, as well as anticipated future contributions to the field;
- 5 A member of NASSS may only nominate one individual for this Award per year.
- 6 Self-nominations shall not be accepted.
- 7 A copy of the nominee's most recent curriculum vitae;
- 8 Two representative scholarly publications by the nominee.
- 9 Nomination packets shall be submitted to the Chair at an award-specific Gmail account (such as SSJAward2015@gmail.com, SSJAward2016@gmail.com, etc.).
- 10 Members of the Award Committee are ineligible to nominate anyone for the Award during the year/years they serve on the Award committee.

3. Award Evaluation & Process

- 1 Once the Award submission deadline has passed, the Chair shall distribute the nomination packets to the Committee via electronic methods.
- 2 The Chair and Committee shall correspond via any convenient method (e.g., email, Skype, telephone, etc.) to consider the nominations.
- 3 In addition to the nominating letter, the Committee shall consider the following in evaluating Award nominees:
 - 3.1 Publication record and other scholarly contributions to the sociology of sport. For example:
 - scholarly journal articles, books, monographs, research reports, and so forth that demonstrate an impact on the sociology of sport knowledge base;
 - scholarly presentations, invited plenaries, and/or keynote

- addresses at conferences and symposia;
 - public engagement/public sociology (e.g., publishing articles in non-academic venues such as *New York Times*, *Atlantic Monthly*, etc.; *pro bono* work for non-profit agencies, etc.
 - other awards the nominee may have received (including, but not limited to, other NASSS awards, e.g., NASSS Book Award, SSJ Article Award, Barbara Brown Student Paper Award, etc.).
- 4 Up to one (1) winner may be chosen each year, until such time as a new HK SSJ agreement supersedes the current one.
 - 5 The Chair shall be responsible for informing all parties (i.e., HK, NASSS, etc.) of the results of the Award.
4. Award Timeline
- 1 In Spring of the Award year, the Chair shall circulate a Call for Nominees via the NASSS listserv.
 - 4.1.1 The date of the announcement shall be March 1 of the Award year.
 - 2 The deadline for nominations to be received by the Chair shall be April 15 of the Award year.
 - 3 The Committee shall render its decision by May 15 of the Award year.

G. NASSS Research Fellow

I. According to Article VI, Section 8 of Revised NASSS' Bylaws: "At each annual meeting of the Society, the President shall appoint, subject to the confirmation of the Board of Directors, a NASSS Research Fellow Award Committee. The President shall be the chairperson and direct the selection of the committee. The committee will be comprised of, at minimum, the current SSJ Editor, another member of the Board of Directors, the Chair of the Diversity and Conference Climate Committee (or an appointee thereof), and a NASSS Research Fellow. This committee shall review all NASSS Research Fellow applications submitted prior to the deadline set and communicated by the Chair. The name(s) of the Fellow(s) will be announced at the Annual meeting of the membership."

The North American Society for the Sociology of Sport Research Fellow designation recognizes scholars who, through active and sustained dissemination of high quality research, have provided a significant contribution to the sociology of sport. The NASSS Research Fellow designation is intended to serve three purposes. First, the NASSS Research Fellow recognition acknowledges the contributions of leading scholars within the North American Society for the Sociology of Sport (and namely those actively publishing with the NASSS's flagship journal, the *Sociology of Sport Journal*). Second, the recognition is intended to recognize Fellows' standing within their chosen academic discipline, particularly to communicate to home academic institutions each Fellow's achievements within the field of the sociology of sport. Third, the NASSS Research Fellow recognition is meant to encourage and recognize high standards of research and other forms of scholarship among the NASSS community of scholars.

II. Description of Procedures: The procedures follow those of other NASSS award committees and include: A.) committee formation; B.) eligibility; C.) review process; D.) selection of Fellows; and E.) wrap up.

A.) Committee Formation

1) The NASSS Research Fellow Selection Committee consists of, at minimum, five members: 1) the current NASSS President, 2) the current SSJ Editor, 3) another member of the Board of Directors; 4) the Chair of the DCCC; and 5) a NASSS Research Fellow.

2) In selecting the Board Member and NASSS Research Fellow committee members, the Chair should endeavor to demonstrate diversity of membership in terms of such factors as: subject of expertise, methodological approach, discipline, nationality, race/ethnicity, ability, and gender.

3) The Chair is responsible for soliciting members for the committee and for finding replacements for committee members who resign over the course of the year prior to the NASSS conference in which the award will be presented.

B.) Eligibility

1) North American Society for the Sociology of Sport members wishing to gain Research Fellow status must have a continuous and high quality record of scholarship.

2) Special consideration will be given to senior and emeritus scholars whose contributions to the field meet the eligibility criteria, but only when date of recent publications and presentations is not considered.

3) The minimum criteria that must be met include (both A and B):

a.) *Publications*: All NASSS Research Fellows must have at least 20 research outputs, including no less than 10 published (or in-press) refereed journal articles. Additional research outputs might include (but are not limited to): books and book chapters published by scholarly presses, federal or foundation grants which the applicant served as (co-)principal investigator; public sociology activities (such as editorials or articles in (inter)nationally-circulated magazines or (inter)national digital media), community-based research and activism, and service-oriented research activities. Five of the total refereed journal articles must be within the last six years (see special consideration in II.B.2.). Three of the total refereed journal articles should be published in, or accepted for publication in, the *Sociology of Sport Journal*. Each NASSS Research Fellow should be first or solo author on at least five of the refereed journal articles, including at least one refereed publication in the *Sociology of Sport Journal*.

b.) *Presentations*: All NASSS Fellows must have 20 refereed conference

presentations. Four of the total presentations must be within the last six years; six of the total presentations must be presentations delivered at the annual proceedings of the North American Society for the Sociology of Sport.

4) Members seeking selection as a NASSS Research Fellow must submit qualifications (listing of minimum criteria) in PDF format to the NASSS Research Fellows Selection Committee by the published deadline. All members seeking Fellowship status must be active members of NASSS (dues for the year having been paid) upon submission. All questions should be addressed to NASSS Research Fellows Selection Chair. Each packet must include:

a.) A cover page listing the candidate's name, rank and/or title, institutional affiliation, research areas/interests, address, phone and fax numbers, and e-mail address.

b.) An up-to-date curriculum vitae that includes a list of candidate's publications and presentations;

c.) A statement of explanation which describes the author's perceived impact of all scholarly outputs that satisfy the criteria listed in "II.B.3.a" as listed above. This would include a summative description of the qualifying journals articles, books, and book chapters, as well as all 'non-traditional' forms of scholarship such as editorials or articles in (inter)nationally-circulated magazines or (inter)national digital media, community-based research and activism, and service-oriented research activities. The author must explain how each non-traditional research activity is distinct from others and should be considered by the committee in meeting the total number of research outputs.

C.) Review Process

1) All applications for NASSS Fellows will be reviewed by the NASSS Research Fellow Selection Committee. Members qualify for NASSS Research Fellow distinction upon attaining a certain scholarly record (see minimum criteria, above). The Fellows Selection Committee will rely on a) the candidate's statement of explanation in concert with b) the spirit of the Fellows criteria above in order to evaluate any non-traditional items.

2) Members who qualify are designated as NASSS Fellows upon the NASSS Research Fellows Award Selection's authentication of the candidates' academic record.

3) The chair must report the name(s) of all NASSS Research Fellows to the NASSS Board of Directors no later than the preconference Board meeting at the annual NASSS conference. In addition, the chair will need to report the name(s) of the winner(s) to the Secretary (at least four weeks prior to the NASSS Conference),

who orders the plaque or awards to be given out at the Business Meeting.

D.) Making the Award

1) The Fellow(s) will be announced each year at the annual NASSS Conference (although it is possible there may not be any eligible Fellows in a given year). The announcement of the winner usually takes place at the Business Meeting.

2) The award consists of a plaque or certificate to be discussed and finalized each year by the NASSS Board.

E.) Wrap up

These guidelines are to be kept by the Selection Committee Chair in a separate folder to be passed down each year to the next Chair; guidelines are to be included and updated in the "Policies and Procedures" Manual.

IV. Elections (Nominations) Committee

The procedures for the NASSS Nominations Committee are defined in the NASSS Bylaws, Article IV, Section 4:

- "Elections shall be conducted in the following manner: Each January the Elections Committee shall canvass the membership and the Board of Directors for nomination suggestions and shall then prepare, after having secured the permission of each nominee, a slate of nomination for the election of officers. The slate shall contain at least two candidates for each office."
- "The Elections Committee Chairperson shall forward this slate to the Treasurer, who will electronically mail to each member no later than March 1 an invitation to vote that will include the slate of candidates, instructions for voting, and a link to an electronic ballot. The slate shall include, but not be limited to: (a) a list of candidates for each office, (b) a brief statement by each candidate expressing their qualifications for the office, (c) a summary of their publications, (d) a report on their other professional activities, and (e) a brief statement on their desired vision for NASSS. The ballot may also include other pertinent information on candidates and offices, as long as the additions are the same for each candidate for each office."
- "The ballots must be completed no later than April 1. The nominees receiving the majority of the votes will be elected, provided that ballots are returned by twenty percent (20%) of the Active Members."
- "In the case of a tie, ballots for a run-off election shall be electronically mailed out to the membership no later than May 1 and must be completed no later than June 1. The Elections Committee Chairperson shall count the votes, certify the elections results to the Board of Directors, and report the elections

results to the members. In keeping with the Bylaws, Officers shall hold office until their successors have been duly elected and until their terms of office shall have begun as herein provided."

V. Finance Committee

According to Article VI, Section 3 of Revised NASSS Bylaws: " At each annual meeting of the Society, the President shall appoint, subject to the confirmation of the Board of Directors, a Finance Committee. The Treasurer shall be the chairperson and select their committee members. This three-person committee shall aid in the construction of a proposed budget in co-operation with the Treasurer, evaluate all existing fiscal policies of the Society, recommend changes to the Board of Directors, and appoint an auditor and report the results to the Board of Directors."

VI. Conference Program Committee

According to Article VI, Section 4 of Revised NASSS Bylaws: "At each annual meeting of the Society, the Board of Directors shall appoint a Conference Program Committee. The President-Elect shall be the chairperson, and select their committee members. This committee is responsible for organization of the next NASSS conference program."

NASSS Program Planning Timeline:

Nov: Finalize membership for Program Committee

Dec/Jan: Set the conference theme

Feb: Program Committee & Chair are actively:

- Generating program session topics
- Approaching individuals about organizing sessions
- Working toward finalizing a list of keynotes to be approached
- Finalizing the general overview for the conference (number of paper sessions, panels, author-meets-critics)

Mar: Call for Papers (CFP) should be finalized and submitted to NASSS listserv for publication. CFP should also be posted on the NASSS website & circulated to various other listservs and websites. Program Committee members should be approached about distributing the call for papers at other conferences wherever possible.

- Apr/May: Submission of Session Proposals
Abstracts should start to come in
- Jul: Deadline for abstracts should be set sometime in July
- Aug: Notification of paper acceptance should be sent to authors sometime in August
- Sep: Publication of preliminary program should be sent to Program Committee early in the month with a turn-around time of mid-September
- Oct: Final program should be complete at least two weeks before the conference (if not sooner depending on the date of the conference and the capabilities with regard to printing at the site location)

VII. Publishers Display

Our policies on "Publishers' Displays" were articulated at the 2002 meeting in San Antonio. They are as follows:

- A) The rates for publishers who wish to be present to exhibit at the NASSS Annual Meeting or to advertise to those who attend are:
 - \$120 for registration;
 - \$230 for dedicated space in the book display area (as many tables as needed);
 - \$100 for a full-page ad (8 1/2" x 11") in the conference program; and
 - \$50 for a flyer placed in each attendee's registration packet.
- B) The price for this entire package is \$500. The display, full-page advertisement and flyer may also be purchased separately, reducing the cost to \$350, \$400, or \$450, depending on the option selected.
- C) At that meeting, Dean Purdy said, "I have had comments from several publishers concerning item #1. They all seem to think that item #2 should include conference registration. I guess at this point I tend to agree. My thoughts are that we eliminate item #1 and charge no registration fee or we increase item #2 (possibly \$250-\$300). Please remember, we are probably only talking about 1-3 publishers EVER attending at one time."
- D) To the best of my knowledge, we took no action on Dean's suggestion.

VIII. Annual Meeting

According to Article II, Section 1 of the NASSS' Revised Bylaws: "Annual meeting of the members shall be held each year for the transaction of such business as may come before the meeting. It shall be the duty of the Board of Directors to select the dates and site of the annual meeting."

Appendix A

Sample Email Contact of Publisher for Nomination of NASSS Book Award

To Whom It May Concern,

The North American Society for the Sociology of Sport (NASSS) is seeking nominations for its annual Book Award. We would be delighted if your press were to enter a book in this competition.

Nominations must be received by June 30th, 2004 and submitted to me via email. The winner will be announced at the Annual Meeting of NASSS in Tucson, Arizona, November 3-7, 2004. The criteria for nominations are as follows:

- Nominated books must be scholarly analyses of a sport-related issue or phenomenon, written from a sociological, anthropological, or related perspective.
- Nominated books must have a printed publication date of the calendar year preceding the year of the award. [For the 2016 award, eligible books are those with a publication date of 2015.]
- Previously nominated books may be re-nominated if published between these dates.
- Edited collections and textbooks are not eligible for the award.
- Books written by authors who are not NASSS members are eligible to be nominated.
- Nominations for the award must be made by a NASSS member.

Should you have any questions, please do not hesitate to contact me.

Yours truly,

Appendix B

Sample Email Nomination for NASSS Book Award

To Whom It May Concern,

It is my pleasure to inform you that _____ has been nominated for the North American Society for the Sociology of Sport Annual Book Award.

The award committee hopes that you will be interested in submitting these books for review. Please find details about the award, along with committee member contact information, attached.

If you have any questions, please do not hesitate to contact me.

I look forward to hearing from you.

Yours truly,

Appendix C
Sample NASSS Book Award Review Sheet

Reviewer name: _____

Title: _____

Author(s): _____

Overall rank: _____

	Poor	Fair	Good	Very Good	Excellent	Comments
Originality						
Significance/contribution						
Methodology						
Theoretical approach						
Readability						

Additional Comments:

Appendix D

Sample SSJ Article Award Evaluation Form

SSJ 2015 Article Award Committee Round One

Thank you for volunteering to serve on the SSJ Article Award Committee. It's my hope that you'll have time between now and mid-August to read, review and rank the articles published in SSJ's four issues of the 2015 volume (total 21 articles).

The criteria for the award are as follows: *significance of topic, theoretical basis, methodology, data analysis, clarity of writing, discussion/interpretation, and its potential to effect change in the scholarship or application of sociological knowledge within physical cultural studies*. To evaluate the articles, what I propose is that for each issue we rank the articles from 1-5 based on the preceding criteria with 1 being the best. In addition, please write a few comments, based on these criteria, for your two top-ranked articles in each issue (please add rankings and comments on this document below). This will help us in making our final decision and provide commentary about the award-winning article.

I have placed the articles on Dropbox (Dropbox.com) for easy access. Please do your best to submit (via email to lisa.mcdermott@ualberta.ca) your evaluations no later than **August 22, 2016**. Also save your file with your name included. I'll then construct a shortlist based on our rankings, which will be comprised of the top article from each issue, as well as those ranked quite close to the top of their respective issues. I'll then distribute this document back to the committee at which point we'll then review our notes and make a collective decision on the shortlist and rank them in order.

If you have comments, questions or suggestions about this process, please send them my way at your earliest convenience.

Please declare any conflicts of interest that you may have in ranking any of the articles. With this being such a small field, we'll know most if not all of the authors below. Please use your discretion. Many thanks for your service, time and efforts to help meet the proposed deadlines.

Until then,

Lisa

Lisa McDermott
Faculty of PE & Recreation
University of Alberta
lisa.mcdermott@ualberta.ca

Please rank with 1 being the 'best'. Enter your ranking in the [] space below.

Volume 32(1)

- Melanie Lang: *Touchy subject: A Foucauldian analysis of coaches' perceptions of adult-child touch in youth swimming*, pp. 4-21.
- []

- Katie Esmonde, Cheryl Cooky & David Andrews: *"It's supposed to be about the love of the game, not the love of Aaron Rodgers' eyes": Challenging the exclusions of women sports fans*, pp. 22-48.
- []

- Iain Lindsey & Jimmy O'Gorman: *Not just playing the game: Possibilities of empowerment through an alternative type of engagement with sport in international development*, pp. 49-67.
- []

- Jennifer Fisette: *The marathon journey of my body-self and performing identity*, pp. 68-88.
- []

- Hamish Crocket: *Foucault, flying discs and calling fouls: Ascetic practices of the self in ultimate Frisbee*, pp. 89-105.
- []

Appendix E

Sample Award Templates

SSJ Article Award

North American Society
for the
Sociology of Sport
presents its
Sociology of Sport Journal Outstanding Article Award
to

Jonathon Magee, Ramon Spaaij and Ruth Jeanes

for the article
“‘It’s recovery United for me’
Promises and pitfalls of football as part of mental health recovery”

2016 Tampa Bay, FL

Barbara Brown Doctoral Paper Award

North American Society
for the
Sociology of Sport
presents its
Barbara Brown Student Paper Award
to

Madeleine Pape

for the Doctoral student essay
“The fairest of them all: The science of sex
difference in the Court of Arbitration for Sport”

2016 Tampa Bay, FL

Appendix F

Award Narrative Templates

GARY SAILES GRADUATE DIVERSITY SCHOLARSHIP AWARD (One Master's and One PhD)

Gary "Doc" Sailes is an award winning professor at Indiana University. He is widely recognized for his research and advocacy on collegiate sport access and Critical Race Theory. A champion of student-athlete development, Dr. Sailes has led Congressional hearings, and presented to the International Olympic Congress on abuses in college athletics and the value of diversity across sport. A recipient of the 2011 NASSS Distinguished Service Award, "Doc" continues his support of the NASSS community by bestowing resources that annually fund the Graduate Diversity Scholarship.

In recognition of the recommendation made by the Racial Diversity Committee in the fall of 2003, the NASSS Conference Program Committee implemented a scholarship for a graduate student who is a member of an underrepresented racial or ethnic group. Starting in 2013, the scholarship goes to one Master Degree student and one Doctoral candidate. The purpose of the scholarship is to create a mechanism to identify underrepresented racial and/or ethnic graduate students who are doing research in the area of sport sociology, and to provide a means of supporting their work and association with NASSS. The \$500 award applies toward expenses associated with attendance at the NASSS Conference.

Barbara A. Brown Outstanding Student Paper Award **Narrative at the Awards Ceremony**

This award, named in honor of the late Barbara Brown beginning in 1991, is granted to the best student-authored, non-published paper submitted for consideration. Barbara A. Brown was a professor of sport sociology at the University of Western Ontario from 1983 until 1990, when she died of cancer at the age of forty. Dr. Brown, who was President-Elect of NASSS at the time of her death, was widely recognized for her expertise on women in sport and leisure, her political commitment to extending girls' and women's opportunities for participation in sport, and her contributions to the development of a professional community of sport sociologists. She was also a dedicated mentor and teacher whose invaluable work with students is appropriately memorialized in the naming of this award for her.

Appendix G

Table of Awards

NASSS Awards

Barbara A. Brown Outstanding Student Paper Award

- 2015 **Masters:** Matthew Crockett (San Jose State University)
A Spatial Ethnography of the CrossFit Gym
Doctoral: Matthew Hawzen (Florida State University)
Reading Tim Tebow: Sporting Celebrity, Whiteness and the Cultural Politics of Morality in America
- 2014 **Masters:** Bahar Tajrobehkar (York University)
Subverting the ideal? Female bodybuilding competitors' perceptions and negotiations of the competition norms
Doctoral: Bryan Lagae (University of Miami)
African American representation in big-time sports: The case of baseball
- 2013 **Masters:** Anima Adjepong (University of Texas, Austin)
Rethinking sportswomen's un/apologetics: Gender, race, and sexuality on and off the rugby pitch
Doctoral: Gavin Weedon (University of British Columbia) *Mud Running: Political Ecology Meets the Sociology of Sport*
- 2012 **Masters:** Shawn Forde (University of British Columbia)
Look at Yourself! A Critical Discourse Analysis of Right to Play's HIV/AIDS Prevention Manual
Doctoral: Jennifer Hardes (University of Alberta)
Toward a sporting common: Spectacle, biopolitical production and multitudinal becomings
- 2011 **Masters:** Letisha Engracia Cardoso Brown (University of Texas at Austin)
The Spectacle of Blackness: Race, Representations and the Black Body
Doctoral: Mark Norman (University of Toronto)
The Consumption and Production of Hockey Day in Canada on Twitter: Cultural Citizenship, Collective Discussion, and the Implications of New Media Communication
- 2010 **Masters:** Brittney Boliba (California State University, East Bay)

- Accessibility of an Action Sport: Examining Social Inclusion/Exclusion in Kiteboarding*
Doctoral: Koji Kobayashi (University of Otago)
Corporate Nationalism and Glocalization of Nike Advertising in Asia
- 2009 Sean Smith (European Graduate School of Media and Communications)
From Panoptic to Panhaptic? High Performance Running and the Societies of Control
- 2008 **Masters:** Lindsey Pilver (University of Massachusetts-Amherst)
"I am Naturally Competitive, but I am O.K. with Being in the Middle." Identity Negotiation and the Conflicting Discourses of Female College Athletes
Doctoral: Michael Friedman (University of Maryland)
"The Transparency of Democracy": Spectacle and Symbolism in the Design of Washington National Park
- 2007 **Masters:** Jennifer J. Harges (Ohio State University)
More than Merely "Me"?: "Identity Politics" and the Paradigmatic Assumptions of Sport Sociologists
Doctoral: Simon C. Darnell (University of Toronto)
Post-hegemony? Investigating the Utility of Sport within International Development
- 2006 Barbara Ravel (University de Montreal)
"I Play Hockey and I'm Gay But Don't Call me Butch!": Discursive Constructions of Gender and Sexuality in Quebec Women's Sport
- 2005 Holly Thorpe (University of Waikato)
Beyond 'Decorative Sociology': Contextualizing Female Surf, Skate and Snow Boarding
- 2004 Jamie Schultz (University of Iowa)
"Staff of Which Legends are Made": Jack Trice Stadium and the Politics of Memory
- 2003 Benita Heiskanen (University of Texas)
Boxing Womanhood: Spatio-Bodily Dialogue in Texas
- 2002 Parissa Safai (University of Toronto)
Healing the Body in the 'Culture of Risk': Examining the Negotiation of Treatment between Medicine Clinicians and Injured Athletes in Canadian Intercollegiate Sport
- 2001 Joanne Kay (University de Montreal)
The Corporate Habitus in Adventure Racing
- 2000 Christine Provvidenza (University of Toronto)
A Feminist Discourse Analysis of "Heart Smart Women: Your Guide to Your Health"

- 1999 Jay Scherer (University of Windsor)
Globalization and the Construction of Local Particularities: A Case Study of the Winnipeg Jets
- 1998 Theresa Walton (University of Iowa)
Steve Prefontaine: From Rebel with a Cause to Bourgeois Hero
- 1997 Michael Atkinson (University of Calgary)
Controlling the (FAN)Fare: The Role of Ticket Scalpers in Determining Access to Sporting Events
- 1996 Brian Wilson (McMaster University)
The Black Athlete in Canada: Race, Representation and the Toronto Raptors
- 1995 Shari Dworkin (University of Southern California)
A Woman's Place is in the ... Cardiovascular Room?: Gender Relations, the Body and the Gym
- 1994 Faye Linda Wachs (University of Southern California)
A Structural Analysis of College Basketball: The Negotiation of Capital
- 1993 Jennifer Joslin (University of Iowa)
Out of the Vacuum, Onto the Playing Field: Hoover-Bali and the Resurrection of an American President
- 1992 Samantha King (Queen's University)
The Politics of the Body and the Body Politic: Magic Johnson and the Ideology of AIDS
- 1991 David Andrews (University of Illinois)
All Consumed Bodies: Baudrillard, Hyperreality and the Cybematic Construction of Michael Jordan
- 1990 Lisa McDermott (Queen's University)
Towards an Integrative Critique of Modern Sport
- 1989 Laurel Davis (University of Iowa)
Racism and the Articulation of Differences: White Athletes
- 1982 Cathy Bray (University of Alberta)
Gender and Political Economy of Canadian Sport
- 1981 Jacqueline Gillis (University of North Carolina-Greensboro)
American Civil Religion and Sport

Distinguished Service Award

- 2015 Mary Jo Kane (University of Minnesota)
- 2014 R. Vivian Acosta (Brooklyn College) and Linda Jean Carpenter (Brooklyn College)
- 2013 Nancy Spencer (Bowling Green State University)
- 2012 Merrill Melnick (SUNY Brookport)
Peter Donnelly (University of Toronto)
- 2011 Don Sabo (D'Youville College)
Gary Sailes (Indiana University)
- 2010 Joseph Maguire (Loughborough University)
- 2009 Susan Birrell (University of Iowa)
Harry Edwards (University of California, Berkeley)
- 2008 Jennifer Hargreaves (Universities of Surrey and Brighton, UK)
Richard Lapchick (University of Central Florida)
- 2007 Mike Malec (Boston College)
Michael Messner (University of Southern California)
- 2006 Vicky Paraschak (University of Windsor)
- 2005 Nancy Theberge (University of Waterloo)
- 2004 Jim Frey (University of Nevada - Las Vegas)
- 2003 John Loy (Universities of Illinois and Otago)
- 2002 Andrew Yiannakis (University of Connecticut)
Susan Greendorfer (University of Illinois at Urbana-Champaign)
- 2001 George Sage (University of Northern Colorado)
D. Stanley Eitzen (Colorado State University)
- 1996 Jay Coakley (University of Colorado - Colorado Springs)
Gunther Lueschen (University of Alabama)
Lee Vander Velden (University of Maryland)
- 1993 Gerald Kenyon (Universities of Wisconsin and Waterloo)

Outstanding Book Award

- 2015 Alan Klein (Northeastern University)
Dominican Baseball: New Pride, Old Prejudice
- 2014 Jeffrey Montez de Oca (University of Colorado, Colorado Springs)
Discipline and Indulgence: College Football, Media, and the American Way of Life During the Cold War
- 2013 Katie Fitzpatrick (University of Auckland)
Critical Pedagogy, Physical Education and Urban Schooling
- 2012 Joshua I. Newman and Michael Giardina (Florida State University)
Sport, spectacle, and NASCAR nation: Consumption and the cultural politics of neoliberalism
- 2011 Emily Chivers Yochim (Allegheny College)
Skate Life: Re-Imagining White Masculinity
- 2010 Shari L. Dworkin (UCSF) and Faye Linda Wachs (Cal Poly Pomona)
Body Panic: Gender, Health and the Selling of Fitness
- 2009 Thomas F. Carter (University of Brighton)
The Quality of Home Runs
- 2008 Earl Smith (Wake Forest University)
Race, Sport and the American Dream
- 2007 Pirkko Markula (University of Alberta) and Richard Pringle (University of Waikato)
Foucault, Sport and Exercise: Power Knowledge and Transforming the Self
- 2006 Michael D. Giardina (University of Illinois at Urbana-Champaign)
Sporting Pedagogies: Performing Culture & Identity in the Global Arena
- 2005 Sherri Grasmuck (Temple University)
Protecting Home: Class, Race, and Masculinity in Boys' Baseball
- 2004 Michael Messner (University of Southern California)
Taking the Field- Women, Men and Sport
- 2003 Dan Nathan (Skidmore College)
Saying It's So: A Cultural History of the Black Sox Scandal

- 2002 Michael Robidoux (University of Ottawa)
Men at Play: A Working Understanding of Professional Hockey
- 2001 Nancy Theberge (University of Waterloo)
Higher Goals: Women's Ice Hockey and the Politics of Gender
- 2000 Varda Burstyn (Independent writer)
The Rites of Men: Manhood, Politics, and the Culture of Sport
- 1999 Eric Dunning (University of Leicester)
Sport Matters: Sociological Studies of Sport, Violence, and Civilization
- 1998 John Sugden (University of Brighton)
Boxing and Society: An International Analysis
- 1997 Alan Klein (Northeastern University)
Baseball on the Border
- 1996 Jennifer Hargreaves (University of Surrey Roehampton)
Sporting Females: Critical Issues in the History and Sociology of Women's Sports
- 1995 Todd Crosset (University of Massachusetts)
Outsiders in the Clubhouse: Class and Gender on the Women's Professional Golf Tour
- 1993 Michael Messner (University of Southern California)
Power at Play: Sport and the Problems of Masculinity

Outstanding SSJ Article Award

- 2015 Samantha King, Scott Carey, Naila Jinnah, Rob Millington, Andrea Phillipson, Carolyn Prouse, & Matthew Ventresca (Queens University)
When is a Drug Not a Drug? Troubling Silences and Unsettling Painkillers in the National Football League
- 2014 Kyoung-Yim Kim (Boston College)
Translation With Abusive Fidelity: Methodological Issues in Translating Media Texts About Korean LPGA Players
- 2013 Koji Kobayashi (University of Otago)
Corporate Nationalism and Globalization of Nike Advertising in Asia: Production and Representation Practices of Cultural Intermediaries

- 2012 Michael A. Messner (University of Southern California)
Gender Ideologies, Youth Sports and the Production of Soft Essentialism
- 2011 Ryan King-White (Towson University)
Danny Almonte: Discursive Construction(s) of (Im)migrant Citizenship in Neoliberal America
- 2010 Thomas Patrick Oates (Penn State University)
New Media and the Repackaging of NFL Fandom
- 2009 Samantha King (Queen's University)
What's Queer About (Queer) Sport Sociology Now?
- 2008 Lisa McDermott (University of Alberta)
A Governmental Analysis of Children "at Risk" in a World of Physical Inactivity and Obesity Epidemics
- 2007 Laura Frances Chase (California State Polytechnic University, Pomona)
(Un)Disciplined Bodies: A Foucauldian Analysis of Women's Rugby
- 2006 Cynthia Fabrizio Pelak (University of Memphis)
Athletes as Agents of Change: An Examination of Shifting Race Relations Within Women's Netball in Post-Apartheid South Africa
- 2005 Jay Scherer (University of Alberta) and Steven J. Jackson (University of Otago)
From Corporate Welfare to National Interest: Newspaper Analysis of the Public Subsidization of NHL Hockey Debate in Canada
- 2004 Ted Butryn (San Jose State University)
Posthuman Podiums: Cyborg Narratives of Elite Track and Field Athletes
- 2003 Joanne Kay and Suzanne Laberge (University de Montreal)
Mapping the Field of "AR": Adventure Racing and Bourdieu's Concept of Field
- 2002 Michael Silk (University of Maryland)
Together We're One? The Place of the Nation in Media Representations of the 1998 Kuala Lumpur Commonwealth Games
- 2001 Alan G. Ingham, Bryan J. Blissmer, and Kristen Wells Davidson (Miami University)
The Expendable Prolympic Self. Going Beyond the Boundaries of the Sociology of Sport
- 1999 Heather Sykes (University of Wisconsin)
Turning the Closets Inside/Out: Towards a Queer-Feminist Theory in Women's Physical

Education

- 1997 Margaret MacNeill (University of Toronto)
Network: Producing Olympic Ice Hockey for a National Television Audience
- 1995 Naomi Fejgin (Wingate Institute)
Participation in High School Competitive Sports: A Subversion of School Mission or Contribution to Academic Goals?
- 1993 Tim Curry (Ohio State University)
Fraternal Bonding in the Locker Room: A Profeminist Analysis of Talk About Competition and Women

Gary Sailes Graduate Diversity Scholarship Award

- 2015 **Masters:** Alexander Deeb (Western Illinois University)
Doctoral: Bahar Tajrobehkar (University of Toronto)
- 2014 **Masters:** Caroline Piquette (Laurentian University)
Doctoral: Ember Skye W. Kanelee (University of Massachusetts Amherst)
- 2013 **Masters:** Bahar Tajrobehkar (York University)
Doctoral: Satoko Itani (University of Toronto)
- 2012 Chelsea Johnson (University of Southern California)
- 2011 Albert Y. Bimper, Jr. (University of Texas)
- 2010 Nikolas Dickerson (University of Iowa)
- 2009 Jasmine Hamilton (Louisiana State University)
- 2008 Kyoung-Yim Kim (University of Toronto)
- 2007 Rachel Sarabia (University of California, Santa Barbara)
- 2006 Nicola Potopsighn (Queen's University)
- 2005 Bryan Bracey (University of Maryland)

SSJ Early Researcher Award

- 2015 Holly Thorpe (University of Waikaito)

Appendix H Conference Documents for President-Elect

Conference Advertising and Exhibits

NASSS Annual Conference

**Eldorado Hotel and Spa
Sante Fe, New Mexico, USA, November 4-7, 2015**

Thank you for your interest in advertising and exhibiting at the Annual Conference of the North American Society for the Sociology of Sport to be held November 4-7 at the **Eldorado Hotel and Spa, Sante Fe, New Mexico.**

The NASSS Annual Conference is an ideal venue for publishers and college and university programs to promote their products and services to North America's largest annual gathering of sport sociologists. **In 2014, NASSS drew more than 300 attendees from over a dozen countries when the conference was hosted in Portland, Oregon.** Our conference routinely hosts more than 275 attendees. In addition to sport sociologists, NASSS attracts researchers, teachers, and students from the fields of sport studies, management, history, psychology, cultural studies, sociology and anthropology. The conference is thus an ideal means of promoting **books, journals, films**, and other materials for classroom adoption and library purchase. Advertising in the conference program book is also an ideal way to promote **academic programs, fellowships, grants, and job opportunities.**

The **deadline** for receipt of advertisements and exhibit space reservations is **October 1, 2015.** Reservations are made using the **Advertiser and Exhibitor Reservation Form.** All reservations must be accompanied by full payment in the form of a U.S. dollar check or money order made out to NASSS. Do not hesitate to contact Maureen Smith, the Conference Director, at: **smithmm@csus.edu** if you have any questions.

Advertising in the Program

The NASSS program is distributed as part of the registration fee to conference attendees. The program includes details of conference sessions, maps of the hotel, and announcements about special events. It is a constant resource to NASSS members not only at the annual meeting but also throughout the year. NASSS members peruse the advertising section in the program for current information on publications in their areas of interest, to create shopping lists for the book exhibit, and to identify programs and grants for which they may be eligible.

Advertising Rates (Prices in US dollars)

Back cover, colour: \$500

Back cover, black and white: \$400
Inside front or back cover, black and white: \$250
Full page, black and white: \$150
Half page, black and white: \$100
Quarter page, black and white: \$50

Advertising Specs

The Program size is 8.5" by 11". **Ads should be submitted at size in pdf format.** Under options for the pdf's resolution, the setting should be 300dpi. All pages must have 3mm bleed. Please e-mail the electronic copy of your ad as an attachment to **smithmm@csus.edu**. Contents of advertisements are subject to approval by NASSS.

To reserve advertising space, complete the **Advertiser and Exhibitor Form** and submit it along with your advertisement and full payment by ***October 1, 2015***

Please contact Theresa Walton-Fisette at twalton1@kent.edu to reserve your space in the NASSS 2015 Program.

Exhibiting at NASSS

The **NASSS Book Exhibit** is a central attraction of the Annual Conference, where publishers and other exhibitors have direct contact with over **300 conference attendees**. Their names will be listed in the program and on the website. The exhibit space will be open for **two full days**, offering ample opportunity to meet with authors to discuss current and future book projects and to speak with conference attendees about how your company's materials may be best used for teaching and research.

Exhibit Hours

Thursday, November 4, 2015:	8:00 a.m. to 5:45 p.m.
Friday, November 5, 2015:	8:00 a.m. to 5:45 p.m.

Set up/Breakdown (subject to modification)

Set up: Thursday, November 6, 2014: 7:00 a.m. to 8:00 a.m.
Breakdown: Books on display at NASSS are usually raffled off to members following Friday's business meeting. Exhibitors who do not wish to donate their books must remove them by 5:00 p.m. on Friday November 5, 2015.

Equipment included in rental fee

- One draped 6' x 30" table and two chairs.
- A carpeted exhibit hall.

This is currently a tabletop exhibit and so exhibitors should plan to bring their own signage.

Prices

The rental fee of \$300.00 includes one draped table and two chairs, one complimentary registration, and a discount of 50% on a second table rental. *Please note that there is a reduced registration fee of \$50 per additional exhibitor.

In order to reserve exhibit space, complete the **Advertiser and Exhibitor Reservation Form** and submit along with full payment by ***October 1, 2015***. Exhibit table location will be determined by the order in which complete reservations, including payment, are received.

Please note that NASSS does not charge publishers for displays of less than five books. A section of the exhibit hall is reserved for displays of books from multiple publishers.

Book Shipping

Please contact Maureen Smith for book shipping instructions at smithmm@csus.edu

Exhibitor Accommodations

NASSS is pleased to announce that the Eldorado Hotel and Spa in Sante Fe has extended to the NASSS conference the exceptional rate of \$149.00 (US) per night, not including taxes. A link to the conference hotel can be located on the NASSS conference website – or email smithmm@csus.edu

Call for Sessions for Annual Conference

**North American Society for the Sociology of Sport
La Sociedad Norteamericana para la Sociología del Deporte
Société Nord-Américaine de Sociologie du Sport**

Call for Session Proposals

The 2016 Annual Conference for the North American Society for the Sociology of Sport will be held, November 2 – 5, in Tampa Bay, Florida at the Hilton Tampa Downtown.

The Conference Program Committee would like to invite proposals for session topics.

Conference Theme: Publicly Engaged Sociology of Sport

Inspired by recent momentous cultural events, the conference theme questions and considers the role of sport sociology and sport sociologists in public engagement. In the context of growing economic inequality, we see public money being siphoned into private stadiums within professional sport, corruption within international sporting organizations, and U.S. college coaches being the highest paid employees in state institutions within ‘amateur’ sport. In a time of continued and deadly racial violence, sport remains segregated and stratified in terms of sports, positions, and particularly in terms of positions of power. Even as girls and women demonstrate unflagging interest in sport in all levels and types, they are still recognized primarily for how they look rather than for what they can accomplish. We have witnessed marriage equality for all people in the United States and many places around the world, regardless of sexuality, yet ‘out’ gay male athletes remain rare in the highest levels of sport. We watch technology transform the athletic possibilities of those with a variety of physical impairments, at the same time that access to sport participation remains a barrier. Importantly, as we know, none of these brief examples work in isolation of the others. The clear, and also submerged, intersections offer fruitful examinations in much of the work that we do within our field. As Don Sabo (1995) noted in his NASSS presidential address, “Sport sociologists from the political left to the political right are embroiled by the politics of knowledge construction, and our myriad identities as theorists and researchers bring us closer to, or push us further from, the concerns and needs of community” (p. 248). Thus, what is our role beyond the study of sport? Who should be responsible for public engagement? How do we do it?

While much of our work becomes public through publication or presentation, how accessible is our work, both in terms of the language we use and where our work appears? How civically and politically engaged are we in our various publics? How much does our work inform public policies? Are our voices being heard through the media outlets from which most people gain their information? What are our moral obligations? As journalist Dave Zirin (2008) argued, in “Calling Sport Sociology off the Bench,” “The athletic industrial complex keeps throwing pitch after juicy pitch down the middle of the plate. It’s time for sports sociologists to get the bats off their shoulders and begin to shape debates within the sports world.”

In keeping with the conference theme, sessions may highlight examples of successful public engagement or areas where we might more fruitfully expand our reach. Examples of publicly engaged sociology of sport include many different approaches, such as: activism, sport for peace and development, social work, critical coaching, critical pedagogy, centers (e.g. for the sociological study of sport or for influencing public policy), engagement with the media, self authored media (e.g. blogging), and others. Session organizers are welcome to engage the theme in creative and innovative ways. This call will generate session topics for conference participants to choose from during the Call for Abstracts in April. Session organizers for included sessions are responsible for accepting or declining participants to their sessions.

Session Formats

Proposed session topics are **due April 1, 2016**. Please note the following different format options:

- Traditional paper presentation sessions (4 - 5 papers per session). These sessions will be open to submissions of well developed research during the call for paper abstracts.
- Completed paper presentation sessions, whereby the entire session is pre-constituted (4 - 5 already selected papers fitting with the session topic). For these sessions, include the name, institutional affiliation, and title of each presenter along with the session abstract. The individual paper abstracts for these sessions will be due at the same time as other abstracts. These sessions can also include a commentator, who should be listed in the session proposal.
- Panel sessions, with a focused theme to be addressed by a panel of discussants. Session organizers should include the names and institutional affiliations of panel members along with the session abstract.
- Roundtable sessions, which can include less developed, preliminary or exploratory research. These sessions can include 4 - 5 presenters for 5 minute introductions of research, followed by discussion among those presenting and conference attendees who join the roundtable. These sessions can be open for abstract submissions or can be pre-constituted. Pre-constituted sessions should include the names and institutional affiliations of all presenters. Abstracts for pre-constituted sessions will be due at the same time as all other abstracts.

All session proposals must include the name, institutional affiliation, and email address of the session organizer; a title (10 words maximum); and a brief abstract (150 words maximum) that describes the session and ideally how the session fits into the conference theme. Indicate which type of session you are submitting for consideration. For pre-constituted sessions, include the names, titles and institutional affiliations of the presenters in the session.

Submission Process

Submit session proposals online at: <http://www.nasss.org/2016-call-for-sessions/> by **April 1, 2016**.

Questions

Direct any questions to the Conference Committee Chair, Theresa Walton-Fisette at NASSS2016@kent.edu

Timeline

Session organizers will be notified of the acceptance of their proposed session on or before April 15, 2016. The Call for Abstracts will be released on April 15, 2016. Deadline for submission of individual Paper Abstracts is June 30, 2016. Session organizers will notify authors of abstract acceptance and submit their completed sessions (4-5 papers/presentations) no later than July 15, 2016. Final completed session submission is due July 15, 2015.

Tampa Bay +1 Initiative

In partnership with the Diversity and Conference Climate Committee Chair, Dr. Algerian Hart, the 2016 Conference Committee is pleased to continue the “+1” initiative. The goal of this initiative is to expand the audience for the NASSS conference to include those who have never attended the NASSS conference or who have not attended for some time. NASSS members are encouraged to invite a +1; this can be a colleague, student, peer, or friend who has never been to NASSS and to invite them to register and participate in the conference. As you are considering organizing a session and/or submitting an abstract, we encourage you to bring to your +1 to Tampa Bay!

Share the Call

Feel free to distribute this Call for Sessions and the coming Call for Abstracts with your colleagues, other academic networks, organizations and listservs.

Call for Abstracts for Annual Conference

**North American Society of the Sociology of Sport
La Sociedad Norteamericana para la Sociología del Deporte
Société Nord-Américaine de Sociologie du Sport**

**Annual Conference, November 2 – 5, 2016
Hilton Tampa Downtown, Tampa Bay, Florida**

Publicly Engaged Sociology of Sport

On behalf of the 2016 Conference Committee (Beth Cavalier, Amanda Curtis, Algerian Hart, Brian Gearity, Matthew Hawzen, David Karen, Joshua Newman, Dale Sheptak, Maureen Smith, and Nancy Spencer), it is my pleasure to distribute the Call for Abstracts, which you can also find on the NASSS website: <http://www.nasss.org/conference/2016-conference/call-for-abstracts/>. I am confident that you will agree the organizers have developed creative, thought-provoking, and timely sessions. As the conference organizer, I look forward to an engaging and meaningful conference. I appreciate all the session organizers who offered their time to create sessions. Thank you!

Please review the session descriptions on the NASSS website: <http://www.nasss.org/wp-content/uploads/2016/04/NASSS-2016-CFA.pdf>. Abstract authors are strongly encouraged to submit to one of the organized sessions. However, for authors who do not see their paper fitting in with one of the organized sessions, there is also the option to submit to an “open” session – for paper presentations or roundtables. Authors submitting to an “open” session are asked to indicate if they are willing to serve as an organizer and/or moderator of a session. The conference organizer and committee will do their best to ensure abstracts find an appropriate home.

Due to time, space, and scheduling constraints, we ask that authors submit *only* one abstract as first author. Authors who wish to submit more than one abstract may do so provided they are not the first author on subsequent abstract submission(s). Abstract authors submitting to multiple sessions (and organizers of multiple sessions) should be prepared well in advance of the conference to have a collaborator or colleague present or moderate should there be a scheduling conflict.

In addition, the conference organizer will not be able to accommodate specific requests or preferences regarding time or date of a session or paper. As such, session organizers, moderators, and presenters/ authors are expected to be available for the duration of the time when conference sessions are scheduled. Sessions begin in the morning on

Thursday, November 3 (typically around 8 am) and end in the afternoon on Saturday, November 5 (typically around 5 pm). There will always be someone who is first, and someone who is last. Your understanding regarding the tremendous work that is involved in organizing the conference is much appreciated by the conference organizer and committee! All considerations will be made to schedule sessions in accordance with the topics of each session, so sessions do not compete with each other for those with similar academic interests. However, due to limited time and space, this sometimes may occur.

Timeline: Deadline for submission of abstracts to session organizers is **June 30, 2016**. Session organizers will notify authors of abstract acceptance by July 15, 2016. Session organizers will submit completed sessions (4 – 5 papers each) to the conference organizer, Theresa Walton-Fisette at NASSS2016@kent.edu, by July 15, 2016.

Format: Abstracts should include the name, institutional affiliation, and email address of the author/s; a title (no more than 10 words); and a brief abstract (200 words maximum) that describes the presentation and ideally how the session fits into the conference theme. Please submit abstracts to the appropriate session organizer via the online submission system (do not send abstracts directly to session organizers via email). For a list of session descriptions, go to: <http://www.nasss.org/wp-content/uploads/2016/04/NASSS-2016-CFA.pdf>. To submit your abstract please do so via the online system at <http://www.nasss.org/conference/2016-conference/call-for-abstracts/>. For open session abstract submissions, please submit abstracts to the Conference Committee Chair via the “OPEN” session options (last session listed in the drop down menu).

Tampa Bay +1: In partnership with the Diversity and Conference Climate Committee Chair, Dr. Algerian Hart, the 2016 Conference Committee is pleased to announce the continuation of the +1 program in Tampa Bay. The goal of this initiative is to expand the audience for the NASSS conference and to our community of scholars to those who have never attended the NASSS conference or who have not attended for some time. Members are encouraged to contact or bring a +1; this can be a colleague, student, peer, or friend who has never attended a NASSS conference. Invite your +1 to participate/submit/present at the conference. As you are considering submitting an abstract, we encourage you to distribute the announcements and Call for Abstracts to your networks, and send an invitation to submit an abstract to your +1.

NASSS Sites and Themes (1980-2016)

Year	Site	Theme
1980	Denver, CO	(No Theme)
1981	Ft. Worth, TX	Social Theory and the Future of Sport Sociology
1982	Toronto, Ontario	The Sociological Imagination: Issues in American and Canadian Sport
1983	St. Louis, MO	Sport and Social Institutions
1984	No Information	
1985	Boston, MA	Sport and Social Change
1986	Las Vegas, NV	National and International Sociological Perspectives on Sport
1987	Edmonton, Alberta	Sport and Social Deviance
1988	Cincinnati, OH	Sport in the Social Context
1989	Washington, D.C.	Exploring New Directions for Sport Sociology and Philosophy
1990	Denver, CO	Reflections and Projections
1991	Milwaukee, WI	The Body and Sport as Contested Terrain
1992	Toledo, OH	Sub/Versions: Rethinking Resistance/Re-making Sport
1993	Ottawa, Ontario	Political Economy of Sport
1994	Savannah, GA	Overcoming Inequalities in Sport
1995	Sacramento, CA	Cultural Diversity and the Sport Experience
1996	Birmingham, AL	Civil Rights/Human Rights: Intersections of Difference
1997	Toronto, Ontario	Border Crossings: Sports, Bodies, and the Third Millennium
1998	Las Vegas, NV	Ways of Seeing: Evaluating Sport Sociology
1999	Cleveland, OH	Sociology of Sport at the Millennium: Making a Difference
2000	Colorado Springs, CO	Sport and Social Justice: What have we learned? What shall we do/teach?
2001	San Antonio, TX	Marginality, Power, and Sport
2002	Indianapolis, IN	Sports Organizations: Their Role in Social and Economic Development
2003	Montréal, Québec	Sport and Human Rights
2004	Tucson, AZ	Interdisciplinary Dialogues
2005	Winston-Salem, NC	Sport/Empires/Globalization

2006	Vancouver, British Columbia	Reimagining Community/Re-envisioning Sport
2007	Pittsburgh, PA	Beyond Other Boundaries: Sport Within/Against/Across Borders
2008	Denver, CO	Sport and Peace/Social (In)Justice
2009	Ottawa, Ontario	Sport and Bodily Culture in Hard Times
2010	San Diego, CA	Producing Knowledge, Producing Bodies: Cross-Currents in Sociologies of Sport and Physical Culture
2011	Minneapolis, MN	Revolutionizing Sporting Bodies: Technologies in Practice
2012	New Orleans, LA	Sport in Place
2013	Quebec City, Québec	Constructs of Globalization and Cultural Competencies: Navigating a Changing Global Economy
2014	Portland, OR	The Sporting Arena: Academics, Activists and Activism[s]
2015	Santa Fe, NM	Sport at/ on the Borderlands: Translations, Transitions, and Transgressions
2016	Tampa Bay, Florida	Publicly Engaged Sociology of Sport
2017	Windsor,	

Appendix I

Complimentary Room Policy

NASSS Conference Site Committee Complimentary Room Policy Revised: October 27, 2016

1. The Conference Director, the President Elect (i.e., Chair of the Conference Program Committee), and the Treasurer are jointly responsible for deciding how to distribute complimentary rooms.
2. When NASSS receives complimentary rooms as part of its contracts with conference hotels, the rooms shall be distributed among members of the board with highest priority accorded to the Conference Director, followed by the President Elect, and the President. An effort will be made to ensure that as many members of the board as possible receive a complimentary room at least once during their term of office.
3. In instances when two people are sharing a position, the complimentary room benefit shall be split evenly between them.
4. If the complimentary room benefit does not cover the entire stay of the person receiving the complimentary room and if the budget of NASSS allows, NASSS will pay for the additional expense of their rooms for the duration of their stays.
5. In the event that the financial status of NASSS, or the conference, is fragile or weak, complimentary rooms may be used for keynote speakers, or exchanged for reimbursements that will be returned to the organization.

Appendix J

NASSS RFP to Convention and Visitors Bureaus in Select Cities

North American Society for the Sociology of Sport Conference Specs and RFP

EVENT

Annual conference of the North American Society for the Sociology of Sport (www.nasss.org).

DATES

November 1-5, 2017

ATTENDEES

Academics, researchers, students, publishing representatives.

DESIRED ROOM RATE

Approximately \$150/night (historical rates 2010 - US\$125; 2011 - US\$129; 2012 - US\$159; rate; 2013 – C\$155; 2014 - US\$154; 2015 - US\$149; 2016 - US\$149).

* Note: Room rate slightly above US\$150/night is manageable if there are other value added items for the membership (free wifi, breakfast, etc.)

KEY CRITERIA

Walkability: No proposals from highway hotels, please. Our members like to be close to downtown or other lively neighborhoods.

PATTERN (Attendance figures in parentheses)

- Wednesday evening: arrival, registration, opening reception (200)
- Thursday: registration, research presentations in 7-9 breakout rooms (average 40 per room), plenary session (300), book exhibit (6-8 6ft. tables in foyer)
- Friday: registration, presentations in 7-9 breakout rooms (average 40 per room), plenary session (300), book exhibit, reception for 300 in evening
- Sat: registration, research presentations in 7-9 breakout rooms (average 40 per room), plenary session (300), book exhibit
- Sunday: Departure

*All plenary and breakout sessions to be organized theatre style.

** There are also early morning board meetings with continental breakfast on Thursday, Friday and Saturday (see food/beverage below)

NUMBER OF ATTENDEES

Between 250-350

MEETING ROOM REQUIREMENTS

Approximately 7-9 breakout rooms for concurrent sessions (theatre style); 2 board rooms; registration and book exhibit area; large banquet hall for keynote speeches (theatre style) and receptions. Expectation is that as a result of committed attendee room block and F&B minimum (both outlined below), meeting space will be offered free of charge (or at very minimal expense).

FOOD AND BEVERAGE

- Wednesday: 1 reception with cash bar and hors d'oeuvres for 150-200 attendees
- Thursday: 1 breakfast (15 people), 2 coffee breaks for 200
- Friday: 2 breakfasts (15 and 50 people), 2 coffee breaks for 200, 1 reception with cash bar and hors d'oeuvres for 200-300
- Saturday: 2 breakfasts (15 and 50 people), 2 coffee breaks for 200

* Food/beverage minimum in the \$20000-\$25000 range

ROOM NIGHTS

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
King	3	5	40	40	40	40	5
Double/Double	0	0	110	110	110	110	0
Total	3	5	150	150	150	150	0

Total Room Nights = 613

HISTORY (last 10 years)

2016 Tampa Bay

2015 Santa Fe

2014 Portland

2013 Quebec City

2012 New Orleans

2011 Minneapolis

2010 San Diego

2009 Ottawa

2008 Denver

2007 Pittsburgh

2006 Vancouver

DECISION PROCESS AND TIMELINE

We would appreciate proposals from interested conference hotels by November 13, 2015. A site visit will be conducted in December, 2015 with the goal of signing a contract by January, 2016. The Conference Site Committee and then the NASSS Executive Board must approve the contract.

Contact: Conference Site Locator, Michelle Helstein, Associate Professor, University of Lethbridge, nasssconference@gmail.com

Appendix K

CFP Barbara Brown Student Paper Award

CALL FOR PAPERS – NASSS Student Members

2016 Barbara Brown Student Paper Award

HISTORY

Barbara A. Brown was a professor of sport sociology at the University of Western Ontario from 1983 until 1990, when she died of cancer at the age of forty. Dr. Brown, who was President-Elect of NASSS at the time of her death, was widely recognized for her expertise on women in sport and leisure, her political commitment to extending girls' and women's opportunities for participation in sport, and her contributions to the development of a professional community of sport sociologists. She was also a dedicated mentor and teacher whose invaluable work with students is appropriately memorialized in the naming of this award for her.

INSTRUCTIONS

- Papers must be sent electronically to the award chairperson.
- Papers *may not exceed* 8,000 words, including notes, tables, and references; the paper should be double-spaced, including references.
- Papers are to be formatted with 1-inch margins and use 12-point font.
- Authors should follow the American Psychological Association (5th edition) guidelines for journal article style throughout the paper, and should include line numbers to facilitate reviewer comments.
- Papers should be free of any reference to the author(s) in order to ensure blind review.
- Authors should include a **separate** cover page with the title of the paper, their full contact information, institutional affiliation, degree program, advisor's name and contact information, and award category for submission (master's or doctoral). They should submit their paper (de-identified of author information) as a separate file for review.

ELIGIBILITY

- Authors **MUST** be members of NASSS at time of submission. Please be *sure* that your membership status is updated and current.
- Papers do not need to be submitted for presentation at the NASSS conference (though most are).
- Authors must be enrolled in a graduate program at the time their paper is submitted.
- Papers that have undergone formal, peer review for publication are not eligible for the contest. Furthermore, papers that are currently under review for publication at the time of submission are not eligible for the contest.
- Papers must represent *student-produced* inquiry only. Limited input from supervisors (e.g., general feedback on structure and content, recommendations for editing) is acceptable, but papers on which supervisors have had substantial

- input (e.g., analysis of data, writing or rewriting of sections of the paper) are not eligible.
- The committee will accept one (1) submission per author.
 - Papers that were previously submitted for consideration and not awarded *may* be resubmitted for consideration, provided the author and paper meet all other criteria.
 - In the event that a co-authored paper is selected as winner, the authors will share the prize.
 - When warranted, the committee will offer up to two (2) awards, one (1) for a Master's Student and one (1) for a PhD student.
 - Only papers deemed by the committee to be truly outstanding will be considered for the award, and thus there is a possibility that no awards will be given for either or both award categories (i.e. Master's and PhD).

CRITERIA FOR EVALUATION

Papers will be evaluated on the following criteria:

- Explanation of Conceptual Framework
- Analytic Clarity and Currency
- Organization and Clarity of Expression
- Discussion or Interpretation
- Contribution to Knowledge-Impact
- Relevance to NASSS/field (i.e., importance of topic)
- Adherence to Consistent Referencing Style (e.g., APA)

PRIZES

The award recipient(s) will receive up to \$1000 towards their NASSS conference expenses, plus a waiver of the conference registration fee. The Student Paper Award Committee may also give up to two honorable mentions in each category. Students receiving an honorable mention will have their conference registration fees waived. In addition, *all* authors will receive feedback on their papers, which will hopefully benefit the authors.

Appendix L

Barbara Brown PhD Award Rubric

This award, presented annually at the NASSS conference, is named in honor of the late Barbara Brown. It is granted to the best student-authored, non-published paper submitted for consideration.

Review Guidelines (as adapted from the “Guidelines for *Gender and Society* Reviewers”) to facilitate both the review process and providing all students with feedback on their papers.

- Things to consider when reading/assessing the paper include: if the research question appropriately aligns with the chosen theoretical perspective; whether the analysis answers the research question; and whether the conclusions logically flow from the analysis. Identifying weaknesses in these areas can help the student fashion a stronger paper, which may entail, for example, reframing the paper theoretically, refocusing the question, or reinterpreting the analysis. Here you can provide general, clear advice on how they can address your concern (e.g., providing a key reference not covered, or greater details regarding methodology, etc.).
- Be mindful of your review's language using neutral or supportive language while avoiding emotionally laden words.

Student Paper # _____

Paper Title: _____

Doctoral Rubric

Areas of Review	Poor 1	Satisfactory 2	Good 3	Accomplished 4	Outstanding 5	n/a
Importance of Topic						
Contribution of Knowledge						
Utilization of Theoretical Framework						
Analysis & Interpretation of Data						
Organization and Clarity of Writing						
Overall Quality of Manuscript						
Total						

Total: /30

Commentary/Feedback for the Student:

Appendix M

Barbara Brown MA Award Rubric

This award, presented annually at the NASSS conference, is named in honor of the late Barbara Brown. It is granted to the best student-authored, non-published paper submitted for consideration.

Review Guidelines (as adapted from the “Guidelines for *Gender and Society* Reviewers”) to facilitate both the review process and providing all students with feedback on their papers.

- Things to consider when reading/assessing the paper include: if the research question appropriately aligns with the chosen theoretical perspective; whether the analysis answers the research question; and whether the conclusions logically flow from the analysis. Identifying weaknesses in these areas can help the student fashion a stronger paper, which may entail, for example, reframing the paper theoretically, refocusing the question, or reinterpreting the analysis. Here you can provide general, clear advice on how they can address your concern (e.g., providing a key reference not covered, or greater details regarding methodology, etc.).
- Be mindful of your review’s language using neutral or supportive language while avoiding emotionally laden words.

Student Paper # _____

Paper Title: _____

Masters Rubric

Areas of Review	Poor 1	Satisfactory 2	Good 3	Accomplished 4	Outstanding 5	n/a
Importance of Topic						
Contribution of Knowledge						
Utilization of Theoretical Framework						
Analysis & Interpretation of Data						
Organization and Clarity of Writing						
Overall Quality of Manuscript						
Total						

Total: /30

Commentary/Feedback for the Student:

Appendix N

Expense Forms

NASSS Expense Form for Conference: [year]
(Please See Guidelines Before Filling This Out)

Name:		Check Payable to:	
Address:		Pay Period	
		From:	
		To:	
Phone:			
Email			
Receipts Required for All Expenditures			
DATE	Item	Out-of-Pocket	Prepaid
Total			
Do not write below this line		Total Approved	
		Total Reimbursed	
		Check #	
		Date Reimbursed	

NASSS Expense Form for Conference Speakers: [year]
(Please See the Guidelines – This form should be printed in landscape)

Name:						Check Payable to:	
Address						Pay Period	
						From	
						To	
Phone							
Email							
						Out-of-Pocket	Prepaid
					Air Fare		
			Private Auto Mileage (\$.054/mile)				
				Car Rental			
			Auto Costs (toll, parking, etc)				
Receipts Required for All Expenditures							
Date							
Ground Transportation							
Lodging							
Breakfast							
Lunch							
Dinner							
Miscellaneous (see Guidelines)							
					Total		
				Total Approved			
				Date Reimbursed			

Appendix O

Expense Report Guidelines

- ☐ **Contact Information**
The address information is for the purpose of sending the check.
- ☐ **Air Fare**
First class, Business class, and Economy plus seating charges must be approved before reservation is made.
- ☐ **Private Auto**
Current Privately Owned Auto Mileage Rate is available at www.gsa.gov.
- ☐ **Auto Costs**
NASSS will reimburse any reasonable/necessary expenses related to car rental, parking and tolls.
- ☐ **Ground Transportation**
Speakers will be reimbursed for ground transportation between the airport/railway station and the meeting site.
- ☐ **Lodging**
Room and Tax only will be billed to NASSS. All incidental charges (movies, extra person in the room) and additional nights of stay outside of the arranged dates are at speaker's responsibility except for the extreme situation beyond control (e.g. weather.)
- ☐ **Meal Reimbursement**
Meal reimbursement will be based on receipts. Alcohol will not be reimbursed.
- ☐ **Miscellaneous**
NASSS will reimburse any reasonable and necessary costs related to your presentation, such as photocopying (hand-outs).

Items not eligible for reimbursement

Alcohol, cigar, movies and other entertainment items for personal use.

- ☐ **Expense Approval:**
This form is requested to be filed within 3 weeks of the close of the conference to
Dr. Brenda A. Riemer
NASSS Treasurer
318N Porter Building

Eastern Michigan University
Ypsilanti, MI 48197

- ☐ Exceptions
Any exception for the expense report is subject to the approval of Treasurer and Finance Committee, with input from the NASSS Board.
- ☐ Reimburse Procedures: It's the responsibility for the NASSS treasurer who authorizes this form to make the user of this form aware of above policy. Original receipts must be submitted with this form. All supporting documents shall be submitted also.

Appendix P

Committee Report Example

Barbara Brown Student Paper Awards Report

NASSS Executive Board Meeting

Santa Fe, NM

Submitted by Lisa McDermott

November 2, 2015

The composition of this year's committee was: Rachel Allison (Mississippi State University), William Bridel (University of Calgary), Audrey Giles (University of Ottawa), Amanda Paule-Koba (Bowling Green State University), and myself (University of Alberta). In total we received seven submissions this year, of which one was for the MA award while the remaining six were for the doctoral one. Overall the committee worked well together with all process-related questions being dealt with very collegially. This included providing me feedback on how the "Instructions to Students" could be revised (see Revised BBSP Award Instruction document) to ensure better consistency across the papers.

Regarding the MA submission, even though there was only one all but one of the committee members believed that it was a very accomplished paper. The year's winner is Matt Crockett from San Jose State University (Supervisor: Ted Butryn) for his very well-written paper "A Spatial Ethnography of the CrossFit Gym."

In terms of the PhD award, the quality of the six submissions varied, but there was complete committee unanimity on the quality of this year's winner Matt Hawzen from Florida State University (Supervisor: Joshua Newman) for his very sophisticated paper "Reading Tim Tebow: Sporting celebrity, whiteness, and the cultural politics of morality in America." In addition, two other PhD submissions will receive honourable mentions at the business meeting: Katelyn Esmonde from the University of Maryland (Supervisor: Shannon Jette) for her paper "From 'obesogenic' to 'fitogenic': The 'obesogenic environment', physical activity, and the sociology of sport;" and Shawna Marks from the University of Adelaide (Supervisor: Chris Beasley) for her paper "Transgressing the 'Imaginary Body' of the 'WAG': News media representations of Tania Hird during the 'Essendon Supplements Saga'."

Appendix Q

Call for SSJ Editor

Call for Editor of the Sociology of Sport Journal (SSJ)

The North American Society for the Sociology of Sport (NASSS) is seeking applications for the position of Editor of the SSJ.

Deadline for Applications: September 8, 2014

The Sociology of Sport Journal (SSJ)

SSJ is the official journal of NASSS and thus, it is governed by the NASSS board. As the journal services a diverse membership, it publishes articles on diverse topics, theoretical perspectives, and methodologies related to social and cultural analysis of play, games, sport, physical activity, and movement. Therefore, instead of establishing a personal direction to the SSJ, the Editor's primary responsibility is to serve the needs of the NASSS membership. Although the authorship is not limited to NASSS members, it is important that SSJ reflects the multiple voices of its primary association. To do this, the Editor works closely with the SSJ editorial board to solicit the views of the broader NASSS membership.

Qualifications and Requirements

Key qualities sought for the position of editor are an established record of scholarship; managerial skills to oversee the editorial cycle and meet deadlines; and the ability to attract respected experts to his or her editorial advisory board. Applicants should have recognized expertise in the field, possess editorial experience (with preference given to candidates who have served on the Editorial Board for SSJ), and be able to lead an active editorial board in working effectively with publishing professionals. Applicants must have clear employer and institutional support for this activity for the duration of the appointment, including release time as necessary and general office support.

Term

The term is from November 2014 to November 2017. The first issue for which the new Editor will be responsible is Issue 1 of 2015, which is due in December 2014. The term of the current Editor, Dr. Michael Atkinson, will be officially terminated on November 6th, 2014 but for overlap and hence a smoother transition, he will serve on as Past Editor until November 2015.

Major Responsibilities

- Taking responsibility for leading a journal that services the vision and diverse needs

- of NASSS membership and that is governed by the NASSS board;
- Providing detailed annual reports to SSJ board, NASSS board, and NASSS membership at the NASSS conference;
- Identifying and appointing qualified members for the editorial team currently consisting of 2 associate editors, 1 editorial assistant and 1 book review editor;
- Managing the peer review of approximately 200 manuscripts per year;
- Selecting a sufficient pool of competent reviewers to reach conclusions and make decisions on manuscripts in a timely fashion;
- Deciding which manuscripts to publish;
- More details on the responsibilities of the Editor and a general overview of the characteristics of a good journal editor are provided at the end of this Call-for-Editor.

Stipend

Human Kinetics via NASSS provides a stipend to offset the costs associated with hiring an editorial assistant.

Search Procedure

Applicants will be reviewed by the Search Committee immediately after the deadline submission date and the Search Committee will make a recommendation to the NASSS Board of Directors.

Application Procedure

The application package should include:

1. A cover letter with a statement of institutional support (see first paragraph above), an explanation of how the applicant will service the diverse needs of NASSS and SSJ authorship, and a description of how the applicant will complement the vision and direction of NASSS as an organization and the field of sociology of sport;
2. A CV;
3. Names of at least three references;

Deadlines

Deadline for Applications: **September 8, 2014**

Candidate Notified: September 29, 2014

Candidate acceptance: October 1, 2014

Send your application package via email to the NASSS Secretary, Dr. Katherine Jamieson: kmjamies@gmail.com <<mailto:kmjamies@gmail.com>>

Additional Information

Please find below a general overview of the characteristics of a strong candidate for the journal editor position. This overview also provides additional details with regards to the responsibilities of the SSJ Editor:

- Broad knowledge of the field: Because SSJ is an association journal (NASSS), its remit is to publish papers from this broadly defined field. Consequently, SSJ receives/publishes papers from a wide-range of topics, theoretical perspectives, methodologies, and countries. To be able to provide a fair assessment of each paper, the editor should be knowledgeable of many facets of social theory as well as quantitative methodology and the entire range of qualitative approaches. In addition, the SSJ Editor needs to be able to put his/her own preferences aside to think of serving the field.
- Broad understanding of the contributing scholars: As reviewer selection is crucial in a peer reviewed journal, the SSJ Editor needs to have a good knowledge of individual scholars in our field and their expertise to assign appropriate reviewers. In addition, to appoint an appropriate editorial board, the Editor should be able to invite committed and knowledgeable scholars from the field of sport sociology.
- Time management: It is essential that the Editor be committed to moving on the submitted papers promptly (i.e., to assign the appropriate associate editor, assign reviewers, make the final decision). Without this, it is not possible to fill the issues in a timely manner. Neither is it possible to service the authors and our field in a respectful and supportive manner. Usually senior scholars who have been tenured can afford to take the required amount of time for editing a journal.
- Leadership and decision-making skills: As SSJ now operates through an editorial team, the Editor is required to provide leadership for this team. This includes advising and supporting the associate editors, the book review editor, and the editorial assistant. The Editor makes the final decision on each manuscript (the associate editors and the reviewers provide recommendations) and is responsible for filling each issue. In a peer-reviewed journal, the review process can take a substantial amount of time. Consequently, the Editor needs to be able to plan long term in addition to continually making decisions regarding the individual papers. Even with the help of reviewer recommendations and the associate editor recommendations, the decision making is often complicated and complex. In addition, the Editor is the contact person with the publisher and, thus, needs to be able to negotiate this relationship.
- Initiative and dedication: Much of the Editor's work is managing the day-to-day business of the journal and being an effective manager is an important characteristic of an Editor. However, good editors are also dedicated to work beyond managing the journal to provide new initiatives for the journal. This might include actively working on proposals for special issues, working with the editorial board, and thinking of ways to improve the quality of SSJ.
- Attention to detail and people skills: As the Editor deals with the publisher, the editorial team, the board of editors, the authors, and the reviewers, s/he needs to be continually attentive to a myriad of details. Most of these involve people in one way or another and the Editor needs good "people" and communication skills. In addition, as publishing is an important part of the academic promotion process, dealing with

the authors often requires careful negotiation between the author's satisfaction and the quality of the article. As it is common to receive frustrated comments from the authors, the Editor should be able to handle these situations in a constructive manner. It is also important to be respectful to the reviewers whose work is crucial for the journal, but often goes quite unnoticed. Selecting a good editorial assistant is also important as s/he directly deals with many of the authors and reviewers.

Appendix R

Documents for the Elections Committee

Call for Elections Template

(send to NASSS listserv and post on social media)

The NASSS Elections Committee [list EC members and their emails] is looking for members who would like to stand for various NASSS Board positions for [insert year]. These positions are:

- 1) President-Elect (3 years - one as president elect when you are responsible for the organizing of the NASSS conference, then a year as President of NASSS, followed by a year as Past-President),
- 2) Member at Large (Canadian)(2 years) - you must be a Canadian or at a Canadian institution, and in this position you chair a different committee each of those two years, either the Barbara Brown Student Paper Award, the SSJ Article Award or the Book Award, while also participating in Board meetings over email during the year and at Board meetings while at the conference in November
- 3) Secretary (2 years) - you take minutes at all Board meetings, and ensure that actions of the Board continue to move forward and are documented for the organization throughout the year.

If you are interested in finding out more about these positions, we would highly recommend contacting a current or past NASSS Board member in those positions [insert current officers serving in positions which are up for election]. You can also read about these positions in the NASSS Constitution and Bylaws and in the Policy and Procedures Manual (PPM), both of which are posted on the NASSS website (NASSS.org).

If you are interested in having your name stand, you can self-nominate by sending an email to any member of the Elections Committee. You then need to send us a brief bio which will be posted along with your name on the ballot (we will send you the format). Our intention is to have nominations open until February 25th, then have elections run from March 1-31st. If you are elected, you would begin your duties by attending Board meetings at our November [insert current year] conference in [insert location and dates]. Please note, you must be a current NASSS member to run for office and to vote in the NASSS elections.

We look forward to addressing any questions you may have. Please approach others who

you feel may do a good job for these positions as well; you can nominate them as long as you have their permission. Having an effective Board is key to operating as a responsive and proactive organization. We look forward to supporting all those who are interested in participating in this important service.”

Template for Candidate's Nomination & Information
(should be kept to one page maximum)

Member at Large (Canadian)

Mary Louise Adams is Associate Professor in the School of Kinesiology and Health Studies, the Department of Sociology and the Graduate Program in Cultural Studies at Queen's University in Kingston, Ontario.

Vision for NASSS: My vision for NASSS builds on the accomplishments of the Board and volunteers over the past decade: an increasingly open and transparent governing structure; a commitment to fostering diversity and inclusion; greater procedural efficiency and financial stability. We need always to be trying to make it easier and more desirable for members, with various levels of experience, to become involved in the running of their organization. I believe NASSS would be strengthened by recognizing and nurturing the important contributions made by international members. In this vein, I hope NASSS will expand on recent efforts to build connections with Latin American and Caribbean sport studies organizations and scholars. My ideal NASSS is a welcoming, vibrant and challenging intellectual environment that pushes us to be better students, teachers and scholars, that helps critical scholarship on sport, physical activity and the body to find new audiences, inside and outside the academy. For intellectual, environmental, and financial reasons, we need to explore new ways of achieving this ideal - perhaps through online seminars, live chats or other digital forms of real-time communication that could help facilitate interactions among NASSS members (and others interested in our work) - beyond the annual conference.

Qualifications for Office: I have been a member of NASSS since 1997 and have attended the NASSS conference annually since 2001 – presenting, organizing sessions, participating in workshops for grad students. I have served on a number of NASSS committees over the years: the Barbara Brown Outstanding Paper Award Committee, the Conference Program Committee, and a Special Committee Regarding the Annual Conference. I have served as chair of the Nominating Committee and as a member of the editorial board of the *Sociology of Sport Journal*. I currently serve as the Book Review Editor of SSJ. I am a former president of the Canadian Lesbian and Gay Studies Association and I have done committee work for the Canadian Sociology and Anthropology Association (now the Canadian Sociology Association).

Summary of Publications: I am a historical sociologist, currently working on a history of

feminist sport activism and on a critical study of the ways that walking has, over the past 150 years, been promoted as a means of improving health. I have published two books with the University of Toronto Press: *Artistic Impressions: Figure Skating, Masculinity and the Limits of Sport* (2011) and *The Trouble With Normal: Postwar Youth and the Construction of Heterosexuality* (1997). My work has been included in anthologies related to the history and sociology of sport and in collections related to Canadian postwar history, and to the study of citizenship, sexualities and gender. My sport-related publications have also appeared in *Body and Society*, the *International Review for the History of Sport, Sport in History*, and *Sociology of Sport Journal*.

Appendix S

NASSS Annual Calendar

Event	Date (current year)
Fiscal Year and Membership Cycle	January 1-December 31
Membership payment to be eligible to vote	February 26
Close of membership for current calendar year	December 31
Open membership for the next calendar year	January 1
Membership reports to:	
Human Kinetics, Secretary & Treasurer	Last day of each month
Annual Meeting (Convention)	Last week in October or First week in November
Pre-Convention Board of Directors Meeting	Wednesday Evening
Welcome Reception	Wednesday Evening
Diversity and Conference Climate Committee Meeting	Thursday Morning
Graduate Student Association Meeting	Thursday Lunch
SSJ Board Meeting	Friday Morning
Take a Student to Lunch	Friday Lunch
Full-Membership Business Meeting	Friday evening
Presidential Reception	Friday evening
Post-Convention Board of Directors Meeting	Saturday Morning
Members' Lunch	Saturday Lunch
Elections and Appointments	
Appointment of Elections Chair	Post-Convention Board of Directors meeting
Solicitation of Nominees	January - February
Draft Ballot by EC to BoD	February 15
Final/Approved Ballot to Web Manager	February 26
Ballot Distributed to Membership	March 1
Voting Closes	April 1
Run-Off Voting Opens (if necessary)	No later than May 1
Run-off Voting Closes	No later than June 1
Report of Election Results to membership	1 week after close of election
Formal Report to Board/Membership	Business Meeting of Convention
Elected/Appointed Terms Commencement	Saturday following Business Meeting of Convention
Deadline for committee volunteer sign-ups	First business day in January
Convention Program and Registration Dates	
Establish Program Committee	December 1
Call for Session Proposals (Listserv, Web, etc.)	March 1
Submission of Session Proposals	April 15
Notice of Session Acceptance	May 1
Call for Abstracts	May 15
Submission of Abstracts	June 1
Notice of Abstract Acceptance	June 30
Final session submission (from session organizers)	July 15
Conference Registration Opening Date	June 15

Call for Grad Student Volunteers	August 1
"Early bird" Conference Registration Ends	September 30

Convention Management Dates

Conference program to printers	Week before the conference
Vendor applications	October 1

Web Management Dates

Date to renew web server lease	October 20
Date to renew domain name lease	January 9

Institutional Records Dates

Draft minutes to appropriate committee	1 week following meeting
Approved minutes to:	
Web, Archivist, Secretary, President	2 weeks following meeting
Web Posting of Annual Meeting Minutes	Past two years
Archival posting of Annual Meeting Minutes	Ongoing

Awards Dates

Because Awardees are made public and ideally printed in conference program, notifying Board of Directors is to be done by	
Final Report to Secretary	September 1
Presentation of Award by Chair	October 15
	Business Meeting

Outstanding Book Award

Call for Nominations	January
Close of Nominations	June 1
Book Delivery to Committee Members	No later than July 1
Committee Reviews Due	September 1
Notification to Winner and Program Chair	September 15

SSJ Outstanding Article Award

SSJ to Committee Members (if necessary)	No later than July 1
Committee Reviews Due	August 15
Notification to Winner and Program Chair	September 1

Barbara Brown Outstanding Student Paper Award

Call for Papers (Website and Listserv)	May 1
Submission Deadline	July 15
Committee Reviews Due	August 15
Notification to Winner and Program Chair	September 1
Feedback to all who Submitted	October 1

Distinguished Service Award

Call for Nominations	March 15
Submission Deadline	May 15
Committee Review/Deliberation	June 30
Committee Review Due	August 15

Notification to Winner and Program Chair	September 1
<u>Gary Sailes Graduate Diversity Scholarship</u>	
Call for Papers (Website and Listserv)	May 1
Submission Deadline	July 15
Committee Reviews Due	August 15
Notification to Winner and Program Chair	September 1
<u>NASSS Research Fellows</u>	
Call for Applications	June 1
Applications Due	July 15
Committee Reviews Due	August 15
Notification to Winners and Program Chair	September 1