

## **Southwestern Maine Activities Association Recognition Procedures**

### **Procedure for Recognizing Athletic Administrators and Principals**

All athletic administrators and principals who serve schools in the Southwestern Maine Activities Association (SMAA) for a minimum of one year will be eligible to receive a service plaque upon the date they cease working in either capacity for any member school. In addition, athletic administrators and principals of the schools leaving the SMAA are also eligible for awards. The president of the SMAA will direct the Sportsmanship Committee to review the credentials of any eligible athletic administrators. In turn, the Sportsmanship Committee will nominate a slate of candidates for approval (majority vote) by the whole body of SMAA athletic administrators.

Plaques awarded to approved candidates will include the following information:

- a. Name of Recipient
- b. School(s) Served
- c. Date of Service
- d. Dates in Which Recipient Served as President (if applicable)
- e. Date of Presentation

The Executive Secretary will order the plaque and notify the recipients and the league president of the date on which the presentation will be made. The league president will include the presentation of awards designated for athletic administrators at the beginning of an SMAA athletic administrators director meeting. Any awards designated for principals will be awarded at the outset of either the September or May joint principals/athletic administrators meeting.

Any athletic administrator serving as league president will also be honored with a recognition plaque at the June SMAA athletic administrators meeting. The Executive Secretary will order the plaque.

### **Procedure for Special Circumstances**

In other special circumstances (ex. Illness, hospitalization, bereavement), the Southwestern Maine Activities Association may send flowers or amounts of money not to exceed \$100.00 to be determined at the discretion of the league president. Any gifts exceeding \$100.00 would require a vote of the full membership of the conference.

## **Procedure for Naming SMAA Events, Awards, or Scholarships**

The Southwestern Maine Activities Association will consider recognizing, through the naming of league events, awards, or scholarships on case-by-case basis, individuals or other entities who have demonstrated a sincere continuing interest and commitment to purposes and the missions of the conference. Recognition connected with league athletic events or programs must be approved by a majority vote of the principals of the member schools of the organization. The following procedure is set forth to outline a review of any situations in which naming conference events, awards, or scholarships may be warranted:

### **Procedure**

1. A petition for recognition must be presented to the president of the SMAA athletic administrators and must include:
  - a. Information regarding the type of recognition
  - b. A clear and concise written statement setting forth the reasons in support of the recognition
  - c. Demonstration of the individual's service to the SMAA in relation to the activity being named
  - d. A list of any expenses to be incurred by the conference as a result of the recognition
2. The league president will charge the Sportsmanship Committee to review the petition and make recommendations to the full conference.

The following are set forth to assist the conference and are meant to establish general criteria for eligibility for recognition:

- a. Significant contributions to the Southwestern Maine Activities Association **OR**
- b. The person must be retired from the association with the conference for a minimum of at least three (3) years **OR**
- c. The person has been deceased for at least two (2) years

Under significant special circumstances, the review committee and the conference as whole may choose to waive the above criteria.

3. Any petitions for recognition will be considered by the Sportsmanship Committee at a meeting set for the April preceding the school year in which the award or honor will first be given.
4. The Sportsmanship Committee report its recommendations on the proposed recognition to the conference as a whole.

5. The league athletic administrators vote (majority rule) upon recommendation by the Sportsmanship Committee.
6. Any petitions approved by the league athletic administrators will be forwarded to the principals/athletic administrator meeting.
7. The president or his designee reports the results of this decision to the person(s) submitting the position.
8. If necessary, the liaison athletic administrator(s) for the sport(s) in question notify the league's coaches and (if applicable) meet director.