

NSCA Awards – Policies and Procedures

1. NSCA shall publicize Awards via the Shiba ENews and the NSCA website. These Standard Operating Procedures shall also be posted on the website for ready access by all members.
2. Applications or nominations will be collected and held by the Awards Chairperson for the annual review and scoring process. Applications or nominations will be accepted throughout the year until June 1 (postmark) of each calendar year.
3. Upon receipt of completed application/nomination packets, applicants or nominees shall be notified of packet receipt from the Awards Committee Chairperson.
4. The annual review and scoring process will occur after June 15 of each calendar year.
5. NSCA Awards Committee Chairperson will collect and review all packets for completeness. Complete packets will be forwarded to all Awards Committee members for review. Incomplete packets will be returned to the packet submitter. The packet submitter may re-submit their packet when completed (June 1 postmark deadline must still be met for packet consideration).
6. Each member of the Awards Committee will review completed packets and complete score sheets. The final scores for all nominees will be forwarded to the Awards Committee Chairperson.
7. In the event of a tie score, the NSCA BOD will decide if more than one award is to be given within a category or select the single recipient of the award based on a review of the packet materials.
8. Awards will be presented annually at the NSCA National Awards Banquet. Every award need not be presented annually. Only those awards where the qualifications have been met will be presented.
9. Nominees for awards must have met the award's prerequisites (current member of NSCA in good standing) and demonstrated the award qualifications within the previous calendar year unless otherwise written.
10. All NSCA members are eligible for NSCA Awards if they meet the award's qualifications (including committee members and BOD).
11. A list of the award recipients will be published in the Shiba ENews following the NSCA National, as well as on the NSCA website.
12. The Awards Committee may incorporate new AKC titles/events into existing awards as appropriate without further BOD review. The committee will, however, provide a report to the BOD of any additions.

Guidelines for New Awards

1. New award categories may be suggested by NSCA members or regional clubs via written proposal. These award categories may include non-AKC events. The written proposal shall include:
 - a. A proposed award title and description of the award's concept.
 - b. A description of the potential award recipients.

- c. Any prerequisites for receiving the award (NSCA membership, specific event, etc)
 - d. Scoring criteria.
 - e. A statement describing congruence of the proposed award with NSCA's mission, vision and values.
- 2. The proposal will be forwarded to the Awards Committee for review. The Awards Committee will:
 - a. Review the proposal and compare it to currently existing awards for redundancy.
 - b. Suggest changes as necessary to bring the proposed Award's prerequisites and qualifications in line with currently existing awards.
 - c. Forward the proposal to the NSCA BOD with a recommendation and rationale for accepting or rejecting the proposed award.
NOTE: All proposals will be forwarded to the BOD for consideration, even those the Awards Committee recommends against accepting.
- 3. The NSCA BOD shall approve or reject the proposed award and communicate this decision back to the Awards Committee. The Awards Committee Chairperson will communicate the decision to the originator of the award proposal.