

Southwestern District
Barbershopper of the Year Award Procedures
Updated March 2019

1. The Southwestern District Barbershopper of the Year (SWD BOTY) is selected annually from among the general membership of the Southwestern District. The award is intended to honor a Society member in good standing of a chapter of the district, including the Frank Thorne Chapter, who has demonstrated significant and outstanding service to the district for the previous year. The award is presented at the district's spring convention. He is selected by the former SWD BOTYs still active in the Society, whether in the district or not, and able to vote. The SWD BOD budgets monies towards the costs of physical awards (Jacket, Pin, Plaque and Traveling Trophy).
2. If there is no spring convention, the BOTY may be presented at the Fall Convention.
3. The award procedures consist of five phases: nominations, balloting, notification, award ceremony, and administration. The most recently elected BOTY is responsible for managing the selection process of a successor BOTY. The most recently elected BOTY will also organize the presentation ceremony and make the presentation.
4. **Nominations** (Public Solicitation, BOTY Solicitation, Qualifications, and Call for Nominations).
 - a. **District Solicitation.** Anyone can nominate a BOTY candidate, so nominations initially are solicited from the district in general. This is normally handled by communication to the chapter Presidents and their respective Boards of Directors via e-mail, explaining the award and soliciting their nominations. It's important to try and help them understand that the award is for distinguished service to the district, not to the chapter. An attempt should also be made to reach all Frank Thorne Chapter members who reside within the boundaries of the SWD.
 - b. **Past BOTY Solicitation.** All past BOTY's, especially those who are currently active, even if not residing in the district, shall be contacted and solicited for their input. It is recommended that these nominations and discussions be an open forum among all BOTYs who participate in the nomination and voting process. Since Roberts Rules of Order is not being followed, no second to any nomination is required. Any BOTY who submits a nomination should provide a brief explanation in support of his candidate.
 - c. **Questionnaire.** A questionnaire (like the one below) should be utilized and supplied to the person nominating. All nominations should be presented to the BOTY Chairman with the following information. While this should not be mandatory, it should be explained that this info is highly encouraged. This will assist in the presentation, the chapter, and Roundup articles.

Title currently held _____
Previous titles held _____
Accomplishments _____
Awards received _____ # of Men of Note _____
A short explanation of why he should be considered our District BOTY

Main "claim to fame" _____
Additional information which should be considered _____

- d. Qualifications
 - i. Candidates should be selected on the basis of service to the district above and beyond the service required for satisfactory performance of any District Board position they may hold for the nomination year in question. It is service above and beyond expected service to the district that distinguishes the BOTY.

- ii. It is possible that an individual could make such a substantial contribution to a single chapter that it could influence the overall good of the district or the society in general.
 - iii. Having once been elected a SWD BOTY does not prohibit the nomination of an individual for BOTY a second time. But the prevailing feeling is that once a BOTY, always a BOTY.
 - iv. Award of the BOTY can be made posthumously.
 - v. Selecting a BOTY is not mandatory. If there are not any nominations that the former BOTY's can agree are worthy, then a vote for "No-Award" is perfectly valid.
 - vi. In the event that no nominee is elected BOTY for a given year, the most recently elected BOTY will manage the process again the next year.
- e. **Call for Nominations.** Call for nominations should begin no later than February 1st. This is early enough to assure timely completion of the BOTY election process so that the award will be ready for presentation at the District Spring convention in May.. If the award is to be presented at the fall convention, the schedule for soliciting nominations may be moved to Feb 1, allowing ample time for nominations, balloting, and final selection, plus ordering of plaque, pin, jacket, and updating the trophy, all to be ready in September for the presentation at the Fall convention in late September, early October.
- f. The current BOTY begins the call for nominations by sending a blanket e-mail to all former BOTY's, soliciting their nominations. They should be contacted whether they live in the district or not. In response, BOTY's can nominate as many men as they wish. However, each nomination should include a short narrative or series of bullet points detailing the reasons that support the nomination. In short, what makes this nominee outstanding for this year's award? All BOTY's are encouraged to share their endorsements and personal experiences in regards to an individual nominee. In this regard, the use of "Reply To All" is encouraged for use by all. Here is an example of the type of communication from the current BOTY to the other BOTY's.

Greetings All Former SWD BOTY Winners,

May I say to all of you what an honor it is for me to have joined your ranks. I only hope that I may continue to serve the Southwestern District with the same enthusiasm that all of you have continued to do over the past many years.

*As you may have surmised, the reason for my e-mail is that it's time to undertake identifying and selecting, the SWD BOTY for **[insert the nomination year]**. It's my responsibility to coordinate this award, so I am officially declaring the floor open to receiving nominations. As you know, we also receive nominations from members of the SWD, and in that respect I am notifying each member of the SWD BOD, Chapter Presidents, and their respective Board members soliciting their recommendations.*

Please keep in mind that the BOTY award isn't for lifetime achievement or contributions to individual chapters or areas, but rather for service to the district AS A WHOLE or service to the membership and the mission of the district beyond the basic requirements of office or duty that they may (or may not) hold, over the previous year. However, you may nominate any individual whose contribution to a specific chapter has been so exemplary that it has also affected the positive image of the district. Other qualifications may be found in the BOTY Procedures.

Please take the time to send me an email with your nominations. Please provide a short narrative that defines the accomplishments of your proposed candidate. The narrative should include as many observations of selfless service as possible, and the voting panel will narrow them down. Don't mention anything about it to your candidate; we do everything possible to keep the selection a surprise. The final selection is made by a vote of all the previous BOTY recipients, but it all begins with a nomination by you or a District Member.

I would appreciate hearing from you NLT _____.

Thanks for your participation,

Your name

SWD [your year] BOTY

- g. The BOTY should also send e-mail to all Chapter Presidents, Board Members, SWD Directors, and other district members who are not currently members of a district chapter (Frank Thorne). Here is a sample of this type of communication:

Greetings SWD Chapter Presidents,

*It's again time for us to request your help identifying those members of the Southwestern District who might be excellent candidates for the **SWD Barbershopper Of The Year (BOTY)** award. We ask that you poll your chapter members to determine if there is someone who they believe is a worthy candidate for this award.*

The qualifications are quite simple. The individual should be worthy of recognition for having contributed to the betterment of the Southwestern District and whatever achievement they gained should have been accomplished during this year.

I would appreciate your responses no later than _____ . Than you for your assistance in helping identify worthy candidates. Cheers,

OC Cash

1938 SWD BOTY

- h. Here is the current list of BOTY's with their latest (2019) e-mail addresses:

2018 – Irv Englebrecht
otto@consolidated.net

2017 - John Loucks
john_loucks@sbcglobal.net

2016 - Randy Rensi
randy.rensi@ieee.org

2015 - Artie Dolt
adolt@satx.rr.com

2014 - Jim Halcartz
jima.halcarz@gmail.com

2013 - Bob Calderon
bobbycal.rc@gmail.com

2012 - Jack Stevens
jstevens@ktc.com

2011 - George Westover
baswalpik@hotmail.com

2010 - Brooks Harkey
brooks.harkey@gmail.com

2009 - Mark Holdeman
markholdeman@sbcglobal.net

2008 - Philip Maxfield

philip.maxfield@gmail.com

2007 - Russell Shaner
rshaner2010@gmail.com

2005 - John Devine
devines4@aol.com

2003 - Gary Hannah
gnhannah@gmail.com

2002 - David Anderson
daanderson77@sbcglobal.net

2001 - Steve DeCrow
steve@dallasknights.com

1999 - Mike Borts
mike@dallasknights.com

1997 - Terry Mercing
tmercing@sbcglobal.net

1995 - Jack Ware
jackware@sbcglobal.net

1988 - John Schneider
jtschneiderjr@gmail.com

1987 - Charlie Hill
CharliBari@juno.com

1981 - Greg Elam
greg@gregelam.com

1977 - Duane Lunday
lunday1@suddenlink.net

Nominations should be returned by e-mail to ALL BOTY's by sending via "REPLY ALL". Open discussions of all candidates is welcome by all BOTY's

5. **Balloting.**

- a. Balloting is also conducted by e-mail. For those not reachable by e-mail, it may be necessary to contact some by phone. The same list of BOTY's as provided above is applicable. In the case of five or more nominations, a vote will be conducted to whittle the list to five finalists. We will try to do this through discussion; otherwise we will vote to trim to five. The current BOTY will moderate the discussions. Further discussion of the finalists is also welcome and encouraged to insure a thorough analysis of all candidates. When all discussion is expended, it's time to vote on the winner. On this vote, if no individual nominee receives 51+% on the first ballot, there shall be a run off vote.
- b. Selecting a BOTY is not mandatory. If there are no nominations that the former BOTY's can agree are worthy, than a non-select or no-award can be a decision (Noah Ward). No Award is an acceptable option.
- c. Names of the nominees and the winner are privileged information and are not to be released or announced.
- d. Once a BOTY has been selected, the following information should be secured by the current BOTY to complete the award information for the new BOTY and to insure the proper coat size.

Full Name _____
Home Town _____
Wife's name and phone number _____ Coat size _____
Chapter(s) _____ Member # _____
Year Joined Society _____ # of years as member of SWD _____

6. **Notification (*It's Secret!*)**

- a. Notify the BOTY's of the winner. Remind them of need for **SECRECY!** Ask them to RSVP to you; so you can draft a list of which ones will be there for the ceremony.
- b. Contact winner's family, normally his wife. Congratulate. Determine if winner will be at the District Spring (or Fall if there is no Spring) Convention. If winner will be at the convention, you may be able to coordinate with the family to have them attend. This should be a surprise, so it's important to coordinate the family's arrival. It may be possible to have the family back stage when the announcement of the award is made, then come on stage as BOTY arrives on stage. There is no funding to offset cost of family coming to the convention, so insure they understand this obligation. If family members do attend, they should be afforded comped registrations.
- c. If the BOTY is not at the convention, every attempt should be made to reach him via cell phone or some other means. The idea is to call him from the stage when you make the announcement. The audience will know and can shout a big greeting to the winner once he answers the phone wherever he is located. It will be necessary to coordinate with his family or friends to coordinate a phone call to the winner, or another person who will be with the winner who can take the call and pass it off to the winner.

7. **Award Ceremony.**

- a. If the BOTY is not going to be at the Spring or Fall convention it is recommended that an alternate presentation of the award should be planned. This could be at one of the subsequent division contests or even at the BOTY's home chapter meeting. Since the BOTY will already know he is the winner, coordination of the presentation can be done directly with the BOTY. Also insure that the BOTY's family is invited to the award ceremony regardless of location. Whether the presentation is to be made at the Spring or Fall convention or one of the divisional contests, be sure to coordinate the timing of the presentation with the Convention Chairman. Keep all BOTY's who will be attending notified of location, time, and other pertinent information
- b. Trophy: Take the trophy to a trophy shop. Select a font that will match the rest of the trophy. Confirm the spelling and have them engrave the next plate. Send the receipt to District Treasurer for reimbursement. After you confirm that they spelled the name correctly, pack up the trophy for travel to the ceremony and its new home for a year.

- c. Plaque: Send the correct spelling of the name to the district awards chairman who will arrange for the plaque to be made. It takes several weeks. Be sure he forwards the invoice to the SWD Treasurer for payment.
 - d. Blazer: Send the size of the Blazer and correct spelling of the new recipient's name to BOTY Russell Shaner (rshaner2010@gmail.com) who will get the blazer made for us by Mahon's. Be sure that Russell forwards the blazer invoice to the SWD Treasurer for payment.
 - e. BOTY Award Patch: Contact BOTY Russell Shaner (rshaner2010@gmail.com) to have him forward a BOTY award patch to be sewn on the blazer pocket. Forward the invoice to the District Treasurer for payment.
 - f. BOTY Pin: Order the BOTY Pin from Harmony Market Place at following: <http://shop.barbershop.org/chapters-and-districts/recognitions/district-boty-pin-w-o-gems/> Have the invoice sent to the SWD Treasurer.
 - g. Follow up and ensure the Blazer and Plaque are shipped to the location where the BOTY Award will take place. The current and presenting BOTY will bring the Pin and the Trophy.
 - h. Prepare an article regarding the BOTY winner for the Roundup and the member's chapter publication / webpage. The presenter can use a synopsis of the article when the announcement is made at the Spring convention.
 - i. Email and remind BOTY's to bring and wear their BOTY Blazer, and meet back stage prior to the presentation.
 - j. Contact the person doing the Contest Video and Audio, and be sure they document the awards. Coordinate with the photographer to insure many photos are taken.
 - k. Prior to the ceremony, sign the bottom of the trophy and make sure that all BOTY's present have signed it.
 - l. Introduce BOTY's who are present. Introduce by year of award, starting with the most recent, ending with the earliest BOTY present.
 - m. Introduce BOTY.
 - n. BOTY accepts.
 - o. A gift for the BOTY that preceded you is not traditional and certainly not necessary.
 - p. Finally, help the new man understand his duties in upholding the standard and tradition of SWD BOTY.
 - q. Wear your BOTY Jacket at every event possible - it is not just for the current honoree. It is for you, forever. It encourages understanding of our traditions and might encourage others to serve the district.
 - r. Make sure all invoices are paid.
 - s. **Follow up to be sure the nominations, voting, and awards are on track next year - train the new guy, back him up, and make sure he gets it done in plenty of time to get the Jacket made.**
8. **Administration.** Maintenance of these procedures is the responsibility of the current BOTY, however, the currency and applicability of the manual is the responsibility of all BOTY's. Each BOTY will receive a copy of the procedures, and will review it annually upon a call for review by the retiring BOTY. This will normally occur after the new BOTY is selected but before the procedures are given to the new BOTY. In this regard, once the new BOTY has been officially presented the BOTY Award, the retiring BOTY will review the procedures and update any necessary or desired changes as agreed to by all the BOTY's. Once the procedural update is finished, all BOTY's are provided a current copy, including the new BOTY.