

Class A Code of Standards

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CHAPTER 1 GLOSSARY OF TERMS

1. Appeal Process

A policy put in place for an individual to appeal any action taken during the application for or renewal of Class A status. See Chapter 6 of this code.

2. Class A Code of Standards

GCSAA's official document used to govern the administration of Class A eligibility and renewal requirements for GCSAA Class A members.

3. Class A Member

A golf industry professional who possesses knowledge, skills and abilities through a combination of education, experience, professional development and environmental stewardship; and has met and continues to fulfill on-going Class A renewal requirements.

4. Class A Member Renewal Cycle

Five-year (5) period during which Class A members must attain a total of five (5.0) points with a minimum of three (3.0) education points and verify possession of a valid pesticide/ certification or pass the GCSAA IPM Exam.

5. Class B Member

To qualify for Class B membership, one shall be employed as a golf course superintendent and have not met the eligibility requirements, or failed to fulfill the ongoing requirements, for Class A membership. Class B members shall have all the privileges of the Association, except that of holding office.

6. Class C Member

An assistant to a golf course superintendent, who is presently employed in such capacity and who did not previously qualify as a Class A member.

7. Contact Hours

A universally accepted measurement of the value of continuing, non-accredited education courses. One (1.0) education point is equal to 10 contact hours of classroom study.

8. Deactivate

That which occurs to a Class A member's renewal cycle if their membership is cancelled due to non-payment of dues; or who voluntarily leaves the association; or who reclassifies to another classification of member and does not chose to maintain Class A status upon doing so. Members with a deactivated Class A renewal cycle may not accrue points towards renewing their Class A status while their Class A cycle is deactivated.

9. Dual Membership

Per the GCSAA Bylaws: all member superintendents residing within the U.S. except Alaska, who have joined the association after July 1, 1997 are also required to join and maintain membership in a local chapter.

10. Education Levels

10.1. Bachelor's Turf/or Plant Science (15 points): A 4-year degree with at least 30 semester hours in golf course/turf related subject matter from an accredited institution.

10.2 Other Bachelor's Degree + Associates in Turf/Plant Science (15 points): A 4-year degree from an accredited institution + a 2-year degree from an accredited institution with at least 15 semester hours in golf course/turf related subject matter or a turf certificate program with a minimum of 650 contact hours (i.e. Michigan State, Penn State).

10.3 Other Bachelor's Degree (14 points): A 4-year degree from an accredited institution.

10.4. Associates in Turf/Plant Science (13 points): A 2-year degree from an accredited institution with at least 15 semester hours in golf course/turf related subject matter.

10.5. Turf Certificate/ Short Courses (400 hr. minimum) (9 points): A turf certificate program with a minimum of 400 contact hours (i.e. Rutgers, Penn State World Campus).

10.6. Other Associate's Degree (8 points): A 2-year degree from an accredited institution.

10.7. No Degree or Recognized Certificate (0 points): No degree from accredited institution or no turf certificate from a program with a minimum of 400 contact hours.

11. Education Points

Those points derived from GCSAA pre-approved education events. Education points are based on 0.1 point = one hour (minimum 0.025 point awarded).

12. Entry Level Requirements

Requirements for individuals applying for Class A membership that when combining formal education, experience as a golf course superintendent and the attainment of education points; must equal twenty (20), as outlined on the Sliding Scale of Class A Eligibility (Chapter 2, Section 1). In addition, applicants for Class A status must provide verification of possession of a valid pesticide/certification or pass the GCSAA IPM Exam.

- 13. GCSAA IPM Exam**
A GCSAA developed exam designed to measure a person's basic understanding of the characteristics and special requirements for handling, application and disposal of plant protectant materials and associated equipment.
- 14. GCSAA Transcript**
An official member record documenting the accrued education points; service points; and verification of possessing a valid pesticide/certification.
- 15. Golf Course Management Related**
Agronomic, business or other professional development relative to managing a golf course or golf facility that are linked to the competencies outlined in the Self-Assessment Tool.
- 16. Golf Course Superintendent**
One who is entrusted with the management and operation of the tract of land defined as a golf course, including involvement in construction and maintenance of golf courses and related equipment (GCSAA Bylaws) and as further defined in the GCSAA Standing Rules for Membership.
- 17. Grandfathered**
Those individuals who were Class B or C members on July 1, 2003 and who are therefore exempt from the formal education requirement until December 31, 2016 relative to the entry requirements for Class A status.
- 18. Inactive Status**
An Inactive Member is an individual who, by reason of unemployment, illness or other adverse circumstances, has been placed in this class upon his or her application.
- 19. Member Appeals Task Group**
The task group responsible for reviewing all appeals relative to Class A eligibility and/or renewal.
- 20. Pesticide License/Certification**
A document verifying an individual has demonstrated knowledge for the application of pesticides as defined by a particular state, country or governmental agency and is licensed to apply, store and dispose of plant protectants.
- 21. Reactivate**
That which occurs to a Class A member's renewal cycle upon reinstating their membership in GCSAA. Members with a reactivated Class A renewal cycle may once again begin accruing points towards renewing their Class A status.

22. Self-Assessment Tool

The Self-Assessment Tool contains the competency model for golf course superintendents, reflecting the key knowledge and skill areas a golf course superintendent needs to perform successfully.

23. Service Points

Points awarded for golf-centric activities as defined within Chapter 5 of this code.

24. Sliding Scale

The method by which the formal education; continuing education; and experience as a golf course superintendent are calculated relative to Class A eligibility. A point value is assigned to an applicant's formal education background which when combined with years of superintendent experience and total education points attained must equal twenty (20) to qualify for Class A status.

CHAPTER 2 ELIGIBILITY REQUIREMENTS

1. Criteria for Eligibility

Eligibility for Class A status is specifically restricted to those individuals who are currently employed as a golf course superintendent as defined in the Standing Rules of Membership and who meet the criteria as outlined in the following sliding scale.

Class A eligibility determined by: Formal Ed Value + Years Supt. Experience + Education Pts. = 20

| Formal Education Category | Formal Education Point Value | Years of Superintendent Experience | Education Points | TOTAL POINTS REQUIRED |
|--|------------------------------|------------------------------------|------------------|-----------------------|
| Bachelor's Degree in Turf/Plant Science Degree | 15 | 3 or more | Variable | 20 |
| Other Bachelor's Degree, plus Assoc. Degree in Turf/Plant Science | 15 | 3 or more | Variable | 20 |
| Other Bachelor's Degree | 14 | 3 or more | Variable | 20 |
| Associate's Degree in Turf | 13 | 3 or more | Variable | 20 |
| Turf Certificate/ Short Course | 9 | 3 or more | Variable | 20 |
| Other Associate's Degree | 8 | 5 or more | Variable | 20 |
| No Degree or Recognized Certificate | 0 | 5 or more | Variable | 20 |

1.1. Education Points: Those points derived from GCSAA pre-approved events. Education points are based on 0.1 point per educational contact hour.

1.1.1. Credit for college courses can only be used once towards meeting eligibility or renewal requirements for Class A and certification.

1.1.1.1. Either as part of your degree, which moves you up in the Class A eligibility sliding scale by increasing your level of post-secondary education, therefore decreasing your years of superintendent experience and continuing education requirements, or

- 1.1.1.2. By having individual courses converted to education points to help you meet the eligibility or renewal requirements for Class A and/or certification. *Note:* If you choose this option for eligibility, you cannot later use the degree that completion of the courses earned you, to move to a different category on the entry sliding scale for Class A or certification.
- 1.1.2. Service Points: Those points awarded for golf centric activity as defined within Chapter 5 of this Code.
- 1.1.3. Pesticide License/Certification: All applicants for Class A status, as well as those renewing their Class A status, will be required to provide proof of possessing a valid pesticide license/certification or be on record as having passed the GCSAA IPM exam.
- 1.2. The definition of "Turf" will be plant science related. All Turf/Plant Science related degrees will be approved by the designated GCSAA staff member, who will determine which category within the sliding scale an applicant will qualify for Class A status.
- 1.3. Applicants listing superintendent experience prior to the age of 18 must provide a letter verifying the job title, duties and length of employment signed by the owner or president of the golf course or city supervisor of a municipal course.
- 1.4. Members can begin accumulating points for entry into Class A status at any time.
- 1.5. GCSAA will review foreign transcripts based on educational contact hours. If the applicant is unsatisfied with GCSAA's review, he/she may elect to have the transcript reviewed by an outside professional agency at the applicant's expense.

2. Grandfathering

- 2.1. Those individuals who were Class B or C members on July 1, 2003 are exempt from the formal education requirement until December 31, 2016 relative to the entry requirements for Class A status.
- 2.2. To qualify for Class A status, grandfathered Class B members have until December 31, 2016 to qualify under Category 1 of the 'old' Class A Sliding Scale without having to meet the formal education requirement.

CHAPTER 3 APPLICATION FOR CLASS A STATUS

1. New Member Application Process for Class A Status

- 1.1. The Board of Directors has designated the Senior Director, Member Programs or designee as their authorized representative for the approval of membership applications and Class A eligibility.
- 1.2. Applicants may be required to provide the following documentation:
 - Official college transcript.
 - Proof of a current pesticide license/certification
 - Past employment history
- 1.3. The date on which an applicant's Class A Eligibility is approved shall constitute the first day of their Class A renewal cycle.
- 1.4. Due to varying dates of the Golf Industry Show, all individuals attaining Class A status in the month of February will have the expiration date of their first five-year renewal period extended to the last day of the month (2/28 or 2/29). Subsequent five-year renewal cycles will run from 3/1 through 2/28 or 2/29.
- 1.5. Applicants will be notified when Class A status is approved.
- 1.6. An individual denied Class A status may choose to appeal this action to the GCSAA Membership Appeals Task Group by way of written appeal within 45 days of notification of such action. (In accordance with Chapter 6 of this Code.)

2. Reclassifying to Class A Status

- 2.1. A Class B member requesting reclassification to Class A status may be required to submit the following documentation:
 - Official college transcript
 - Proof of a current pesticide license/certification.
- 2.2. An individual denied Class A status may choose to appeal this action to the GCSAA Membership Appeals Task Group by way of written appeal within 45 days of notification of such action.
- 2.3. Any members who were Class AA Life, ART and A-RT on July 1, 2003 and who regain employment as a golf course superintendent will be reclassified to Class A status and placed directly into a five-year renewal cycle.

3. Reinstatement of Class A Status

- 3.1. Any current or previous member who held Class A status, but who was required to reclassify due to not being employed as a golf course superintendent, may be reinstated to Class A status provided they are employed within the golf industry and continue to fulfill the ongoing requirements.

4. Confidentiality

- 4.1. The application and all subsequent related forms, reports and records shall be held by GCSAA in strict confidence. Applicants shall have complete access to all information in their file when requested in writing or in person.
- 4.2. The results of all administrative action shall be held by GCSAA in strict confidence.
- 4.3. The application and classification status of an individual may be shared with GCSAA Affiliated Chapters in accordance with the dual membership requirement.

5. Changes of Information

- 5.1. The applicant has a responsibility and burden to notify GCSAA of any changes of information during the application or reclassification process.

CHAPTER 4 RENEWAL REQUIREMENTS

1. Renewal (ongoing) requirements

- 1.1. Class A members are required to complete a renewal process in order to maintain Class A status. A renewal process encompasses a time period of 5-years. During the 5-year renewal process, Class A members must complete the following:
 - 1.1.1. Class A members will be required to obtain a total of five (5.0) points, which can be derived from a combination of education and golf-centric service points. A minimum of three (3.0) points must be education points.
 - 1.1.2. All Class A members will be required to provide proof of a valid pesticide license/certification or be on record as having passed the GCSAA IPM exam within their renewal cycle.
- 1.2. Class A members who do not achieve the necessary renewal requirements during their renewal time period will be reclassified to Class B status.
 - 1.2.1. In order to regain Class A status, the Class B member must complete the original renewal requirements as outlined in 1.1. plus an additional one (1.0) education point.
- 1.3. A Class A member, whose membership is cancelled for non-payment, or voluntarily leaves the association, will have their Class A renewal time period deactivated.
 - 1.3.1. Renewal requirements can only be attained during the time period in which a member's Class A renewal cycle is active.
 - 1.3.2. Upon reinstating membership to Class A, an individual's Class A renewal time period will be re-activated upon which time they will be eligible to once again attain requirements towards their Class A renewal process.

2. Timely Compliance

- 2.1. Members can review their Class A eligibility and renewal requirements 24/7 via the GCSAA website, in addition to accessing their Class A Renewal and Lifetime transcripts.
- 2.2. The burden of timely compliance with all requirements, deadlines and arrangements, as specified in this document, shall be with the individual applicant and will be strictly adhered to.

- 2.3. It is the individual's responsibility to notify GCSAA immediately when a change of employment takes place.

CHAPTER 5 POINT DESCRIPTION AND VALUES

1. Education Points

1.1. Education points are those points derived from GCSAA pre-approved education events. One education point (1.0) is equal to 10 contact hours of classroom study. The GCSAA Director of Professional Development shall be the final determiner of the education point value applied to all continuing education evaluated through the official GCSAA Application for Continuing Education and Credit.

Education points can be obtained from:

- 1.1.1. Chapter meetings with pre-approved education: 0.1 education point will be awarded for each hour of education at chapter meetings; chapters must submit an application to GCSAA before the meeting.
- 1.1.2. Non-GCSAA education programs that are linked to the competencies and have been pre-approved for credit: 0.1 point = one hour (minimum 0.025 point awarded).
- 1.1.3. GCSAA-developed programs: 0.1 point = one hour (minimum 0.025 point awarded).
 - 1.1.3.1. Members will receive credit for attending the same on-site seminar more than once within a five-year renewal cycle. Credit will not be awarded for repeating correspondence/self-study courses within a five-year renewal cycle unless the course has been revised or updated.
- 1.1.4. Teaching: Members must submit the pre-approved form – a timed lesson plan that is available on the GCSAA website and from GCSAA's education department, with a maximum of 2.0 education points from teaching per renewal cycle. Repeated courses during the renewal cycle will be counted as education points if the material has been updated from the previous version. If material has not been updated, service points in the same amount will be awarded.
 - 1.1.4.1. Teaching seminars earn 0.15 point per hour (golf course management related courses).
 - 1.1.4.2. Teaching nationally accredited college courses (golf course management related) earns 1.5 points per semester credit hour.

- 1.1.5. Attending nationally accredited college courses (golf course management related): 1.5 points per semester credit hour. Repeated courses will be counted only once during a five-year renewal cycle.
- 1.1.6. GCSAA Self-Assessment Tool: 0.5 point per renewal cycle.
- 1.1.7. Golf Industry Show attendance: 1.5 points per year - only applies to full pack registrants.
- 1.1.8. Cardiopulmonary Resuscitation (CPR): 0.1 point per hour, with a maximum of 0.7 point per renewal cycle.
- 1.1.9. First Aid Certification: 0.1 point per hour with a maximum of 0.7 point per renewal cycle.
- 1.1.10. GCSAA/Chapter Board Strategic Planning sessions: 0.1 point per hour.
- 1.1.11. CGCS and Master Greenkeeper (MG) Certification Attestor: 0.5 per visit with no maximum.
- 1.1.12. Judging Certification Portfolios: 0.5 per completed portfolio as assigned by the GCSAA Manager of Certification. Must be a CGCS on the CPRT (Certification Portfolio Review Team).
- 1.1.13. Published articles in trade or chapter publications: 0.25 point per educational article (400-word minimum) in a publication other than *Golf Course Management* and .5 point per education article (600-word minimum) in *GCM*, *after consultation with GCM staff*. An article that runs in more than one publication cannot be submitted for credit more than once. Informational articles, including president's messages, committee reports, and meeting summaries will not be eligible for service points. - Applied once published.
- 1.1.14. Completion of the Audubon Cooperative Sanctuary Program (ACSP) for Golf Course certification and re-certification: 1.0 points or initial certification per person and 0.25 point for each re-certification of golf course, up to a maximum of 1.5 points per renewal cycle.
- 1.1.15. Completion of the Audubon Signature Program: 2.0 points for initial certification and 0.5 point for each re-certification, up to a maximum of 3.0 points.
- 1.1.16. Completion of a state environmental stewardship certification program: 0.5 point for initial certification and 0.25 point for recertification up to a maximum of 1.0 points per renewal cycle.

1. Golf-Centric Service Points

- 1.1. Service points are points awarded for golf-centric activities. The GCSAA Senior Director, Member Programs or designee shall be the final determiner of service point values.

Service points can be obtained in the following manner:

- 1.1.1. Giving an informative speech: 0.25 point per presentation that is a minimum of 15 minutes in length, with no maximum
- 1.1.2. Participation on a national committee or resource group: 0.5 point per committee per year of service. Applied by GCSAA at the end of each completed year of service.
- 1.1.3. Service on GCSAA Board of Directors: 1.0 point per year. Applied by GCSAA at the end of each completed year of service.
- 1.1.4. Affiliated Chapter board service: 0.5 point per year of service. Applied by GCSAA at the end of each completed year of service.
- 1.1.5. First Green field trip host: 0.5 point per event, with no maximum. Applied at completion of event.
- 1.1.6. First Green field trip participant: 0.25 point per event, with no maximum. Applied at completion of event.
- 1.1.7. Initial creation and participation in the state BMP steering committee: 1.0 point per five-year cycle.
- 1.1.8. Updating the state BMP manual: 0.25 point per year.
- 1.1.9. Completion and updating of facility BMPs recorded in the GCSAA BMP tool: 0.5 point per each occurrence, annually.
- 1.1.10. Allied/golf/turf/First Tee/environmental/community board service: 0.5 point per year of service, maximum. Applied at the end of each completed year of service.
- 1.1.11. Chapter/allied/golf/turf/environmental/community committee member (non-board of director member): 0.25 point per committee; not to exceed 0.5 point per year with a maximum of 1.25 points per renewal period. Applied at the end of each completed year of service.

- 1.1.12. Chapter delegate attending the delegates meeting: 0.5 point per year. Applied by GCSAA.
- 1.1.13. Chapter meetings/activities including community outreach efforts without education: 0.1 service point for each meeting/activity.
- 1.1.14. Completion of GCSAA designated survey(s): 0.25 service point per completed survey and 0.5 service point per completed lengthy survey.
- 1.1.15. Completion of pre-approved GCSAA affiliated chapter survey(s): 0.1 – 0.25 service point based on complexity of survey.
- 1.1.16. Participant on Superintendent Research Panel: 0.25 service point for initial sign-up onto panel.
- 1.1.17. Submit an approved case study or best management practice for publication/web site: 0.25 service point per case study following submittal and approval.
- 1.1.18. Participation in a media interview: 0.25 point per interview.
- 1.1.19. Provide assistance to another golf facility: 0.25 service point per event/activity associated with volunteering at a major golf event or assisting another superintendent or facility or offering expertise to sports fields and other non-golf facilities during a time of need.
- 1.1.20. Participation in environmental advocacy activities: 0.25 service point per event/activity including, but not limited to, attending state or national “Day on the Hill” activities working with lawmakers on legislative or regulatory issues that impact golf course management or involvement with community outreach promoting the value of golf course and other green areas.
- 1.1.21. Participation in GCSAA National Championship; and Golf Classic: 0.1 service point per day for participating in the Four-Ball Mixer; the Monday-Only Fun event; the National Championship; and the Golf Classic. Points recorded by GCSAA following the event.

CHAPTER 6 UNIVERSAL APPEALS PROCESS

In order to protect the due process rights of all individuals, GCSAA provides the opportunity to appeal decisions regarding membership classification, certification and assignment of education or service points.

1. The Written Appeal

- 1.1. An individual may appeal the assignment of education points or any action taken during the application for or renewal of Class A status or certification application by the following basic procedures:
 - 1.1.1. An appeal of an action must be in writing, dated and signed. Such appeal must specify what action is being appealed, clearly stating all circumstances and details and supported by photocopies of any evidence cited.
 - 1.1.2. The individual filing the appeal should retain a copy of the written appeal.
 - 1.1.3. An appeal must be filed within 45 days of the date of the GCSAA notification of the action being appealed.
 - 1.1.4. The written appeal must be forwarded to the appropriate committee chairman at GCSAA Headquarters, 1421 Research Park Drive, Lawrence, KS 66049-3859, via postal service or by e-mail to the appropriate committee liaison.
 - 1.1.4.1. For appeals regarding the assignment of education points, the appeal should be addressed to the Professional Development Task Group Chairman.
 - 1.1.4.2. For appeals regarding membership classification, the appeal should be addressed to the Membership Appeals Task Group Chairman.
 - 1.1.4.3. For appeals regarding certification, the appeal should be addressed to the Certification Committee Chairman.
 - 1.1.5. The postmark on the appeal shall be the determinant of the date of filing.
 - 1.1.6. It is recommended that the individual filing the appeal request a return receipt from the postal carrier.
 - 1.1.7. A code number will be assigned to the appeal to protect the appellant's anonymity throughout the process.

2. The Appeal Process

- 2.1. The first level of appeal shall be the appropriate committee, in care of the committee chairperson.
- 2.2. After the committee has acted on the appeal, if the applicant still feels aggrieved, he or she may file a notice of appeal with the GCSAA Board of Directors.
- 2.3. Said appeal to the Board of Directors shall conform to the requirements previously stated and shall be filed with the President of GCSAA within 45 days of the date of the action taken by the committee that considered the appeal.
- 2.4. The Board of Directors may consider said appeal and act upon it at its next regularly scheduled meeting. The Board of Directors may deny the appeal, sustain the appeal or take any other such action it deems appropriate under the circumstances. All actions of the Board of Directors shall be final in regard to an appeal.
- 2.5. It is deemed the sole responsibility and burden of the individual desiring to file an appeal to properly file such appeals in compliance with this code.
- 2.6. In the case of all appeals, if the appeal is determined in favor of the applicant, the time spent in the process will not be counted against any time restrictions that may apply.
- 2.7. GCSAA will review foreign transcripts based on educational contact hours. If the applicant is unsatisfied with GCSAA's review, he/she may elect to have the transcript reviewed by an outside professional agency at the applicant's expense.

CHAPTER 7 REVISIONS AND AMENDMENTS TO THIS CODE

1. Authority

- 1.1. The authority to revise or to amend this code shall be vested with the GCSAA Board of Directors.
- 1.2. The Board of Directors may invoke temporary revisions and amendments to this code with immediate effect.
- 1.3. Revisions and amendments to this code shall be made based on a recommendation from the Chief Executive Officer to the Board of Directors; as a recommendation directly from the Board of Directors; or due to a vote of the membership and shall be deemed to take effect following approval of the GCSAA Board of Directors.
 - 1.3.1. Individual members who choose to recommend revisions to the GCSAA Class A Code of Standards may do so through the Senior Director, Member Programs.