



American Sports Builders Association

Design Professional Certificate of Distinction Program

The ASBA Design Professional Certificate of Distinction demonstrates an individual's understanding of the standards of design, construction and maintenance in tennis courts, running tracks, natural and synthetic turf fields, indoor and outdoor synthetic sports surfaces. The Design Professional Certificate gives you a distinction by showing your commitment and dedication to the tennis, track and fields industry.

Index of ASBA Design Professional Certificate of Distinction Forms for Submission

1. **ASBA Design Professional Certificate of Distinction Application Form**
2. **ASBA Design Professional Application Points Form**
 - Category 1 - Meeting Attendance
 - Category 2 - Presenting/Speaking
 - Category 3 - Articles/Publications
 - Category 4 - Industry Organizational Affiliation
 - Category 5 - Committee/Board/Volunteer
3. **ASBA Design Professional Project Summary Sheet**
4. **ASBA Design Professional Project Eligibility Form**
 - List of 3 References
5. **ASBA Design Professional Payment Form**

ASBA Design Professional's Certificate of Distinction Program

The American Sports Builders Association (ASBA) Design Professional's Certificate of Distinction gives an individual a distinction by illustrating the individual's commitment and dedication to the tennis, track, fields and indoor facility construction industry through involvement with ASBA and related organizations and the completion of built projects.

Eligibility:

Any licensed/registered design professional who is engaged in the business of rendering professional design or consulting services on a fee basis in connection with the construction of tennis courts, running tracks, indoor sports facilities, natural or synthetic turf sports fields, or other athletic or recreational surfaces.

The ASBA is represented by four divisions that focus on the construction of athletic facilities: the Fields Division; Track Division; Tennis Division; and Indoor Division. The Certificate of Distinction will be awarded to qualifying professionals for their achievements in each division individually. Separate applications are required for those applicants wanting to apply for more than one area of focus.

A letter must accompany all applications from an ASBA Certified Builder recommending the applicant for the Certificate.

It is not required to be a member of ASBA to earn the Professional Certificate; however, participation in ASBA-related activities is required.

Certificate Points/Completed Projects:

An individual's ability to earn the Professional Certificate is based on a point system, which awards credit for industry engagement, and involvement with completed projects. Individuals must acquire 125 certificate points within the previous five-year period and have a minimum number of 10 completed projects during that period to earn the Certificate. A minimum of 1 of the 10 projects submitted must have been recognized by ASBA as a Distinguished Facility or a higher award through the awards program for the initial Certificate. A minimum of 45 certificate points must come from ASBA related activities. The Professional Certificate is valid for three years from the date of issuance.

Certificate Renewal:

To demonstrate on-going commitment to the industry, the Professional Certificate must be renewed every three years. Renewal requires that 45 certificate points and 5 completed projects be acquired within the previous three-year period. A minimum of 25 certificate points must come from ASBA related activities.

Approved Certificate Activities:

Points can be acquired through participation in ASBA approved activities in the following categories (points must be acquired in a minimum of 3 of the 5 categories):

1. Meeting Attendance
2. Presenting/Speaking
3. Articles/Publications
4. Industry Organizational Affiliation
5. Committee Membership and Volunteering

Category 1 Meeting Attendance

Points in Category 1 are awarded for attendance at ASBA meetings and meetings sponsored by organizations in the tennis, track, fields and indoor sports industry. Four points are awarded for each day of sessions at the Technical Meeting (not including opening reception – 8 points per meeting) and three points are awarded for each day of sessions at the Winter Meeting (not including opening reception – 6 points per meeting). Point awards for sessions at the meetings of other industry-related organizations (e.g. USTA, STMA, STC, MFMA, ASTM, AIA, ASLA, etc.) are awarded based on the number of hours of sessions (one contact hour equals one point), the content of which is related to tennis court, running track or sports field rules, design, construction, maintenance, etc. No points are awarded for general session or non-design/construction-related sessions. Please supply a copy of the program of non-ASBA meetings to document that portion of the content for which points are claimed.

Category 2 Presenting/Speaking

Points in Category 2 are awarded for speaking or acting as a panelist, for sessions on construction-related technical topics at seminars, workshops and conferences. Presentations made at ASBA meetings (Technical and Winter) or sessions sponsored by the ASBA at the meetings of other organizations count as ASBA-related. You need not provide documentation for points earned as a speaker at ASBA meetings; for other speaking engagements, please submit a copy of the program to document your participation as a speaker. The program must include title, date, length of program and program sponsor. Highlight the important information on the program to aid ASBA Staff in evaluating your submission. You will receive 3 points for each hour of programming for which you served as a solo speaker, 2 points for each hour of programming for which you served as one of two or three speakers and 1 point for each hour where you served as one of more than 3 speakers or as a panelist.

Category 3 Articles/Publications

Points in Category 3 are awarded for authoring articles in *Newsline* or other industry-related publications on construction-related technical topics, or for serving as principal author of an ASBA guideline or as a reviewer of guidelines or construction manuals. To earn credit as an author, you must be the primary or secondary author. Two points are awarded to an author for each 500 words of any article, chapter or guideline up to a maximum of 5 points per article, chapter or guideline. Authors of publications where there are more than two authors and reviewers earn 1 point for each article, chapter or guideline. Points may be awarded for each of multiple reviews of a document being drafted or revised. Articles for *Newsline*, guidelines, construction manuals and any article sponsored by, placed or credited to ASBA count as ASBA-related.

Category 4 Industry Organizational Affiliation

Points in Category 4 are awarded for individual membership in professional, tennis, track, field and indoor industry organizations. In addition to 2 points awarded annually for ASBA membership, each annual membership outside of ASBA in an associated organization (i.e. USTA, STMA, ASCE, ASTM, AIA, ASLA etc.) is awarded 2 points. Please submit proof of membership, including membership type and dates of membership.

Category 5 Committee/Board/Volunteer

Points are awarded in Category 5 for participation in any committee or volunteer activity that is directly related to construction methods and materials, facility design or maintenance, or other content included on the Builder Examinations. Participants receive 2 points per year for serving on a committee or editorial board; 4 points per year for serving as committee chair or co-chair; and 6 points per year for serving on the Board of Directors. Within the ASBA, points are awarded for service on the following committees: Certification, Awards, Website, Technical, Surface Testing, and Editorial Boards. Points are awarded for serving on the committees outside of ASBA in an associated organization (e.g. USTA Technical Committee) and for other activities, as determined by the Certification Committee.

Completed Projects

Individuals are required to submit a project summary sheet for a minimum of 10 completed projects within the division for which they are applying. A minimum of 1 of the 10 projects submitted must have been recognized by ASBA as a Distinguished Facility or a higher award through the awards program. The project summary must include the name of project, date of project, name of project reference and phone number of project reference. The summary must also describe, in detail, the applicant's role in the project (e.g. lead designer, construction detailing, specification preparation, contract administration, etc.). The applicant must have performed a major role in the project. Multiple individuals from the same firm or office applying for the Certificate can use the same project, as long as their role is clearly defined. In addition, individuals must submit a project eligibility form with three references. These may be colleagues, employers, vendors or customers. References must have first-hand knowledge of applicant's work experience.

Completed packets should be sent to:

ASBA

8480 Baltimore National Pike, #307

Ellicott City, MD 21043

Fax: 410-730-8833

Email: info@sportsbuilders.org

ASBA Design Professional Certificate of Distinction Application Form

Please type or print:

Name: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____

Email: _____

Date of Initial Certificate: _____

Date of Last Re-Application: _____

Signature: _____

Directions:

1. Please complete all pages of this application form. If the information requested does not apply, please mark that page or line N/A for "Not Applicable".
2. Print or type all information legibly.
3. Do not submit original documentation. To assist the Committee in evaluating your application packet, please highlight important information on the documentation submitted including: title of course/article/speech, date, etc.
4. Photocopy additional pages of the form as necessary.
5. Sign the **certificate of distinction application** form.
6. Submit the original of this application package, retaining a photocopy for your records.
7. **Mail/Fax/Email complete certificate of distinction packet.**

Design Professional Certificate of Distinction Application Points Form

Category 1 – Meeting Attendance

Points in Category 1 are awarded for attendance at ASBA meetings and meetings sponsored by organizations in the tennis, track, fields and indoor sports industry. Four points are awarded for each day of sessions at the Technical Meeting (not including opening reception – 8 points per meeting) and three points are awarded for each day of sessions at the Winter Meeting (not including opening reception – 6 points per meeting). Point awards for sessions at the meetings of other industry-related organizations (e.g. USTA, STMA, STC, MFMA, ASTM, AIA, ASLA, etc.) are awarded based on the number of hours of sessions (one contact hour equals one point), the content of which is related to tennis court, running track or sports field rules, design, construction, maintenance, etc. No points are awarded for general session or non-design/construction-related sessions. Please supply a copy of the program of non-ASBA meetings to document that portion of the content for which points are claimed.

Category 1: Attendance at Approved Seminars/Meetings

Name of Meeting	Date(s)	Total Number of Points	ASBA Points	Non-ASBA Points
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Category 2 – Presenting/Speaking

Points in Category 2 are awarded for speaking or acting as a panelist, for sessions on construction-related technical topics at seminars, workshops and conferences. Presentations made at ASBA meetings (Technical and Winter) or sessions sponsored by the ASBA at the meetings of other organizations count as ASBA-related. You need not provide documentation for points earned as a speaker at ASBA meetings; for other speaking engagements, please submit a copy of the program to document your participation as a speaker. The program must include title, date, length of program and program sponsor. Highlight the important information on the program to aid ASBA Staff in evaluating your submission. You will receive 3 points for each hour of programming for which you served as a solo speaker, 2 points for each hour of programming for which you served as one of two or three speakers and 1 point for each hour where you served as one of more than 3 speakers or as a panelist.

Category 2: Making Presentations at Workshops or Seminars

Speaking/Panelist

Name of Meeting	Date(s)	Total Number of Points	ASBA Points	Non-ASBA Points
1.				
2.				
3.				
4.				
5.				

Category 3 – Articles/Publications

Points in Category 3 are awarded for authoring articles in *Newsline* or other industry-related publications on construction-related technical topics, or for serving as principal author of an ASBA guideline or as a reviewer of guidelines or construction manuals. To earn credit as an author, you must be the primary or secondary author. Two points are awarded to an author for each 500 words of any article, chapter or guideline up to a maximum of 5 points per article, chapter or guideline. Authors of publications where there are more than two authors and reviewers earn 1 point for each article, chapter or guideline. Points may be awarded for each of multiple reviews of a document being drafted or revised. Articles for *Newsline*, guidelines, construction manuals and any article sponsored by, placed or credited to ASBA count as ASBA-related.

Category 3: Preparation of Articles for Publications (Attach Copy of Article)

Name of Article/Publication	Date(s)	Total Number of Points	ASBA Points	Non-ASBA Points
1.				
2.				
3.				
4.				
5.				

Category 4 – Industry Organizational Affiliation

Points in Category 4 are awarded for individual membership in professional, tennis, track, field and indoor industry organizations. In addition to 2 points awarded annually for ASBA membership, each annual membership outside of ASBA in an associated organization (i.e. USTA, STMA, ASCE, ASTM, AIA, ASLA etc.) is awarded 2 points. Please submit proof of membership, including membership type and dates of membership.

Category 4: Industry Organizational Affiliation				
Name of Organization	Date(s)	Total Number of Points	ASBA Points	Non-ASBA Points
1.				
2.				
3.				
4.				
5.				
6.				

Category 5 – Committee/Board/Volunteer

Points are awarded in Category 5 for participation in any committee or volunteer activity that is directly related to construction methods and materials, facility design or maintenance, or other content included on the Builder Examinations. Participants receive 2 points per year for serving on a committee or editorial board; 4 points per year for serving as committee chair or co-chair; and 6 points per year for serving on the Board of Directors. Within the ASBA, points are awarded for service on the following committees: Certification, Awards, Website, Technical, Surface Testing, and Editorial Boards. Points are awarded for serving on the committees outside of ASBA in an associated organization (e.g. USTA Technical Committee) and for other activities, as determined by the Certification Committee.

Category 5: Committee/Board/Volunteer				
Description of Activity	Date(s)	Total Number of Points	ASBA Points	Non-ASBA Points
1.				
2.				
3.				
4.				
5.				

TOTAL ASBA RELATED POINTS: _____
GRAND TOTAL POINTS: _____

Design Professional Certificate Project Summary Sheet

PROJECT #1

Name of Project: _____

Date of Project: _____

Name of Project Reference: _____

Phone Number of Project Reference: _____

Summary, in Detail of the Applicants Role in Project:

PROJECT #2

Name of Project: _____

Date of Project: _____

Name of Project Reference: _____

Phone Number of Project Reference: _____

Summary, in Detail of the Applicants Role in Project:

PROJECT #3

Name of Project: _____

Date of Project: _____

Name of Project Reference: _____

Phone Number of Project Reference: _____

Summary, in Detail of the Applicants Role in Project:

PROJECT #4

Name of Project: _____

Date of Project: _____

Name of Project Reference: _____

Phone Number of Project Reference: _____

Summary, in Detail of the Applicants Role in Project:

PROJECT #5

Name of Project: _____

Date of Project: _____

Name of Project Reference: _____

Phone Number of Project Reference: _____

Summary, in Detail of the Applicants Role in Project:

PROJECT #6

Name of Project: _____

Date of Project: _____

Name of Project Reference: _____

Phone Number of Project Reference: _____

Summary, in Detail of the Applicants Role in Project:

PROJECT #7

Name of Project: _____

Date of Project: _____

Name of Project Reference: _____

Phone Number of Project Reference: _____

Summary, in Detail of the Applicants Role in Project:

PROJECT #8

Name of Project: _____

Date of Project: _____

Name of Project Reference: _____

Phone Number of Project Reference: _____

Summary, in Detail of the Applicants Role in Project:

PROJECT #9

Name of Project: _____

Date of Project: _____

Name of Project Reference: _____

Phone Number of Project Reference: _____

Summary, in Detail of the Applicants Role in Project:

PROJECT #10

Name of Project: _____

Date of Project: _____

Name of Project Reference: _____

Phone Number of Project Reference: _____

Summary, in Detail of the Applicants Role in Project:

Design Professional Certificate of Distinction Project Eligibility Form

Verification of eligibility is required of all candidates submitting an application. This form must be completed by three references. These may be colleagues, employers, vendors or customers. References must have first-hand knowledge of applicant's work experience.

1. Name: _____
Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Organization: _____

I certify that to the best of my knowledge the listed work experience is correct.

Signature: _____ Date: _____

2. Name: _____
Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Organization: _____

I certify that to the best of my knowledge the listed work experience is correct.

Signature: _____ Date: _____

3. Name: _____
Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Organization: _____

I certify that to the best of my knowledge the listed work experience is correct.

Signature: _____ Date: _____

To the best of my knowledge all information contained in this application is true.

Applicant's Printed Name: _____

Applicant's Signature: _____ Date: _____

Design Professional Certificate of Distinction Payment Form

Name: _____

Company: _____

ASBA Member: ___ Yes ___ No

Fees (Subject to change without notice. Contact ASBA for current fees)

	<u>ASBA Member</u>	<u>Non-ASBA Member</u>
Certificate Fee	\$300.00	\$500.00

Total Amount Enclosed \$ _____

◆ Make checks payable to “ASBA”

To avoid international collection fees and to keep costs down, payments made by check or money order must be made in U.S. Funds on a U.S. Bank. Checks on a foreign bank with “U.S. Funds” written on them are not acceptable and will be returned.

◆ Fees may be paid by MasterCard, VISA, or American Express. Complete this section.

*Card: ___ MasterCard ___ VISA ___ American Express

Cardholder Name: _____

Cardholder Number: _____ Expiration: _____

Billing Address: _____

Signature: _____