



N A T A

*Policies and Procedures
Manual*

March 2000



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Organization Chart

The National Athletic Trainers' Association (NATA) has grown significantly over the past 50 years. With that growth, the NATA has also seen an increase in the number and diversity of responsibilities delegated to the association. In order to deal with these responsibilities in the most efficient manner, the NATA has established several different organizations. Shown below is a chart detailing the structure of the NATA, the NATA Research & Education Foundation, the NATA Board of Certification and the Joint Review Committee on Educational Programs in Athletic Training.

National Athletic Trainers' Association
IRS 501c6

Composition:

- Board of Directors (11)
- 1 Director elected by each of 10 Districts
- President elected by membership at large

Supported by:

- Executive Director
- Executive Assistant to Executive Director
- NATA Staff

NATA Board of Certification, Inc.
IRS 501c6

Composition:

- Board of Directors (8) appointed by BOC
- 5 ATC Directors (one recommended by NATA)
- 1 Public Director (not ATC)
- 1 Physician Director (not ATC)
- 1 Corporate or Educational Director (not ATC)

Supported by:

- BOC Administrator of Credentialing Programs
- Continuing Education Coordinator
- Continuing Education Assistant

NATA Research & Education Foundation
IRS 501c3

Composition:

- Board of Directors (up to 20)
- All appointed by the NATA Board of Directors

Supported by:

- Foundation Director
- Development Coordinator
- Foundation Administrative Assistant
- Accounting Manager
- Part-time Scholarship Assistant

Joint Review Committee on Educational Programs in Athletic Training
IRS 501c3

Composition:

- 5 members appointed by NATA Board of Directors
- 1 member appointed by AAP
- 1 member appointed by AAFTP
- 1 member appointed by AOSSM

Supported by:

- Administrative Management Company

OFFICERS AND EXECUTIVE DIRECTOR

President

Duties:

1. Serves in accordance with applicable sections of the Bylaws, the Policies and Procedures Manual, the Articles of Incorporation and other official governance instruments of the Association.
2. Serves as the official spokesperson for the Board of Directors and the Association.
3. Keeps the Board of Directors informed about association affairs.
4. Appoints, with the approval of the Board of Directors, representatives of the Association to allied organizations, committee and task force members and chairs.
5. A stipend approved by the Board of Directors shall be paid annually to the president's employer to secure ample release time to allow the president to conduct NATA business.
6. The immediate past president shall receive complimentary lodging for the two (2) annual meetings following the completion of his/her final term of office.

Board of Directors

Duties:

1. Sets policy and direction for the Association.
2. Serves in accordance with applicable sections of the Bylaws, the Policies and Procedures Manual, the Articles of Incorporation and other official governance instruments of the Association. (Attachment A)
3. Appoints the Executive Director of the NATA.
4. Receives recommendations, suggestions and requests from Association districts and makes recommendations to the President for inclusion on the agenda of Board of Directors meetings.

5. Continually reevaluates the goals and objectives of the Association and accepts primary responsibility for progress toward these goals.
6. Meets in sessions open to the membership. Members may observe but not participate. The president may call for a closed session for topics of a sensitive or confidential nature.

Directors-elect

Meeting Attendance and Expense Reimbursement:

If a district wishes its director-elect to attend the December board meeting, the district funds the cost of the director-elect's travel, hotel and incidental expenses. NATA pays for meals. NATA pays all approved expenses for directors-elect to attend the midyear board meeting.

Participation in Conference Calls: Directors-elect are invited to participate (on a non-voting basis) in the Board of Director conference calls starting in January prior to taking office. If they participate, NATA pays the conference call cost.

Proxy Voting at Board Meetings

If a district director must be absent from a meeting, a Certified member from the same district, designated by the district, may take the director's place with full voting privileges.

Executive Director

Selection: Appointed by the Board of Directors.

Duties:

1. Administers the day-to-day operations of the Association.
2. Communicate with the Board between meetings.
3. Employ other staff as necessary. Before a new position is added, the Board of Directors will approve the position.
4. Exercise sound fiscal control.
5. Oversee key Association activities, including:
 - a. successful planning, promotion and administration of association meetings and conventions

- b. membership promotion and retention
- c. appropriate coordination with NATABOC and the NATA Foundation
- d. maintenance and security of all association property, including its documents, seals, marks, membership lists, financial statements, minutes and reports.

numbers and fax numbers. When there is a change to the roster, the chair should notify the Board of Directors' liaison and the executive director.

Committee Composition: Except where otherwise specified, one member, at a minimum, from each district.

Member Term of Office: Terms for committee members shall be three years with a one term renewal option upon the recommendation of the chair and at board discretion. If appointed to a partial term, a member may serve two full additional terms. Resignation or removal will be considered by the board at the recommendation of the committee chair. A member may serve again after a one-term hiatus from that committee.

COMMITTEES AND LIAISONS

Committees of the NATA

Chair and Member Selection: Except where otherwise specified, nominated from the Association's Certified membership by the District director or chair, appointed by the President with the approval of the NATA Board of Directors.

Chair Term of Office: Terms for committee chairs shall be four years with a one term renewal option. The president can recommend to the board removal or resignation of a chair. Appointment to a partial term does not prevent a chair from serving two subsequent full terms. Chair term limitations do not include terms served as a committee member.

Exempted from this policy are the District Secretaries, chairs of the Finance and Investment Committees and all Task Forces.

Chair Duties:

- a. Committee chairs shall submit a report for each Board meeting, plus additional reports if requested. Reports are submitted to the executive director for distribution to the Board of Directors. These reports detail committee activities including, but not limited to, any changes in committee structure and progress on committee projects and recommendations.
- b. Each fiscal year committee chairs shall submit a budget for approval by the Board of Directors. Committee budgets are due to the NATA director of finance and administration November 1.
(See expense reimbursement policy for further information on approved expenses.)
- c. Committee chairs are responsible for maintaining an accurate roster of committee members and their business addresses, telephone

Exempted from this policy are the District Secretaries, Finance and Investment Committees and all Task Forces.

Member Duties:

Committee members fulfill the charge of the committee under the direction of the committee chair. This involves attending meetings, participating in telephone conference calls, completing work assignments and remaining up-to-date on events and circumstances affecting the committee.

Sessions: All committees will convene annually, at a minimum, for the conduct of committee business.

All committee meetings are open to the membership. The chair shall have discretion to call for a closed session for confidential matters.

Attendance: Any committee chair who is unable to attend the NATA Annual Meeting and Clinical Symposia or any called meeting shall, in a letter addressed to the president or executive director, state the reason for his/her absence. If a chair is absent from two consecutive meetings for reasons which the Board of Directors has declared insufficient, his/her resignation shall be deemed to have been tendered and accepted.

Any committee member who is unable to attend a called meeting of the committee shall, in a letter to the committee chair or Executive Director, state the reason for his/her absence. If a committee member is absent from two consecutive meetings for reasons which both the chair and Board of Di-

rectors have declared insufficient, his/her resignation shall be deemed to have been tendered and accepted.

Projects: The Board of Directors may assign specific projects to appropriate committees at its discretion.

Office Overhead: The NATA does not provide reimbursement for indirect institutional overhead including, but not limited to, office space, heating and electricity.

Liaisons of the NATA

Proposal: The NATA Board of Directors will review/approve appropriate requests to establish a liaison with another organization. Proposals should be accompanied by written documentation and rationale. To be accepted and maintained, the liaison position should: a) positively impact the health care of physically active individuals; b) directly influence the job market for the certified athletic trainer or enhance and/or continue the public relations efforts of the NATA.

Selection: The President may appoint, with agreement of the board of directors, a Certified member (if appropriate) to be the liaison representative to an approved organization. A person may not be appointed a liaison to more than two organizations.

Term of Office: The term of appointment shall be three years. Liaison representatives may serve additional terms upon approval by the board of directors.

A. Duties of Funded Liaisons:

1. Attend organization's meetings.
2. Present to or consult with organization's board of directors, executive committee or CEO.
3. If the NATA chooses to exhibit at organization's annual meeting, liaison will staff the booth.
4. Investigate exchange lecture series or other ways to exchange information with the organization's members.
5. Arrange to receive complimentary subscription to and monitor organization's newsletter, journal and other publications.

6. Prepare written report to the NATA Board of Directors three times a year, including copies of relevant correspondence, meeting agendas, publications, and positions on related issues.

B. Duties of Unfunded Liaisons:

1. Initiate twice yearly correspondence with the organization, indicating NATA interest in the organization and asking for any pertinent information that needs to be shared with NATA leadership and members.
2. Arrange to receive complimentary subscription to and monitor organization's newsletter, journal and other publications.
3. Attend pertinent meeting(s) of the organization or designate and obtain a report from an NATA member attending the meeting.
4. Prepare written report to the NATA Board of Directors two times a year, including copies of relevant correspondence, meeting agendas, publications, and positions on related issues.

Complimentary Memberships: If appropriate, complimentary memberships for NATA liaisons will be sought with liaison organizations to enable the liaison to receive all pertinent information and materials.

Expenses: A liaison representative shall not incur any expenses for which the NATA is responsible unless such expenses are authorized by the Board of Directors.

Agreements: A liaison representative is not authorized to make any agreements between the NATA and the liaison organization.

Exhibiting at Organizations with Liaisons: NATA may choose to exhibit at meetings of these organizations. Each year NATA will select the organizations to exhibit and the Public Relations Committee will oversee the coordination.

Web Site Links: If NATA has an established liaison relationship with an organization, that group can link to the NATA Web site and NATA can link to the group's Web site with staff review and approval.

Committee and Liaison Reports Required for Expense Reimbursement

All committee and liaison reports will be in written form and submitted to the executive director for distribution to the president and Board of Directors and to other appropriate parties.

A liaison report should be submitted on the standardized form. The report, along with the reimbursement request form, should be received by the NATA office no later than thirty days after the meeting for expenses to be reimbursed.

Use of Candidate Nomination Forms

Candidates for committees, task forces or liaison service will complete a candidate nomination form. If additional information is needed, a one-page biographical sketch may be attached. The committee or task force chair and district director must sign the form.

These documents will be presented to the executive director, who will in turn submit them to the president and the Board of Directors.

No action will be taken by the Board of Directors on recommendations for these appointments without the proper paperwork.

Clinical/Industrial/Corporate Athletic Trainers' Committee

Composition: Members of the committee are from the clinical, industrial or corporate setting.

Purpose: *Identifies and addresses issues of concern to athletic trainers in the clinical/industrial/corporate setting and promotes certified athletic trainers in this setting.*

Duties:

1. Collect, analyze and distribute information about the conduct of athletic training in the clinical/industrial/corporate setting.
2. Facilitate communication among certified athletic trainers in the clinical/industrial/corporate setting.

College/University Athletic Trainers' Committee

Composition: One member from each district. Each member will chair a district sub-committee that will include representatives from the following practice settings: NCAA Division IA, IAA, IAAA, II & III; NAIA Division I & II; junior college; certified assistant athletic trainers; team physicians.

Purpose: *Identifies and addresses issues of concern to athletic trainers in the college and university setting.*

Duties:

1. Study and discuss the unique concerns associated with the college/university practice setting.
2. Develop programs and activities to address concerns and enhance the effectiveness of college/university athletic trainers.
3. If budget needs exist that are not properly the purview of the districts, subcommittee chairs should submit budget requests to the committee chair for inclusion in the overall committee budget.

College/University Student Athletic Trainers Committee

Purpose: *To facilitate communication among, and to address issues of concern to, student members of the NATA.*

Duties:

1. Plan and coordinate, with the NATA Annual Meeting Program committee, the student athletic trainer clinical program at the NATA Annual Meeting and Clinical Symposia.
2. Assist the NATA REF Scholarship Committee in promoting and planning the Student Athletic Trainer Awards luncheon at the NATA Annual Meeting and Clinical Symposia.
3. Communicate with the College/University Athletic Trainers' Committee on issues of mutual interest.

Convention Committee

Composition: In addition to the chair, the committee consists of six members. Areas of responsibility are Program (three members), Registration (one member), Exhibits (one member) and Host (one member).

The Program Subcommittee consists of the three committee members assigned to the program area. The person in charge of the upcoming annual meeting program is the chair.

Vice Chair: A vice chair, or chair designate, may be appointed as necessary.

Immediate Past Chair: The immediate past committee chair may opt to serve an additional year.

Purpose: *Oversee the planning and implementation of the NATA Annual Meeting and Clinical Symposia.*

Duties:

1. Establish policies related to the annual meeting, including registration and exhibit policies.
2. Design and implement the annual meeting format.
3. Develop and/or approve educational programs that meet the needs of the general membership. Select and/or approve all speakers and moderators in keeping with the NATA policy guidelines contained in this manual.
4. Determine other official convention events/activities.
5. Develop the honoraria/expense reimbursement policies, subject to approval by the Board of Directors.
6. Work in conjunction with NATA's meetings department staff to implement all aspects of the annual meeting.

Council on Employment

Composition: The number of members shall be determined by the chair to form a workable group.

Purpose: To coordinate efforts among NATA entities relating to employment issues for certified athletic trainers.

Duties:

1. Identify avenues for employment.
2. Develop and market association services to enhance the employability and compensation of certified athletic trainers.
3. Coordinate association efforts.

District Secretaries/Treasurers Committee

Composition: The committee is made up of the district secretaries and treasurers elected or appointed by each of the NATA districts. Some districts have one officer who takes care of both duties; others have two separate positions. Each district has one vote.

Selection of Committee Members: The governing documents of each district of the NATA determine how its district secretary and treasurer are elected or appointed.

Member Term of Office: The governing documents of the NATA districts specify each district secretary's and treasurer's term of office, which is synonymous with his or her term on the District Secretaries/Treasurers Committee.

Expenses: NATA pays for light catering when the District Secretaries/Treasurers Committee convenes at the annual meeting. NATA pays room and meal expenses for district secretaries and treasurers attending the off-convention committee meeting.

Purpose: *Assist NATA and the districts by exchanging information about membership procedures, common needs and goals, and related matters.*

Duties:

1. Assist NATA and the districts by facilitating information exchange regarding address and name changes and membership policies.
2. Address issues and share information pertinent to each district.
3. Share information regarding the duties of each district secretary and treasurer, such as fi-

nances, district conventions, district newsletters, governance issues, individual states and communication.

4. Review and update each district's Constitution, Bylaws and/or Policies and Procedures Manual to ensure conformance with the NATA's governing documents.
5. Help the national office market member services at the district level.

Education Council

Composition: The Education Council shall be composed of an Executive Committee and three standing committees, Entry-Level Education, Post-Certification Graduate Education and Continuing Education.

The Executive Committee shall be composed of eight voting members, three of whom shall serve as the committee chairs. Representatives of the Joint Review Committee-Athletic Training, NATA Research & Education Foundation, NATA Board of Certification and the NATA shall serve as non-voting members.

For the committees, the number of members shall be determined by the committee chair to form a workable group.

Terms of office: The chair of the Education Council shall serve a four-year term. Committee chairs and members will serve three-year terms.

Purpose: *Coordinate the delivery of educational programming for the profession of athletic training. The council is specifically responsible for facilitating continuous quality improvement in entry-level, graduate and continuing athletic training education. The council accomplishes its purposes both by developing innovative educational programs and by encouraging and facilitating a close working relationship between all the entities involved in athletic training education.*

Duties:

1. Collect relevant materials from and disseminate them to all groups with an interest in athletic training education.
2. Facilitate consistent dialogue with any NATA groups interested in athletic training education.

3. Serve as a resource to groups interested in athletic training education.
4. Maintain a constant dialogue on accreditation on entry-level athletic training education through the council's association with the JRC-AT.
5. Develop standards for accreditation of advanced level master's degree programs in athletic training and coordinate accreditation through the JRC-AT.
6. Act as a resource for institutions wishing to establish CAAHEP-accredited athletic training education programs.
7. Act as resource for individuals and institutions interested in doctoral level athletic training education.
8. Coordinate the educational content and delivery of all NATA-sponsored continuing education and certificate of advanced qualification programs.
9. Serve as a resource to district, state and local continuing education program planners.
10. Act as the approval agency for certifying continuing education providers.
11. Enhance the availability and cost effectiveness of continuing education.
12. Liaises closely with the Convention Program Committee on the planning of the annual meeting by having the Convention Committee chair sit on the Continuing Education Committee.

Educational Multimedia Committee

Purpose: *The Educational Multimedia Committee provides the membership with information about current multimedia products (video, audio, technology based software) relevant to athletic training, reviews multimedia products available to professionals and coordinates the annual video tape production contest.*

Duties:

1. Review multimedia aids in the profession of athletic training or related fields.

2. Serve as a referral source to the membership for contemporary multimedia.
3. Staff and operate the multimedia review room at the NATA Annual Meeting and Clinical Symposia. Select multimedia products for viewing. The multimedia committee will display appropriate educational/clinical software in the multimedia room if the provider is exhibiting at the annual meeting.
4. Coordinate the annual video tape production contest and evaluate submissions.

Ethics Committee

Purpose: *Ensure that the NATA Code of Ethics and the Membership Standards, Eligibility Requirements, and Membership Sanctions and Procedures are enforced.*

Duties:

1. Address complaints of violation of the NATA's Code of Ethics according to the procedures in the Membership Standards, Eligibility Requirements, and Membership Sanctions and Procedures. (Available from the national office.)
2. Ensure that the Code of Ethics and the Membership Standards, Eligibility Requirements, and Membership Sanctions and Procedures are not in conflict with any federal or state laws, rules and regulations, or any policies of the NATA.
3. Recommend to the Board of Directors any appropriate changes to the Code of Ethics and the Membership Standards. When changes are approved by the Board, the committee will notify the membership.
4. Cooperate with federal, state, and local entities in matters concerning the ethical conduct of NATA members.

Ethnic Diversity Advisory Council

Composition: Each committee member should be an ethnic minority and an athletic trainer certified for at least five years. In addition, the council may have one qualified graduate student member who must be an NATA member and an ethnic minority, able to commit to a two-year term of service and able to attend the national and council meetings.

Proof of active graduate student status and letters of recommendation are required.

Purpose: *The council identifies and addresses issues relevant to ethnic minority members and health care concerns affecting physically active ethnic minority individuals within the scope of the purposes of the Association. The council advocates sensitivity towards cultural diversity throughout the profession and the Association.*

Duties:

1. Increase the body of athletic training care by serving as an advocate for the dissemination of information and research relating to health care issues and conditions that affect the health of physically active ethnic minority individuals (e.g., sickle cell disease, lactose intolerance, at-risk populations, substance abuse, mental health issues).
2. Identify and address to the Board issues relating to cultural distinctions in health care delivery.
3. Identify and advise the Board of Directors with public positions on issues relating to health care for the physically active ethnic minority.

In conjunction with the NATA's affiliates and subsidiaries, the council seeks to:

1. Obtain data regarding the status of ethnic minority athletic training applicants, enrolled students and graduates of approved graduate and undergraduate curriculums.
2. Obtain data regarding the performance of ethnic minorities on the Board of Certification examination.
3. Advocate the recruitment and retention of student athletic trainers by the establishment of grants and scholarships for ethnic minority student athletic trainers, within the parameters established by the NATA Research and Education Foundation Scholarship Committee.
4. Identify, develop and mentor ethnic minority leaders.
5. Annually identify and recognize an individual who has significantly advanced the provision

of athletic health care to ethnic minority physically active individuals or who has made a significant contribution to the professional development and/or advancement of ethnic minority athletic trainers during the course of his or her career.

Finance Committee

Composition: The number of members shall be determined and appointed by the President and may include current and former Board members.

Selection of the Chair: The chair shall be a member of the Finance Committee who is appointed by the President of the Association with the approval of the Board of Directors.

Chair Term of Office: A one-year term with renewal option.

Member Term of Office: Each committee member shall serve a one-year term with renewal option upon recommendation of the chair at the Board's discretion.

Purpose: *Oversee and review Association financial matters.*

Duties:

1. The Committee shall review the Association's financial policies and make recommendations for the Board's approval.
2. The Committee shall review the proposed annual operating budget presented by the executive director. After any appropriate revisions, the Committee will accept the budget. Then the Committee chair will present the budget to the Board for approval.
3. The Committee biannually shall interview and recommend selection of the external auditor to the Board of Directors.
4. The Committee will determine registration, exhibit and all other fees for the NATA Annual Meeting and Clinical Symposia.

Governmental Affairs Committee

Purpose: *Oversee the Association's governmental relations and regulatory efforts.*

Duties:

1. Serve as a clearinghouse to, and a coordinator and facilitator of, Association members' activities in matters pertaining to state regulation of athletic training.
2. Provide information on the governmental affairs process to Association members and others whose business and professional interests bring them in contact with the profession of athletic training. Create or procure materials for this purpose.
3. Cooperate with federal, state, and local regulatory bodies in matters pertaining to the regulation of athletic trainers.
4. Make recommendations to the Board of Directors for positions on specific issues pertaining to athletic training.
5. Provide advocacy for the benefit of the membership.

History and Archives Committee

Purpose: *Collect, maintain and preserve the historical records of the Association.*

Duties:

1. Archive and catalogue the historical records of the Association.
2. Make historical documents available as appropriate to advance the purposes of the Association.

Honors and Awards Committee/Subcommittees

Committee and Subcommittee Composition: The Honors and Awards Committee shall be composed of the chairs of the Honors and Awards subcommittees, plus the chair of the Honors and Awards Committee.

The Hall of Fame subcommittee shall be composed of a representative from each NATA district.

Subcommittees, other than the Hall of Fame subcommittee, shall be composed of at least one representative from each athletic training work setting (high school, college/university, professional, and clinical/industrial/corporate).

Terms of Office: Each Honors and Awards Committee member shall serve a four-year term. Reappointment will be contingent upon reappointment as a subcommittee chair and approval from the Board of Directors.

Each subcommittee member will serve a term of three years with the option for a one-term reappointment with approval from the Board.

The term of service rotation schedule for subcommittee members is based on work setting. In other words, all high school subcommittee members rotate off the same year. All members from the college/university setting have terms that end the next year, and so on.

Purpose: Oversees and administers the Association's Honors and Awards program.

Duties:

A. Honors and Awards Committee

1. Develop, supervise, and evaluate the Association's Honors and Awards program.
2. Provide direction to the Honors and Awards Subcommittees.
3. Establish nomination submission deadlines and nomination evaluation time schedules.
4. Communicate with district Honors and Awards Committees regarding the honors and awards nomination and selection process.
5. Recommend to the Board of Directors candidates for honors and awards.

B. Honors and Awards Subcommittees

1. Support the Honors and Awards committee in the development and implementation of the Association's Honors and Awards program.
2. Evaluate nominations and select honors and awards recipients. Communicate results to the Honors and Awards Committee chair.
3. Develop honors and awards nomination forms and nomination evaluation materials.

4. Develop ways of recognizing honors and awards recipients (for example, publishing recipients' names in *NATA News*). Select recognition items from those suggested by staff.
5. Communicate subcommittee operations to Honors and Awards Committee chair.
6. Develop and submit to the Honors and Awards Committee chair an annual budget sufficient to allow for the operation of the subcommittee.

International Committee

Committee Members: The number of members shall be determined by the committee chair to form a workable group.

Purpose: Assign, assist and recognize athletic trainers working outside the United States.

Duties:

1. Facilitate contact with athletic trainers working outside of the United States.
2. Act as a resource for members working or traveling outside of the United States.
3. Assist the United States Olympic Committee.
4. Assist with international events held in the United States by helping coordinate athletic training services.
5. Develop and publicize international approved providers to help ATCs living overseas obtain CEUs.

Investment Committee

Composition: The number of members shall be determined by the President to form a workable group.

Selection of Chair: The chair shall be the same as the chair of the Finance Committee.

Chair Term of Office: A one-year term with renewal option.

Selection of Committee Members: Committee members shall be appointed by the President with the approval of the Board of Directors.

Member Term of Office: Each committee member shall serve a one-year term with renewal option upon recommendation of the chair at the Board's discretion.

Purpose: *Oversee the Association's investment program.*

Duties:

1. To recommend to the Finance Committee and Board of Directors guidelines and goals for the investment of the Association's surplus funds.
2. To review the status of the Association's investments.

Journal Committee

Chair Duties: Chair serves as Editor-in-Chief of the *Journal of Athletic Training*.

Chair Term of Office: No term limit.

Composition: The number of members shall be determined by the Chair to form a workable group.

Duties:

1. Establish and maintain a written statement of the editorial policies of the *Journal of Athletic Training*, subject to review and approval by the Board of Directors.
2. Committee members serve as associate editors of the *Journal of Athletic Training*.

Memorial Resolutions Committee

Purpose: *Properly recognize deceased members of NATA.*

Duties:

1. Learn about the death of members of the association.
2. Prepare an obituary for each deceased member. The memorial is then submitted, along with a photograph (if available), to the *NATA News* for publication in the next issue.
3. Notify the director of membership at the national office about deceased members.

Placement Committee

Purpose: *Provide advice and counsel to members on the employment process and opportunities.*

Duties:

1. At the NATA Annual Meeting and Clinical Symposia, oversee and administer the operations of the NATA Placement Service. This includes posting current job vacancies, posting a list of Association members desiring placement and providing assistance in interview arrangements.
2. Provide up-to-date employment information to members.
3. Promote effective employment-seeking practices.

Pronouncements Committee

Composition: The number of members shall be determined by the committee chair to form a workable group. Appointments will be made on the basis of expertise required by the Pronouncements Committee.

Purpose: *To develop and/or review position statements, pronouncements and other documents on behalf of NATA.*

Liaison: *The chair will liaise with the Education Council as needed.*

Duties:

1. Draft or review position statements, guidelines or policy statements that declare the official NATA stance on a topic. These types of documents will be sent to appropriate NATA committees or groups and legal counsel for input and require a two-thirds vote of the Board of Directors for approval. After being published in the *Journal of Athletic Training*, an approved statement may be released to members, the public and other entities.
2. Draft or review athletic training briefs, which are short quick responses to timely or prominent topics in the athletic training discipline. Briefs are reviewed by any appropriate body and legal counsel. Because of time constraints, athletic training briefs will generally be ap-

proved by fax ballot. After majority board approval, an athletic training brief may be released to the media and other sources.

3. Review, along with legal counsel, informational materials developed by NATA or other organizations for scientific and professional accuracy.

Public Relations Committee

Committee Members: The number of members shall be determined by the committee chair to form a workable group and should include representatives of all settings.

Purpose: Provide input and direction to NATA's public relations program.

Duties:

1. Act in an advisory capacity to the Board of Directors and the NATA office staff on appropriate public relations matters.
2. Investigate and recommend to the Board of Directors public relations objectives and strategies.
3. When outside PR counsel is authorized by the Board of Directors, the committee conducts an agency review and selects a firm.

Secondary School Athletic Trainers' Committee

Composition: Members of the committee are from the secondary school setting.

Purpose: Identifies and addresses issues of concern to athletic trainers in the secondary school setting.

Duties:

1. Recognize the unique concerns and responsibilities associated with the secondary school athletic training practice setting.
2. Develop and provide programs and activities to enhance the effectiveness of secondary school athletic trainers.

Women in Athletic Training Committee

Purpose: Identifies and addresses issues of concern to women in the athletic training field.

Duties:

1. Research, study and discuss the issues relevant to women in athletic training.
2. Develop programs and activities to address these issues.

3. Enhance opportunities for women to become full participants in association activities.

FINANCIAL POLICIES

1. The financial audit will be performed on an annual basis. The NATA Finance Committee will review the annual audit and the financial policies to ensure that internal control structures and generally accepted accounting principles are being maintained.
2. Board meetings should always include sessions, when needed, without the Executive Director (or any other individuals, for that matter) to provide for free exchange among Board members not subject to outside influence and inhibition resulting from the presence of others. Further separate sessions should include time with only the auditor, and only the general counsel. Other potential separate sessions might include those with key corporate sponsors and key committee members.
3. Expenses to be reimbursed by the organization to the executive director should be approved by the President and Chair of the Finance Committee, and should fall within the budget approved each year for that purpose. Each request should provide the object, nature and extent of travel including a brief narrative of what will be (or was) accomplished by the travel. Any travel that requires expenditures over and above the approved budget should be pre-approved by the President and Chair of the Finance Committee.
4. The organization should develop and maintain a five-year plan, with the current year being identical to the current year's budget. Each year, the plan should be updated to remove the most recent year and add the new fifth year.
5. The Board should directly search for and retain the independent auditor, general counsel and investment counselor for the organization. This process should be without undue influence by the Executive Director. This allows for total loyalty directly to the Board. If the Executive Director participates in or influences the selection process, a tier of loyalty may be created to the Executive Director that may precede the level of loyalty to the Board.

6. Following development of the annual budget each year, the plan should be presented to the auditor for review. This will prevent a budget from being presented that is not in conformity with generally accepted accounting principles.
7. Given the financial reporting format, which provides information on a program basis instead of a line item basis, certain accounts (those areas that are often subject to abuse such as travel, lodging, entertainment, etc.) should be analyzed by the auditor at the request of the Finance Committee.
8. Financial information presented to the Board should be reviewed by the auditor to provide reasonable assurance that the information is consistent with generally accepted accounting principles. The auditor should discuss any items he or she considers inconsistent with the director of finance and administration and Executive Director. If agreement cannot be reached, the auditor will prepare comments on the matter and present those comments to the Chair of the Finance Committee. The Board of Directors and Finance Committee shall receive monthly financial reports.
9. Key relationships with individuals and firms (examples would include corporate sponsors) should be identified. In addition to the relationships that should exist between the executive director and these individuals or firms, parallel relationships should be maintained by the president and/or one or more Board members. This process prevents the Board from losing touch with key relationships. In order to run an efficient sponsorship program, the Board has empowered NATA staff to negotiate sponsorship agreements. This enables staff to meet with sponsors as needed to conduct this business and to otherwise service the relationship.
10. The National Athletic Trainers' Association supports fiscally prudent management of its resources. This means, when appropriate, three bids should be sought on projects, services and products.

Key vendor and consultant relationships must be identified and steps taken to ensure such arrangements are made on an independent, objective and price-competitive basis. Existing vendors and con-

sultants will be asked to bid every second year for future business.

Expense Reimbursement Policy

1. All expenses/travel must be approved in advance by the Executive Director, president or Board of Directors.
2. Individuals representing NATA should exercise discretion in incurring expenses. The least expensive, most efficient mode of travel should be used. (See Airfare Travel Policy.)
3. Expenses presented for reimbursement must be supported by original receipts. Photocopies are not acceptable for IRS and audit purposes.
4. Unless otherwise specified, NATA will reimburse the member for the member's expenses only. (Please do not submit expenses for family members and/or other persons not eligible for NATA reimbursement.) Also, please note, for meal expenses that include others, who was included and why (e.g., committee luncheon or meeting).
5. NATA does not cover expenses incurred as a result of travel to and from committee meetings held during the NATA Annual Meeting and Clinical Symposia. An exception to this rule is made when the committee is asked to meet before or after the annual meeting and the volunteers incur out-of-pocket expenses as a result of the committee meeting. NATA generally does not provide funds for meals during committee meetings at the NATA Annual Meeting and Clinical Symposia. Committee chairs should contact the director of finance and administration for guidelines in this area.
6. Expenses for meetings that are not held at the annual meeting are **NORMALLY** paid for by NATA (if budgeted). However, committee chairs should work with the Executive Director to ensure the expenses are covered before arranging the meeting. Committee chairs should notify all committee members whether or not expenses will be covered. NATA will only reimburse those expenses covered in the Expense Reimbursement Policy for budgeted meetings.
7. NATA is unable to reimburse individuals for expenses paid or reimbursed by another in-

stitution, but may reimburse the institution if it issued a travel advance or paid expenses for the trip. At no time shall the individual receive dual reimbursement. In instances when another organization reimburses the expenses, a reimbursement request should not be submitted to NATA. Should another entity reimburse also, after the individual has been reimbursed by NATA, the individual shall agree to return to NATA the amount paid by NATA for the same expenses.

8. Expense reimbursement requests must be submitted to the NATA within 30 days of completion of the trip/activity. Members attending committee or liaison meetings must submit a written committee report or completed liaison report form at the same time to ensure prompt reimbursement.
9. Members requesting reimbursement should follow the instructions on the back of the NATA Expense Report Form.
10. NATA strives to issue and mail expense reimbursement checks within seven days of receiving the request.

Airfare Travel Policy

1. Approved travel on NATA business is that which has been budgeted and approved by the Board of Directors.
2. Anyone approved to travel on NATA business should select the least expensive direct-route airfare available for his/her flights on NATA business.
3. If airline vouchers are available, they should be utilized for flights over \$600*. Exceptions: Those scheduled for more than three trips in a year may select whatever least expensive direct-route airline fare is available on the airline of their choice.
4. It is recommended that approved NATA travelers use the official travel agency of the NATA.

**The \$600 amount will change as flight prices change.*

INVESTMENT POLICY

The Board of Directors of the NATA has charged the Investment Committee with overseeing the investment of the surplus funds of the Association. The Investment Committee will monitor and review the policies as necessary.

Primary Objectives

1. To preserve capital by purchasing only high quality and diversified investments. At no time will the funds be invested in real estate, junk bonds or non-liquid stocks or bonds that are not highly rated or do not meet Association standards.
2. To obtain the highest possible rate of return on investments that are low risk.

Short Term Investments in Cash and Cash Equivalents:

Highly liquid funds such as money market funds, short term certificates of deposit and other vehicles.

The dollar amount to be retained as cash and cash equivalents will be equal to a minimum of one month's general operating expenses.

Diversification of Longer Term Investments

Equities should account for from 25% to 65% of the surplus funds invested. Purchase of those equities should be designed to preserve capital while at the same time offering long-term capital appreciation and income through dividends.

Bonds should account for from 25% to 65% of the surplus funds invested. Bonds should be purchased with varying maturity dates and designed to produce income. Only bonds rated AA (Moody's) or AA (S & P's) or above when purchased will be acquired.

If market conditions warrant, up to 50% of the funds allocated for long term investments can be held in cash equivalents. The investment advisor will make the recommendation to re-enter the market when conditions are favorable.

SPONSORSHIP

National Athletic Trainers' Association Sponsorship Program

Sponsorship Philosophy

The National Athletic Trainers' Association has developed an official corporate sponsorship program to fund public relations, education, membership services, research and other programs to benefit and enhance the image of the athletic trainer and the profession of athletic training.

Sponsorship Program Administration

All proposals, programs and contracts will be generated by NATA staff and approved by the Executive Director. The Board of Directors will approve companies in product categories as acceptable sponsor candidates before they are approached about sponsorship opportunities.

The specific responsibilities of the NATA staff are:

- Sell sponsorships
- Write and produce sponsorship proposals and sales materials
- Negotiate sponsorship contracts
- Communicate sponsor arrangements and value to members
- Manage contract fulfillment and servicing
- Serve as marketing liaison and clearinghouse
- Review and approve proposed use of NATA materials, logo or promotions
- Liaison with other NATA properties (REF, Grants & Scholarships, etc.)
- Communicate closely with the district meeting coordinators to avoid districts giving sponsor visibility to competitors of NATA sponsors.

ANNUAL MEETING

Honoraria/Awards/Expenses

NATA provides the following convention honoraria/awards/expenses for its meeting speakers and participants:

- 1) Speakers who are members of NATA or athletic trainers eligible to be members of NATA or exhibiting company representatives and who speak for 20 minutes or longer are pro-

vided with the following (applies to NATA clinical sessions, mini-courses, clinical workshops, laboratories, Student Athletic Trainer Seminar, Clinical Athletic Trainer Seminar, Secondary School Athletic Trainer Seminar, College/University Athletic Trainer Seminar, Educators Workshop, Women in Athletic Training Seminar, spouse lecture):

- a) one complimentary symposia registration
 - b) one complimentary Awards Luncheon ticket
 - c) one \$300 honorarium for each presentation covering distinctly different subject matter
 - d) one speaker's gift
- 2) Speakers who are not members of NATA and not exhibiting company representatives and who speak for 20 minutes or longer are provided with the following (applies to same group as No. 1):
 - a) one complimentary symposia registration
 - b) one complimentary Awards Luncheon ticket
 - c) one \$300 honorarium for each presentation covering distinctly different subject matter
 - d) one speaker's gift
 - e) reimbursement of authorized expenses related to their speaking engagement (travel, meals, one night's lodging or two nights if it results in lower airfare)

Note: To the extent possible, it is intended that workshop and laboratory speakers will be local area professionals or ATCs.

- 3) Moderators are entitled to a speaker's gift only.
- 4) Speakers at presentations not sponsored by NATA who speak for 20 minutes or longer receive the following (applies to ACSM, AOSSM, AMSSM, BOC, Gatorade, J&J, NBTA, NACDA, NCAA, PBATS, PFATS, PHATS or groups of a similar nature):

- a) If an NATA member or athletic trainer eligible to be a member of NATA:
 - 1) one complimentary Awards Luncheon ticket
 - 2) one speaker's gift
 - b) If an NATA nonmember:
 - 1) one complimentary symposia registration
 - 2) one complimentary Awards Luncheon ticket
 - 3) one speaker's gift
- 5) Panelists or persons who assist with the actual program presentation and who speak for less than 20 minutes are provided with the following:
- a) If an NATA member or athletic trainer eligible to be a member of NATA:
 - 1) one complimentary Awards Luncheon ticket
 - 2) one speaker's gift
 - b) If an NATA nonmember:
 - 1) one complimentary symposia registration
 - 2) one complimentary Awards Luncheon ticket
 - 3) one speaker's gift

Convention Rotation Pattern

A general, non-binding guideline for the rotation pattern of the convention is: central, central, east, central, central, west.

Tobacco Usage Policy

The use of tobacco products will not be permitted in the meeting rooms or exhibit hall at the NATA Annual Meeting and Clinical Symposia, nor at any other NATA-sponsored event.

Endorsement or Promotion of Social Events by Commercial Enterprises

The National Athletic Trainers' Association will not endorse or publicize any social events sponsored by commercial enterprises during the course of the NATA Annual Meeting and Clinical Symposia, with the exception of events conducted by NATA's official corporate sponsors.

Complimentary Symposia Registration Fee Policy

The symposia registration fee for the NATA Annual Meeting and Clinical Symposia is waived for retired certified and honorary members.

Convention Registration & Attendance Policies

Other policies relating to convention registration and attendance are stated on the NATA Advance Registration Form and the NATA Exhibit Booth Application & Contract.

DISCRIMINATION

The National Athletic Trainers' Association does not discriminate against any legally protected class.

MEMBERSHIP PROCEDURES

Requirements For Membership Certified Membership

Certified - Regular

This category is open to non-student individuals possessing current NATABOC certification and in good standing with NATABOC.

Members in this category may vote on Association matters and may hold office within NATA.

The membership of a Certified Regular member who fails to pay annual dues during the prescribed period will be suspended until dues are paid. Notification of failure to pay dues is forwarded to the Board of Certification so it can bill for CEU maintenance fees.

Annual membership fees consist of national dues determined by the Board of Directors and district dues determined by the individual districts.

Current national dues: \$115

Certified - Student

This category is open to certified individuals enrolled as full time graduate students working toward an advanced degree at an accredited college or university.

Members in this category may vote on Association matters and may hold office within NATA.

The membership of a Certified Student member who fails to pay annual dues during the prescribed period will be suspended until dues are paid. Notification of failure to pay dues is forwarded to the Board of Certification so it can bill for CEU maintenance fees.

Annual membership fees consist of national dues determined by the Board of Directors and district dues determined by the individual districts.

An individual may not be classified as a certified student for a combined total of more than three years.

Current national dues: \$65

Certified - International

This category is open to individuals with current NATABOC certification and in good standing.

The member must reside in a geographic area not included in any current district, but may choose to affiliate with a district and pay district dues, subject to the district's willingness to accept international members.

Members in this category may vote on Association matters and may serve on committees, task forces and as liaisons within NATA.

The membership of a Certified International member who fails to pay annual dues during the prescribed period will be suspended until dues are paid. Notification of failure to pay dues is forwarded to the Board of Certification so it can bill for CEU maintenance fees.

Annual membership fees, which are the same as those charged the International category, consist of national dues determined by the Board of Directors.

Current national dues: \$165

Certified - Retired

This category is open to individuals who have been an NATA Certified member and who have retired from the practice of athletic training.

The following documentation of intention to retire from the practice of athletic training shall be submitted to the national office and NATABOC:

- a. A letter from the member's place of employment, signed by a person in authority, that s/he is officially retired because of age or health; and
- b. A letter from the member to the Association that s/he is retired from the practice of athletic training as of a certain date.

Members in this category may vote on Association matters.

Certified Retired members do not pay dues.

Associate Membership

This category is open to individuals who are working professionally in athletics, education, research, medicine, or an allied health profession related to athletic training.

A member who has fulfilled the requirements to apply for the NATABOC certification examination and is not currently enrolled as a full-time student is eligible for the associate membership category.

Associate members may not vote or hold office within NATA.

The membership of an Associate member who fails to pay annual dues during the prescribed period will be suspended until dues are paid.

Annual membership fees consist of national dues determined by the Board of Directors and district dues determined by the individual districts.

Current national dues: \$115

Certified - Inactive

The membership category of a certified member in good standing with NATA who has been placed on inactive status with the NATABOC will be changed to associate member. This change reflects the fact that the member is not to be represented as an ATC during the time s/he is classified as inactive.

Non-certified Student Membership

This category is open to individuals meeting the following criteria:

- a. Non-certified individuals enrolled as full time graduate students in an accredited college or university; or
- b. Individuals making progress toward the fulfillment of the requirements for NATABOC certification by participating in an internship or approved curriculum under the supervision of NATABOC certified athletic trainers.

An individual may be classified non-certified student for a combined total of no more than eight years (undergraduate five, graduate three). After eight years, the individual must transfer to the Associate category.

The membership of a Student member who fails to pay annual dues during the prescribed period will be suspended until dues are paid.

Annual membership fees consist of national dues determined by the Board of Directors and district dues determined by the individual districts.
Current national dues: \$65

International Membership

This category is open to non-certified individuals who do not have a permanent address in the United States or Canada.

Members are not eligible for district affiliation.

Members in this category may not vote on Association matters or hold office in NATA.

Individuals who are temporarily stationed overseas with the military are not eligible for membership in this category. They would remain in the appropriate membership category.

Annual membership fees consist of national dues determined by the Board of Directors.

Current national dues: \$165

Corporate Partner Membership

This category is open to corporations that are suppliers and/or manufacturers of athletic training materials, supplies, equipment or services. Members in this category are not eligible for district affiliation and may not vote or hold office within NATA.

Annual membership fees consist of national dues determined by the Board of Directors.

Current national dues:

<i>Gold Partner</i>	\$1,500
<i>Silver Partner</i>	\$ 750
<i>Bronze Partner</i>	\$ 375

Honorary Membership

An individual may be awarded Honorary membership in NATA only by NATA. Persons who show profound interest in and promote the athletic training profession are eligible.

Nominations are made only by certified members through their district director. Nominations must be accompanied by resumes. The Honors and Awards Committee will make recommendations to the Board of Directors for approval.
Honorary members do not pay dues.

Application for Membership

Membership in the Association is approved by the NATA Membership Department in accordance with the Standards of Membership.

Applications must include complete payment for national and district dues.

An Association member (except International and members in military service) must hold District membership that corresponds with the mailing address maintained by NATA.

Student members shall be members in the district of their home address.

Inter-District Transfer of Membership

A member of NATA in good standing who moves into a district other than the one in which s/he holds membership must transfer membership to the district into which the move was made. This is done by notifying the national office of the change of address. Notification of the change is sent to the district secretary.

If a member is found by NATA to be in the wrong district, s/he will be transferred to the correct district. The district secretary shall be notified of the change.

The difference in district dues from district changes is waived for the balance of the current membership year.

Change of Membership Class

If a member has a change in status that affects his/her membership category, s/he should notify the national office. The change will be made and notification sent to the district secretary.

If the NATA membership department determines a member is in the wrong membership class, the member will be reclassified. The member and the district secretary will be notified of the change.

Any difference in national dues from changes in classification is billed and collected from the member.

Members experiencing financial hardship may apply annually for inactive status in order to retain membership rights while paying less money in dues (\$40 annually). No member may exceed two years in inactive status. The availability of inactive status will not be publicized.

Dues

- All dues must be paid in U.S. funds.
- District dues shall be set by each District.
- A member's district is determined by the mailing address used by the national office.
- Both national and district dues are payable to the national office.
- District dues collected by NATA are paid monthly to the appropriate district.

- Persons submitting a check that, after the second try, is returned for insufficient funds to the Association, will be charged an administrative fee of \$20 in addition to the original amount of the check.
- Individuals who let their membership lapse and then rejoin NATA will be charged a non-refundable application processing fee (\$25 for regular members, \$15 for students) plus the appropriate dues of the current membership class applied for.
- Renewals are mailed annually on November 1 for the upcoming calendar year.
- Dues are payable on January 1 for the calendar year. Individuals not paying dues (renewals) after February 15 are suspended.
- Suspended individuals who do not renew their membership by September 30 are removed from NATA membership records.
- National dues for new applicants, with the exception of suppliers, are prorated based on their join date. District dues are not prorated.

ATTACHMENT A Triennial Schedule for Board of Directors' Term of Office

Districts

1, 4 & 7	2, 5 & 8	3, 6, 9 & 10
1995	1996	1997
1998	1999	2000
2001	2002	2003
2004	2005	2006
2007	2008	2009
2010	2011	2012
2013	2014	2015

ATTACHMENT B Procedures for Handling Complaints

Regarding Misrepresentation of Certification

1. All complaints/allegations regarding the misuse or unauthorized use of the ATC and/or C.A.T. certification marks are to be sent to the National Athletic Trainers' Association Board of Certification ("NATABOC") national office.
 2. A separate file will be maintained for each incident relating to the misuse/unauthorized use of the certification mark.
 3. If the misuse occurs in a state in which athletic trainers receive state licensure, NATABOC will notify proper state authorities of the apparent misuse of the mark(s).
 4. Upon receipt of such allegations, NATABOC shall follow the procedures set forth in the NATABOC Professional Practice and Disciplinary Procedures ("NATABOC Disciplinary Procedures"). The NATABOC promptly shall transmit such allegations to the Chair of the NATABOC Review Panel. The Review Panel will then determine whether or not good cause exists to find that the allegation of misuse is credible.
 5. Thereafter, in accordance with Section 1(B) of the NATABOC Disciplinary Procedures, NATABOC shall transmit a statement of the allegations to the individual charged with misuse/unauthorized use of the certification marks, via certified mail, return receipt requested, and provide the individual with a copy of any document(s) containing the misrepresentation. A copy of this letter will be sent Federal Express to the NATA Executive Director, with a copy to the Ethics Committee Chair and Chief Counsel by regular mail, on the same day the statement is transmitted to the individual. A copy of this communication will be faxed to the NATA Executive Director the same day. In addition to the information required by Section 1(B) of the NATABOC Disciplinary Procedures, the letter will advise the individual of the following:
 - (a) that NATABOC has received allegations charging the individual with the misuse/unauthorized use of the "ATC" or "C.A.T." certification mark and that the NATABOC Review Panel has found good cause to believe that the allegations are accurate;
 - (b) that the individual has fifteen (15) days to file a written response either disputing the truthfulness of the allegations, or admitting the allegations and affirming that s/he will no longer use the certification mark and will provide NATABOC with corrected copies of any documents on which the inaccurate credential(s) appear;
 - (c) that NATA has transferred to NATABOC all rights, title and interest in the "ATC" and "C.A.T." certification marks; and
 - (d) that, in the event the individual fails to respond, NATABOC and NATA will consider any and all legal action necessary to prevent further misuse/unauthorized use of the certification marks.
 6. The NATABOC Review Panel will proceed to render a decision on the matter and determine an appropriate sanction in the event that NATABOC:
 - (a) does not receive a response within fifteen (15) days of the individual's receipt of the letter;
 - (b) receives a response which indicates that the individual does not dispute the allegations; or
 - (c) receives a response which indicates that the individual disputes the truthfulness of the allegations, but does not request an oral hearing.
- After the Review Panel renders a decision, NATABOC will notify in writing the NATA Executive Director, Ethics Committee Chair and Chief Counsel. NATABOC will mail this notification by return receipt mail on the same day on which it mails notification to the individual.
7. If the individual notifies NATABOC within 15 days of his/her receipt of the notice of the charges, that s/he disputes the truthfulness of the alleged misuse/unauthorized use of the certification marks and requests an oral hearing, a hearing will be scheduled before a Hearing Panel and be conducted in accordance with Section 1(C) of the NATABOC

Disciplinary Procedures. After the hearing is held and the Hearing Panel has rendered a decision, the individual shall have the right to an appeal. If the individual elects to appeal, such an appeal shall be conducted in accordance with Part Two, Section 1(E) of the NATABOC Disciplinary Procedures. Once a decision is rendered by the Appeals Panel, NATABOC shall promptly notify in writing the NATA Executive Director, Ethics Committee Chair and Chief Counsel of the decision. Should the individual not appeal, NATABOC shall promptly notify in writing the NATA Executive Director, Ethics Committee Chair and Chief Counsel of the individual's decision and the Hearing Panel's decision. NATABOC will mail this notification by return receipt mail on the same day on which it mails notification to the individual.

8. Once the NATA Executive Director, Ethics Committee Chair and Chief Counsel are notified of a decision by either the Review Panel, Hearing Panel, or Appeals Panel, the matter will be placed on the agenda for discussion at the next meeting or conference call of the NATA Board of Directors. Thereafter, NATA will advise NATABOC of the recommendation of its Board of Directors, if any, and NATA and NATABOC will determine what further action, if any, is necessary.

ATTACHMENT C

Procedures for Notifying the NATA, Inc. of Complaints of Violation of the NATA Board of Certification Professional Practice and Disciplinary Procedures

The National Athletic Trainers' Association Board of Certification, Inc. will notify the National Athletic Trainers' Association Executive Director, Ethics Committee Chair and Chief Counsel of NATABOC's decision in a matter involving an NATA member on the same day, by return receipt mail, that it notifies its certificant of its decision.