

# Policies and Procedures Manual



## Southeast Athletic Trainers' Association, Inc.

This Policy and Procedure Manual is designed to capture existing policies and procedures of SEATA, District IX of the National Athletic Trainers' Association, its Executive Board and organizational committee structure in an effort to guide the membership in all SEATA related matters. Nothing in this document is intended to conflict with the current Constitution and By-Laws of SEATA. This manual is a living document that may be modified at any time by the SEATA Executive Board. As such, the published edition may not always contain the most recent changes or additions as approved by the SEATA Executive Board.

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## SECTION I. Governance

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**I.A** The Governing Body for SEATA business shall be conducted by the Executive Board and guided by a duly appointed Parliamentarian. The Board shall consist of the SEATA Officers (NATA District IX Director; President, Vice-President, Secretary, and Treasurer) and the seven respective State Presidents (or his/her duly recognized designated representative) from within District IX.

1. The SEATA Officers will be nominated by and voted for election by the voting membership of SEATA.
2. All Executive Board members must be voting members of SEATA with an NPI as an Athletic Trainer
3. Executive Board members must be in good standing with NATA Board of Certification, Inc. and their respective state regulatory body.
4. On voting matters, each state will have one vote with the SEATA President breaking any ties.
5. A quorum of four voting members must be present for any vote to take place.
6. The Secretary is responsible for recording the vote outcome.

**I.B** Executive Board Meetings and Conference Calls

1. Executive Board meetings are generally held twice annually, once in conjunction with the Annual SEATA Clinical Symposium & Members Meeting and once in conjunction with the NATA Clinical Symposia & AT Expo Annual Meeting. The President may call for a special meeting of the Executive Board at other times as needed with the approval of four voting members of the board.
2. Conference calls are routinely scheduled for each month that the Executive Board does not have a regular meeting. All board members, including officers-elect and presidents-elect, are polled as to available times and dates by the President in June and December for the following six months. The SEATA President then notifies the board of the scheduled calls. The President may cancel the regularly scheduled monthly conference call, unless overridden by four voting members of the Board. The President may call for a special conference call at other times as needed at his/her discretion.
  - i) Procedures - Unless otherwise provided to the contrary by a specific policy adopted by the Executive Board, the Parliamentarian shall ensure that *Robert's Rules of Order (Revised)* be followed in conducting the business of the Executive Board.
  - ii) Agenda - The President, in consultation with the Board, shall determine the agenda for the Board meetings. A tentative agenda and, to the extent possible, complete supporting materials are to be forwarded to Board members at least one week in advance of all Board meetings and conference calls. Further items may be forwarded as soon as they become available. Any item that was not included on the agenda and provided to Board members prior to the meeting may be considered with the approval of a majority of the members present. The omission of an item from the agenda shall not invalidate otherwise valid actions by the Executive Board.
  - iii) Consent Agenda – The President may place items, such as committee appointments, approval of previous Executive Board meeting and conference call minutes, ratification of previous email votes by the Board, routine reports, and other items not seeming to need discussion on the consent agenda. Any consent agenda item may be pulled from the consent agenda by any Board member for separate action and discussion. All items remaining on the consent agenda may be approved by the Executive Board with one action.

- iv) Membership Admission to Meetings - All official meetings of the Executive Board shall be open to the membership provided, however, that the Executive Board may go into executive session at any time for discussion purposes when in the judgment of the President such executive session is deemed advisable when good name and character or pending litigation may be involved in such discussions. Formal official action by the Executive Board resulting from any discussions which were in executive session shall be taken by the Board in an open meeting and made a part of the official minutes, which shall be available for membership inspection upon request.

### **I.C SEATA Officers and Duties**

#### **1. District Director**

- a) Represent SEATA at all required NATA, Inc. Board of Director meetings and functions.
- b) If the District Director is unable to attend a specific meeting or required function, the District Director will immediately inform the President. The District Director will then appoint a representative from the Executive Board of SEATA
- c) Keeps the President and Executive Board informed of any and all NATA business that may affect SEATA or its membership.
- d) Coordinates with the SEATA President, so that at, least one of the two officers will be in attendance at state meetings based on availability. Cost of attendance will be covered as per the SEATA Travel & Meeting Expense Guidelines for Executive Board, Committees, Speakers, Corporate Partners and Honored Guests.
- e) Serve at the will of the SEATA President for all SEATA functions and business matters.

#### **2. President**

- a) Serves in accordance with applicable sections of the By-Laws, the SEATA Policies and Procedures Manual, the Articles of Incorporation and other official governance instruments of SEATA.
- b) Serves as the official spokesperson for the Association.
- c) Serves as the presiding officer at all business meetings of SEATA.
- d) Responsible for organizing the annual SEATA Business Meeting. He/she selects necessary members to provide assistance at this meeting and preside over the program.
- e) Secures hotel for all SEATA meetings.
- f) Reviews and co-signs for expenses related to the meetings.
- g) Responsible for approving any expenses related to the meetings.
- h) Coordinates with the District Director so that at least one of the two officers will be in attendance at state meetings based on availability. Cost of attendance will be covered as per the SEATA Travel & Meeting Expense Guidelines for Executive Board, Committees, Speakers, Corporate Partners and Honored Guests.
- i) Serves as ex-officio member of all SEATA committees.
- j) Appoints committee, advisory group, project team chair and the parliamentarian with approval of the Executive Board.
- k) Keeps the State Presidents and other elected officers of SEATA informed about Association affairs.
- l) Responsible for coordination of the SEATA Executive Board Meeting and Members' Meeting at the NATA National Symposium.
- m) Cost of attendance will be covered by SEATA (travel, room, board).
- n) Responsible for the approval of all financial business on behalf of SEATA.
- o) Serve as liaison to organizational support group(s) as necessary.

#### **3. Vice-President**

- a) Serves in accordance with applicable sections of the By-Laws, the SEATA Policies and Procedures Manual, the Articles of Incorporation and other official governance instruments of the Association.
  - b) Assists the SEATA President in organizing the SEATA annual business meeting and Annual SEATA Clinical Symposium & Members Meeting.
  - c) Serves as the official spokesperson for the Association in the absence of the President.
  - d) Serves as the presiding officer at all business meetings of SEATA in the absence of the President.
  - e) Serves as ex-officio member of all SEATA committees.
  - f) Records minutes of all Executive Board meetings in case of absence of the Secretary.
  - g) Coordinates the needs and activities of the following committees/individuals with respect to the Annual SEATA Clinical Symposium & Members Meeting.
    - (1) SEATA Research and Education Committee
    - (2) SEATA Hall of Fame Committee
    - (3) SEATA Honors and Awards Committee
    - (4) SEATA Scholarship Committee
    - (5) SEATA Exhibits Committee
  - h) Works with the Athletic Training Student Symposium Oversight Committee.
  - i) Chairs the Annual Symposium Oversight Committee
  - j) Serve as a member of the Corporate Sponsorship Committee
  - k) Serve as liaison to organizational support group(s) as assigned by the SEATA President
  - l) Carries out any additional duties as assigned by the SEATA President.
4. **Secretary**
- a) Records minutes of all SEATA meetings and keeps records of attendance of members for CEU audits and supporting quorum requirements.
  - b) Conducts correspondence with the approval of SEATA President for SEATA with other organizations and individuals and receives all committee reports and arranges with SEATA webmaster their publication to the SEATA website.
  - c) Attends annual Secretary/Treasurers' meetings at National Office (winter) and during NATA Annual Meeting. Cost of attendance will be covered as per the SEATA Travel & Meeting Expense Guidelines for Executive Board, Committees, Speakers, Corporate Partners and Honored Guests.
  - d) Sends out notices of the regular and special meetings and attends to all duties as pertains to his/her office.
  - e) Provides the President with any amendments to the Constitution or By-Laws to be discussed by the membership at the Annual SEATA Members Meeting.
  - f) Coordinates all elections with Elections Committee Chair the publication of candidate's biographies and ballots in SEATA newsletters as appropriate and on the SEATA website, the notification of members regarding upcoming elections through e-mail, the SEATA website, and postcards to those without e-mail, the solicitation of nominations, the provision of a current list of eligible voters along with names and membership numbers for validation of ballots to the current accounting firm, and the notification of the general membership of the results via the SEATA website, SEATA Newsletter, and e-mail.
  - g) Informs the Executive Board regarding membership status.
  - h) Oversees the SEATA website organization and be responsible for all electronic communications including the quarterly SEATA Newsletter in conjunction with the Communications Committee as detailed in the SEATA Policies and Procedures Manual.



- i) Obtains appropriate mailing lists and contact information for the SEATA Newsletter, SEATA elections, state newsletters, state elections, and other lists following NATA Guidelines Appendix.
- j) Assists in the preparation of relevant materials (with the assistance of the Research and Education Committee) and arranges publication on the SEATA website of the registration information for the Annual SEATA Clinical Symposium & Members Meeting and coordinates the email notification of the SEATA membership of its availability.
- k) Prepares the registration forms for the SEATA Athletic Training Student Symposium and SEATA Athletic Training Educators' Conference and coordinates with the SEATA Communications Committee their publication on the SEATA website.
- l) Serve as the Communications Committee Chair.
- m) Responsible for hole punching of CEU forms at the Annual SEATA Clinical Symposium & Members Meeting
- n) Maintains all records and correspondence for SEATA and coordinates their storage on the SEATA website with the SEATA webmaster.
- o) Supplies information to the NATA News for publication with presidential approval
- p) Serve as liaison to organizational support group(s) as assigned by the SEATA President
- q) Carries out any additional duties as assigned by the SEATA President.

### 5. **Treasurer**

- a) Receives and deposits all SEATA monies in the name of SEATA.
- b) Payment of all SEATA expenditures within 30 days of receipt.
- c) Develop and maintain a five-year budget report, to include a detailed statement of the previous two years and current year cash-flow analysis; additionally, a two-year budget projection. This report shall be presented to the Executive Board at the Annual SEATA Clinical Symposium & Members Meeting and NATA Annual Meeting.
- d) Provide a current year financial statement to any SEATA member upon request.
- e) Is custodian of all financial records belonging to SEATA and arranges for their storage on the SEATA website with the SEATA webmaster.
- f) Collects SEATA dues and keeps the President informed of payment status.
- g) Attends annual Secretary/Treasurers' meetings at National Office (winter) and during NATA Annual Meeting. Cost of attendance will be covered as per the SEATA Travel & Meeting Expense Guidelines for Executive Board, Committees, Speakers, Corporate Partners and Honored Guests.
- h) Provides report along with state dues distribution to the treasurer & president of each state as to the respective due's payment status of that state's members.
- i) Coordinates registration with the appropriate committee chairs for all meetings and manages all related financial matters
- j) Prepares report and documentation which is sent annually to the SEATA accountant for review and their preparation of annual tax filing
- k) Serve as the Finance Committee Chair
- l) Serve as a member of the Corporate Sponsorship Committee
- m) Serve as liaison to organizational support group(s) as assigned by the SEATA President
- n) Carries out any additional duties as assigned by the SEATA President.

### **I.D State Presidents**

1. The voting members of the Executive Board shall be the seven (7) State Presidents duly elected by his/her respective state in District IX (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, and Tennessee).

2. State President Duties.
  - a) Represent the SEATA members from his/her respective state during SEATA meetings.
  - b) Serve as liaison to organizational support group(s) as assigned by the SEATA President.
  - c) Assist SEATA Officers, as necessary, during the Annual Members Meeting and Symposium.
  - d) Provide due diligence with preparing for, and voting on, all matters brought before the Executive Board as they relate to the SEATA membership, as a whole.
  - e) Provide the President with agenda items, as necessary
  - f) Notify SEATA Officers of any changes in State Officers
  - g) Notify SEATA President and Treasurer of any SEATA member's passing
  - h) Carries out any additional duties as assigned by the SEATA President.

### **I.E Parliamentarian**

1. The parliamentarian shall be a SEATA member in good standing, appointed by the President:
2. Duties / Responsibilities of the Parliamentarian:
  - a) Serve as an invited guest during all Executive Board meetings/conference calls, as permitted by Robert's Rules and SEATA Policies.
  - b) The SEATA Parliamentarian must have a thorough knowledge of correct parliamentary procedure for conducting meetings and interpreting the rules of the organization.
  - c) Although Robert's Rules of Order will serve as the final procedural procedure, when needed, policies and procedures previously agreed upon by the Executive Board and within the spirit of these procedures may be followed to with the discretion of the SEATA President.
  - d) The SEATA Parliamentarian serves as an "advisor" to the Executive Board at the discretion of the President and other officers on matters related to the organization.
  - e) The SEATA Parliamentarian may give an "opinion" or "advice," not a ruling since the President rules.
  - f) The SEATA Parliamentarian may serve as a consultant to organizational support groups / committees on rules, bylaws, elections, resolutions, etc. as directed by the SEATA President

### **I.F Officers and State Presidents Elect of SEATA**

1. Meeting Attendance and Expense Reimbursement
  - a) If a State wishes its president-elect to attend the Executive Board meetings, the State funds the cost of the president-elect's travel, hotel and incidental expenses. SEATA pays for meals in the same manner as its policy dictates for Executive Board members.
  - b) Officers-elect are encouraged to attend all SEATA Executive Board meetings after being elected and prior to assuming office. Officers-elect expenses related to attending the SEATA Executive Board meeting immediately preceding assumption of office are covered in the same manner as the expenses of the current officers.
2. Participation in Conference Calls
  - a) State Presidents-elect and officers-elect are invited to participate (on a non-voting basis) in the Executive Board conference calls prior to taking office. If they participate, SEATA pays the conference call cost.

## **SECTION II. Committees Policies and Liaisons**

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- II.A** Categorization of SEATA Committees shall be structured and compliant with NATA and/or SEATA policies & procedures. Categorization for each SEATA Committee is as follows and as specified below:



- A. **TIER 1 - District IX Representative to a NATA Committee.** Several of NATA's committees are composed of a representative from each district, plus a number of at-large members as applicable. Most committee members serve one-year terms renewable up to a total of four year of service (or as NATA policy). Districts conduct their own recruitment processes for their representatives. The application process occurs in August and September for positions opening the following June. A SEATA member shall be appointed by the District Director to represent District IX members on the respective NATA Committee. As these committees are NATA based, they are exempt from state representation in SEATA.
- B. **TIER 2 – State-based SEATA Committee of a NATA Committee.** These SEATA committees serve as sub-committees to their corresponding NATA committee and have specific roles and responsibilities to both NATA and SEATA. Each of these committees shall have at least one representative from each state in District IX and a duly appointed SEATA Sub-Committee Chair. The SEATA Sub-Committee Chair shall also serve as the District IX Representative and member of the respective NATA Committee.
- C. **TIER 3 – State-based SEATA Committees.** These state-based committees in SEATA have specific roles and responsibilities as a SEATA Committee and do not function in relation to any specific NATA committee/council. Each of these committees shall have one representative from each state, of which, one shall be appointed as Chair.
- D. **TIER 4 – Function-based SEATA Committees with appointed members.** These committees have specific roles and responsibilities within SEATA and do not function in relation to any specific NATA committees/councils. As these committees are SEATA event/function based, they are exempt from requiring that each state have representation on the committee. Each SEATA Committee shall consist of a chair and an appointed committee member as needed to ensure completion of the group's roles and responsibilities.

## II.B Becoming a Committee Member

- A. Nominations
  - 2. Candidates for committees or liaison services will complete an electronic SEATA Committee Candidate Nomination Form which will be electronically submitted to both the SEATA President and Secretary. Members are asked to complete all sections of this form, to include a commitment to serve section.
  - 3. Candidates should be members of SEATA; in good standing with his/her State Association; and have a desire to volunteer to better the profession.
  - 4. Each candidate must have a National Provider Identifier (NPI) number as an Athletic Trainer and included in the Candidate Nomination Form to be eligible for consideration for a support group.
  - 5. No action will be taken by the SEATA Executive Board on recommendations for these appointments without the proper documentation.
- B. Selection
  - 1. SEATA Member appointed as District IX Representative to NATA committees (Tier 1)
    - i) SEATA members appointed as a District IX Representative shall be selected based on identified skills and abilities of the nominee to meet the needs of the respective NATA committee. The District Director will use the following the scheduled timeline for annual vacancies. If necessary, the process will be expedited as deemed necessary by the District Director to fill immediate vacancies:
      - (1) July 1 – Call for nominations for positions whose terms expire the following June.
      - (2) July 31<sup>st</sup> – Deadline to apply for a District IX Representative position.

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## of the Southeast Athletic Trainers' Association

- (3) August 1<sup>st</sup> – Complete report of all nominations to be sent to the District Director for review. The District Director, in consultation with the respective NATA Committee Chair, shall compile a list of three candidates for the respective position.
  - (4) September 1<sup>st</sup> – District Director shall present a maximum of three candidates to the SEATA Executive Board for discussion during a conference call/meeting.
  - (5) September 30<sup>th</sup> – District Director shall notify the selected candidate of his/her appointment and inform the Executive Board of the selection.
2. SEATA Committee Chair / District IX Representative – Tier 2
  - (1) As Tier 2 committees are affiliated with a NATA committee, the duly appointed District IX Representative may also serve as the SEATA Committee Chair. (This duly appointment shall be by the District Director in accordance with SEATA policy as stated above).
  - (2) As deemed appropriate by the Executive Board, the President may appoint a different member to serve as the SEATA Committee Chair. This action shall require a unanimous vote of the Executive Board.
3. Tier 3 and 4 Committee Chair
  - i) Chair positions for SEATA Committees or Task Force(s) shall be appointed by the SEATA President and approved by the Executive Board.
4. Committee Members
  - (1) State-based Committee Members (Tier 2 & 3)
    - (a) SEATA Committee Chair(s) shall notify each respective State President and the SEATA President of committee vacancy(ies).
    - (b) The State President, in consultation with his/her state members and the respective SEATA Committee Chair, shall discuss SEATA committee needs/purposes to best identify an appropriate state member candidate for the committee member position representing that state on the committee.
    - (c) The State President shall make a final candidate recommendation for approval to the SEATA President.
    - (d) Formal appointment of state-based committee member to a SEATA Committee shall be made by the SEATA President and notice given to the Executive Board on the next board meeting agenda.
  - (2) Function-based Committee Members (Tier 4):
    - (a) Tier 4 Committee Chairs shall notify the SEATA President and Secretary of any committee member vacancy and/or need(s). The SEATA membership shall be notified of any committee member position vacancy.
    - (b) Function-based committee members may be identified by the respective committee chair and SEATA President based on the current needs of the committee and/or member's expertise to assist the committee's function.
    - (c) The SEATA President shall make formal appointments and then notify the Executive Board of all new Tier 4 function-based committee members.
- C. Executive Board Approval Process
  1. Vacant committee chair position appointment(s) shall be placed as a Consent Agenda item for the next Executive Board Meeting or Conference Call.
  2. In December of each year, the renewal of all current committee chairs shall be placed as a Consent Agenda item for Executive Board approval.

## **II.D General Policies for Committees**

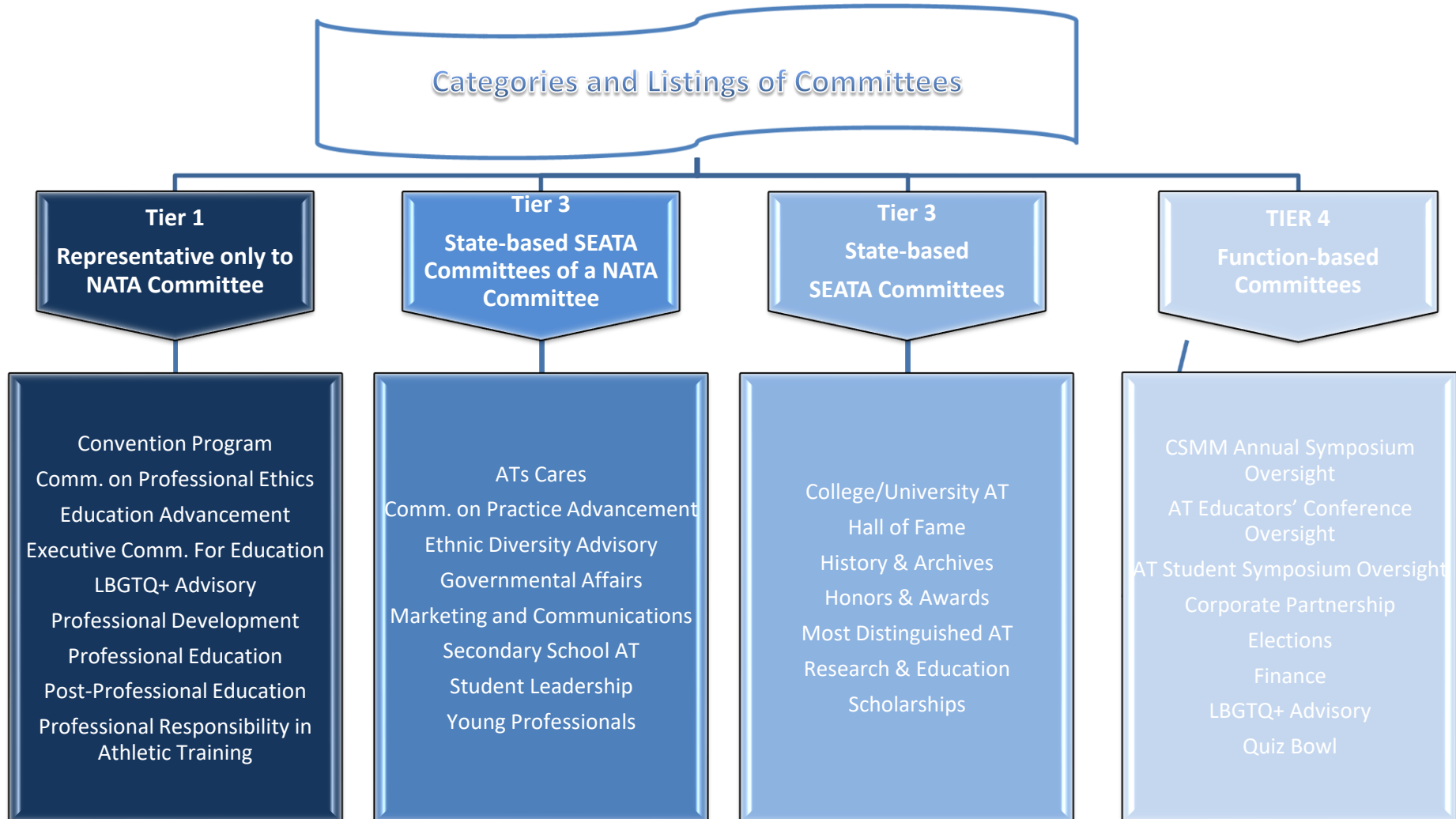
### **B. Terms for Committee Chair Positions:**

1. District IX Representatives, who also serve as the SEATA Sub-Committee Chair, shall be in accordance with NATA policy on committee member term limits.
2. SEATA committee chairs shall be appointed for a two-year term. The chair may be reappointed for additional term(s) with approval of the Executive Board, unless otherwise specified in the group's structure. The President can recommend to the Board removal or accept resignation of a chair.
- C. All committee members must be members in good standing with SEATA and his/her respective state regulatory agency, unless a special need arises for a non-member to serve which must be recommended by the President and approved by the Executive Board
- D. All members of SEATA Committees shall complete the SEATA Commitment to Serve Form as appropriate upon renewal.
- E. General members of a committee serve a one-year term and may be reappointed with approval of the Executive Board.
- F. Committee members fulfill the charge of the group under the direction of the duly appointed chair. This involves attending meetings, participating in telephone conference calls, completing work assignments and remaining up to date on events and circumstances affecting the group.
- G. Each Tier 2 and Tier 3 committee shall conduct a meeting at least twice a year. Generally, one meeting may occur during the Annual SEATA Clinical Symposium & Members Meeting or via conference call. The chair may contact members through the year to review issues from the annual meeting and/or to monitor the progress of current projects. To call a committee meeting at the Annual SEATA Clinical Symposium & Members Meeting the chair must give the Vice-President at least two months advance notice. All requests for a conference call shall be made in writing to the Secretary at least two weeks advance notice.
- H. All committee meetings are open to the membership. The chair shall have discretion to call for a closed session for confidential matters.
- I. Any new project(s) that the committee elects to do must be presented in writing to their respective SEATA Executive Board liaison for Board approval prior to executing the project. The written proposal should include, but not limited to, purpose, goal(s)/outcome(s), method of implementation, timeline, and budget, if applicable.
- J. Organization support groups are expected to submit an annual activity / progress report utilizing the SEATA Committee Report. The chair is asked to submit their respective written report to the SEATA Executive Board liaison at least 10 days in advance of the Annual SEATA Clinical Symposium & Members Meeting and/or NATA National Meeting. The chair may locate the report on the SEATA website through coordination with the SEATA Secretary. Supplementary reports may be requested by the Executive Board in advance of conference calls.
  1. If the chair is unable to attend the annual committee meeting, he/she will appoint a member of the group to preside over the meeting and give the report to the SEATA Executive Board.
  2. If more than one member of the group is unable to attend the meeting, then the chair reserves the right to cancel the committee meeting. The chair must give the District Vice-President notice at least two weeks prior to the Annual SEATA Clinical Symposium & Members Meeting but still submit a report.
- K. Committee composition:
  1. Tier 2 SEATA district—based committees shall be composed of eight members (chair and one member from each state), or as otherwise stated in Section III committee description (see below).
  2. Tier 3 SEATA committee will generally consist of one member from each state (of which one will be appointed as chair) or as otherwise stated in Section III committee description (see below).

3. Tier 4 SEATA Committees shall be as specified in Section III committee description.
4. Requested changes in committee structure should be submitted by the chair to the President for approval by the Executive Board.
- L. For any SEATA committee, a quorum shall be a simple majority of the committee's voting members. A quorum must be present for any issues that have to be voted on by the committee. The chair will only vote in cases of tie.
- M. **Committee** members are required to keep their individual state informed of any work/issues being completed and are expected to provide a report at their respective state meeting for state-based committees.

**II.E** Executive Board Liaisons: To improve communication between the various committees and the SEATA Executive Board, the SEATA President will appoint members of the Executive Board to serve as liaisons to all committees.

- B. Duties as liaison to committees
1. Communicate regularly with committee chair to stay up to date on projects and activities.
  2. Promptly notify the SEATA President of any committee action items or requests.
  3. Promptly notify the committee chair of any relevant Executive Board discussion or action.
  4. Provide input to the SEATA President and District Director about current or past committee members who are committee chair or NATA Representative Candidates.



### SECTION III. SEATA Organizational Support Groups Listings and Descriptions

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#### III.C Annual Symposium Oversight Committee

##### B. SEATA Committee (Tier 4)

1. *Composition (5 members).* The Symposium Oversight Committee is made up of the following sub-committees chairs and individuals: Hall of Fame, Honors and Awards, Corporate Partnership, and Research and Education. SEATA Officers serve as ex officio members.
2. *Chair:* The committee chair shall be the SEATA Vice-President.
3. *Purpose.* To stage an educational sound, fiscally responsible, successful Annual SEATA Clinical Symposium & Members Meeting.
4. *Duties.*
  - i) Review past meeting.
  - ii) Help secure upcoming hotel contracts.
  - iii) Review expenditures from past meeting.
  - iv) Meet with Executive Board at NATA annual meeting.
  - v) Help acquire the best hotel site for future meetings (previously known as the Site Selection Committee).
  - vi) Work with Research and Education Committee to provide outstanding educational programming.
  - vii) Order member gifts for Annual SEATA Clinical Symposium & Members Meeting.
  - viii) Acquire and confirm Presidential Lecturer.
  - ix) Contact Committee Chairs to get meeting space requests for Annual SEATA Clinical Symposium & Members Meeting.
  - x) Set up Past Director's/Hall of Fame Breakfast, Tim Kerin Memorial Awards Luncheon, and Hall of Fame Reception
  - xi) Set up rooming list.
  - xii) Set up meal plans.
  - xiii) Review plans from all sub-committees
  - xiv) Finalize all meeting plans.
  - xv) Attend Annual SEATA Clinical Symposium & Members Meeting and meet with Executive Board at meeting.
5. *Polices:* Members of this committee shall adhere to and follow the general SEATA Committee Policies as stated in *Section II.C* of this P&P Manual.

#### III.D Athletic Training Educators' Conference (ATEC) Oversight Committee

##### B. SEATA Committee (Tier 4)

1. *Composition (7 members).* This committee shall be composed of 5 (five) faculty members of CAATE accredited programs; from which, two shall be appointed as co-Chairs (Program Coordinator and Abstract Review Coordinator), and the two Athletic Training Student Symposium Committee Co-Chairs, who serve as ex-officio members.
2. *Co-Chairs.* The committee co-chairs shall be selected by the SEATA President, in consultation with the Executive Board State President(s), and/or committee members, and approved by the Executive Board.
3. *Purpose.* To develop, plan, and coordinate an educationally sound, fiscally responsible, successful biennial SEATA Athletic Training Educators' Conference.
4. *Duties.*
  - i) Review past meeting.



- ii) Review expenditures from past meeting.
  - iii) Work with the SEATA Vice President to acquire the best hotel site for future meetings.
  - iv) Secure faculty and make all arrangements to address the needs of the faculty relative to their presentation.
  - v) Issue and collect speaker agreement forms and materials for all SEATA Athletic Training Educators' Conference faculty.
  - vi) Follow-up as needed with the Treasurer to ensure that all expenses relative to faculty are handled appropriately.
  - vii) Provide the SEATA Athletic Training Educators' Conference program agenda in a timely manner to the Secretary and webmaster for distribution to the membership and publication to the SEATA website.
  - viii) Make appropriate contacts with NATA national office for publicity regarding the meeting in eblasts and *NATA News*.
  - ix) Meet with Executive Board at Annual SEATA Clinical Symposium & Members Meeting.
  - x) Coordinate all meeting space, rooming lists, and property needs with Athletic Training Student Symposium Committee Chair, if meetings are held concurrently.
    - (1) Set up rooming list.
    - (2) Set up meal plans.
    - (3) Review plans from all sub-committees.
  - xi) Finalize all meeting plans with SEATA Vice President and Treasurer.
5. *Polices*: Members of this committee shall adhere to and follow the general SEATA Committee Policies as stated in *Section II.C* of this P&P Manual.

### **III.E Athletic Training Student Symposium (ATSS) Oversight Committee**

#### **B. SEATA Committee (Tier 4)**

1. *Composition (5 members)*. Two committee co-chairs and three appointed members (Laboratory Coordinator, Competencies Coordinator, and the Corporate Partner Chair). Additional members may be added as determined based upon need of the co-chairs and/or Executive Board.
2. *Chair*. The committee chair shall be selected by the SEATA President, in consultation with the SEATA Officers, State President(s), and/or committee members, and approved by the Executive Board.
3. *Purpose*. To develop, plan, and coordinate an educationally sound, fiscally responsible, successful annual Athletic Training Student Symposium.
4. *Duties*.
  - i) Review past meeting.
  - ii) Help secure upcoming hotel contracts.
  - iii) Review expenditures from past meeting.
  - iv) Work with Annual Symposium Oversight Committee to acquire the best hotel site for future meetings.
  - v) Secure faculty and make all arrangements to address the needs of the faculty relative to their presentation.
  - vi) Issue and collect speaker agreement forms and materials for all SEATA Athletic Training Student Symposium faculty.
  - vii) Follow-up as needed with the Treasurer to ensure that all expenses relative to faculty are handled appropriately.

- viii) Provide the SEATA Athletic Training Student Symposium program agenda in a timely manner to the Secretary and webmaster for distribution to the membership and publication to the SEATA website.
  - ix) Meet with Executive Board at Annual SEATA Clinical Symposium & Members Meeting.
  - x) Coordinate and finalize hotel rooms, seminar rooms, banquet needs (food & beverage) with hotel and SEATA EB Liaison.
5. *Polices*: Members of this committee shall adhere to and follow the general SEATA Committee Policies as stated in *Section II.C* of this P&P Manual.

### III.F ATs Care Committee

#### B. NATA Committee

1. *Composition*. This district-based committee is comprised of one member from each district with up to an additional 3 at-large members from a variety of practice settings and preferably those with experience in group or individual crisis intervention.
2. *Purpose*. To aid athletic trainers (AT) and athletic training students (ATS) in the after math of a critical incident to utilize a peer-to-peer system to assist, monitor, and encourage these individuals to seek initial support through state or regional ATs Care teams.

#### C. SEATA Sub-Committee (Tier 2)

1. *Composition (8 members)*. This State-based sub-committee shall be composed of one committee member from each state in SEATA and a duly appointed Chair.
2. *Chair*: The sub-committee chair shall be appointed by the SEATA President, in consultation with the District Director, State President(s), and/or committee members; and approved by the Executive Board. The Chair may also serve as the District IX representative on the corresponding NATA committee.
  - i) The term of this sub-committee Chair shall be in compliance and accordance to the NATA Committee's Policy and Procedures (See NATA P&P Manual).
  - ii) At the conclusion of his/her tenure as District IX Representative on the NATA Committee, the member may petition his/her respective State President to be a replacement of the current State member on this sub-committee; as each State is only permitted one committee member.
3. *Purpose*: Serve as a professional resource relative to Critical Incident Stress Management (CISM) for the district and state level, designed to help assist athletic trainers and athletic training students in District IX in the aftermath of a critical incident by utilizing peer-to-peer system to assist, monitor and encourage these individuals to seek initial support through the district ATs Care team.
4. *Duties*:
  - i) Facilitate educational resources and organizational methods from the national level to the state level.
  - ii) Committee members will be available as a peer-to-peer resource to any SEATA member relative to a critical incident encountered by the member.
  - iii) Complete ICISF instructor training and assist in training state CISM team members.
  - iv) Be available for on-site debriefings within District IX.
  - v) State representatives are responsible for notifying the District representative of all CISM activities. The District Representative must notify the national committee leadership of all reported CISM activities. The District representative is responsible for recording pertinent information related to events within the ATs Care event log.
  - vi) Committee members must maintain a high level of confidentiality in all encounters.

5. *Polices:* Members of this organization support group shall adhere to and follow the general SEATA Committee Policies as stated in *Section II.C* of this P&P Manual.
  - i) *Travel:* SEATA allocates \$1,000 for travel related expenses for CISM on-site responses by the District Representative, or his/her designee. Travel requests must have approval of the SEATA President prior to the response activity. The member must follow the SEATA Travel Reimbursement Policy.

### III.G College/University Athletic Trainers' Committee (CUATC)

#### B. SEATA Committee (Tier 3)

1. *Composition (7 members).* This state-based committee shall be composed of one committee member from each state in SEATA with one elected as chair. Members of this committee shall be practicing Athletic Trainers from the following collegiate classifications. For diversification of the committee composition, no single classification shall have more than three (3) representatives on this committee.
  - i) NCAA Division IA
  - ii) NCAA Division IAA, IAAA
  - iii) NCAA Division II & III
  - iv) NAIA Division I & II
  - v) NJCAA
2. *Chair:* The committee chair shall be appointed by the SEATA President and approved by the Executive Board.
3. *Purpose.* To identify and report issues of concern, as they relate to athletic trainers in the college and university setting.
4. *Duties.*
  - i) Study and discuss the unique concerns associated with the college/university practice setting.
  - ii) Develop programs and activities to address concerns and enhance the effectiveness of college/university athletic trainers.
5. *Polices:* Members of this committee shall adhere to and follow the general SEATA Committee Policies as stated in *Section II.C* of this P&P Manual.

### III.H Committee on Practice Advancement (COPA)

#### B. NATA Committee

1. *Composition.* This committee is comprised of one member from each district with up to an additional 6 at large members at the discretion of the committee chair and district director liaison to the committee. Committee members will consist of ATs from a variety of practice settings and those with experience in billing, revenue generation, and insurance reimbursement. These settings include, but are not limited to the performing arts, hospital and clinical, physician extender, military, public safety, occupational, youth sports, secondary school, college and university.
2. *Purpose Advancement* of the athletic training profession in business and employment opportunities, compensation, and brand recognition of athletic trainers as health care professionals.
3. *Duties*
  - i) Support staff in job development and improvement efforts.
  - ii) Advocate for athletic trainers employed in clinical and emerging practices settings and disseminate information about these markets.
  - iii) Study and address the unique concerns of these athletic trainers. Develop programs and activities to meet these needs.

- iv) Promote and enhance revenue generation by collaborating with other NATA groups and settings and providing information on these topics.
  - v) Develop and provide resources to help athletic trainers create healthcare models that maximize business opportunities and return on investment.
  - vi) Liaise with athletic training educators to help ensure knowledge, skills and abilities needed to work in emerging practice areas are included in the professional education standards.
  - vii) Collaborate with other NATA groups to promote and enhance these areas.
- C. SEATA Sub-Committee (Tier 2)
1. *Composition (8 members)*. This State-based sub-committee shall be composed of one committee member from each state in SEATA and a duly appointed Chair to represent District IX at NATA.
  2. *Chair*: The sub-committee chair shall be appointed by the SEATA President, in consultation with the District Director, State President(s), and/or committee members; and approved by the Executive Board. The Chair shall also serve as the District IX representative on the corresponding NATA committee.
    - i) The term of this sub-committee Chair shall be in compliance and accordance to the NATA Committee's Policy and Procedures (See NATA P&P Manual).
    - ii) At the conclusion of his/her tenure as District IX Representative on the NATA Committee, the member may petition his/her respective State President to be a replacement of the current State member on this sub-committee; as each State is only permitted one committee member.
  3. *Purpose*. To identify and address issues of concern to athletic trainers in the clinical/industrial/corporate or emerging practices setting and promote certified athletic trainers in these settings.
  4. *Duties*.
    - i) Collect, analyze, and distribute information about the conduct of athletic training in the clinical/industrial/corporate or emerging practices setting.
    - ii) Facilitate communication among certified athletic trainers in the clinical/industrial/corporate or emerging practices setting.
    - iii) Develop educational programming for international, national, district and student meetings.
    - iv) Develop and maintain relationships with related allied health organizations.
    - v) Facilitate communication with athletic training curriculum directors.
    - vi) Collect, analyze and distribute information about the revenue conduct of athletic trainers in the clinical/industrial/corporate or emerging practices setting.
    - vii) Provide input as requested and work collaboratively with other committees and groups.
  5. *Polices*: Members of this committee shall adhere to and follow the general SEATA Committee Policies as stated in *Section II.C* of this P&P Manual.

### III.I Committee on Professional Ethics (COPE)

#### B. NATA Committee

1. *Composition*. This district-based committee is comprised of members with an interest or background in ethics.
2. District IX Representative is appointed by District Director.
3. *Purpose*. Uphold the NATA Code of Ethics and the Membership Standards, Eligibility Requirements and Membership Sanctions and Procedures. Educate the membership about athletic training and ethics.

4. NATA Duties
  - i) Address ethics complaints.
  - ii) Ascertain that the Code of Ethics and the Membership Standards, Eligibility Requirements, and Membership Sanctions and Procedures are up-to-date and not in conflict with federal or state laws, rules and regulations or NATA policy.
  - iii) Inform the membership about ethics and the ethics complaint process.
5. *Duties.*
  - i) Requests information and news from all SEATA officers, state presidents and committee chairs for inclusion in *SEATA Newsletter*, *SEATA eblasts News* and SEATA website.
  - ii) Prepares the *SEATA Newsletter* and coordinates publication on the SEATA website with webmaster and distribution via email with the SEATA group email coordinator.
  - iii) Prepares the *SEATA eblast News* and coordinates publication on the SEATA website with webmaster and distribution via email with the SEATA group email coordinator.
  - iv) Evaluates needs of the association regarding web hosting, group email, and discussion boards, and other means of electronic communications and provides recommendation to the Executive Board.
  - v) Secures web hosting services, group email, discussion boards, and other means of electronic communications.
  - vi) Organization and content of SEATA website.
  - vii) Updating the SEATA website within 24-48 hours of being provided new information.
  - viii) Promotion of all SEATA activities, meetings, and elections via SEATA website, *SEATA eblast News*, *SEATA Newsletter*, SEATA Discussion Forum, SEATA List Serve and other means of electronic communications.
  - ix) Organization and updating of SEATA email system and email groups.
  - x) Distribution of *SEATA Newsletter* and *SEATA eblast News* via email.
  - xi) Organization and storage of SEATA records in web directories.
  - xii) Moderation of SEATA Discussion Forum and other SEATA related online forums and blogs.
  - xiii) SEATA members who wish to subscribe to the discussion forum should subscribe via discussion forum instructions posted on the discussion board. Moderator(s) are charged with reviewing all posts and may delete inappropriate posts as well as delete members who fail to follow the posted procedures.
  - xiv) Moderation of SEATA List Serve.
6. SEATA members who wish to subscribe to the list should send a blank email to [SEATA-subscribe@yahoogroups.com](mailto:SEATA-subscribe@yahoogroups.com). At that site, they are asked for their name and email address. The system will verify their address with a test email. At this same site, they can unsubscribe from the list. To set up full access to the list serve website, including online documents, member information, and an archive of past posted messages, members should go to <http://groups.yahoo.com/group/SEATA/>. A monthly help file will be distributed each month with information regarding the list serve.

### III.J Corporate Partnership Committee

#### B. SEATA Committee (Tier 4)

1. *Composition (at least 4 members).* SEATA Exhibits Coordinator, one ATSS co-Chair, the SEATA Vice President, and the SEATA Treasurer. Additional members may be added as determined based upon need of the Chair and Executive Board.
2. *Chair:* The committee chair shall be the SEATA Exhibits Coordinator.



3. *Purpose.* Development and revision of the SEATA Corporate Partner Plan and to advise the SEATA Executive Board on all matters related to exhibits at the Annual SEATA Clinical Symposium & Members Meeting, Annual Athletic Training Student Symposium, Biennial Athletic Training Educators Conference and Corporate Sponsorships/Partnerships.
4. *Duties.*
  - i) Responsible for solicitations of potential exhibitors/vendors to participate in the Annual Symposium.
  - ii) Committee Chair will update the following
    - (1) Current mailing list of exhibitors/vendors who have either participated in the past or have an interest in athletic training or sports medicine. The first mailing must go out approximately four months prior to the meeting dates
    - (2) Each year the Chair will update and revise the SEATA Corporate Partner Plan.
    - (3) Every three to five years the Chair (along with the Executive Board) will increase the application fees.
  - iii) The Chair will also be responsible in finding a convention services company for all piping, drapes, poster boards, etc. This could be bid out as a service to SEATA if needed.
  - iv) The Chair is also responsible for communicating with the vending company and the hotel on formats for the meeting and a floor plan for the exhibit hall.
5. *Policies*
  - i) Committee members shall adhere to the general SEATA Committee Policies as stated in *Section II.C* of this P&P Manual.
  - ii) Once the Corporate Partner Plans have been mailed, emailed and posted to the SEATA website, along with the enrollment form, the Chair waits for the exhibitor/vendors to enroll and become a part of that year's Annual SEATA Clinical Symposium & Members Meeting. Occasionally the Chair will have to send out reminders for certain exhibitors who are late in enrolling or have forgotten to submit their form and fee.
  - iii) Once the Chair is in receipt of the enrollment form and the fee, he/she will follow-up with a letter or email explaining in more detail about the format of the meeting and the exhibiting times and procedures. This includes the following:
    - (1) Hotel registration information
    - (2) Directions to the hotel
    - (3) Times for booth set-up
    - (4) Time the Exhibit hall opens
    - (5) Door-prize information
    - (6) Closing down the Exhibit hall
    - (7) Other information of importance concerning receptions, dinners, etc.
  - iv) Once the Chair receives the enrollment form and the check, he/she will then mail the checks with a receipt to the SEATA Treasurer. A receipt will be kept by the Chair in the company folder for that particular corporate partner.
    - (1) Make the necessary arrangements to honor the Corporate Partner Plan with whatever that corporate partner purchased; (i.e., ads for the notebook, ads for the *SEATA Newsletter*, SEATA website, electronic file, etc.)
      - (a) This will be coordinated through the SEATA President and/or any other individual as needed.
  - v) Once the meeting begins then the Chair will have the following responsibilities:
    - (1) Meet with hotel and convention services personnel on set-up of the exhibit hall.
    - (2) Be present during the time the exhibitors will be setting up their booths and areas.



- (3) During the welcoming remarks at the beginning of the meeting, the Chair will introduce the exhibitors by company and their representatives.
- (4) Generally, be available to answer any questions from both exhibitors and other personnel. Be present during the entire show from start to finish.
- (5) Be prepared to handle the door prize distribution as needed.
- vi) At the close of the meeting, the following will need to be done:
  - (1) Review the bill for the convention services and submit to the SEATA Treasurer for payment.
  - (2) Send a thank you letter to each corporate partner with either a list of all attendees or a computer disk, depending on what corporate plan they purchased.
  - (3) Follow-up on any loose ends such as enrollment forms and money not collected.
  - (4) The Chair will need to update the list of corporate partners for future meetings

### III.K Elections Committee

#### B. SEATA Committee (Tier 4)

1. *Composition (4 members).* The elections committee will be comprised of the SEATA Secretary and 3 State Presidents on the Executive Board appointed by the SEATA President, with one member designated as the Elections Chair. These members will remain on the committee throughout their term on the SEATA Executive Board. In the event a committee member becomes involved in an election as a candidate, the President will appoint another Executive Board member to take that candidate's place. In the event that 3 members from the current state presidents on the Executive Board are not available to serve due to being involved in the election as candidates the SEATA President will appoint the committee with other Officers of the SEATA Executive Board that are not involved in the election as candidates.
2. *Chair.* The committee chair shall be selected by the SEATA President, in consultation with the SEATA Officers, State President(s), and/or committee members, and approved by the Executive Board.
3. *Purpose.* In cooperation with the District Secretary and/or other appropriate SEATA communications personnel, the Elections Chair will be responsible for planning and developing an election timeline to be communicated to the membership regarding all elections and special elections within. Elections will be conducted according to the By-Laws of SEATA.
4. *Duties.* The chair of the committee will be responsible for:
  - i) Selecting the CPA for each election with approval by the committee and the Executive Board.
  - ii) Communicating with the CPA regarding ALL election processes.
  - iii) Upon receiving nominations, confirming each candidate's desire to seek the respective office and informing each of the specific qualifying criteria regarding standing, membership, certification, licensure, and previous service.
  - iv) Requiring nominees to forward current copies of NATA membership, BOC certification cards and state licensure/certification documents, and details of previous service criteria as to how they are eligible for the office for they have been nominated.
  - v) Ensuring with documentation and verification with the respective agencies and organizations that each candidate meets all qualification criteria for the respective office as follows:
    - (1) Good standing in each of the following areas:
      - (a) NATA membership

- (b) BOC Certification credential
    - (c) Respective State regulatory body
  - vi) Previous service dates, offices, committees
    - (1) Respective state
    - (2) SEATA Executive Board
    - (3) SEATA Committee
  - vii) Within a reasonable and expedient time frame following receipt of documentation and verification, notifying nominees of their approval status as a candidate.
  - viii) Soliciting candidate biographies including photographs for final ballot preparation and supplying these to the Secretary and/or other appropriate SEATA communications personnel for distribution as indicated.
  - ix) Coordinating the approval of the final ballot wording and layout with the committee members.
  - x) Establishing timeline for conducting elections including dates for receiving nominations and candidate information, ballot mailing dates and ballot receipt dates.
  - xi) Modifying the timeline through consultation with the committee members in the event of natural disasters and/or other major unpredictable events that in the opinion of the committee would significantly affect the normal election process.
  - xii) Print and mail ballots for elections according to the timeline established by the Elections Committee.
  - xiii) Notifying all candidates of election results at appropriate times.
  - xiv) Notifying the SEATA Executive Board of the results.
  - xv) Researching the current trends, technology, legal and fiscal ramifications of online elections in conjunction with SEATA Communications Committee including potential service providers and providing recommendations to the Executive Board regarding the same.
5. *Policies:*
- i) Committee members shall adhere to the general SEATA Committee Policies as stated in *Section II.C* of this P&P Manual.
  - ii) The ballot will provide the following:
    - (1) Space for member's name and signature.
    - (2) Space for member's BOC certification number & NATA membership number.
    - (3) Candidate's names, biographies, and photographs.
    - (4) Statements to approve or disapprove of any other ballot items such as changes in By-Law, dues, etc.
    - (5) Complete details regarding any other ballot items such as changes in By-Law, dues, etc. or clear details where the complete details may be found on the SEATA website.
    - (6) Important mailing dates and the contact mailing address of the current accounting firm responsible for counting the ballots.
    - (7) The return address on the ballots will be the mailing address of the current accounting firm responsible for counting the ballots.
  - iii) The SEATA Secretary and/or other appropriate SEATA communications personnel will be responsible for:
    - (1) Publishing candidate's biographies and ballots in SEATA newsletters as appropriate and on the SEATA website.
    - (2) Notifying members regarding upcoming elections through e-mail blasts, SEATA website, postcards to those without e-mail and to solicit nominations.

- (3) Providing the current accounting firm with a current list of eligible voters along with names and membership numbers for validation of ballots.
  - (4) Notifying the general membership of the results via the SEATA website, SEATA newsletter, and e-mail blasts.
- iv) Ballots will be mailed to the Certified Regular, Certified Retired, & Certified Student membership of District 9/SEATA in accordance with current SEATA Bylaws. For those eligible voting members who do not receive a ballot for whatever reason or need to replace their ballots, blank ballots will be made available for printing via the SEATA website and/or sent through the regular mail. All ballots must be mailed directly to address provided by the accounting firm.
- v) Ballot pool of valid votes
  - (1) The ballot pool for elections will consist of only those members in good standing in SEATA on the date the ballots are sent out. Members not in this pool will not be eligible to vote.
  - (2) The same voter pool used in the primary election will be the one used in any run-off election(s), when necessary.
- vi) Ballot vote validation
  - (1) The accounting firm will be responsible for:
    - (a) Obtaining and securing ballots.
    - (b) Confirming validation of voters by comparing BOC membership numbers & NATA member with current NATA member database provided by Secretary & the NATA Office.
    - (c) Providing the Election Chair with a report of the voting results and tabulation of the votes.
  - (2) In the case where a ballot cannot be validated, it will not be counted but will be kept with all ballots received.
- vii) In the event that a member of the SEATA Executive Board should receive a completed ballot from any of the membership, the Executive Board member should immediately follow the process as outlined below:
  - (1) Notify the member from which the ballot was received that the member must send ballots directly to the accounting firm and not to Executive Board members for them to count with a copy of this correspondence to the accounting firm and the Elections Committee Chair.
  - (2) Send the received ballot to the accounting firm indicating that it had been received by the Executive Board member due to inappropriate addressing.
- viii) Ballot validation for other general business requiring a vote:
  - (1) The SEATA Secretary will be responsible for:
    - (a) Obtaining and securing ballots
    - (b) Confirming validation of voters by comparing BOC membership numbers and NATA membership numbers with current SEATA member database provided by the NATA Office.
    - (c) Providing the SEATA Executive Board with a report of the voting results and tabulation of the votes.
    - (d) In the case where a ballot cannot be validated, it will not be counted but will be kept with all ballots received.
    - (e) Each eligible voter will have only one valid vote per election.
      - (i). In the event multiple identical ballots are received from the same voter, only one vote will be validated.
      - (ii). In the event conflicting ballots are received from the same voter, none of the votes will be validated.

- (iii). In the event that a member of the SEATA Executive Board ~~Committee~~ should receive a completed ballot from any of the membership, the member submitting the ballot should be notified that the ballot is not valid and informed of the available method(s) to submit a valid ballot.
- ix) Determination of winners
  - (1) Winners are determined by a simple majority of the popular vote of valid ballots returned by eligible voting members.
    - (a) Simple majority is defined as fifty percent plus one vote.
    - (b) In the event that no candidate receives a simple majority of the vote, a runoff election will be conducted between the candidates that received the two highest tallies.
  - (2) Final election results are certified by the CPA and approved by the SEATA Executive Board.
- x) Unless previously approved by the Executive Board, all elections (including the runoff) shall be completed within the 60-day timeline as specified in the SEATA By-Laws.

### III.L Ethnic Diversity Advisory Committee

#### B. NATA Committee

1. Composition. This district-based committee is comprised of ethnically diverse certified regular members. The committee may also have one qualified, ethnically diverse graduate student member who can commit to three years of service (if renewed) and who attends the annual convention. This is to ensure the graduate student member can participate in the committee meeting at the convention as well as conference calls. Proof of active graduate student status and letters of recommendation are required.
2. Purpose Identify and address issues relevant to ethnically diverse members. Advocate sensitivity and understanding toward ethnic and cultural diversity throughout the profession and the association.
3. Duties
  - i) Create an environment conducive to the positive growth and development of a multiethnic and multicultural membership.
  - ii) Increase the body of knowledge and disseminate information on key health care issues and conditions that affect physically active, ethnically diverse individuals (exertional sickling, lactose intolerance, at risk populations, Blount's Disease and hypertension).
  - iii) Advocate for ethnically diverse athletic training students through student mentoring and establishing grants and scholarships.
  - iv) Administer the Bill Chisholm Professional Service Award.

#### C. SEATA Sub-Committee (Tier 2)

1. *Composition (8 members)*. This State-based sub-committee shall be composed of one committee member from each state in SEATA and a duly appointed Chair to represent District IX at NATA. Members are ethnically diverse certified athletic trainers who have been certified at least five years. In addition, the committee may have one qualified graduate student member who must be an ethnically diverse SEATA member able to commit to one-year renewable term of service and able to attend committee meetings. Proof of active graduate student status and letters of recommendation are required
2. *Chair*: The sub-committee chair shall be appointed by the SEATA President, in consultation with the District Director, State President(s), and/or committee members; and approved by the Executive Board. The Chair shall also serve as the District IX representative on the corresponding NATA committee.
  - i) The term of this sub-committee Chair shall be in compliance and accordance to the NATA Committee's Policy and Procedures (See NATA P&P Manual).

- ii) At the conclusion of his/her tenure as District IX Representative on the NATA Committee, the member may petition his/her respective State President to be a replacement of the current State member on this sub-committee; as each State is only permitted one committee member.
3. *Purpose.* To identify and address issues relevant to ethnic and culturally diverse members. Additionally, address health care concerns affecting physically active individuals in these ethnic groups. Advocate sensitivity and understanding toward ethnic and cultural diversity throughout the profession and the association
4. *Duties.*
  - i) Study and investigate issues and concerns relevant to the ethnically and culturally diverse membership within the Association.
  - ii) Create an environment that is conducive to the positive growth and development of a multiethnic and multicultural membership.
  - iii) Increase the body of knowledge on health care issues and conditions that affect physically active, ethnically diverse individuals.
  - iv) Disseminate information and research relating to health care issues and conditions relevant to ethnically diverse populations (sickle cell disease, lactose intolerance, at risk populations, Blount's Disease, hypertension, etc.).
  - v) Advocate for the recruitment and retention of athletic training students. Establish and maintain grants and scholarships for ethnically diverse athletic trainers. Develop student mentor program.
  - vi) Identify and recognize individuals who have significantly advanced the provision of athletic health care to ethnically diverse, physically active individuals, or who have made significant contributions to the professional development and or advancement of ethnically diverse athletic trainers (e.g. Bill Chisolm Professional Service Award).
5. *Polices: Members of this committee shall adhere to and follow the general SEATA Committee Policies as stated in Section II.C of this P&P Manual.*

### III.M Finance Committee

#### B. SEATA Committee (Tier 4)

1. *Composition (4 members).* The Finance Committee should be composed of the SEATA Treasurer, two state presidents from the SEATA Executive Board and one SEATA member who do not serve on the SEATA Executive Board.
2. *Chair.* The committee chair shall be the SEATA Treasurer.
3. *Purpose.* Review all financial matters of SEATA and make recommendations to the SEATA Executive Board.
4. *Duties.*
  - i) Develop a budget for SEATA, Inc.
  - ii) To develop a plan for communication to the membership regarding the financial status of SEATA, Inc.
  - iii) To provide for the Executive Board and the SEATA Membership quarterly reports available through the SEATA Newsletter and Executive Board Meeting Minutes.
  - iv) To provide for the Executive Board and the SEATA Membership an annual report at the Annual Members Meeting and Clinical Symposium.
  - v) Recommend to the SEATA Executive Board, policies and procedures with respect to Income, Expenditures, and Investments of SEATA, Inc.
  - vi) To oversee the management of the SEATA, Inc. investment accounts, as well as make recommendations to the SEATA, Inc. Executive Board.



5. **Polices:** Members of this committee shall adhere to and follow the general SEATA Committee Policies as stated in Section II.C of this P&P Manual.

### **III.N Governmental Affairs Committee (GAC)**

#### **B. NATA Committee**

1. **Composition.** This committee is comprised of the education committee chairs, the Athletic Training Education Journal editor and at-large members. The terms of committee members are determined by their term as committee chair. At-large members serve a one-year term that may be renewed three times. The Professional Development Committee (formerly the Continuing Education Committee), the Post Professional Education Committee and the Professional Education Committee operate under the Executive Committee for Education umbrella. The Board of Certification (BOC), Commission on Accreditation of Athletic Training Education (CAATE) the Convention Program Committee and the NATA Foundation each designate a representative to serve as liaison to the ECE. The Athletic Training Educators' Conference Chair also liaises to the ECE.
2. **Purpose** the Executive Committee for Education sets the direction for athletic training education. Emphasizing a commitment to improving patient care through an evidence-based approach, the ECE proactively influences best educational practices that reflect the profession's interdisciplinary nature and commitment to learning across the professional's lifespan.
3. **Duties**
  - i) Facilitate quality professional, post-professional and continuing athletic training education.
  - ii) Coordinate the delivery of educational programming for the profession of athletic training.
  - iii) Serve as a resource to groups interested in athletic training education.

#### **C. SEATA Sub-Committee (Tier 2)**

1. **Composition (8 members).** This State-based sub-committee shall be composed of one committee member from each state in SEATA and a duly appointed Chair to represent District IX at NATA.
2. **Chair:** The sub-committee chair shall be appointed by the SEATA President, in consultation with the District Director, State President(s), and/or committee members; and approved by the Executive Board. The Chair shall also serve as the District IX representative on the corresponding NATA committee.
  - i) The term of this sub-committee Chair shall be in compliance and accordance to the NATA Committee's Policy and Procedures (See NATA P&P Manual).
  - ii) At the conclusion of his/her tenure as District IX Representative on the NATA Committee, the member may petition his/her respective State President to be a replacement of the current State member on this sub-committee; as each State is only permitted one committee member.
3. **Purpose.** Oversee the Association's governmental relations and regulatory efforts.
4. **Duties.**
  - i) Serve as a clearinghouse to, and a coordinator and facilitator of, Association members' activities in matters pertaining to state regulation of athletic training.
  - ii) Provide information on the governmental affairs process to Association members and others whose business and professional interest bring them in contact with the profession of athletic training. Create or procure materials for this purpose.



- iii) Cooperate with federal, state, and local regulatory bodies in matters pertaining to the regulation of athletic trainers.
  - iv) Provide advocacy for the benefit of membership
  - v) Serve as a resource to the state associations with regards to both NATA and SEATA legislative grants.
  - vi) Organize and administer the bi-Annual SEATA Governmental Affairs Committee Social.
5. *Policies:* Members of this committee shall adhere to and follow the general SEATA Committee Policies as stated in Section II.C of this P&P Manual.

### III.O Hall of Fame Committee

#### B. SEATA Committee (Tier 3)

1. *Composition (7 members).* One Member from each state; of which, one shall be appointed as the Chair. The importance of diversity across the scope of practice by athletic trainers will be recognized.
2. *Chair.* The committee chair shall be selected by the SEATA President, in consultation with the SEATA Officers, State President(s), and/or committee members, and approved by the Executive Board.
3. *Purpose.* Recognize and honor those members of our District who have served and demonstrated outstanding and unusual service to SEATA and the profession of Athletic Training.
4. *Duties.*
  - i) Evaluate nominations; help with awards presentation and collection of such information as needed by the committee to make their decision.
  - ii) Continue to review the nomination, selection and awards process and make recommendations to the SEATA Executive Board.
5. *Policies.*
  - i) Committee members shall adhere to the general SEATA Committee Policies as stated in *Section II.C* of this P&P Manual.
  - ii) Committee meetings, as needed will be conducted at the Annual Clinical Symposium & Members Meeting, through telephone calls, telephone conference calls, emails, letters or faxes.
6. *Procedures:*
  - i) The nomination process is designed to be fair and objective to recognize those members who have performed extraordinary service and brought honor to the profession of athletic training particularly at the SEATA level. Service and contributions to SEATA is the sole criteria for induction into the SEATA Hall of Fame.
  - ii) Nominations may be made by any certified member of District IX in good standing. Nomination must be submitted via the web at <http://www.seata.org/hofinfo.htm> by November 15th prior to the induction year.
  - iii) Application forms can be downloaded from the SEATA website at <http://www.seata.org/SEATAHoFAppFm.doc>.
  - iv) Nominating members and nominees are encouraged to contact the SEATA Hall of Fame Committee Chair with any questions regarding the process or forms.
  - v) Nominating members are encouraged to assist the nominee in the application completion and submission process as soon as the nominating member initiates the nomination.

- vi) Application forms are to be sent by email (preferred) or mail to the SEATA Hall of Fame Committee Chair by December 15th prior to the induction year.
- vii) Completed application nomination and evaluation forms will be sent to each SEATA Hall of Fame Committee Member no later than December 31st.
- viii) The SEATA Hall of Fame Committee Chair will appoint a subcommittee of three members to review the applications and report back to the committee with recommendations by January 31st
- ix) The SEATA Hall of Fame Committee Chair will inform the SEATA President of the successful nominees. The SEATA President will present to the SEATA Executive Board for approval and will then contact the recipient(s) and inform them of their selection.
- x) All newly approved SEATA Hall of Fame inductees will be notified in writing by the President or his/her designee on or before February 7, and asked to respond in writing of their acceptance and attendance at the Annual Clinical Symposium & Members Meeting by February 15. If the new "Hall of Fame" member is unable to attend the Annual Clinical Symposium & Members Meeting, he/she will need to forward the name of the person they wish to accept their award to the Hall of Fame Committee Chair.
- xi) The President or his/her designee will solicit and develop with the inductee a biographical statement and picture for inclusion in the Hall of Fame Awards Program and the SEATA website.
- xii) The SEATA Hall of Fame Committee Chair will, by email, inform the other SEATA Hall of Fame Committee of the results of selection.
- xiii) The SEATA Hall of Fame Committee Chair will then order plaques/awards.
- xiv) Award presentation will take place during the Annual Clinical Symposium & Members Meeting. If possible, a close personal friend of the recipient may be asked to make the actual presentation.

### **III.P History and Archives Committee**

#### **B. SEATA Committee (Tier 3)**

1. *Composition (7 members)*. One Member from each state; of which, one shall be appointed as the Chair.
2. *Chair*. The committee chair shall be selected by the SEATA President, in consultation with the SEATA Officers, State President(s), and/or committee members, and approved by the Executive Board.
3. *Purpose*. Collect, maintain, preserve, and disseminate the historical records of SEATA.
4. *Duties*.
  - i) Archive and catalogue the historical records of the Association.
  - ii) Make historical documents available to advance the purpose of the Association
  - iii) Conduct activities to promote an appreciation by the membership of the Association's history and past leadership.
5. *Polices*: Members of this committee shall adhere to and follow the general SEATA Committee Policies as stated in Section II.C of this P&P Manual.

### **III.Q Honors and Awards Committee**

#### **B. SEATA Committee (Tier 3)**

1. *Composition (7 members).* One Member from each state; of which, one shall be appointed as the Chair. The state representative may be the Chair of the respective State's Honors and Awards Committee or a designate nominated by the states' Honors and Awards Chair or state President. The committees shall be composed of at least one representative from each athletic training work setting (high school, college/university, professional, and clinical/industrial/corporate).
2. *Chair.* The committee chair shall be selected by the SEATA President, in consultation with the SEATA Officers, State President(s), and/or committee members, and approved by the Executive Board.
3. *Purpose.* Oversee and administer the Association's Honors and Awards program
4. *Duties.*
  - i) Develop, supervise, and evaluate the Association's Honors and Awards program.
  - ii) Provide direction to the Honors and Awards subcommittees.
  - iii) Establish nomination submission deadlines and nomination evaluation time schedules.
  - iv) Communicate with state honors and awards committees regarding the honor and award nomination and selection process.
  - v) Recommend to the SEATA Executive Board candidates for honors and awards.
5. *Polices:* Members of this committee shall adhere to and follow the general SEATA Committee Policies as stated in Section II.C of this P&P Manual.

### III.R LBGTQ+ Advisory Committee

#### B. SEATA Committee (Tier 4)

1. *Composition: (7 members).* The LBGTQ+ Advisory Committee shall be composed of a maximum of seven members: The District IX Representative, who shall serve as Chair, and up to 6 additional members of SEATA.
2. *Chair:* The committee chair shall be the NATA District IX Representative.
3. *Purpose:* The mission of the SEATA LBGTQ+ Advisory Committee falls in line with the mission of the NATA committee, which is: to advocate for an environment of inclusion, respect, equity and appreciation of differences in both athletic trainers (ATs) and their diverse patient populations. The SEATA committee would also identify, explore, address and provide educational resources regarding emerging topics and concerns relevant to diverse sexualities, gender identities and gender expressions within the profession and health care topics affecting patients in the District 9 LBGTQ+ community. Note: The plus sign represents diverse sexualities, gender identities and gender expressions, which may not be explicitly included in the "LBGTQ" acronym.
2. *Duties.*
  - i) Champion an environment of inclusivity and equal opportunity for every AT and patient, regardless of an individual's sexuality, gender identity or gender expression.
    - (1) Serve as a resource and advisory council for SEATA, its committees and the membership at-large on current trends regarding diverse sexualities, gender identities and gender expressions.
    - (2) Collaborate with other committees (i.e. EDAC and others) on projects and programs regarding diverse sexuality and gender needs that may affect the profession and/or diverse patient population.
    - (3) Review and address barriers facing LBGTQ+ athletic trainers in the profession.
    - (4) Utilize data-driven decision-making to recommend change designed to positively impact athletic trainers and patients of diverse sexualities, gender identities and gender expressions.

- ii) Increase the body of knowledge on health care concerns and conditions that affect patients in the LGBTQ+ community.
  - (1) Collaborate with the NATA LGBTQ+ AC to address health and wellness of student-athletes in the LGBTQ+ community.
  - (2) Disseminate information, resources and research relating to health care matters and conditions relevant to patients in the LGBTQ+ community, such as educational programs, webinars and online resources, and promote them through social media and other communications avenues.
- iii) Create a platform to advocate, mobilize and celebrate diverse sexualities, gender identities and gender expressions among the NATA membership.
  - (1) Provide mentorship for ATs and patients in the SEATA LGBTQ+ community.
- iv) Deliver these outcomes:
  - (1) Resources
    - (a) Disseminate educational resources (e.g., NATA News articles, blog posts, webinars, convention programming, etc.) to help all ATs expand their knowledge to better understand and serve the LGBTQ+ patient population, as well as increase ATs' cultural competency.
    - (b) Encourage submission of relevant educational proposals and programming at national, district and state meetings.
    - (c) Develop and disseminate appropriate terminology to ensure consistency and inclusivity in referring to diverse sexualities, gender identities and gender expressions.
  - (2) Community Support
    - (a) Create a plan for addressing prejudice, stress and mental health considerations among LGBTQ+ ATs and patients.
    - (b) Establish a peer network for ATs and AT students in the LGBTQ+ community that promotes collaboration, positive interaction and mutual support.

## **II.B Most Distinguished Athletic Trainer Committee (MDAT)**

### **A. SEATA Committee (Tier 3)**

1. *Composition (7 members).* One Member from each state; of which, one shall be appointed as the Chair.
2. *Chair.* The committee chair shall be selected by the SEATA President, in consultation with the SEATA Officers, State President(s), and/or committee members, and approved by the Executive Board.
3. *Purpose.* Oversee and administer the Association's MDAT Award program
4. *Duties.*
  - i) Solicit and collect candidate/nomination forms for MDAT Award.
  - ii) Recommend to the SEATA Executive Board candidates for MDAT Award.
5. *Polices:* Members of this committee shall adhere to and follow the general SEATA Committee Policies as stated in Section II.C of this P&P Manual.

## **II.C NATA Convention Program Committee**

### **A. NATA Committee**

1. *Composition.* This district-based committee is comprised of members with suitable background and credentials to plan and work at the NATA convention.
2. *Vice Chair, or chair designate,* may be appointed as necessary.
3. *Purpose* Oversee the planning and implementation of the NATA convention's educational programming.

#### 4. Duties

- i) Develop educational content and select speakers and moderators for NATA convention sessions, minicourses and workshops.
- ii) Review program proposals from NATA committees and affiliate groups to prevent topic duplication and enhance educational quality.
- iii) Ensure program content falls within the domains of athletic training.
- iv) Review staff's proposed room assignments and scheduling of presentations.
- v) Make recommendations to the board regarding the benefits to VIPs and volunteers who present or assist at the convention.

### II.D NATA Education Enhancement Committee

#### A. NATA Committee (SEATA Tier 1)

1. [Education Advancement Committee](#) (EAC) identifies short-term and long-term educational research priorities to advance evidence-based scholarship and to continually assess best practices related to athletic training education in order to enhance clinical practice and patient care.

### II.E NATA Executive Committee for Education

#### A. NATA Committee (SEATA Tier 1)

1. The NATA Executive Committee for Education (ECE) oversees matters related to AT education. The groups facilitate quality professional and post-professional education, coordinates the delivery of educational programming for the profession and maintains a dialogue with its CAATE and BOC liaisons on accreditation and certification matters affecting AT education. The Executive Committee for Education informs and assists the profession in setting the direction for athletic training education. Emphasizing a commitment to improving patient care through an evidence-based approach, the ECE proactively influences best educational practices that reflect athletic training's inter-professional nature and commitment to learning.

### II.F NATA Political Action Committee (PAC)

#### A. [SEATA Committee](#) (Tier 4)

1. *Composition (up to 7 members)*. This State-based work group may be composed of one member from each state; of which, one shall be appointed as the Chair.
2. *Chair*. The committee chair shall be selected by the SEATA President, in consultation with the SEATA Officers, State President(s), and/or committee members, and approved by the Executive Board.
3. *Purpose*. To inform the SEATA membership regarding the activities of NATA Political Action Committee and to promote involvement of SEATA members with the NATA PAC.
4. *Duties*
  - i) To coordinate and staff the NATA PAC booth and display and/or to speak on behalf of the NATA PAC at all SEATA and state meetings.
  - ii) To solicit member contributions and support for the NATA PAC and involvement with its activities.
  - iii) To provide to the SEATA membership updates on the status of the NATA PAC relative to contributions and activities.
5. *Polices*: Members of this committee shall adhere to and follow the general SEATA Committee Policies as stated in Section II.C of this P&P Manual.



### **II.G NATA Post-Professional Education Committee.**

#### **A. NATA Committee**

1. Composition. This district-based committee is comprised of members from post-professional graduate degree programs and residency training program.
2. Purpose The mission of the NATA Post-Professional Education Committee is to promote accredited post-professional education programs and credentials that prepare athletic trainers for advanced clinical practice, and research and scholarship, in order to enhance the quality of patient care, optimize patient outcomes, and improve patients' health-related quality of life. The Post-Professional Education Committee seeks to achieve this mission through oversight and promotion of NATA accredited post-professional graduate athletic training education programs and NATA accredited post-professional residency programs, and through the development and oversight of athletic training specialty board certification.
3. Duties
  - i) Promote and serve as a resource for post-professional education, including masters and doctoral level education and residency training programs.
  - ii) Oversee athletic training specialty certifications.

### **II.H NATA Professional Development Committee**

#### **A. NATA Committee**

1. Composition. This district-based committee is comprised of members from various settings. A Convention Program Committee member liaises with the Professional Development Committee.
2. Purpose. Coordinate development, delivery and evaluation of professional development offered by the association.
3. Duties
  - i) Develop content and identify speakers for professional development events, such as the Athletic Training Educators' Conference and PDC session at the convention.
  - ii) Work with staff to develop quality professional development for athletic trainers.
  - iii) Vet potential professional development and/or certificate (not certification/credential) partners to determine if the quality and validity of their content and delivery meet NATA standards.

### **II.I NATA Professional Education Committee (PEC)**

#### **A. NATA Committee**

1. Composition. This district-based committee is comprised of educators.
2. Purpose. The Professional Education Committee (PEC) supports the collaborative relationship between the profession of athletic training and the educational process. The PEC emphasizes best practices in didactic and clinical education, faculty and preceptor development, and the overall enhancement of professional education in an effort to prepare athletic trainers who are uniquely qualified to excel within a dynamic healthcare system.
3. Duties
  - i) Review and develop the NATA educational competencies/Knowledge, Skills, Abilities (KSAs).
  - ii) Address issues related to professional education and transition to practice



### **II.K NATA Professional Responsibility Committee**

#### **A. NATA Committee**

1. The mission of the Professional Responsibility in Athletic Training Committee (PRAT) is to support the legal, ethical and regulatory (LER) standards of the AT Strategic Alliance by encouraging and promoting adherence.
2. The PRAT collaboratively works with the Strategic Alliance to proactively inform professional practice by streamlining LER resources, educating professionals about how to exercise those standards and establishing an online presence.

### **II.L NATA Student Leadership Committee (SLC)**

#### **A. NATA Committee**

1. The mission of the Student Leadership Committee (SLC), is to represent and advocate for students, create and promote professional development opportunities, and encourage student engagement in the athletic training community
2. **Composition.** This district-based committee is comprised of non-certified student members and three certified members who serve as mentors. For a student to be eligible, the candidate must be a sophomore or junior on July 1 the year of appointment or be enrolled in a CAATE-accredited master's program. The candidate must be a student during the entire period of his/her term.
3. **Term of Office:** National Athletic Training Students' Committee members serve one-year, once renewable terms.
4. **Purpose.** Identify and address issues related to athletic training students.
5. **Duties**
  - i) Implement convention programs and events for students.
  - ii) Increase student membership, student volunteer involvement at all levels and convention student attendance.
  - iii) Provide relevant information on matters impacting the athletic training profession to athletic training students.
  - iv) Promote professional socialization of athletic training students.

#### **B. SEATA Student Senate**

1. **Composition (8 members).** This State-based sub-committee shall be composed of one committee member from each state in SEATA and a duly appointed Chair to represent District IX at NATA on the SLC.
2. **Chair:** The sub-committee chair shall be appointed by the SEATA President, in consultation with the District Director, State President(s), and/or committee members; and approved by the Executive Board. The Chair shall also serve as the District IX representative on the corresponding NATA committee.
  - i) The term of this sub-committee Chair shall be in compliance and accordance to the NATA Committee's Policy and Procedures (See NATA P&P Manual).
3. **Purpose:** To identify and address issues related to athletic training students in SEATA.
4. **Duties**
  - i) Assist with the Athletic Training Student Symposium programs and events for students.
  - ii) Increase student membership, student volunteer involvement at all levels and student attendance.
  - iii) Provide relevant information on matters impacting the athletic training profession to athletic training students.
  - iv) Promote professional socialization of athletic training students.

5. *Polices*: Members of this committee shall adhere to and follow the general SEATA Committee Policies as stated in Section II.C of this P&P Manual.

### **II.M Marketing and Communications Committee (MarCom)**

#### **A. NATA Committee (Public Relations – NATA PRC)**

- a) *Composition*. This committee is district-based and includes liaisons from the NATA Foundation and BOC.
- b) *Mission*: To advance the athletic training profession by collaborating and assisting with NATA-led strategies and initiatives that enhance awareness and perception of the profession as well as causes champion by athletic trainers. This committee will make a positive impact on the perception of NATA and the athletic training profession held by internal and external stakeholders through collaboration, advocacy and innovation. *Duties*
  - i) Serve as a resource to NATA members, committees and staff.
  - ii) Organize and lead district public relations committees.
  - iii) Disseminate national PR news to district/state leaders and membership via e-blast, newsletter, social media or other communication method.
  - iv) Assist in identifying appropriate members for specialized media interviews.
  - v) Assist with National Athletic Training Month (NATM) through ideation and execution of new programs as well as judging the annual PR contest.
  - vi) Increase member awareness and engagement of key NATA initiatives (i.e., legislative calls to action.).
  - vii) Assist in developing creative ideas and initiatives to extend national campaigns and generate brand awareness at the district and state level.
    - 1) Support the expansion of NPI adoption, which is part of NATA's external third-party reimbursement agenda. Help members at the district-level understand how NPI reinforces the undisputed health care message.
    - 2) Partner with MarCom to expand Prepare-to-Play community event at the state level. The ultimate goal of this initiative is to have a Prepare-to-Play event hosted by every state during NATM. This results in media impressions and grassroots community awareness.
  - viii) Engage in creative discussions with MarCom to foster new ideas for district, state and national consideration.
  - ix) Help evaluate and expound on identified key topics that are used as core messaging for the organization.
  - x) Work collaboratively with MARCOM to identify resources for ATs to use to educate external audiences and adopt the national strategy at the state/district level.

#### **2. SEATA Committee (Tier 2)**

- a) *Composition (up to 12 members)*. This State-based committee shall be composed of two co-chairs (Marketing Chair and Communications Chair), three Coordinators (Digital Media, Marketing Collaterals, and Social Media) with representation from each state in SEATA.
  - i) Marketing Co-Chair shall be appointed by the SEATA President, in consultation with the District Director, State President(s), and/or committee member(s) and approved by the Executive Board. The Marketing Chair shall also serve as the District IX representative on the NATA PR committee. At the conclusion of his/her tenure as District IX Representative on the NATA Committee, the member may petition his/her respective State President to be a replacement of the current State member on this sub-committee; as each State is only permitted one committee member

# Policies and Procedures Manual

## of the Southeast Athletic Trainers' Association

ii) Communications Co-Chair shall be the duly elected SEATA Secretary.

(1) The terms of these committee Co-Chairs shall be:

(a) Marketing Chair shall be in compliance and accordance to the NATA Committee's Policy and Procedures (See NATA P&P Manual)

(b) Communications Chair shall be in compliance and accordance to the term of the SEATA Secretary office.

b) *Purpose of MarCom:* To collaborate and assist SEATA and each State Association with NATA-led strategies and initiatives that enhance awareness and perception of the profession as well as causes championed by athletic trainers

c) Duties

i) MarCom Committee:

1) Assist in developing creative ideas and initiatives to extend national/SEATA campaigns and generate brand awareness at the district and state levels.

2) Disseminate information from the NATA Public Relations Committee.

3) Act as a resource for SEATA members.

4) Create marketing collaterals to help SEATA and State Associations promote athletic training.

5) Share ideas and materials from each member state

6) **Educate SEATA members of the role** and current initiatives **in** marketing and communications by a **presentation at the SEATA Convention at least once every three years.**

ii) Marketing Co-Chair:

1) Develops the marketing plan for dissemination of national/SEATA PR news and resources to District/State leaders and membership in collaboration with the Communications Chair. MARCOM Committee and Executive Board.

2) Directing NATA PR programs and campaigns in the District. (i.e., NATM, NPI, etc.)

3) Request sub-committees as needed.

4) Serving as a resource for SEATA members.

5) Foster and develop new ideas to promote athletic training and the "AT Brand" in the district and states.

6) Create marketing collaterals for SEATA/states to promote athletic training and the "AT Brand".

7) Share ideas and materials from each member state.

8) Educate SEATA/state members of their role in Public Relations and marketing.

9) Work collaboratively with other SEATA committees to identify potential educational or program resources.

10) Prepare and submit committee reports in accordance to SEATA policy and procedures.

11) Prepare additional reports as requested by the President.

12) Submit SEATA/state's PR/marketing news for the SEATA communications committee (i.e., eblast, newsletters, et.).

13) Prepare a yearly budget, and funding requests for new initiatives.

14) Maintain accurate committee meeting records and minutes.

15) **Other duties as assigned by the SEATA President**

iii) Communications Co-Chair

1) Directs and oversees all SEATA communications (internal and external) working collaboratively with the Marketing Chair and MarCom Coordinators.

- 2) Researches and recommends web hosting services, group email, discussion boards, and other means of digital communications
- 3) Maintains a current listing of subscribing members to SEATA eblast news and newsletters.
- iv) Digital Media Coordinator
  - 1) Prepares the SEATA Eblast news and Newsletters.
  - 2) Distribution of SEATA Newsletter and eblast News.
  - 3) Moderation of SEATA Discussion Forum and other SEATA related online forums and blogs.
- v) Marketing Collaterals Coordinator
  - 1) r
- vi) Social Media Coordinator
  - 1) Implements and maintains SEATA's online marketing presence through the various SEATA social media outlets.
  - 2) Follows NATA Best Practices for social media in accordance with the NATA Communications Toolkit.
  - 3) Develop a social media content calendar to present to the Communications Chair quarterly.
- vii) **MarCom Committee Members:**
  - 1) Disseminate information to the leadership and members of their state association.
  - 2) Direct PR programs & marketing campaigns in their respective states.
  - 3) Shares information, materials and ideas with the committee.
  - 4) Fulfills the charge of the committee under the direction of the chairs.
  - 5) Other duties as assigned by the Chair.
- d) *Policies:*
  - i) Members of this committee shall adhere to and follow the general SEATA Committee Policies as stated in Section II.C of this P&P Manual.
  - ii) The MarCom Co-Chairs are to work collaboratively with the duly contracted SEATA Webmaster on a regular and ongoing basis. When appropriate, the MarCom Committee may make recommendations to the SEATA Executive Board with regards to the Webmaster position. The SEATA Duties of the Webmaster:
    - (1) Meets with SEATA Officers regularly to discuss current and future functionality and analytics.
    - (2) Design and maintains website for SEATA.
    - (3) Monitors security and perform all necessary updates.
    - (4) Ensure the web servers, hardware, and software are operating accurately.
    - (5) Organization and storage of SEATA records in web directories.
    - (6) Generate and update webpages as provided by the SEATA President or Communication Chair/Secretary.
    - (7) Communicates with SEATA President and Communications Chair/Secretary on content updates needed to reflect current Search Engine Optimization (SEO) trends.
3. Meetings
  - i) The SEATA MarCom Committee will meet at least once a year at the SEATA Annual Member Meeting and Clinical Symposium.
  - ii) Special meetings (in person and or conference calls) may be held with the approval of the SEATA President for review and approval.
  - iii) All parliamentary procedures will be based on Roberts Rules of Order.

- iv) For voting purposes, a quorum shall be at least four of the seven state members in attendance plus the Marketing Chair. Each member will have one vote. The Chair may serve as the tie-breaking vote.

### **I.D Quiz Bowl Committee**

1. SEATA Committee (Tier 4)
  - a) *Composition (6 members)*. This State-based committee shall consist of six members from different States in SEATA; of which, one shall be appointed as Chair. Five members of this committee shall be a full-time faculty member from a CAATE education program and one member shall be from a clinical practice setting within SEATA.
  - b) *Chair*. The committee chair shall be selected by the SEATA President, in consultation with the Executive Board State President(s), and/or committee members, and approved by the Executive Board.
  - c) *Purpose*. To develop and plan the SEATA Quiz Bowl event to be held at the Annual SEATA Athletic Training Student Symposium.
  - d) *Duties*.
    - i) Chair shall work with the Athletic Training Student Symposium Oversight Committee in organizing the SEATA Quiz Bowl event.
    - ii) The members shall also serve as the Quiz Bowl Contest Judges.
    - iii) To organize, plan and construct the Annual Quiz Bowl event.
  - e) *Polices: Members of this committee shall adhere to and follow*
    - i) *The general SEATA Committee Policies as stated in Section II.C of this P&P Manual.*
    - ii) *The SEATA Quiz Bowl P&P Manual.*

### **I.E Research and Education Committee**

1. SEATA Committee (Tier 3)
  - a) *Composition (8 members)*. This State-based committee shall be composed of seven members (one from each state) and an appointed Evidence-Based Practice Coordinator. From the seven state members, two shall be appointed as co-Chairs (Program Coordinator and Faculty Coordinator).
  - b) *Co-Chairs*. The committee co-chairs shall be selected by the SEATA President, in consultation with the Executive Board State President(s), and/or committee members, and approved by the Executive Board.
  - c) *Purpose*. To develop and plan the educational content of the Annual SEATA Clinical Symposium & Members Meeting.
  - d) *Duties*.
    - i) Work with the Vice-President to plan the Annual SEATA Clinical Symposium & Members Meeting.
    - ii) Secure faculty and make all arrangements to address the needs of the faculty relative to their presentation.
    - iii) Issue and collect speaker agreement forms and materials for all Annual SEATA Clinical Symposium & Members Meeting faculty.
    - iv) Follow-up as needed with the Treasurer to ensure that all expenses relative to faculty are handled appropriately.
    - v) Coordinate meeting space as appropriate to conduct the Annual SEATA Clinical Symposium & Members Meeting.
    - vi) Coordinate with the Annual Symposium Oversight Committee regarding faculty expenditures and honorariums.



- vii) Provide the Annual SEATA Clinical Symposium & Members Meeting educational program agenda in a timely manner to the Secretary and webmaster for distribution to the membership and publication to the SEATA website.
- e) *Polices:*
  - i) Committee members shall adhere to the general SEATA Committee Policies as stated in *Section II.C* of this P&P Manual.
  - ii) SEATA Research Grant(s)
    - 1) Request for Grant Proposals: The Southeast Athletic Trainers' Association Research and Education Committee grant award program provides financial support and encouragement for quality research that advances the knowledge base of sports health care. The Research and Education Committee advertises a request for proposals at least three (3) months prior to the deadline for submission. The request for proposals details: Research and Education Committee chair contact and links to the 'research grant application guidelines and general information'. The eligibility requirements, deadline for proposals, obligations of winners, review process, human subjects and informed consent requirements, notification of award procedure, funding restrictions and grant application instructions are detailed on the *research grant application guidelines and general information* linked on the seata.org website.
    - 2) Deadline for Grant Application: The grant application deadline is indicated on the proposal and *research grant application guidelines and general information* (typically January or February).
      - (a) Completed grant applications should be e-mailed or mailed to the Chair of the Research and Education Committee, indicated on the *research grant application guidelines and general information*. Late proposals may be considered during the next grant funding cycle.
    - 3) Eligibility: Any health care professional may apply for a general research grant and students may apply for a student research grant. Priority will be given to those grant proposals which include a BOC certified athletic trainer who is a member of NATA District 9 (SEATA).
    - 4) Restrictions: A total of \$2,000 is available for funding general research grants and a total of \$1,000 is available for funding student research grants. Grant funds should not be used to: 1) support textbook writing, 2) pay indirect (overhead) costs or 3) support research that is intended to result in the development of a product that is essentially commercial.
    - 5) Obligations of Recipients of Research Grants: Recipients of research grants must
      - 1) assure that no person shall, on the grounds of race, color, national origin, sex, age, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination as part of the research project, 2) insure that any agency associated with the conduct of the project will subscribe and adhere to the guidelines for nondiscrimination, reporting obligations and use of the funds associated with this award, 3) notify the Chair of the Research and Education Committee of any modifications to the original grant proposal, at any time during the course of the project, 4) file a research progress report with the Co-Chair of the Research and Education Committee at six (6) month intervals and 5) prepare the findings of the research project for presentation at the SEATA Annual Meeting and Research Seminar.



- 6) Review Process: The Research and Education Committee is responsible for reviewing and recommending funding of research proposals. The review panel will consist of members of the Research and Education Committee and experts from other professions. The review process is conducted for each individual grant proposal and includes evaluation of the general merits of the individual proposed research. The Chair of the Research and Education Committee will receive and screen all grant applications for completeness and prepare them for distribution to the other members of the review team. The basic criteria for evaluating the research proposal will be associated with, but not limited to, the following general considerations:
  - (a) The extent to which the desired outcome of the project is clear, specific and attainable.
  - (b) The extent to which the proposal will make a contribution to the health care of the physically active population.
  - (c) The extent to which the procedures described in the proposal are likely to achieve the purpose of the project. Areas of specific consideration include reviews of existing literature, appropriate methodological design and statistical analysis.
  - (d) The project must be experimental in nature and designed to expand the existing body of knowledge in athletic training and sports health care.
  - (e) The extent to which the supporting facilities and personnel will be available for the completion of the project.
  - (f) Awards will only be made for research that reflects original unpublished work that has not been previously presented at other professional meetings.
- 7) Notification of Award: The Chair of the Research and Education Committee will send letters to the principal investigators of the grant proposals indicating the outcome of the reviews. Announcement of the grant awards will be made in conjunction with the SEATA Annual Meeting and Research Seminar.
- 8) Distribution of Award: Within the outcome letter from the Chair of the Research and Education Committee will be contact information for the SEATA treasurer in order for invoices to be submitted by award winners' institution.

### I.F Scholarships Committee

1. SEATA Committee (Tier 3)
  - a) *Composition (7 members).* One Member from each State; of which, one shall be appointed as the Chair.
  - b) *Purpose.* Oversee and administer the Association's Scholarship program.
  - c) *Chair.* The committee chair shall be selected by the SEATA President, in consultation with the Executive Board State President(s), and/or committee members, and approved by the Executive Board.
  - d) *Duties.*
    - i) Develop, supervise, and evaluate the Association's Scholarship program.
    - ii) Establish scholarship submission deadlines and evaluation time schedules.
    - iii) Communicate with state scholarship committees regarding the scholarship application, submission, and selection process.
    - iv) Recommend to the SEATA Executive Board recipients for scholarship awards.
    - v) Provide information as needed to promote the creation of additional SEATA scholarships and/or additional funding for existing scholarships.

- vi) Maintain records of past scholarship winners and the selection process.
- vii) Follow-up as needed with the Treasurer to ensure that all expenses relative to faculty are handled appropriately.
- viii) Coordinate the presentation of scholarships to recipients at the Annual Awards Banquet
- ix) Provide the information regarding the recipients in a timely manner to the Secretary and webmaster for publication in the *SEATA Newsletter* and publication to the SEATA website.
- e) *Policies.*
  - i) Committee members shall adhere to the general SEATA Committee Policies as stated in *Section II.C* of this P&P Manual.
  - ii) Potential applicants for a District IX scholarship must apply via the SEATA website.
  - iii) It is the policy of the Scholarship Committee to accept applications for a two-month period that ends within the first two weeks of each calendar year. This allows for the committee to make their decision regarding undergraduate and graduate/family recipients prior to the Athletic Training Student Symposium and Clinical Symposium & Members Meeting, respectively.
  - iv) All committee members should receive a copy of the accepted applications and related material via mail or electronic means prior to January 15th of each year.
  - v) The individual committee member shall make their decision as to the scholarship winners based on the priorities each member deems relevant. The decision is not solely based on an applicant's grade point average.
  - vi) The Scholarship Committee shall award the available scholarship monies in the following manner:
    - 1) The Memorial Graduate Scholarship in the amount of \$1,000 goes to the graduate applicant receiving the most votes.
    - 2) The Memorial Undergraduate Scholarship in the amount of \$1,000 goes to the undergraduate or entry level applicant receiving the most votes.
    - 3) The Jerry Rhea/Atlanta Falcons Undergraduate Scholarship Award in the amount of \$1,000 goes to the undergraduate or entry level applicant receiving second the greatest number of votes.
    - 4) The Jerry Rhea/Atlanta Falcons Graduate Scholarship Award in the amount of \$1,000 goes to the graduate applicant receiving the second the greatest number of votes.
    - 5) The Hughston Sports Medicine Foundation Award in the amount of \$500 goes to the graduate applicant receiving the third most votes.
    - 6) The Jim Gallaspy Student Leadership Award in the amount of \$500 goes to the graduate or undergraduate applicant who receives the most votes in the remaining pool of applicants.
    - 7) The Family Scholarship Program allows for three scholarships in the amount of \$500 each to be given. The three winners of this award shall be given to the top three applicants, as determined by the committee, who meet the established criteria.
  - vii) The various scholarships shall be made available to the recipients at the District IX Annual Symposium.
- f) *Procedures:*
  - i) Applicants must apply and submit all materials via the SEATA website.
  - ii) In order to be eligible to apply for a SEATA Scholarship, the applicant must meet the following criteria:

- 1) The graduate applicant must be graduating with a Bachelor's degree at the end of the academic year in which they are applying or must already have obtained a four year undergraduate degree and must be enrolled in a curriculum leading to a graduate degree.
  - 2) The undergraduate applicant must have at least a junior standing for the upcoming academic year and must be enrolled in a CAATE accredited curriculum in District IX leading to a bachelor's degree.
  - 3) Students enrolled in a CAATE accredited entry level graduate curriculum in District IX may apply for an undergraduate scholarship and must meet all other requirements for undergraduate scholarship. These students must successfully complete one year in the program at the end of the academic year in which they are applying.
  - 4) The applicant must have a grade point average of "B" or above.
  - 5) The graduate applicant must be in position to successfully complete all NATABOC eligibility requirements for certifications at the end of the academic year in which they are applying or must already possess NATABOC certification.
  - 6) A NATABOC certified athletic trainer who is a current member in good standing with the SEATA and the NATA must sponsor the applicant.
  - 7) The applicant must NOT be currently on full scholarship.
  - 8) The applicant must be a student member of the NATA and SEATA.
  - 9) It must be the intent of the applicant to pursue the profession of athletic training or a related field as a means of his/her livelihood.
- iii) In order to be eligible for a Family Scholarship Program Award, the applicant must meet the following criteria:
- 1) The applicant's dependent must be at least a junior in academic standing.
  - 2) The applicant's dependent must have a grade point average of "B" or above.
  - 3) The applicant's dependent must NOT be on full scholarship at the time the scholarship is awarded.
  - 4) The parent/guardian must be a current certified member of SEATA.
  - 5) The parent/guardian must have been a certified member in good standing for the preceding five years with SEATA at the time of application. This will be verified by the Committee in consultation with the SEATA Secretary.

### **I.G Secondary School Athletic Trainers' Committee (SSATC)**

1. NATA Committee
  - a) Composition. This district-based committee is comprised of members from the secondary school setting.
  - b) Purpose. Identify and address issues of concern to secondary school athletic trainers.
  - c) Duties
    - i) Study the unique concerns and responsibilities associated with secondary school athletic training.
    - ii) Develop programs and initiatives to address these concerns.
2. SEATA Sub-Committee (Tier 2)
  - a) *Composition (8 members)*. This State-based sub-committee shall be composed of secondary-school athletic trainers; of which, one committee member from each state in SEATA and a duly appointed Chair to represent District IX at NATA.

- b) *Chair*: The sub-committee chair shall be appointed by the SEATA President, in consultation with the District Director, State President(s), and/or committee members; and approved by the Executive Board. The Chair shall also serve as the District IX representative on the corresponding NATA committee.
  - i) The term of this sub-committee Chair shall be in compliance and accordance to the NATA Committee's Policy and Procedures (See NATA P&P Manual).
  - ii) At the conclusion of his/her tenure as District IX Representative on the NATA Committee, the member may petition his/her respective State President to be a replacement of the current State member on this sub-committee; as each State is only permitted one committee member.
- c) *Purpose*. To identify and address issues of concern to the athletic trainers in the secondary school setting.
- d) *Duties*.
  - i) Recognize the unique concerns and responsibilities associated with the secondary school athletic training practice setting.
  - ii) Develop and provide programs and activities to enhance and promote the effectiveness of secondary school athletic trainers.
- e) *Polices*: Members of this committee shall adhere to and follow the general SEATA Committee Policies as stated in Section II.C of this P&P Manual.

### **I.H Young Professionals Committee (YPC)**

#### **1. NATA Committee**

- a) *Composition*. This district-based committee is comprised of certified members. Eligible candidates have been NATA members at least one year and are 32 years of age or younger by July 1 of the year in which he/she takes office.
- b) *Purpose*. Address issues of athletic trainers 35 and younger.
- c) *Duties*
  - i) Develop strategies to increase recruitment, retention, volunteer involvement and convention attendance among young athletic training professionals.
  - ii) Provide programs, activities and educational opportunities to address the needs of young professionals.
  - iii) Promote professional socialization of young professionals.

#### **2. SEATA Sub-Committee (Tier 2)**

- a) *Composition (8 members)*. This State-based sub-committee shall be composed of one committee member from each state in SEATA and a duly appointed Chair to represent District IX at NATA.
- b) *Chair*: The sub-committee chair shall be appointed by the SEATA President, in consultation with the District Director, State President(s), and/or committee members; and approved by the Executive Board. The Chair shall also serve as the District IX representative on the corresponding NATA committee.
  - i) The term of this sub-committee Chair shall be in compliance and accordance to the NATA Committee's Policy and Procedures (See NATA P&P Manual).
  - ii) At the conclusion of his/her tenure as District IX Representative on the NATA Committee, the member may petition his/her respective State President to be a replacement of the current State member on this sub-committee; as each State is only permitted one committee member.
- c) *Purpose*. Provide input and direction for young professional Athletic Trainers regarding involvement and advancement of our profession.

- d) *Duties.*
  - i) To promote involvement of young professionals in the NATA, SEATA, and in the community.
  - ii) To create networking opportunities for young professionals in athletic training.
  - iii) To identify areas of concern among young professionals of the NATA and SEATA.
- e) *Polices:* Members of this committee shall adhere to and follow the general SEATA Committee Policies as stated in Section II.C of this P&P Manual.

## SECTION II. Financial

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### II.C General Policies

1. SEATA supports fiscally prudent management of its resources. This means that single purchases which may exceed \$1,000 shall require three bids (i.e., projects, services and/or products).
2. Purchases made by or on behalf of the Association shall require approval(s) as follows:
  1. Less than \$1,000 shall require approval of the SEATA President.
  2. \$1,000-\$5,000 shall require approval of the SEATA President and Treasurer.
  3. Greater than \$5,000 shall require approval of the SEATA Executive Board.
- C. Financial Reports: The SEATA Treasurer shall provide an annual and three quarterly financial reports to the Executive Board. Each financial report contains detailed line-item and summary amounts information on the financial transactions of the Association. Each report is to be submitted electronically to the SEATA President at least 10 days prior to the respective board meeting/conference call to allow effective review by the Board Members.
  1. Annual Report: This report is to include all budget line-item transactions and summary financial transactions of the Association for the current calendar year. A 2/3 majority vote of the Executive Board shall be required to request an audit of the annual report. Such requested audit(s) may be for one or more-line items or the entire budget.
    - i) September 10<sup>th</sup>: The SEATA Treasurer will provide the annual report to the members of the SEATA Financial Affairs Committee and the SEATA President for review.
    - ii) September 21<sup>st</sup>: The Financial Affairs Committee shall develop a budget for the Association for the next calendar year. The SEATA Treasurer is to present this budget during the October SEATA Board Meeting/Conference Call for approval.
  2. Quarterly Reports of all financial transactions since the last report as well as a year-to-date report. These reports shall be provided as follows: May 1<sup>st</sup>, August 1<sup>st</sup>, and November 1<sup>st</sup>. A 2/3 majority vote of the Executive Board shall be required to request an audit of a quarterly report. Such requested audit(s) may be for one or more-line items or the entire budget.
- D. The SEATA Executive Board should directly search for and retain an independent auditor, general counsel, and/or investment counselor for the organization.
- E. In the event that SEATA, Incorporated decides to disband, the remaining monies in the treasury will be divided equally to the state organizations that make up SEATA, those being the Alabama Athletic Trainers' Association, Inc., The Athletic Trainers' Association of Florida, Inc., Georgia Athletic Trainers' Association, Inc., Kentucky Athletic Trainers' Society, Inc., Louisiana Athletic Trainers' Association, Inc., Mississippi Athletic Trainers' Association, Inc. and the Tennessee Athletic Trainers' Society, Inc., respectively.



### Expense Reimbursement

#### A. General Policies:

1. All expenses/travel requests must have prior approval by the SEATA President for reimbursement purposes (unless otherwise authorized by this P&P Manual) and may require executive board approval.
2. Individuals representing SEATA should exercise discretion in incurring expenses. The least expensive, most efficient mode of travel should be used. If airline vouchers are available, they should be utilized, if possible, for flights costing over \$500. Exception: An individual scheduled to fly for SEATA more than three times in a calendar year may select the least expensive airfare on the airline of their choice instead of a coupon. When traveling, please use the most cost-effective method of communicating electronically. If possible, please use your ISP's local or toll-free access number and review the hotel's policy on local and toll-free calls. A prepaid long-distance phone card can be provided by SEATA if necessary.
3. Expenses presented for reimbursement should be supported by original receipts whenever possible. SEATA is unable to reimburse individuals for expenses paid or reimbursed by another institution but may reimburse the institution if it issued a travel advance or paid expenses for the trip. At no time should the individual receive dual reimbursement. In instances when another organization reimburses the expenses, a reimbursement request should not be submitted to SEATA.
4. Expense reimbursement requests should be submitted to the SEATA within 14 days of completion of the trip/activity. Members attending committee or liaison meetings are expected to submit a written committee report or completed liaison report form at the same time to ensure prompt reimbursement.
5. SEATA strives to process and mail expense reimbursement checks within 14 days of receiving the reimbursement request with supporting documents.\
6. Meal reimbursement shall follow the IRS Per Diem Guidelines for the respective metropolitan areas. Per diem will be applied on a percent basis as appropriate to the travel schedule.

#### B. Reimbursement Requests:

1. [SEATA Expense Reimbursement Form](#) and original receipts (or acceptable digital format) must support expenses presented for reimbursement and in accordance to applicable SEATA expense reporting format.
  2. Expense reimbursement requests are to be submitted to the SEATA Treasurer within 30 days of completion of the trip/activity.
  3. Accepted and approved expenses for mileage are reimbursed at the current IRS rate.
- C. The SEATA Treasurer shall process reimbursement requests twice a month (10<sup>th</sup> and the 30<sup>th</sup>). Depending on the type and amount of a reimbursement check, additional time may be needed for appropriate approvals of SEATA.
- D. Any payments due over \$5,000 require two signatures, that of the Treasurer and President.
- E. Travel Expenses estimated to be above a total of \$1,000 require pre-approval of the SEATA President.



- F. Unless otherwise specified, SEATA will reimburse the member for the member's expenses only in accordance with established [SEATA Travel & Meeting Expense Guidelines](#). (Please do not submit expenses for family members and/or other persons not eligible for SEATA reimbursement.) For meal expenses which may include business guests, you must indicate who was included and why (e.g., committee luncheon or meeting.)
- G. SEATA does not cover expenses incurred as a result of travel to and from committee meetings held during the SEATA Annual CSMM Meeting. An exception to this rule may be made with approval of the SEATA President when the committee is asked to meet before or after the Annual SEATA CSMM and the volunteer(s) incur out-of-pocket expenses as a result of the committee meeting. SEATA generally does not provide funds for meals during committee meetings at the SEATA Annual CSMM. Exceptions to this may be made by the Executive Board for certain committee meetings on a case by case basis or policy modification.
- H. District IX Representatives attending a NATA Committee meeting in conjunction with the NATA Annual Clinical Symposia & AT Expo meeting are eligible for reimbursement travel not to exceed \$500.00 and two hotel nights (king or double room only). To be eligible for reimbursement, District IX Representatives attending NATA committee meetings must submit a written committee report for the SEATA Newsletter with the SEATA Expense Reimbursement Form.
- I. Members requesting reimbursement should follow the instructions on the back of the SEATA Expense Reimbursement Form (Appendix B).

### **IV.C Technology Use While Traveling**

- A. While traveling on SEATA business, members are encouraged to use the most cost-efficient technology available when requesting reimbursement.

### **IV.D Transportation Reimbursement Policy**

- A. Approved travel on SEATA business is that which has been budgeted and approved by the Executive Board.
- B. Anyone approved to travel on SEATA business should select the least expensive mode of travel when allowed by schedules, whether that is direct-route airfare or by motor vehicle.
- C. Anyone approved to travel on SEATA business should select the least expensive airfare available for his/her flights.

### **IV.E NATA Funding and Dues Distributions**

- A. NATA Career Center distributions are paid in equal parts to the state organizations in SEATA which comply with the NATA's guidelines. These guidelines include that the state organizations agree not to advertise for position announcements on their respective websites, newsletters, or social media.
- B. NATA Sponsorship distributions are allocated usually in April to the seven members states in proportion to their membership in the month prior to the distribution from the NATA.
- C. The NATA generally distributes membership dues to the Districts in December, January, February, and July. District IX membership dues consist of the following:
  - i) State Association Membership dues, as established by respective State Association.
  - ii) District IX Membership dues of:
    - (1) \$25.00 for Certified and Associate Members
    - (2) \$10.00 for Student Members
  - iii) \$5.00 for individual Certified and Associate Member contribution to the NATA Research & Education Foundation (The \$5.00 individual member contribution is distributed by the NATA to the NATA Foundation before the remaining dues are distributed to SEATA.)

- D. Dues Distribution payments are sent to State Treasurers, with notification to the State President when the dues allocation check is sent as well as the amount. A listing of the members who paid during that period shall be included. Payments will generally be made by the end of the months of January, March and July.
- E. State Organization Presidents and Treasurers are to be notified when any SEATA funds are distributed to their states and of any check(s) which have not been deposited within 90 days.

#### **IV.F SEATA Funding Policies**

- A. SEATA provides funding to the NATA Foundation to support the awarding of the scholarships and grants established by the SEATA Executive Board.
  - 1. NATA Memorial Scholarship Fund: A minimum contribution of \$250.00 annually in support of the NATA Memorial Scholarship established by the NATA Board of Directors in 2001 in memory of athletic trainers (active or retired) who have passed in that year. State Presidents are to notify the SEATA President and Treasurer upon learning of the member's passing. In December of each year, the SEATA President shall authorize the SEATA Treasurer to make a donation, not less than \$250, in the amount of \$100.00 for each deceased member for that year.
  - 2. Eve Becker Doyle Scholarship Endowment: A contribution of \$1,000 annually.
- B. SEATA provides annual support and appreciation to the NATA office staff through a \$200.00 gift for their monthly luncheon. This is done by each of the 10 district organizations. The NATA will invoice us as a reminder usually in May.
- C. SEATA provides travel funding of up to \$1,000.00 annually to support the NATA Bobby Gunn Student Leadership Award recipient. The district provides a travel stipend for the NATA convention. NATA will waive the convention registration fee for the winner. This is subject to annual review.
- D. Credit Card Usage Policy
  - 1. SEATA provides a credit card to each of the following Officers: President, Vice President, Treasurer, and Secretary. Charges made on a SEATA credit card are strictly for association related expenses/charges. Officers are required to comply with current policies on SEATA spending policies requiring prior approval of spending SEATA money. A SEATA Expense Report must be submitted to the SEATA Treasurer and President for charge(s) made to a card within seven (7) business days of the charge(s). This report shall include the vendor, amount charged and purpose for the charge.
  - 2. The Finance Committee shall complete a review of all credit card statements and associated expense reports twice a year (April and September). A committee report shall be presented to the Executive Board for review and acceptance during the May and October Board Meetings.

### **SECTION V. SEATA Grant Program**

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#### **V.B NATA Capitol Hill Day Grant**

##### **A. BACKGROUND:**

- 1. The National Athletic Trainers' Association (NATA) conducts an annual Capitol Hill Day event in Washington, DC. SEATA members are encouraged to participate in legislative meetings scheduled in conjunction with the NATA Capitol Hill Day. SEATA recognizes the value and potential impact that a member can have with regards to both State and Federal legislative issues.

2. The SEATA Executive Board has developed and implemented this NATA Capitol Hill Day Grant to support each State Association to send members in District IX to attend this event. SEATA members are encouraged to share expenses to the extent possible to allow a greater number of legislative contacts. Only those expenses not covered by the NATA and other institutions (such as employers, etc.) are eligible for reimbursement under this policy.

### B. GRANTS:

1. SEATA budgets \$1000 per State Association annually for SEATA members to attend NATA Capitol Hill Day to help defray the travel expenses related to the member attending and meeting with his/her Federal Legislator(s). SEATA shall not reimburse more than \$500 for travel related expenses by an individual SEATA member.

### C. PROCEDURES

#### 1. Application Process:

- i) A member in good standing with SEATA and his/her respective State Association may complete a Capitol Hill Day Grant Request. The request(s) must be submitted to the respective State President for State Association approval at least 30 days in advance of the scheduled date of the event to allow for review and approval.
- ii) Any request received after this due date may be denied.

#### 2. Approval Process:

- i) The SEATA member is to submit his/her grant request to their respective State Association President for review and approval of the state association.
- ii) The State President will submit approved requests to the SEATA President for review and SEATA approval.
- iii) Once approved, the SEATA President shall formally notify, via email, the SEATA member, the respective State President and SEATA Treasurer of the approval of the request.

#### 3. Reimbursement Process:

- i) The SEATA Member shall complete a Grant Reimbursement Request, in accordance with SEATA Travel Reimbursement Policy, and submit the following documentation to the SEATA Treasurer:
  - (1) SEATA Capitol Hill Day Report
  - (2) SEATA Travel Expense Report
  - (3) Receipts for all reported expenses

## V.C NATA Safe School Sports Award Grant

### A. BACKGROUND:

1. In June 2014, the SEATA Executive Board approved the funding of up to \$5250 to assist duly approved secondary schools, who have demonstrated financial need, to help cover their school's NATA Safe School Award application fee. This grant program allocates each State in District IX up to \$750 of funding (partial or full funding based on financial need).

### B. GRANT:

1. Purpose: The SEATA Secondary Schools Athletic Trainer Committee (SSATC) has been charged with encouraging secondary schools to apply to the NATA's Safe Schools Program. The purpose of this grant program is three-fold:
2. Encourage each state in SEATA to promote the NATA's Safe Sports School Award within their state.
3. Help secondary schools overcome current financial stumbling blocks associated with the award application fee.
4. Increase the number of NATA 1<sup>st</sup> Team and 2<sup>nd</sup> Team Safe Sports School Awards presented to SEATA secondary schools.

### C. PROCEDURES:

1. Eligibility Requirements for Secondary School Grant
  - i) Each candidate secondary school applying for this grant must be enrolled in the [NATA Athletic Training Location and Services \(A.T.L.A.S\) Program](#).
  - ii) An athletic trainer representing the candidate secondary school will be required to submit the following documents to SEATA's SSATC Chair (incomplete grant requests shall not be considered):
    - (1) Complete [NATA Safe Sports School Award application](#) and any supporting documents.
    - (2) Signed Declaration and Release (page 17-19 of SSSA Application)
    - (3) Complete SEATA Grant Request Form
2. Timeline for Submission and Review of Grant Request(s)
  - i) AUGUST 1<sup>ST</sup>: Call for grant requests shall be made by all members of SEATA's SSATC.
  - ii) JANUARY 1<sup>ST</sup>: All required documents (as listed above) shall be submitted to the SEATA SSATC Chair.
  - iii) JANUARY 7<sup>TH</sup>: The SEATA SSATC Chair shall be responsible for verifying and forwarding each complete grant request packet (with required documents) to a respective state-based peer review team (composed of the respective State President and State's SSATC Representative).
  - iv) JANUARY 21<sup>ST</sup>: Each member of the state-based peer review team is to submit a vote of approval or decline for each grant request application from that state.
  - v) February 1<sup>ST</sup>: The SEATA SSATC Chair is responsible for the following:
    - (1) Submit a comprehensive Grant Request Summary Report to the SEATA President to be presented to the SEATA Executive Board for review. This composite report shall include all requests which have been recommended/not recommended for approval by the SSATC Chair and the respective State Peer Review Team members; as well as the final approval of SSS Award application fees submitted to NATA.
    - (2) Submit all SEATA approved SSSA Application(s) and materials to the NATA and notify the SEATA Treasurer that the approved application fee can be paid to NATA.
3. Notification of a District IX Safe Sports School Awards
  - i) SSSA Winners will be selected and notified via email from the NATA.
  - ii) The SEATA District Director is notified by the NATA when a secondary school in the district receives a SSSA. The SEATA District Director will notify the SEATA President, SEATA Secretary, SSATC and PR Chairs of all SSSA recipient(s).
4. Publicity of Awards
  - i) The Chair of the SEATA Public Relations (PR) Committee will contact the athletic trainer(s) at each secondary school who receive the SSSA to coordinate publicity and press releases for SEATA.
  - ii) The SEATA PR Chair will also notify the respective State Association PR Chair for publicity and press releases at the state level.
  - iii) Grant winners must submit photo(s) of AT staff with SSSA banner for promotional use.
  - iv) Grant winners are encouraged to recognize SEATA as the funding source for the SSSA grant in press releases, interviews, and other forms of publicity about the award.
5. Allocation of Unused Funds

- i) If a State has grant funds remaining after March 1<sup>st</sup>, applications will continue to be considered and requests to fund renewals will be considered at that time.

### **V.D State Association Marketing Grant**

- A. **BACKGROUND:** Goal Four (4) of the SEATA Strategic Plan is focused on job development and career advancement. Objective 4.2 calls for SEATA to establish a marketing strategy that enhances the professional image of the athletic trainer for the public as well as potential employers. The SEATA Executive Board has developed and implemented this State Association Marketing Grant to support the members at the state level in promoting and marketing the athletic training profession, as appropriate, for each state association and its members.
- B. **GRANTS:**
  1. Each State Association may request up to \$2,000 annually to help defray the expenses related to a state association's effort(s) to promote athletic trainers and the athletic training profession at a state, region, or local event(s).
  2. The purpose of this grant is to enable the respective State Association to represent the AT profession at events, such as (but not limited to) high school athletic associations, secondary school principals and/or superintendent's association meetings.
  3. SEATA's funding of a grant request shall follow SEATA's reimbursement policy. Each request shall follow the following:
- C. **PROCEDURES**
  1. **Notification Process:**
    - i) A State Association President, or his/her designee, shall complete a State Association Grant Request Notice. It is recommended that each notice be submitted within 30 days in advance of the scheduled date(s) of the event(s).
    - ii) Notice must be submitted to the SEATA President via email
  2. **Approval Process:**
    - i) A State Association President, or his/her designee, shall complete a Grant Reimbursement Request within 30 days after the event (or last event if multiple events) to the SEATA Treasurer via email. The approval process shall be in accordance with SEATA Travel Reimbursement Policy. The following documentation shall be included with a state's reimbursement request:
      - (1) State Association Marketing Report
      - (2) SEATA Travel Expense Report
      - (3) Receipts for all reported expenses
    - ii) A grant reimbursement request and all supporting documents are to be submitted to the SEATA Treasurer ([seatatreasurer@gmail.com](mailto:seatatreasurer@gmail.com)) for review and action. Once the grant reimbursement request is determined to be complete, the SEATA Treasurer shall notify the SEATA President for action.
    - iii) The SEATA President shall place the reimbursement request on the Agenda of the next Executive Board conference call / meeting for formal approval.
  3. **Reimbursement Process:**
    - i) Once approved by the Executive Board, the SEATA President shall formally notify, via email, the respective State President and SEATA Treasurer of the approval of the reimbursement and authorize payment of the request.
    - ii) The SEATA Treasurer shall reimburse the respective State Association within 30 days.



**V.F State Association EBP Education Sponsorship Grant**

**A. BACKGROUND:**

1. The following policy describes the SEATA Education Sponsorship Program. The main purpose of this program is to align with SEATA's Strategic Plan - Goal V, which states to create recognizable Membership Benefits. Outcome 2 under this goal states that SEATA is to refine education and improve continuing education. The plan suggests developing more EBP course offerings within District IX.
2. This education grant is established to assist State Associations in offering high quality evidence-based practice session(s) during their annual educational symposium. The intent of this SEATA sponsored EBP session(s) is to provide a direct member impact at the state level. This grant would provide a valuable financial resource to the State Association and enhance the State's educational programming on current, best-practice topics.

**B. GRANTS:**

1. Each State Association may request up to \$1,000 annually to help defray the honorarium and travel related expenses related to a SEATA Sponsored EBP Session offered at a State's annual educational symposium.
2. SEATA's funding of a grant request shall follow SEATA's reimbursement policy. Each request shall follow the following:

**C. PROCEDURES:**

1. Application Process:
  - i) The respective State Association is asked to identify and select an appropriate and BOC qualified EBP content expert which meets the needs of the respective state's membership. Once identified, then the State Association shall complete the SEATA Education Sponsorship Proposal Request.
  - ii) Requests must be submitted at least 60 days prior to the event to ensure adequate and effective review and SEATA Board approval process of the proposal.
2. Approval Process:
  - i) This request is to be submitted to the SEATA President for review and action. Once the grant proposal request is determined to be complete, the President shall place the request on the Agenda of the next Executive Board conference call / meeting for formal approval.
  - ii) Once approved by the Board, the SEATA President shall formally notify, via email, the respective State President and SEATA Treasurer of the approval of the Sponsored Education Event.
  - iii) The respective State Association's education symposium program shall clearly state and recognize the educational session as a "SEATA Sponsored Event".
3. Reimbursement Process:
  - i) The designated State Association representative shall complete a Grant Reimbursement Request, in accordance with SEATA Travel Reimbursement Policy, and submit the following documentation to the SEATA Treasurer:
    - (1) SEATA Travel Expense Report
    - (2) Receipts for all reported expenses
    - (3) Copy of education symposium program



### V.H State Association Legislative Grants

#### A. BACKGROUND:

1. The following policy describes the legislative grant program under which SEATA, Inc. provides funds to state athletic training associations to further their legislative agendas. It is understood that a state's legislative cycle may not coincide with the SEATA, Inc. fiscal year. However, grant money is available *on a fiscal year basis* and applications must be received within the FY in order to be funded in that year.
2. States are encouraged to work with the Governmental Affairs Manager at NATA to plan your legislative program and prepare your grant application.
3. The total annual budget for legislative grants may vary from year to year. SEATA, Inc. does not have the resources to be the sole source of funding necessary to support individual state legislative activity. States are expected to raise funds through dues, assessments, fundraising, or other means. SEATA, Inc. requires a full disclosure of the state's budget for legislative activities. States requesting a SEATA Legislative Grant must provide a copy of their NATA Legislative Grant Application.
4. Under special circumstances and upon approval of the SEATA President, states may receive funds in advance of expenditure in order to pay immediate expenses. Requests for grant advances will be addressed on an individual basis; state presidents will be notified of these requests.
5. These grants are made at the discretion of SEATA. The intention is to support the national legislative agenda through assistance to individual states. SEATA cannot serve as the sole financial support of state efforts but will provide funds as generously as limited resources and competing requests allow. Early and frequent contact with the SEATA Finance Committee Chair will assure a smooth process.
6. Grants are available for proactive or reactive legislative efforts. First priority, however, will be for states seeking updates to their state practice acts (Tier 1 Activity). All other activities are Tier 2.

#### B. GRANTS:

1. LEVEL I: Basic Grants
  - i) All states that conduct legislative activities are eligible for a Basic Legislative Grant. Currently, the maximum grant amount is \$2,000. To be eligible for the Basic Grant, legislative activities or reimbursement efforts must be demonstrated and an application submitted. Although requests will be accepted until the end of the fiscal year, applicant states are encouraged to submit the request as early as possible.
  - ii) An activity report must be submitted by the state to the SEATA Finance Committee Chair within 6 months of the grant funding date. If grant funds are provided from the Basic Plus Funds and Discretionary/Emergency Funds, the report should also address the utilization of these funds and results.
2. LEVEL II: Basic Grants Plus
  - i) States that conduct extraordinary fundraising specifically for legislative purposes may seek an additional grant in the amount of their fundraising results, up to \$1,000 per fiscal year. In order to be eligible for the "Plus" grant, funds must be donated by members, or through events organized and supported by members. The premise of the Plus grant is to complement the investment of SEATA members in their legislative and regulatory efforts.
  - ii) At the conclusion of the fundraiser, a request may be made for a grant funds amount based on receipts, up to \$1,000. A list of contributors must be attached.

#### 4. LEVEL III: Discretionary/Emergency Grants

- i) As noted above, discretionary grants are available on a priority basis; states that must amend or “clean up” the licensure statute are given the highest priority (Tier 1). Grants will be awarded by the SEATA Executive Board based upon recommendation of the SEATA Finance Committee and must be requested in advance of activity or expenditure. Emergency requests will be handled on a case-by-case basis. Deadline for receipt of requests for discretionary grants is December 1 of each year. Currently, SEATA funds have not been allocated for Discretionary/Emergency Grants.
- ii) States may use discretionary grant funds for lobbyist fees, travel expenditures, grassroots, coalition building, etc. Regular reports to SEATA (SEATA Executive Board and SEATA Finance Committee) are required. Acceptable expenditures include, but are not limited to:
  - (1) Lobbyist
  - (2) Informational brochures/fliers
  - (3) Expenses for “Athletic Training Day” at the state capital
  - (4) Legal interpretation of state laws
  - (5) Promotional giveaways for legislators allowed under applicable state statutes
  - (6) Travel and phone expenses of state members for/to legislative committee meetings, etc.
- iii) Requests for emergency funds will be reviewed on a case-by-case basis. Emergencies might entail, for example, an unexpected, short-term issue that required one-time travel to a regulatory agency or committee hearing to defend an existing practice act through testimony. The following criteria will be considered before providing discretionary or emergency funds. This is not an exhaustive list but is meant to be an example of criteria that will be used:
- iv) The state must show its commitment to the legislative effort by some of the following activities – fundraising, lobbyist contacts, and grassroots involvement.
  - (1) Routine reporting throughout the legislative session to the SEATA Executive Board. Reports may be made by including SEATA’s Finance Committee Chair on e-mails and other communications to state leadership and members, or on reports from the state lobbyist. The SEATA Finance Committee Chair will forward all reports to the SEATA Executive Board.
  - (2) SEATA and NATA input in legislative strategy.
  - (3) SEATA and NATA input in lobbyist selection process.
  - (4) Payment of expenses are based upon receipts/invoices\* received by SEAT

#### C. PROCEDURES

1. Application Process:
  - i) JANUARY 1<sup>ST</sup>: The respective State President, or his/her designee, may complete a SEATA Legislative Grant Proposal Request by January 1<sup>st</sup> of the respective legislative year.
  - ii) Proposal requests must be submitted to the SEATA President ([seatapresident@gmail.com](mailto:seatapresident@gmail.com)) to ensure adequate and effective review and SEATA Board approval process of the proposal(s).
2. Approval Process:
  - i) January 15<sup>th</sup>: Each complete grant proposal request shall be reviewed by a Peer Review Team.

- ii) Basic and Discretionary/Emergency Legislative Grant proposal(s) shall be reviewed by a SEATA Grant Review Team, consisting of the Chair of the SEATA Governmental Affairs Committee, SEATA Treasurer and President.
  - iii) Basic Grant Plus Legislative Grant proposals shall be reviewed by a SEATA Grant Review Team consisting of the SEATA Treasurer and President. This review process is to be completed within two weeks of submission of fund request.
  - iv) JANUARY 15<sup>TH</sup>: Once a grant proposal request is determined to be complete, the President shall obtain recommendations from members of the respective grant review team members by January 15<sup>th</sup> to be presented to the SEATA Executive Board.
  - v) With the recommendations from the grant review team, the President shall place the request on the Agenda of the next Executive Board conference call / meeting for formal approval.
  - vi) FEBRUARY 15<sup>TH</sup>: Once approved by the Board, the SEATA President shall formally notify, via email, the respective State President and SEATA Treasurer of the approval of the legislative grant(S).
- 3. Reimbursement Process:
  - i) NOVEMBER 1<sup>ST</sup>: The designated State Association representative shall complete a Grant Reimbursement Request, in accordance with SEATA Travel Reimbursement Policy, and submit the following documentation to the SEATA Treasurer by November 1<sup>st</sup> of the legislative year:
    - (1) SEATA Travel Expense Report (if applicable)
    - (2) Receipts for all reported expenses
    - (3) Legislative Imitative Report
  - ii) Basic Grant Pus matching funds request must be submitted within 30 days after the fundraising event to the SEATA Treasurer. A list of contributors must be attached.
- 4. DEADLINES
  - i) The SEATA, Inc. fiscal year ends December 31<sup>st</sup> of each year, and reimbursement/fund requests for basic, basic plus and/or emergency grants may be made up to November 1<sup>st</sup>. However, as previously indicated, discretionary grants *must be approved in advance*.
  - ii) The SEATA Finance Committee advises applications to be prepared well in advance and no later than December 1. Disbursements can be made when receipts are provided but must be submitted no later than December 15th.
- 5. FUND DISBURSEMENT:
  - i) If approved, funds will be sent to the application's signatory. Please allow a minimum of two weeks to process an application.
  - ii) The SEATA Finance Committee Chair will also notify the state president and treasurer that the funds have been sent.

### **V.I Funding Review of SEATA Grants**

- A. The Finance Committee shall be responsible for reviewing SEATA's financial ability to fund SEATA's Grant Program.
  - 1. October 1<sup>st</sup>: The Finance Committee Chair shall conduct a committee meeting to review and discuss each SEATA Grant for funding recommendations.
  - 2. October 31<sup>st</sup>: The Finance Committee Chair shall submit a SEATA budget recommendation(s) to include funding/non funding of SEATA Grants.

### SECTION VII. SEATA Educational Events

[TOP](#)

- VII.B** As a BOC Approved Provider (P209), continuing education events must comply with the policies and procedures established in the SEATA Educational Event Manual.
- VII.C** All SEATA educational events/symposium/workshops are under the jurisdiction of the District President. He/she may delegate responsibilities as deemed necessary:
1. Hotel – SEATA Vice President
  2. Event Registration – SEATA Secretary and Treasurer.
- VII.D** Registration Fee Waiver(s) may be granted by the SEATA President to the following individuals:
1. SEATA Retired-certified Members
  2. SEATA and NATA Hall of Fame Members
  3. SEATA / NATA Honorary Members
  4. NATA Officers or any NATA District Officer
  5. Respective event education committee chair(s) / members / Moderators
- VII.E** Invited Speaker(s) Benefits / Reimbursements
1. Event registration fee waiver for individuals who speaks for 30 minutes or longer
    - i) Speakers who are members of SEATA or NATA
  2. Complementary Awards Banquet Ticket
  3. Up to 2 nights' lodging (per 1-hour presentation; nights may be split between speakers)
  4. Travel not to exceed IRS mileage rate (57.5 cents per mile); please use cheaper method if possible.
  5. Honorarium for Invited Speakers (with pro-rata for panels and longer/shorter than 1 hour)
    - i) Category A: \$100 - \$175 (based on length; regardless of number of presentations)
    - ii) EBP Sessions: \$250.00 per credit hour of approved BOC EBP
- VII.F** General information for Meetings / Symposia
1. Clinical Symposium & Members' Meeting (CSMM)
    - i) Education activities are directed by the Research and Education Committee.
    - ii) It is intended that clinical workshop and laboratory speakers will be local area professionals to the extent possible
  2. Athletic Training Educators' Conference (ATEC)
    - i) Educational activities are directed by the ATEC Oversight Committee.
    - ii) Conference is scheduled to be offered every-other year that the NATA educator's conference is not offered.
  3. Athletic Training Student Symposium (ATSS)
    - i) Educational activities are directed by the ATSS Oversight Committee.
    - ii) Invited faculty members (lecture/laboratory) shall be provided with the following:
      - (1) Hotel accommodations: Two nights (double occupancy) or one night (single occupancy)
      - (2) Complementary meals served in conjunction with symposium.
      - (3) Travel related expenses are generally not covered by SEATA. The ATSS Committee Chair may request travel reimbursement from the SEATA President for review and approval.

### SECTION VIII. Tobacco Usage Policy

[TOP](#)

- VIII.B** The use of tobacco products will not be permitted in the meeting rooms or exhibit hall neither at the Annual SEATA Clinical Symposium & Members Meeting, nor at any other SEATA sponsored event.

**SECTION IX. Endorsement or Promotion of Social Events by Commercial Enterprises**

[TOP](#)

- IX.B** SEATA will not endorse or publicize any social events sponsored by commercial enterprises during the course of the Annual SEATA Clinical Symposium & Members Meeting, with the exception of any event outlined in the SEATA Corporate Partners Plan.

**SECTION X. Anti-Discrimination**

[TOP](#)

- X.B** SEATA does not discriminate against any legally protected class.

**SECTION XI. Membership Classifications and Eligibility**

[TOP](#)

**XI.B Requirements for Membership**

- A. Eligibility for membership is determined by conditions and obligations in compliance with the NATA membership requirements.
- B. Membership in SEATA is based on the individual's home address on file with the NATA.

***Expense Reimbursement Policies***

	NATA Convention	SEATA CSMM / ATEC	State Meetings	Misc. SEATA Travel	Student Symposium
District Director	Paid by NATA	Travel, Hotel, Per diem, 100% Basic registration reduction	Travel, Hotel, Per diem, 100% Basic registration reduction	NATA, SEATA Hotel, Travel, Per diem	Travel, hotel, Per diem
President	Travel, 4 Hotel nights. & Committee Mtgs. Night	Travel, Hotel, Per diem, 100% Basic registration reduction	Travel, Hotel, Per diem, 100% Basic registration reduction	Expenses not covered by another organization approved by President	Travel, hotel, Per diem
Vice-President	Travel, 4 Hotel nights. & Committee Mtgs. Night	Travel, Hotel, Per diem, 100% Basic registration reduction	Travel, Hotel, Per diem, 100% Basic registration reduction	Expenses not covered by another organization approved by President	Travel, hotel, Per diem
Treasurer	Travel, 4 Hotel nights. & Committee Mtgs. Night	Travel, Hotel, Per diem, 100% Basic registration reduction	Travel, Hotel, Per diem, 100% Basic registration reduction if filling for DD, Pres or V-Pres	Expenses not covered by another organization approved by President	Travel, hotel, Per diem
Secretary	Travel, 4 Hotel nights. & Committee Mtgs. Night	Travel, Hotel, Per diem, 100% Basic registration reduction	Travel, Hotel, Per diem, 100% Basic registration reduction if filling for DD, Pres or V-Pres	Expenses not covered by another organization approved by President	Travel, hotel, Per diem
State Presidents	Travel, 2 Hotel nights	Travel, 3 Hotel nights, 100% Basic registration reduction	N/A	As approved by President	N/A
Parliamentarian	Travel, 1 Hotel night, & Per diem for annual Exec Board Meeting(s)	Travel, 1 Hotel night, Per diem	N/A	N/A	N/A
NATA District IX Representative	2 Hotel nights & \$500.00 Max travel / per diem expenses	N/A	N/A	Travel, Hotel, or Per diem as approved by the President	N/A
SEATA R&Ed Comm Chair(s)	N/A	3 Hotel nights, 100% Basic reg. reduction	N/A	N/A	N/A
SEATA R&Ed Comm Members/Moderator	N/A	1 Hotel night, 100% Basic registration reduction	N/A	N/A	N/A
SEATA Exhibits Coordinator	N/A	3 Hotel nights, 100% Basic registration reduction	N/A	N/A	N/A
SEATA ATSS Chairs/Coordinator	N/A	N/A	N/A	N/A	Travel, Hotel, or Per diem as approved by the President
SEATA ATSS Invited Speakers/Lab Fac	N/A	N/A	N/A	N/A	Shared (Dbl) hotel room for 2 nights
SEATA Committee Member	N/A	N/A	N/A	Travel, Hotel, or Per diem as approved by the President	N/A
CSMM Speakers 30+ minutes	N/A	100% Basic reg reduction, \$175 honorarium, CAT A \$250 / EBP Credit Hour	N/A	N/A	N/A
SEATA Corporate Partners	N/A	Up to two 50% Basic reg reduction – NATA AT Member & Exhibitor Rep	N/A	N/A	N/A
DIX NATA R&Ed Foundation Chair	N/A	N/A	100% Basic registration reduction	N/A	N/A
Honorary / HoF / Past SEATA DDs & Pres	N/A	100% Basic registration reduction	N/A	N/A	N/A



## CONFIDENTIAL REPORT

By March 7<sup>th</sup>, the SEATA SSATC Chair shall submit his confidential composite Grant Request Report to the SEATA President to be presented to the SEATA Executive Board. This composite report shall include all requests which have been recommended / not recommended for approval by the SSATC Chair and the respective State Peer Review Team.

**Date of Summary Report:**

School	Peer Review Vote (Y/N)			NATA Action (Approved / Not Approved)
	SSCATC Chair	State President	State SSC Chair	
ALABAMA				
1)				
2)				
3)				
4)				
5)				
6)				
FLORIDA				
1)				
2)				
3)				
4)				
5)				
6)				
GEORGIA				
1)				
2)				
3)				
4)				
5)				
6)				
KENTUCKY				
1)				
2)				
3)				
4)				
5)				
6)				
LOUISIANA				
1)				
2)				
3)				
4)				
5)				
6)				

School	Peer Review Vote (Y/N)			NATA Action (Approved / Not Approved)
	SSCATC Chair	State President	State SSC Chair	
MISSISSIPPI				
1)				
2)				
3)				
4)				
5)				
6)				
TENNESSEE				
1)				
2)				
3)				
4)				
5)				
6)				

## Report of State Marketing Initiative(s)

Date of Request:

Name of State Association

Name and Title (Association Position) of Person Completing this form

**Please send reimbursement to:**

Name:	<input type="text"/>		
Address:	<input type="text"/>	City, ST, Zip	<input type="text"/>
Email:	<input type="text"/>	Phone #:	<input type="text"/>

(Reimbursement check will be mailed to the above address.)

**Amount Reimbursement Requested** \$  *(see attached receipts)*  
**(\$1,000 max):**

**Please complete the following narrative of the marketing uses of these funds.**

- I. Purpose of Initiative(s) –Marketing goals and specific details as to how SEATA funds will be used to promote and benefit the membership.
- II. Work Plan and Timeline – Outline plan and timeline implemented to accomplish goals:
  - What funds is the association undertaking to fund this activity?
  - What places will this be used to educate the public about athletic training?
  - What professional meetings will you attend to market athletic training?
  - How are you educating the membership in your state about this activity?
- III. Budget – Attach a detailed budget, including an itemized projection of all sources of income and expenses. Include what the money will be used for to purchase or what it is spent on. I.e. marketing equipment, brochure production, travel expenses, etc.

Briefly describe  
impact of this Grant:

**Please attach the following documents to this request in order to obtain reimbursement funds and submit to SEATA Treasurer (seatatreasurer@gmail.com) within 30 days of the last event.**

- ✓ SEATA Travel Expense Reimbursement Form
- ✓ Receipts for all reimbursement expenses (as allowed per SEATA P&P)

Signature of person completing request

Date



# State Association EBP Education Sponsorship Grant

PROPOSAL  
REQUEST

## ATTACHMENT I

Name of State Association

Name and Title (Association Position) of Person Completing Application

Amount of Request (\$1,000 max):

\$

PLEASE COMPLETE	President	Treasurer
Name:		
Phone (cell):		
Email:		
Address:		
City:		
State:		
Zip:		
Please identify where to send approved funds /check to:		

Please complete the following narrative of the uses of these funds.

IV. Purpose of Request –Educational goals and specific details as to how funds will be used.

V. Budget – Include or attach a detailed budget, including an itemized projection of all related expenses for this sponsored event.

VI. Please include or attach the following:

- Brief biographical information for each speaker(s) or CV, if available.

Signature of person completing application

Date

**Name of State Association**

---

**Name and Title (Association Position) of Person Completing Request**

---

**Amount approved by the SEATA  
Executive Board (\$1,000 max):**

\$

**Please complete the following information (attach Symposium Program Agenda):**

Title of EBP Session #1			
Name of Speaker:		BOC Provider #:	
# of CEUs:		Attendance #:	

Title of EBP Session #2			
Name of Speaker:		BOC Provider #:	
# of CEUs:		Attendance #:	

Title of EBP Session #3			
Name of Speaker:		BOC Provider #:	
# of CEUs:		Attendance #:	

Briefly describe impact  
of this Grant:

**Please attach the following documents to obtain reimbursement funds and submit to SEATA Treasurer (seatatreasurer@gmail.com) within 30 days of the event.**

- ✓ Copy of Symposium Agenda (stating the education session(s) as “Sponsored by SEATA”)
- ✓ SEATA Travel Expense Reimbursement Form

Signature of person completing application

---

Date

---





# State Association Legislative Initiatives Grant

PROPOSAL  
REQUEST

## ATTACHMENT I

Name of State Association

Name and Title (Association Position) of Person Completing Application

Type of Request / Amount			
<input type="checkbox"/>	Basic Grant	\$	(Not to exceed \$2,00 max)
<input type="checkbox"/>	Basic Grant Plus	\$	(Matching funds not to exceed \$1,000 max)
<input type="checkbox"/>	Discretionary/Emergency	\$	(TBD – No funding)

PLEASE COMPLETE	President	Treasurer
Name:		
Phone (cell):		
Email:		
Address:		
City:		
State:		
Zip:		
Please identify where to send approved funds/check to:		

Please complete the following narrative of the uses of these funds.

- VII. Purpose of Request –Legislative goals and specific details as to how funds will be used.
- VIII. Work Plan and Timeline – Outline proposed plan and timeline to accomplish legislative goals:
- Do you plan to hire a lobbyist? Describe the process you will follow.
  - What fundraising is the association undertaking to fund this activity?
  - Do you have a PAC? Are PAC funds being used to support this effort?
  - How are you educating the membership about this activity?
  - What is history of the issue? Have you attempted legislation before?
  - Have you contacted other stakeholder organizations? Do you have a coalition?
  - Do you expect opposition?
  - Do you have a legislative sponsor?
- IX. Budget – Attach a detailed budget, including an itemized projection of all sources of income and expenses. Include current balances in legislative account and PAC, and anticipated fundraising revenue.
- X. Please attach the following:
- List of members and contact information for your Governmental Affairs Committee.
  - Draft or final language for the proposed legislation, if available.

Signature of person completing application

Date



## State Association Legislative Initiatives Grant

REIMBURSEMENT  
/ FUND REQUEST

### ATTACHMENT II

Name of State Association

Name and Title (Association Position) of Person Completing Reimbursement Request

#### Amount approved by SEATA

Basic Grant \$

Basic Grant Plus \$

Discretionary/Emergency \$

Amount raised by State Association \$

#### PLEASE COMPLETE

President

Treasurer

Name:

Phone (cell):

Email:

Address:

City:

State:

Zip:

Please identify where to send approved funds/check to:

#### Please explain/describe the uses of these funds.

I. Use of Funds –Legislative goals and specific details as to how funds were used.

II. Impact of Funds –Legislative impact as a result of grant funds.



## CORPORATE PARTNERSHIP PROGRAM

	DIRECTOR'S	PRESIDENT'S	EXECUTIVE	COMMITTEE	EXHIBITOR	SYMPOSIA	RESEARCH	EXHIBIT BOOTH	CLINICAL	ED	WORKSHOP
	CSMM / ATEC							ATSS			
Hyperlinked logo on SEATA homepage to Partner's website	√	√									
Hyperlinked logo recognition to partner's website for one year in <i>SEATA e-Newsletter</i> (up to 4 issues) and e-Blast News (up to 12 issues)	√	√									
Advertisement insert in participant's bag (inserts provided by Partner and shipped to designated location)	√	√							√		√
Hyperlinked logo on SEATA Corporate Partner's web page	√	√	√	√	√						√
Logo recognition for one year in <i>SEATA e-Blast News</i> (up to 12 issues)			√								√
Logo recognition for one year in <i>SEATA e-Newsletter</i> (up to 4 issues)				√							√
<b>CLINICAL SYMPOSIUM and MEMBERS' MEETING</b>											
Attendee List (Excel) provided via email for one time use only	√	√	√	√	√	√					
Exhibitor e-Blast sent to all event registrants	√	√	√	√	√	√					
Exhibit Booth Space(s)	3	2	1	1	1	1					
Preferred booth location	√	√	√	√							
Reduced price on additional booth spaces	50%	50%	25%	25%							
Prominent booth signage	√	√	√	√							
Advertisement Link in Electronic Meeting Agenda	√	√	√	√							
Company Provided Banner in: CSMM primary meeting room	√	√									
CSMM sponsored talk			√	√							
Room Tim Kerin Awards Banquet	√										
Acknowledgement in the Tim Kerin Memorial Awards Banquet Program	√	√									
Recognition at CSMM: Announcement to attendees		√	√	√							
attendees Opportunity to speak to	√										
CSMM registration waiver for ATC booth representative(s)	4	2	1								
<b>ATHLETIC TRAINING STUDENT SYMPOSIUM (ATSS)</b>											
Advertisement in ATSS Proceedings page	√	√				1/2		1/2	Full	Full	
Company Provided Banner in ATSS Primary Meeting Room	√								√	√	
Attendee List (MS Excel) provided via email for one time use only						√	√	√	√	√	
Exhibit booth space						1	1	1	1	1	
Preferred booth location									√	√	
Reduced price on additional booth spaces									50%	50%	
Prominent booth signage											√
Recognition in the ATSS Proceedings						√		√	√	√	
Recognition at ATSS Meeting: Announcement to attendees									√	√	
Opportunity to speak to attendees											√

## I.A CORPORATE PARTNER PLAN

### Clinical Symposium & Members Meeting (CSMM) Athletic Training Student Symposium (ATSS)

<b>DIRECTOR'S PARTNER</b>		<b>\$2,000 and ABOVE</b>
<b>TIER 1 BENEFITS</b>	<ul style="list-style-type: none"> <li>Hyperlinked Logo recognition in <i>SEATA eBlast News</i> (electronic format) for one year (up to 12 issues)</li> <li>Hyperlinked Logo recognition in <i>SEATA Newsletter</i> (electronic format) for one year (up to 4 issues)</li> <li>Hyperlinked logo on SEATA homepage</li> <li>Hyperlinked logo on SEATA Corporate Partner's web page</li> </ul>	
<b>CLINICAL SYMPOSIUM and MEMBERS MEETING BENEFITS</b>	<ul style="list-style-type: none"> <li>3 - Exhibit booth spaces               <ul style="list-style-type: none"> <li>Primary booth location</li> <li>50% reduced price on additional booth spaces</li> <li>Prominent booth signage</li> <li>Exhibitor e-Blast w/1/4-page ad sent to all event registrants) <b>NEW</b></li> </ul> </li> <li>Advertisement link in Electronic Meeting Agenda</li> <li><del>Logo displayed on Online registration forms</del></li> <li>Advertisement insert in participant's bag (inserts provided by Partner and shipped to designated location)</li> <li>Company provided banner in primary meeting room</li> <li>Recognition at meeting with an opportunity to speak</li> <li>CSMM registration waivers for up to 4 booth representatives / AT</li> <li>Electronic file (MS Excel) of all attendees with registration contact information (provided via email) for one time use only</li> </ul> <p><b>TIM KERIN PRESIDENTIAL LECTURE &amp; AWARDS PROGRAM BENEFITS</b></p> <ul style="list-style-type: none"> <li>Signage at the Program</li> <li>Acknowledgement in the Awards Program</li> </ul> <p><b>SYMPOSIUM MOBILE EVENT APP BENEFITS</b></p> <ul style="list-style-type: none"> <li>Hyperlinked logo on mobile sponsor's page <b>NEW</b></li> <li>Complimentary banner ad on symposium mobile app (partner logo placed as a rotating banner advertisement displayed on attendee's mobile device) <b>NEW</b></li> </ul>	
<b>ATHLETIC TRAINING STUDENT SYMPOSIUM</b>	<ul style="list-style-type: none"> <li>Company provided banner in meeting room</li> <li>½ page advertisement in Symposium/Conference Proceedings</li> <li>Recognition on the back of Symposium/Conference Proceedings</li> </ul>	

## I.A CORPORATE PARTNER PLAN

### Clinical Symposium & Members Meeting (CSMM) Athletic Training Student Symposium (ATSS)

<b>PRESIDENT'S PARTNER</b>		<b>\$1,500</b>
<b>TIER 1 BENEFITS</b>	<ul style="list-style-type: none"> <li>Hyperlinked Logo recognition in <i>SEATA eBlast News</i> (electronic format) for one year (up to 12 issues)</li> <li>Hyperlinked Logo recognition in <i>SEATA Newsletter</i> (electronic format) for one year (up to 4 issues)</li> <li>Hyperlinked logo on SEATA homepage</li> <li>Hyperlinked logo on SEATA Corporate Partners web page</li> </ul>	
<b>CLINICAL SYMPOSIUM and MEMBERS MEETING BENEFITS</b>	<ul style="list-style-type: none"> <li>2 - Exhibit booth spaces               <ul style="list-style-type: none"> <li>Prominent booth location</li> <li>50% reduced price on additional booth spaces</li> <li>Prominent booth signage</li> <li>Exhibitor e-Blast w/1/4-page ad sent to all event registrants) <b>NEW</b></li> </ul> </li> <li>Advertisement link in electronic meeting agenda</li> <li>Advertisement insert in participant's bag (inserts provided by Partner and shipped to designated location)</li> <li>Company provided banner in meeting room</li> <li>Recognition at meeting</li> <li>Electronic file (MS Excel) of all attendees with registration contact information (provided via email) for one time use only</li> <li>CSMM registration waivers for up to 2 booth representatives / AT</li> </ul> <p><b>TIM KERIN PRESIDENTIAL LECTURE &amp; AWARDS BANQUET BENEFITS</b></p> <ul style="list-style-type: none"> <li>Acknowledgement in Banquet Program</li> </ul> <p><b>SYMPOSIUM MOBILE EVENT APP BENEFITS</b></p> <ul style="list-style-type: none"> <li>Hyperlinked logo on mobile sponsor's page <b>NEW</b></li> <li>50% discount on banner ad on symposium mobile app (partner logo placed as a rotating banner advertisement displayed on attendee's mobile device) <b>NEW</b></li> </ul>	
<b>ATHLETIC TRAINING STUDENT SYMPOSIUM</b>	<ul style="list-style-type: none"> <li>½ Page advertisement in Symposium/Conference Proceedings</li> </ul>	

<b>EXECUTIVE PARTNER</b>		<b>\$1,000</b>
<b>TIER 1 BENEFITS</b>	<ul style="list-style-type: none"> <li>Logo recognition in <i>SEATA eBlast News</i> (electronic format) for one year (up to 12 issues)</li> <li>Hyperlinked logo on SEATA Corporate Partners web page</li> </ul>	
<b>CLINICAL SYMPOSIUM and MEMBERS MEETING BENEFITS</b>	<ul style="list-style-type: none"> <li>1 - Exhibit booth space               <ul style="list-style-type: none"> <li>Special booth location</li> <li>25% reduced price on additional booth space</li> <li>Special booth signage</li> <li>Exhibitor e-Blast w/1/4-page ad sent to all event registrants) <b>NEW</b></li> </ul> </li> <li>Advertisement link in electronic meeting agenda</li> <li>Signage at a sponsored talk</li> <li>Electronic file (MS Excel) of all attendees with registration contact information (provided via email) for one time use only</li> <li>CSMM registration waiver for 1 booth representative / AT</li> </ul> <p><b>SYMPOSIUM MOBILE EVENT APP BENEFITS</b></p> <ul style="list-style-type: none"> <li>Hyperlinked logo on mobile sponsor's page <b>NEW</b></li> </ul>	

## I.A CORPORATE PARTNER PLAN

### Clinical Symposium & Members Meeting (CSMM) Athletic Training Student Symposium (ATSS)

<ul style="list-style-type: none"> <li>25% discount on banner ad on symposium mobile app (partner logo placed as a rotating banner advertisement displayed on attendee's mobile device) <b>NEW</b></li> </ul>	
<div> <div>COMMITTEE PARTNER</div> <div>\$500</div> </div>	
<b>TIER 1 BENEFITS</b>	<ul style="list-style-type: none"> <li>Logo recognition in <i>SEATA Newsletter</i> (electronic format) for one year (up to 4 issues)</li> <li>Hyperlinked logo on SEATA Corporate Partners web page</li> </ul>
<b>CLINICAL SYMPOSIUM and MEMBERS MEETING BENEFITS</b>	<ul style="list-style-type: none"> <li>1 - Exhibit booth space <ul style="list-style-type: none"> <li>Special booth location</li> <li>25% reduced rate on additional booth space</li> <li>Special booth signage</li> <li>Exhibitor e-Blast w/1/4-page ad sent to all event registrants) <b>NEW</b></li> </ul> </li> <li>Advertisement link in electronic meeting agenda</li> <li>Acknowledgement in SEATA Program</li> <li>Signage at a Mini-Course (if applicable)</li> <li>Electronic file (MS Excel) of all attendees with registration contact information (provided via email) for one time use only</li> </ul>
	<b>SYMPOSIUM MOBILE EVENT APP BENEFITS</b> <ul style="list-style-type: none"> <li>Hyperlinked logo on mobile sponsor's page <b>NEW</b></li> </ul>
<div> <div>EXHIBITOR PARTNER</div> <div> <div>\$350</div> <div>(\$300.00 after Five Consecutive Years)</div> </div> </div>	
<b>CLINICAL SYMPOSIUM and MEMBERS MEETING BENEFITS</b>	<ul style="list-style-type: none"> <li>1 - Exhibit booth space <ul style="list-style-type: none"> <li>Exhibitor e-Blast w/1/4-page ad sent to all event registrants) <b>NEW</b></li> </ul> </li> <li>Electronic file (MS Excel) of all attendees with registration contact information (provided via email) for one time use only</li> </ul>
	<b>SYMPOSIUM MOBILE EVENT APP BENEFITS</b> <ul style="list-style-type: none"> <li>Hyperlinked logo on mobile exhibitor's page <b>NEW</b></li> </ul>
<div> <div>INSERT PARTNER</div> <div>\$150</div> </div>	
<b>GENERAL BENEFITS</b>	<ul style="list-style-type: none"> <li>Advertisement insert in participant's bag (inserts provided by Partner and shipped to designated location)</li> <li>Electronic file (MS Excel) of all attendees with registration contact information (provided via email) for one time use only</li> </ul>



## I.A CORPORATE PARTNER PLAN

Clinical Symposium & Members Meeting  
(CSMM)  
Athletic Training Student Symposium (ATSS)

### ALA CARTE ITEMS

Ala Carte items selected here are for the **SEATA Annual CSMM**

- |  |       |
|--|-------|
| 1. Electronic file (MS Excel) of all attendees with registration contact information (provided via email) for one time use only)   | \$60  |
| 2. Advertisement insert in participant's bag (if a Corporate Partner), (inserts provided by Partner and shipped to designated location)  | \$100 |
| 3. Pre-event and Post-event attendee survey (3-5 questions provided by Partner to be sent to all event registrants with data then provided to Partner prior to the event. Partner may also submit 3-5 questions for a post-event survey to all attendees.) <b>NEW (limit of 3 per event)</b> | \$100 |
| 4. Event Push Notifications (electronic promotion/discount notification sent to all attendees via event mobile app) <b>NEW (limit of 2 per day)</b>  | \$100 |
| 5. Banner ad on symposium mobile app (partner logo placed as a rotating banner advertisement displayed on attendee's mobile device) <b>NEW (limit of 5 per event)</b>  | \$350 |
| <ul style="list-style-type: none"> <li>➤ Director Partner (Complimentary)</li> <li>➤ President Partner (50% discount)</li> <li>➤ Executive Partner (25% discount)</li> </ul>   |       |
| 6. Event Mobile App Bundle <b>NEW (maximum of 3 per event)</b>   | \$500 |
| <ul style="list-style-type: none"> <li>➤ Pre-event/Post-event Survey</li> <li>➤ Event push notification (1)</li> <li>➤ Event banner ad</li> </ul>  |       |

### SYMPOSIA EXHIBITOR PARTNER

**\$500**

(For the vendor that wants to exhibit at both the CSMM and the ATSS.)

#### CLINICAL SYMPOSIUM and MEMBERS MEETING BENEFITS

- 1 - Exhibit booth space
- Exhibitor e-Blast w/1/4-page ad sent to all event registrants) **NEW**
- Electronic file (MS Excel) of all attendees with registration contact information (provided via email) for one time use only

#### ATHLETIC TRAINING STUDENT SYMPOSIUM

- 1 - Exhibit booth space
- ½ Page advertisement in Symposium/Conference Proceedings
- Recognition in the Symposium /Conference Proceedings
- Electronic file (MS Excel) of all attendees with registration contact information (provided via email) for one time use only



## I.A **CORPORATE PARTNER** **PLAN**

### Clinical Symposium & Members Meeting (CSMM) Athletic Training Student Symposium (ATSS)

<b>WORKSHOP PARTNER</b>		<b>\$750</b>
<b>TIER 1 BENEFITS</b>	<ul style="list-style-type: none"> <li>• Logo recognition and contact information for one year (up to 12 issues) in <i>SEATA eBlast News</i> (electronic format)</li> <li>• Hyperlinked logo and contact information on SEATA Corporate Partners web page</li> </ul>	
<b>ATHLETIC TRAINING STUDENT SYMPOSIUM</b>	<ul style="list-style-type: none"> <li>• 1 - Exhibit booth space</li> <li>• Primary booth location</li> <li>• Advertisement insert in participant's bag (inserts provided by Partner and shipped to designated location)</li> <li>• Recognition on the back of Symposium/Conference Proceedings</li> <li>• Full page advertisement in Symposium/Conference Proceedings</li> <li>• Company provided banner in meeting room</li> <li>• Recognition at meeting</li> <li>• Electronic file (MS Excel) of all attendees with registration contact information (provided via email) for one time use only</li> </ul>	

<b>CLINICAL EDUCATION PARTNER</b>		<b>\$500</b>
<b>ATHLETIC TRAINING STUDENT SYMPOSIUM</b>	<ul style="list-style-type: none"> <li>• 1 - Exhibit booth space</li> <li>• Prominent booth location</li> <li>• 50% reduced price on additional booth spaces</li> <li>• Special booth signage</li> <li>• Recognition in the back of Symposium/Conference Proceedings</li> <li>• Full page advertisement in Symposium/Conference Proceedings</li> <li>• Advertisement insert in participant's bag (inserts provided by Partner and shipped to designated location)</li> <li>• Company provided banner in meeting room</li> <li>• Recognition at meeting</li> <li>• Electronic file (MS Excel) of all attendees with registration contact information (provided via email) for one time use only</li> </ul>	

<b>EXHIBIT BOOTH PARTNER</b>		<b>\$300</b>
This partner option is designed for vendors who wish to provide information about graduate /professional education programs and/or equipment and supplies companies.		
<b>ATHLETIC TRAINING STUDENT SYMPOSIUM</b>	<ul style="list-style-type: none"> <li>• 1 - Exhibit booth space</li> <li>• ½ Page advertisement in Symposium/Conference Proceedings</li> <li>• Recognition in the Symposium /Conference Proceedings</li> <li>• Electronic file (MS Excel) of all attendees with registration contact information (provided via email) for one time use only</li> </ul>	



## I.A **CORPORATE PARTNER** **PLAN**

### Clinical Symposium & Members Meeting (CSMM) Athletic Training Student Symposium (ATSS)

<b>RESEARCH PARTNER</b>		<b>\$50</b>
This partner option is designed for those who wish to conduct research, surveys, and/or gather/collect data on current topics in athletic training. The research must be approved and supported by a current IRB from the researcher's respective institution.		
<b>ATHLETIC TRAINING STUDENT SYMPOSIUM</b>	<ul style="list-style-type: none"> <li>• 1 - booth space</li> <li>• Chairs (2)</li> <li>• Small table for materials</li> <li>• Electronic file (MS Excel) of all attendees with registration contact information (provided via email) for one time use only</li> </ul>	

<b>INSERT PARTNER</b>		<b>\$150</b>
<b>GENERAL BENEFITS</b>	<ul style="list-style-type: none"> <li>• Advertisement insert in participant's bag (inserts provided by Partner and shipped to designated location)</li> </ul>	

<b>CAREER PARTNER</b>		<b>\$50</b>
This partner option is designed for those employers who wish to provide employment materials to students, post job announcements (during the Athletic Training Student Symposium only) and interview one on one with students as available during the Athletic Training Student Symposium. <i>Proof of current listing on NATA Career Center by the Partner is required for enrollment and consummation of this option.</i>		
<b>ATHLETIC TRAINING STUDENT SYMPOSIUM</b>	<ul style="list-style-type: none"> <li>• Interview space in Pre-Function area</li> <li>• Chairs (2)</li> <li>• Small table for materials</li> </ul>	

<b>ALA CARTE ITEMS</b>		
<b>Ala Carte items selected here are for the <i>SEATA Annual ATSS</i></b>		
1.	Advertisement insert in participant's bag (if a Corporate Partner), (inserts provided by Partner and shipped to designated location)	\$100
2.	SEATA Symposium/Conference Proceedings - Full Page Ad	\$150
3.	SEATA Symposium/Conference Proceedings - 1/2 Page Ad	\$100
4.	SEATA Symposium/Conference Proceedings - 1/4 Page Ad	\$75

## Timeline of SEATA Events

Date	Event / Action	Responsible Party
July	➤ Call for Officer Nominations during an election year – See Elections Timeline. (SEATA Secretary / Elections Committee Chair)	Elections
	➤ Call for nominations for District IX Representative appointment position(s) to a NATA Committee whose terms expire the following June after NATA Convention. (District Director)	DD
	➤ Deadline for SEATA Committee Chairs to submit Semi-Annual Report #2 to EB Liaison / SEATA President. (Committee Chairperson)	Committee Chair
	➤ Deadline for District IX Representatives to submit Semi-Annual Report #2 to SEATA President. (District IX Reps to NATA Committee)	D-IX Reps
	➤ Deadline to email letter of interest and resume to District Director to apply for District IX Representative position. (SEATA Members)	Member
August	➤ Call for NATA Safe Sports School (SSS) Award application fee grant requests in SEATA Eblast(s). (SSATC Chair / SEATA Secretary)	SSATC
	➤ Call for SEATA awards nominations in SEATA Eblast(s). (Chair / SEATA Secretary) <ul style="list-style-type: none"> <li>○ H&amp;A, HoF, MDAT, and YP Distinction</li> </ul>	H&A HOF MDAT YPC
	➤ Call for State Association Legislative Grant Proposal Request(s) for next legislative year. (SEATA President)	Pres
September	➤ Submit list of selected District IX Representative appointment(s) to the SEATA President for Executive Board review. (District Director)	DD
	➤ Notify respective SEATA candidates regarding appointment status as District IX Representative to a NATA Committee (District Director)	DD
October	➤ Call for SEATA grants to State Presidents (SEATA President) <ul style="list-style-type: none"> <li>▪ EBP Education Sponsorship Proposal Request(s)</li> <li>▪ State Association Marketing Grant Request(s)</li> </ul>	Pres
November	➤ Deadline to submit SA Legislative Grant Reimbursement request for current legislative year. (State President)	State Associations
	➤ Deadline to submit SEATA awards nominations. (SEATA Members) <ul style="list-style-type: none"> <li>▪ Honors &amp; Awards</li> <li>▪ Hall of Fame</li> <li>▪ Most Distinguished AT Award</li> <li>▪ Young Professional Distinction Award</li> </ul>	Members
	➤ Call for SEATA Scholarships applications / nominations in eblasts. (Scholarships Committee Chair / SEATA Secretary)	Scholarships
	➤ Send summary report of submitted HOF Nominations to HOF Committee Chair (SEATA Secretary)	HOF
	➤ Send YP Distinction nominee packets to YP Project Leader. (YPC Chair.)	YPC
	➤ Send HOF packets & evaluation forms to HOF committee members (SEATA HOFC Chair)	HOF
	➤ Send complete YP Distinction nominee packets and evaluation rubric to YPC members. (YPC Project Leader)	YPC
	➤ Deadline to submit HOF Nominee evaluation form(s) to HOFC Chair. (HOFC Members)	HOF

## Timeline of SEATA Events

Date	Event / SEATA Action	Resp Party
December	1 <sup>st</sup> ➤ Make a Call for NATA CHD grant requests in SEATA Eblasts. (SEATA Secretary)	SEC
	5 <sup>th</sup> ➤ Deadline to submit YPC Distinction nominee evaluation to YPC Project Leader. (YPC Members)	YPC
	➤ Send reminder of CHD Grant Member Request Form to all State Presidents. (SEATA President)	PRES
	15 <sup>th</sup> ➤ Submit YPC Distinction recommendation(s) to SEATA President for Executive Board approval. (YPC Chair)	YPC
	➤ Deadline to submit SSS Award application fee grant request(s). (SEATA Member)	Member
	➤ Deadline to submit State Association Legislative Grant Proposal Request(s). (State President)	PRES
	31 <sup>st</sup> ➤ Deadline to submit H&A nomination(s). (SEATA Members)	H&A
	➤ Deadline to submit SEATA Scholarship Applications. (SEATA Members)	Scholarships
January	➤ Add YPC recommendation(s) for YP Distiction Award on agenda for December EB CC. (SEATA President)	PRES
	➤ Call for student applications for student leadership positions and award in eblast(s). (Student Leadership Committee / SEATA Secretary)	SLC SEC
	1 <sup>st</sup> ○ NATA Bobby Gunn Student Leadership Award	
	○ SEATA Student Senate	
	➤ Deadline to submit SEATA SSATC Grants for NATA SSSA Application Fee (Members)	Members
	➤ Deadline for SEATA Committee Chairs to submit Semi-Annual Report #2 to EB Liaison / SEATA President. (Committee Chairpersons)	Committee Chairs
	➤ Deadline for District IX Representatives to submit Semi-Annual Report #2 to SEATA President. (District IX Reps to NATA Committee)	D-IX Reps
	➤ Send summary report of submitted H&A Nominations to H&A Committee Chair (SEATA Secretary)	SEC
	3 <sup>rd</sup> ➤ Send summary report of submitted Schoarships applications and supporting documents to Schoarships Committee Chair (SEATA Secretary)	SEC
	➤ Send Ballot to committee members:	
	○ H&A Ballot (SEATA H&AC Chair)	H&A Scholarships
	○ Scholarships Ballot (SEATA Scholarships Chair)	
	7 <sup>th</sup> ➤ Send all NATA SSS Award Grant request(s) and packet(s) to state-based Peer Review Team for review, discussion and voting (SSATC Chair)	SSATC
	➤ Email a Second Call for grant request(s) to State Presidents. (SEATA President)	
	○ EBP Ed. Sponsorship & SA Marketing	PRES
	15 <sup>th</sup> ➤ Deadline for Review Team report(s) of SEATA Legislative Grant request(s) to SEATA President (SEATA GAC Chair, SEATA Treasurer)	GAC
	➤ Submit HOF Committee recommendations to SEATA President for EB approval. (SEATA HOF Chair)	HOF
	➤ Complete a scheduled conference call for committee discussion/vote:	
	○ H&A (SEATA H&AC Chair)	H&A Scholarships
	○ Scholarships (Scholarships Chair)	
	➤ Deadline to submit Committee recommendations to SEATA President for EB approval:	
	○ H&A (SEATA H&AC Chair)	H&A Scholarships
	○ Scholarships (Scholarships Chair)	
	21 <sup>st</sup> ➤ Collect state-peer review team member's vote on NATA SSS Award application(s). (SSATC Chair)	SSATC
	22 <sup>nd</sup> ➤ Send committee awards recommendations to SEATA EB for email initial review/action: Motion/second to accept/reject. (SEATA President)	Pres

## Timeline of SEATA Events

February		➤ Deadline for SSATC decisions on SSS Award application fee grant request(s). (SSATC Chair) ○ Notify each AT, who applied, of SSATC decision. ○ Submit approved grant request applications and documents to NATA.	SSATC
	1 <sup>st</sup>	➤ Notify H&A Recipients of selection and informed of date of ceremony. (SEATA H&AC Chair)	H&A
		➤ Call HOF Recipient(s) to notify of selection and informed of date of ceremony. (SEATA President)	PRES
		➤ Notify MDAT Recipient(s) of selection and informed of date of ceremony. (SEATA MDAT Chair)	MDAT
		➤ Notify YPC Distinction Award recipient of selection and informed of date of ceremony. (SEATA YPC Chair)	YPC
	5 <sup>th</sup>	➤ Order H&A, HOF, MDAT, YPC and other SEATA Awards (SEATA H&AC Chair)	H&A
	7 <sup>th</sup>	➤ Send HOF Recipients email and informed of date of ceremony. (SEATA HOF Chair)	HOF
		➤ Email all D9 NATA SSSA Winnners to request a picture to be sent to SEATA PR Chair. (SSATC Chair)	SSATC
	15 <sup>th</sup>	➤ Notify State President & SEATA Treasurer of approved Legislative grants (SEATA President)	PRES
	25 <sup>th</sup>	➤ Notify SEATA PRC Chair of all NATA SSSA Winnners. (SSATC Chair) ➤ Request NATA SSS Award winners from SSATC Chair. (SEATA PRC Chair)	SSATC PRC
	27 <sup>th</sup>	➤ Obtain pictures of NATA SSS Award winners for NATM eblasts. (SEATA PRC Chair)	PRC
March		➤ Submit comprehensive Grant Request Summary Report to SEATA President and Treasurer. (SSATC Chair)	SSAT
	1 <sup>ST</sup>	➤ Promote all NATA SSS Award Winners during NATM eblasts. (SEATA PRC Chair, SEATA Secretary) ○ Coordinate publicity & press release(s) of SSS Awards at state level.	PRC SEC
		➤ Deadline for Bobby Gunn Leadership Award applications (SEATA Members)	DD
	5 <sup>th</sup>	➤ Submit Bobby Gunn Leadership Award recommendation to SEATA President for EB approval (District Director)	DD
	7 <sup>th</sup>	➤ Notify Bobby Gunn Leadership Award recipient and inform of NATA Convention dates. (District Director)	DD
April	1 <sup>st</sup>	➤ Deadline to submit Student Senate application(s) to SEATA Student Senate Advisor. (SEATA Members)	Members
May			
June		➤ Submit summary report of NATA CHD Grant reimbursement requests paid to date. (SEATA Treasurer)	TREAS
	1 <sup>st</sup>	➤ Submit summary report of SEATA Grants and impact at state level. (SEATA Treasurer) ○ EBP Education ○ SA Marketing ○ SA Legislative	TREAS