

SOUTHWEST ATHLETIC TRAINERS' ASSOCIATION STANDING RULES

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DUTIES OF ELECTED AND APPOINTED OFFICERS
(revised 7-22-2007)

Elected Officers (Voting Officers)

National Director

The National Director is the elected official who represents the SWATA with the National Athletic Trainers' Association (NATA). Duties are as follows:

1. Represent SWATA at all NATA meetings, NATA Board of Director meetings and conference calls, and all SWATA meetings.
2. Submit a report regarding actions of the NATA to the Executive Board and the Membership at all regular meetings.
3. Report pertinent information regarding membership and deaths to the NATA.
4. Serve as liaison to SWATA committees as assigned by the President.
5. Approve (with the District Treasurer) all SWATA expenditures over \$4000.

Reasonable expenses to the annual National Meeting will be paid by SWATA if they are not covered by any other organization. SWATA will also pay for the National Director Elect to attend the meeting prior to taking office.

The President

The President is responsible for the overall function of the association. Duties are as follows:

1. Form all committees he/she deems necessary and appoint members to all standing committees and appointed positions as needed.
2. Preside over the Annual Awards Banquet and all meetings of the membership and Executive Board according to the rules adopted by the organization.
3. Send a copy of the meeting agenda to all board members prior to the time of the meeting.
4. Appoint members to fill the vacancy in any elected office until the next regular business meeting.
5. Prepare and maintain list of SWATA Officers and Committee Chairs for Board members.
6. Supervise the distribution of all SWATA scholarships and grants.
7. Represent SWATA at the annual NATA meeting.
8. Write a letter, as needed, to the membership to be printed in each newsletter.
9. Communicate duties (or conditions of appointment) in writing to all committee appointees.

The First Vice-President

Duties are as follows:

1. Assist the President in all Association matters.
2. Preside over meetings in absence of the President.
3. Serve as Co-Chair of Finance Committee.
4. Serve as liaison to SWATA committees as assigned by the President.

The Second Vice-President

Duties are as follows:

1. Serve as liaison to SWATA committees as assigned by the President.
2. Send thank you notes to all exhibits displayers after Annual Meeting (per Exhibits duties).
3. Maintain a list of SWATA members that have submitted application to be appointed to SWATA committee. Provide member names, to the President upon request, for appointment to SWATA committees.
4. Serve on the Finance Committee

Immediate Past-President

Duties are as follows:

1. Serve on the Nominating Committee and receive all nominations for elective office prior to the annual meeting.
2. Accept nominations for Second Vice President candidates and submit these names along with their biographical information to the District Secretary for the last News Letter that is published prior the mailing of the ballots.
3. Develop election ballots.
4. Obtain Eddie Wojecki Award nominees from Honors and Awards Chair by April 1.
5. Serve on Finance Committee.
6. Serve as liaison to SWATA committees as assigned by the President.

Arkansas State Representative

Duties are as follows:

1. Represent the Arkansas state membership to Executive Board and the SWATA membership.
2. Serve as moderator of the Arkansas State Forum at the Annual SWATA Meeting and Symposium.
3. Serve as liaison to SWATA committees as assigned by the President.

Texas State Representative

Duties are as follows:

1. Represent the Texas membership to the Executive Board and the SWATA membership.
2. Serve as moderator of the Texas State Forum at the Annual SWATA Meeting and Symposium.
3. Serve as liaison to SWATA committees as assigned by the President.

Appointed Officers (Non-Voting Officers)
(Proposed to be Revised 7-2007)

District Secretary

Term Appointment & Limits

The President shall appoint the District Secretary. The District Secretary is subject to annual review and reappointment by the President. Term of service will be three years with a maximum of two consecutive terms of service (six years).

Qualifications

- Must be a member in good standing with the Association
- Computer literate in Microsoft Office, especially MS Access.
- Working knowledge of newsletter publication software and web publication software.
- Working knowledge of list serves and web operations.
- Written and verbal literacy.
- Other qualifications as determined by the Board.

Duties and Responsibilities

1. Coordinate district public relations, correspondence, publications, and membership. This includes:
 - a. Board liaison to Public Relations Director, Newsletter Editor, and Web Director.
 - b. Maintain current member database and role as directed by the Board.
 - c. Maintain databases of SWATA members using NATA databases.
 - d. Provide mailing labels to Board members and committee chairs as directed.
 - e. Provide the Board, upon request, member demographic information as provided by the NATA office.
 - f. Write NATA and BOC letters for Annual SWATA Meeting and Symposium presenters as necessary.
 - g. Coordinate maintenance of the SWATA website and distribute appropriate electronic communications to members.
2. Represent the district at the annual NATA meeting and District Secretary/Treasurer meetings. Provide a written report of all District Secretary/Treasurer meetings to the Board.
3. Serve on the Finance Committee.
4. Conduct and compile the biannual membership survey (developed by the President's Council) every odd year.
5. Maintain Board meeting supplies, name badges for Board meetings, and organize the meeting room.
6. Coordinate the archiving of all SWATA meeting minutes, financial statements, and other records of Association business.

District Treasurer

Duties are as follows:

1. Maintain the financial records of the organization and present a report of these records at the annual meeting.
2. Prepare the organization's financial records and have them reviewed by financial counsel and audit them each year.
3. Serves on Finance Committee.
4. The district treasurer will distribute quarterly financial reports/information to the following group/individuals: members of the finance committee, second vice-president, vice-president, and president. These documents would be generated by the SWATA Executive Board designated accounting firm.
5. Compile Finance Committee and Budget report to submit to the membership at the Annual SWATA Meeting and Symposium.
6. Maintain and distribute SWATA stationary.
7. Seek approval with the National Director all SWATA expenditures over \$4000.
8. Assist the District Secretary with the archiving of SWATA financial statements.

Recording Secretary

Term Appointment & Limits

The President shall appoint the Recording Secretary. The Recording Secretary is subject to annual review and reappointment by the President. Term of service will be three years with a maximum of two consecutive terms of service (six years).

Qualifications

- Must be a member in good standing with the Association
- Computer literate in Microsoft Office
- Written and verbal literacy.
- Other qualifications as determined by the Board.

Duties are as follows:

1. Electronically record and retain minutes of all Executive Board meetings.
2. Record the minutes of the annual meeting of the membership.
3. Distribute minutes to members as approved by the President and Executive Board.
4. Distribute a copy of all minutes and list of motions and directives to the members of the executive board.
5. Distribute a bulleted report (NATA style) of all minutes to the Newsletter Editor.
6. Maintain a record of the minutes of all meetings for future reference.
7. Keep file of all committee reports.
8. Serve as liaison to SWATA committees at Presidents request.

8. Call meeting to order in the absence of the President and Vice-Presidents. (As per *Robert's Rules of Order*, the first order of business in such circumstances is to elect a Chair *pro tem*)
9. Assist the District Secretary with archiving of SWATA business meeting minutes.

Parliamentarian

Term Appointment & Limits

The President shall appoint the Parliamentarian. The Parliamentarian is subject to annual review and reappointment by the President. Term of service will be three years with a maximum of two consecutive terms of service (six years).

Qualifications

- Must be a member in good standing with the Association
- Must have working knowledge of Roberts Rules of Order
- Other qualifications as determined by the Board.

Duties are as follows:

1. Assist the President in the proper use of parliamentary procedure and in conducting and organization of all meetings.
2. Provide Recording Secretary with a list of all motions, the exact wording, name of member who made motion, and whether it was approved or defeated.
3. Provide Recording Secretary with a list of all presidential directives and issue a copy of the directive to personnel or committees to whom they pertain
4. Maintain the official copy of the Standing Rules, Policies and Procedures Manual.
5. Send a copy of the revised duties and responsibilities to officers of the organization as needed.
6. Serve as chair of the Constitutional Review Committee.
7. Serve as liaison to SWATA committees at Presidents request.

Committee Chairs and Liaison Officers (Non-Board Members)

(Proposed to be revised 7/2007)

SWATA Liaison Representatives

Liaison with another organization through representation by a member may be proposed by a board member. The position is appointed by the president and approved by the Executive Board.

Liaison Qualifications

- Must be a member in good standing with the Association
- Other qualifications as determined by the Board.

Liaison Duties are as follows

1. The liaison representative shall attend meetings of the organization to which they are representatives.
2. The liaison representative shall not incur any expenses for which SWATA is to be responsible unless such expenses are authorized in advance by the Executive Board.
3. The liaison representative is not authorized to make any agreements between SWATA and the organization to which he or she is acting as liaison.
4. The liaison representative is not authorized to make any statements (written or spoken) of position of SWATA to the organization to which he or she is acting as liaison without prior written consent of the Executive Board.

Source: *NATA Policies and Procedures Manual*

Committee Members and Committee Chair

The President will form all committees he/she deems necessary and appoint members to all standing or special committees. The President will appoint the member of the committee to serve as Committee Chair. Term of service will be three years with a maximum of two consecutive terms of service (six years.)

Committee Member Qualifications

- Must be a member in good standing with the Association
- Other qualifications as determined by the Board.

Committee Chair Qualifications

- Must be a member in good standing with the Association
- Other qualifications as determined by the Board.
- Will be recommended by the President with approval from the Executive Board.

Committee Chair Duties

1. Committee Reports

Committee chairs shall submit a written report for each Executive Board meeting. Additional reports may be requested by the president. Reports are to be submitted to the president for distribution to board members. Reports should detail committee activities including but not limited to, any changes in committee structure and progress on committee projects and recommendations. A sample Committee Report is found in Appendix A.
2. Budget Management
 - a. If a committee operates under an Executive Board approved budget the Chair will be responsible for operating within that budget. Any expenditures which will exceed the approved budget must be approved by the Executive Board prior to those committee expenditures. Committees are to use approved budgets at their

own discretion; however, the Executive Board retains the right not to reimburse committees for any expenditures that are considered to be beyond the scope of the committee function.

- b. Committee Chairs will be responsible for submitting a budget report included in the committee report to the President prior to the mid-year Executive Board meeting and at any other time requested by the President and/or Executive Board.
3. Communicate, in writing, to all committee members regarding appointments and other committee business. Thank you letters should be sent to all committee members who have completed their service.
4. Specific committee chair duties are covered in the committees section of the Standing Rules, Policies and Procedures Manual.

Sources: *NATA Policies and Procedures Manual & 21st Century Robert's Rules of Order* (1995) The Philip Lief Group, Inc., New York.

SWATA STANDING COMMITTEES

CONVENTION COMMITTEE

Committee Purpose

The purpose of the convention committee is to plan and execute the Annual SWATA Meeting and Clinical Symposium. The Convention Committee will be headed by the Chair or Chairs. Convention preparation responsibilities will be divided among the various persons or committees as follow:

- Convention Committee Chair
- Convention Committee Co-chair
- Host Athletic Trainer
- The Audio-Visual (A-V) Committee
- The Awards Banquet Committee (Honor and Awards Committee)
- The Exhibits Chair
- The Program Committees - Professional and ATSA
- The Registration Committee
- The Convention Site Proposal Committee

Committee Mission Statement

It is the mission of the Convention Committee to facilitate the operation of the SWATA Annual Meeting and Clinical Symposium in an efficient and organized manner.

Duties of Convention Committee Chair

1. Hotel agreements/contracts for overflow hotels
 - A. Coordinate overflow hotels as needed
 - B. Develop contracts for overflow room blocks and rates during December, by the Mid-winter SWATA Executive Board meeting
 - C. Have completed, signed contracts by the Mid-winter SWATA Executive Board meeting
 - D. Coordinate meeting room needs at the "Host Hotel"
 - E. In association with the Executive Board and the Convention Site Proposal Committee make recommendations for future convention sites and develop convention contracts with sites for Executive Board approval
2. Pre-registration packets
 - A. Information must be sent to the District Secretary by the deadlines established by the Board each year
3. Host City Convention Bureau
 - A. Act as liaison to handle any conflicts that may arise between SWATA members and Bureau's Housing Department

- B. Involve Convention Bureau, if necessary, in hotel negotiations
- 4. Attain housing occupancy data from Convention Bureau as necessary.
- 5. Before opening reservations to the membership, give Housing Bureau or Host Hotel a list of all Executive Board members, convention speakers and selected committee members who will need hotel rooms and space for SWATA.
- 6. Pre-Convention Duties (May-July)
 - A. Be available to handle any problems or questions SWATA members may have that relate to housing, meeting rooms, etc.
 - B. Finalize meeting rooms in the Host Hotel for the SWATA Executive Board and various SWATA Committees
 - C. Coordinate with the NATA to show proof of Convention Liability Insurance
 - D. Coordinate with the Convention Center any food service needs (snack bar times should coordinate with display hours)
 - E. Oversee the physical set up of all space used in the Convention Site
- 7. Seek input from committee chairs, the Executive Board, and convention sub-committee chairs
- 8. Have direct communication with the Convention Site staff at least 1 month prior to the annual convention, by direct meeting or electronic communication, to review and or change physical set ups of rooms of the entire Convention Site
- 9. Contact the following individuals to get final information for communication with the Convention Site staff: Convention Chair, Registration Chair, A-V Chair, Exhibits Chair, Program Chairs (Professional and ATSA), Banquet Chair, Convention Center Staff Representative, District National Director, any one else needing space
- 10. All information provided for the final pre-convention arrangement communications must be organized and accurate as changes at later dates become expensive
- 11. Confirm banquet menu and room set-up
- 12. Plan and coordinate the SWATA Welcome Reception if applicable
- 13. Attend SWATA Mid-winter Executive Board meeting
- 14. Convention Responsibilities
 - A. Be available at the convention site to handle any items that relate to housing or meeting space in the Host Hotel
 - B. Coordinate the day to day workings of the convention in association with the Convention Committees
 - C. Perform other duties as assigned by the SWATA Executive Board

Duties of Convention Co-chair

1. Serve as one of only three people who may order A-V equipment on-site at the annual convention
 - A. Review itemized A-V billing with the A-V Committee chair
2. Assist Convention Committee chair with other deemed responsibilities

Duties of Convention Host Athletic Trainer

1. Acts as liaison between Host Hotels, Convention and Visitors Bureau and the Convention Committee
2. Provide information regarding various entertainment venues in the host city of the
3. SWATA Annual Meeting and Clinical Symposium, including hours of operation, show times, ticket prices, and transportation
4. Arrange for special group or convention ticket pricing if available
5. Provide a list of local restaurants to the membership attending the SWATA Annual Meeting, including information on location, type of food, setting/attire (fast food, bar, family, casual, formal, etc.), reservation information, group seating availability, and price range
6. Assist Convention Chairs with determining room set-ups and assignments
7. Coordinate site visits by Executive Board and Convention Committee as needed
8. Is available during the convention to assist Convention Chair or Chairs as needed
9. Coordinate local member supports for the Convention Committees
10. Assist Banquet chair with acquiring a videographer/photographer for the banquet

Duties of the Convention Audio-Visual (A-V) Committee Chair

1. This committee will work closely with the SWATA Executive Board, Program Chair, Convention Chair and the Convention Center personnel to secure the audio-visual equipment and provide support help to all speakers at the Annual SWATA Meeting and Clinical Symposium
2. Recruit committee members to assist in the operation of the A-V equipment during the lecture sessions at the annual SWATA Convention.
3. Schedule committee members to be present for assigned lecture coverage.
4. Coordinate with the Program Chair (or other Board designee) the A-V needs for each lecture.
5. Coordinate with the Program Chair and Convention Chair room assignments for lectures in an effort to limit the cost of A-V rentals.
6. Provide finalized A-V equipment needs for the annual convention to the Convention Host or Chair for the final pre-convention arrangements communication or meeting.
7. Order all A-V equipment with the appropriate rental company at least one month prior to the beginning of the annual convention.
8. In-service committee members on the proper use of the A-V equipment that will be used during the annual convention.
9. Supply the District Secretary with the names of all committee members who are to receive badge ribbons.
10. Serve as one of only three people who may order A-V equipment on site at the annual convention. (The Convention Co-Chair and the Program Chair also have authority to order A-V equipment on site.)
11. Review itemized A-V billing with Convention Co-Chair at end of annual convention.
12. Arrange for complete payment of A-V bill on Friday of the annual convention. (This requires advance payment for equipment that will be used on Saturday in the Hotel Meeting Rooms.)

13. Attend the SWATA mid-winter Executive Board Meeting in January of each year.

Duties of the Awards Banquet Committee / Honors and Awards Committee

1. Plan and execute the annual SWATA Honors and Awards Banquet in the Host Hotel or Executive Board approved facility.
2. Order flowers and any decorations to enhance banquet atmosphere.
3. Prepare the banquet program with appropriate information and materials.
(Approximately 425 copies of the banquet program should be ready prior to the start of the annual convention.)
4. Make arrangements for ticket takers for the banquet.
5. Coordinate with Host Athletic Trainer in procuring a photographer and videographer for the banquet.
6. Communicate to the SWATA Executive Board all activities concerning the annual banquet.
7. Coordinate with the Hall of Fame & Educational Display coordinators to schedule an instruction session (if necessary) on the set-up and take down procedures for use of the displays.
8. Locate a Master of Ceremonies and Member to give invocation at Awards Banquet.
9. Make sure with the Convention Chair that the Hall of Fame Breakfast is scheduled.
10. Coordinate the presentation of awards at the Awards Banquet.

Duties of the Convention Exhibits Chair

1. Convention Exhibits Committee is to diligently attempt to add new companies to exhibit at the Annual SWATA Meeting and Clinical Symposium, to continue contact with those who exhibited the previous year, and to maintain a mailing list of all prospective displayers
2. Prepare a list of prospective displayers and update it annually.
3. Have all information for the invitation to display letter ready by February 1 of each year.
4. Send checks for space rental fees to the SWATA District Treasurer upon receipt from displayers.
5. Assign booth space on a priority basis.
6. Maintain a good working relationship with the convention decorator and freight companies.
7. Oversee the final set up of the exhibit hall.
8. Work with decorator in set up of registration lobby.
9. Be present in exhibit area prior to and during set up and tear down.
10. Be present in exhibit area during designated display visiting hours.
11. Allow no alcohol in the display area or to be used by displayers during their time in the exhibit hall.
12. Write thank-you letters to the exhibitors involved in the SWATA Annual Meeting and Symposium.

13. Submit a list of Exhibitors and Addresses to the Second Vice-President for thank-you letters.

Duties of the Convention Program Committee Chair (Coordinator)

1. Obtain and organize speakers for the SWATA Annual Clinical Symposium. The committee will insure that speakers are knowledgeable and informative. It is also the responsibility of this committee to insure that the entire program qualify for continuing education units (CEUs/CHs) from the appropriate professional credentialing agencies.
2. Assemble a committee to assist in the program formulation of the annual meeting.
3. Clear all committees through the SWATA President prior to assigning duties.
4. Work with committee members in contacting speakers for the annual meeting.
5. Confirm speakers and assemble program (speaker dates, times, rooms) for approval by the Executive Board.
6. Arrange speaker introductions and thank you notes before and after each speaker at the annual meeting.
7. Provide information to Registration Chair for Registration Materials.
8. Acquire CEU credits through the appropriate professional credentialing agencies.
9. Report to the Executive Board on the progress of the program committee and the status of the program of the annual meeting
10. Coordinate with the Convention Co-Chair and Host committee the needs for program completion and coordinate necessary housing and travel arrangements for speakers within the time frame set forth in the SWATA Standing Rules, Policies and Procedures Manual. Schedule two hours (or other time period as determined by the Executive Board) preceding the initiation of the educational program on the first day of the Annual Meeting for the exclusive purpose of conducting standing and special committee meetings. No other meetings or activities should be scheduled during this period so as to allow full attendance and participation of all committee members
11. Coordinate special organizational or committee presentations as designated by the NATA
12. Coordinate with Corporate Partners Chair to accommodate presentations from major sponsors as needed
13. Communicate with the following:
 - A. Arkansas Athletic Trainers' Association: Schedule Arkansas State Forum
 - B. A-V Chair: Coordinate A-V needs for the meetings
 - C. Convention Co-Chair: Coordinate room scheduling for Convention Site
 - D. Exhibits Chair: Coordinate exhibit times with meeting times
 - E. Honors & Awards Chair: Assist with obtaining speaker gifts.
 - F. Registration Chair: Coordinate registration times and meeting times
 - G. Student Advisor: Collaborate and communicate for an effective Student program
 - H. T OA Liaison: Coordinate with Texas Society of Sports Medicine for the Saturday/Sunday symposium
14. Communicate with other SWATA Committee Chairs to obtain speaker information for representation of their committee

15. Compile all educational materials with program schedule into a Symposium Manual
16. Obtain electronic format of speaker presentations from the ATSA Advisor to be put on the Symposium CD placed in the pre-registration package
17. Provide the ballot for the membership to vote on the *Sam Ketcham Memorial Award* for Outstanding Athletic Trainer Lecturer

Duties of the Convention Registration Committee Chair

1. To insure an efficient pre-registration and on-site registration process for SWATA members, non-members, and guests by helping disseminate information to the SWATA membership and providing an on site registration venue at the SWATA Annual Meeting and Clinical Symposium
2. Provide pre-registration:
 - A. Obtain the SWATA database from the District Secretary
 - B. Monitor the development of the convention program
 - C. Monitor the development of convention housing
 - D. Monitor the development of convention special events
 - E. Assist in developing the pre-convention program
 - F. Develop the registration and pre-registration forms (may use an outside source)
 - G. Working with the Convention Committee Members to prepare pre-registration form for mailout. (may use an outside source)
 - H. Provide the Web site chair with registration materials which can be downloaded from the SWATA web site and/or used for On-line Registration
 - I. Arrange for mailing of the completed pre-registration packet and mail pre-registration packet to those requesting information
 - J. Receive and process pre-registrations
 1. Check NATA status
 2. Check for correct fee payment
 3. Correct any address/phone changes to SWATA database
 4. Send out confirmation cards to properly registered attendees
 5. Communicate with individuals having difficulty with registration (membership status, etc.)
 6. Prepare packets for pre-registered attendees
 - a. Provide receipt to attendees
 - b. Provide convention badge to attendees
 - c. Provide convention program to attendees
 - d. Provide CEU tabulation form to appropriate attendees
 - e. Provide banquet ticket to appropriate attendees
 - f. Provide individual record print-out for address/phone corrections and staple to front of packet
 - K. Prepare and deposit the received fees with copy to Convention Chair
 - L. Coordinate the registration of convention speakers with the Program Chair
 1. Coordinate the registration of SWATA invited guests with the appropriate board member or chair

- M. Prepare the final pre-registration totals for the Executive Board and appropriate committee chairs
- 3. On-Line Registration
 - A. Provide the Web site chair with registration materials which can be downloaded from the SWATA web site
 - B. Provide and maintain a secure web site for on-line registration
 - C. Provide a secure means for on-line registrants to pay fees with a credit card
 - D. Receive on-line registration forms and input them into the SWATA database
 - E. Provide a means for registrants to pay by check after registering on-line
- 4. Provide on-site registration:
 - A. Have the SWATA database on site
 - B. Coordinate with NATA for membership services booth in the registration area
 - C. Provide form via online or by mail for attendees to register
 - D. Provide receipt to attendees
 - E. Provide convention badge to attendees
 - F. Provide convention program to attendees
 - G. Provide banquet ticket to appropriate attendees
 - H. Collect convention fees from attendees
 - I. Prepare bank deposits with SWATA Treasurer
 - J. Up-date address/phone corrections in SWATA database on-site as time allows
 - K. Print hard copy list of name, NATA status, file key #
 - L. Provide a convention program time line schedule for exhibitors
 - M. Provide a means for registrants to pay fees by credit card
 - N. Working with the Secretary, provide refunds to registrants meeting the refund criteria
 - O. Provide a back-up system for registration if computer problems develop
 - 1. Call in clerical assistance from convention bureau (one on-site already)
 - 2. Use existing registration form
 - 3. Use hand written receipt books for payment (mark w/ file key #)
 - 4. Type badges and banquet tickets (record banquet count)
 - 5. Process everything as usual
 - 6. Return to computers ASAP, update files as time allows
 - P. Bi-annual attendance reports to Executive Board
 - 1. Prepare final pre-registration figures and committee report for pre-convention board meeting
 - 2. Prepare updated registration figures for SWATA business meeting
 - 3. Prepare preliminary final registration figures for post-convention board meeting
 - 4. Prepare final convention registration totals for the mid-winter board meeting
 - 5. Prepare a report on suggested fee structure for the next convention and committee report to the board for the mid-winter meeting
 - Q. Plan convention physical layout for registration
 - 1. Plan the layout for the on-site registration area
 - 2. Plan the layout for the pre-registration area
 - 3. Plan the layout for the NATA membership services booth

4. Coordinate with the Convention Chair or Chairs the following needs for the previously mentioned areas:
 - a. Move in time and date
 - b. Security needs
 - c. Electrical needs
 - d. Telephone needs
 - e. Clerical needs
 - f. Opening and closing times daily
 - g. Signage
 - h. Move out time and date
- R. Coordinate with the Exhibits Chair the furniture needs for the above areas
 1. Tables
 2. Chairs
 3. Skirting
 4. Lighted front tables
- S. Coordinate with the Convention Chair or Chairs hotel needs for registration
- T. Provide projected banquet attendance totals to the Convention Chair or Chairs
 1. Provide final pre-registration banquet ticket totals
 2. Provide up-dated banquet ticket totals as needed
- U. Provide attendance based reports for various board or committee requests
 1. Post convention exhibitor list to the 2nd Vice President and Exhibits Chair
 2. Post convention student attendee figures to ATSA Advisors and ATSA President
 3. Post convention final attendance figures by NATA status to Housing, Exhibits, Program, Banquet Chairs, and Convention Hosts
- V. Obtain supplies and equipment for the registration process
 1. Pre-registration
 2. On-site registration
 3. Post convention reporting
- W. Maintain a committee of enough size to handle all processes
 1. Communicate changes and data to all members
 2. Send out pre-convention letter with information and request for their needs during convention
 3. Compile member needs and produce a convention work schedule and mail to members
 4. Develop policies and procedures manual for on-site registration
 5. Send out post convention letter of appreciation to members and suppliers
 6. Arrange and direct pre-convention and meeting with Assistant Chair and Supervisors
 7. Arrange and direct a post convention meeting with Assistant Chair and Supervisors

Duties of the Convention Site Proposal Committee Chair

- A. To solicit and prepare all potential sites for review by the SWATA Executive Board for the annual educational symposium. Once identified, formal presentations will be made before the current board for final approval.
- B. Working in conjunction with the SWATA Convention Committee and its various chairs, this committee must look at a variety of pre-requisites in order to be able to make a formal presentation at the Mid-winter Executive Board meeting
 1. Traditionally, this process is a 3-4 year process of identifying, visually inspecting, meeting with the local Convention and Visitor Bureau's to narrow the field.
 2. Based on the current SWATA guidelines, a site will be selected on a rotating basis incorporating both a "northern" and "southern" site incorporating the entire district.
 3. This is based on the previous year's location and takes into account the usage for available meeting space, sleeping rooms, banquet costs, and audio-visual costs.
- C. Work closely with the Convention and Visitor Bureau's throughout the District to identify and determine if any site can meet the current demands to host the annual educational symposium
- D. Coordinate and update all records pertaining to the previous educational symposiums that have been held for the preceding five years in order to update and utilize in the selection of a potential site. This includes all usage for Convention Center Meeting Space, Hotel Sleeping Rooms / Hotel Meeting Space, Overall Attendance figures, and Exhibitor Space utilized during this annual event.
- E. Establish local contact with any interested SWATA member to assist in the local effort in order to gather convention site information and put the local Convention and Visitor Bureau personnel in contact with the chair of this committee.
- F. Working with the Convention Committee and its associated committee's, the chair of the CSPC must update and maintain all records in regards to specific needs of the association in relationship to Meeting Space, Hotel Sleeping Rooms, Banquet needs and Audio-Visual needs.
- G. Time Table for the Convention Site Proposal Committee:
 2. May- Begin process of identifying and investigating all potential selection sites for the association based on the directive given by the Executive Board (There is typically a 3-4 year window). Send out letters of introduction to all Convention and Visitor Bureaus throughout the District for initial consideration.
 3. June- If necessary, visit or utilize local SWATA membership to view all potential sites to determine if the site meets the requirements of the association.

4. July- Meet with the current Executive Board at the annual educational symposium to brief the board and update any changes in the selection process.
5. September- Update all current files on specific usage from the previous year's annual meeting to keep records current for future considerations. Request from all acceptable sites a specific proposal for hosting the annual event including specific rates for meeting space, hotel, banquet, and audio-visual needs.
6. October- Send to the Convention Committee Chair and the President of the Association all proposals for consideration by the Executive Board.
7. November- Communicate with the current Executive Board to clarify any concerns on the proposals brought before the board.
8. December- Maintain communication with the Executive Board to narrow all of the proposals in order to determine at least 2-3 potential sites for formal presentation before the board. Forward to all sites under consideration the intent of SWATA to utilize space in these cities either releasing space or setting a specific time and place for these formal presentation to take place. The formal presentation will be 30 minute length with a 15 minute period at the end for all questions to be asked by the Executive Board.
9. January- Communicate with the final 2-3 sites to make sure they understand the procedure of formal presentations, and to confirm the date and time of these presentations.
10. February- Meet with the Executive Board during the Mid Winter Meeting detailing the committee's progress in the determination of the final sites to be presented.
11. March- Once the Executive Board has made its decision, forward letters to all who made formal presentation of the Executive Board's decision and release all space that will not be utilized. Forward to the selected site, a letter of the association's intention to have their city act as the host of the annual symposium and begin the process of establishing all contracts related to the meeting. These contracts will be sent to the current President of the association.

SWATA Convention Hotel Room Policy

The SWATA will pay for hotel rooms during the SWATA annual meeting for the following:

Executive Board members – will pay for one night before scheduled board/finance meetings begin through the duration of SWATA.

Convention Committee:

Finance Committee – night before, as needed need to add member at large

Convention Chairs – will pay for one night before scheduled board/finance meetings begin through the duration of SWATA.

Registration Chairs – will pay for one night before scheduled meeting with EB or beginning of registration, whichever occurs first, through the duration of SWATA.

Program Chairs (including ATSA Chair) – will pay for one night before scheduled meeting with EB or beginning of educational program, whichever occurs first, through the duration of SWATA.

Honors and Awards – will pay for the night proceeding and the night of the banquet.

Exhibits Chairs – will pay for one night before scheduled meeting with EB or beginning of exhibit hours, whichever occurs first, through the duration of SWATA.

Audiovisual Chairs – will pay for one night before scheduled meeting with EB or beginning of educational programs, whichever occurs first, through the duration of SWATA.

All committee chairs are expected to be onsite during SWATA performing duties during a significant amount of time, therefore they should be housed in the host hotel and SWATA will take care of room amounts only, no incidentals.

HONORS AND AWARDS COMMITTEE

Honors and Awards Committee Mission Statement

The Honors and Awards Committee's mission shall be to honor those members of District VI eligible to receive a District or National award and present or re-present them at the SWATA Honors and Awards Banquet.

Honors and Awards Committee Duties and Responsibilities:

1. Communicate with the SWATA Executive Board all ideas, concerns, or recommendations regarding honors and awards within District VI.
2. Provide the membership information, and/or forms for all Honors and Awards at the District and National level on the SWATA or NATA web site.
3. Have the Committee Chair, or a member of the committee, available to represent District VI at the NATA Annual Meeting.
4. Enlist committee member's assistance with the President's Reception, Awards Banquet, Hall of Fame Display, and Hall of Fame Breakfast.
5. Update Honors and Awards information in a timely manner and forward to the Web-Page Chair and Newsletter Editor for posting.
6. Contact all State, Conference, or National Champion recipients of appropriate SWATA Plaque at the end of each sports season.

Sub-Committees:

Specific committee responsibilities are included in the SWATA Standing Rules with the nomination guidelines. Application forms for each award are found in Appendix 2 of the SWATA Standing Rules or on the official Association web site. All committee members must be a member in good standing.

Hall of Fame Committee (5 members each serving a three year term)
 Eddie Wojecki Award Committee (3 members each serving a three year term)
 Frank Medina Award Committee (3 members each serving a three year term)
 John Harvey EDAC Committee (5 members each serving a three year term)
 Plaques Committee (20 members each serving up to three 3 year terms)

Awards selected by the Executive Board:

Bobby Gunn "Unsung Hero Watch Award"
 James Dodson "New Horizon Award"

SWATA AWARDS

Hall of Fame

The SWATA "Hall of Fame" was developed for the purpose of honoring members of District VI whose dedicated service, past achievements, and professional contributions have furthered the advancement of the SWATA and the athletic training profession.

History of the "Hall of Fame"

The SWATA Hall of Fame was initiated in the spring of 1985 with the induction of Seventeen Charter members. Since 1985, there has been at least one and possibly two or more athletic trainers inducted every year.

Hall Of Fame Nomination Guidelines

Purpose:

The SWATA "Hall of Fame" was developed for the purpose of honoring members of District VI whose dedicated service, past achievements, and professional contributions have furthered the advancement of the SWATA and the athletic training profession.

Nomination Process:

Any SWATA member who is in good standing with the SWATA may submit "Hall of Fame" nominations to the SWATA Honors and Awards Chair. The nominating member is responsible for filling out the application with information provided by the nominee, signing, and dating the application and returning it to the Chair by the **February 15** deadline. Forms may be requested from the Chair, or downloaded from the SWATA web page. Copy of the form is included in Appendix B.

Qualifications:

- Should be or have been a member of District VI, working, retired, or deceased
- Have at least twenty years of active service in the profession
- Made contributions or given significant service to the SWATA
- Special considerations such as deceased or athletic trainers outside District VI
- (Please contact Chair for more information)
- A SWATA Member's induction into the NATA "Hall of Fame" will constitute automatic induction in the SWATA Hall of Fame at the next scheduled SWATA Meeting and Symposium

Certification Process:

Upon receiving all nominees' forms, the Honors and Awards Chair will certify that each nominee is either a Certified or Associate member in good standing with the SWATA. The list of nominee's will then be sent to the SWATA President for approval.

Selection Process:

An anonymous committee chosen by the Honors and Awards Chair and consisting of five former "Hall of Fame" inductees will review each application independently and assign the top five applicants a score from 1 to 5, with 5 being the highest score. The scores will then be returned to the Chair on or before April 1.

Certifying Inductee Process:

The Chair of Honors and Awards will collect the results, tabulate the scores, and present them to the President for certification of the year's recipient(s).

Notification Process:

All newly approved "Hall of Fame" members, will be notified in writing by the Honors and Awards Chair on or before April 15, and asked to respond in writing of their acceptance and attendance at the Honors Reception and Banquet by April 30. If the new "Hall of Fame" member is unable to attend the Honors Reception and Banquet, they will need to forward the name of the person they wish to accept their award to the Honors and Awards Chair.

Hall of Fame Plaque and Lapel Pin:

The SWATA will incur the cost of the "Hall of Fame" plaque and lapel pin.

Frank Medina Award

This prestigious award is given annually to an athletic trainer who has made significant contributions throughout their career to the athletic training profession. The recipient of this award will be chosen by a three-member committee, comprised of the three most recent recipients of the Medina award. Each member will serve three years on the committee with the Chair being the person who has served on the committee the longest, or served the third and final year as Chair before rotating off the committee. The award will be presented at the Annual Awards Banquet.

Frank Medina Award Guidelines

Purpose:

The SWATA "Frank Medina Award" was created and is given annually to an athletic trainer in District VI who has made significant contributions throughout their career to the athletic training profession.

Nomination Process:

The Honors and Awards Chair will contact the three most recent recipients by April 15 of their responsibilities on the Frank Medina Committee. Each committee member will serve a three-year term on the committee with the Chair being the person who has served on the committee longest. Each member will be asked to submit to the Frank Medina Chair a list of three members of the Association and why they feel they are deserving of this Award. If a member cannot serve, the past Chair will be asked to serve another year.

Qualifications:

- At least ten years of service in the athletic training/sports medicine profession at either the District (SWATA) or the National (NATA) level
- Promotion of the athletic training profession through student athletic trainers, community service, public relations, state licensing agency, or other Allied Health fields
- The award should not go to an elected or appointed officer of the SWATA for performing the required duties of that office or committee, or solely for retiring from the profession.
- There will be only one recipient per year. The Award may only be received once.

Certification Process:

Upon receiving the list of nominees from the committee, the Chair will forward that list to the Honors and Awards Chair by the June 15 deadline for certification as either a Certified or Associate member in good standing with the SWATA.

Selection Process:

The committee will vote on the year's recipient. In the event the committee cannot decide on a recipient, the voting members of the SWATA Executive Board will determine a recipient by voting for one of the candidates on a ballot provided by the Chair of the Honors & Awards Committee. The SWATA President will vote only in case of a tie.

Certifying Recipient Process:

The Frank Medina Chair will forward to the Honors and Awards Chair by the June 15 deadline the year's recipient. The Chair of the Honors and Awards will then present the recipient to the SWATA President for certification. The only members to know the recipient until it is announced at the Banquet shall be the SWATA President, Honors and Awards Chair, Frank Medina Committee, and the Emcee of the Banquet.

Notification Process:

Introduction of the recipient and presentation of the award will be handled by the emcee at the Banquet.

Award Plaque:

The SWATA will issue a "Frank Medina Award" plaque.

Eddie Wojecki Award

This award is given annually to an athletic trainer who has made outstanding contributions to the SWATA within the past year. A committee comprised of the three most recent recipients of the Wojecki award will serve a three-year term on the committee with the Chair being the person who has served on the committee longest. These members will select the nominees for this award. Nominee's names are then put before a vote by the general membership. The recipient will be announced and introduced at the SWATA Awards Banquet and at the Business Meeting.

Eddie Wojecki Award Guidelines

Purpose:

The SWATA "Eddie Wojecki Award" was created and is given annually to an athletic trainer in District VI who has made outstanding contributions to the SWATA within the past year.

Nomination Process:

The Honors and Awards Chair will contact the three most recent recipients by April 15 of their responsibilities on the Eddie Wojecki Committee. Each committee member will serve a three-year term on the committee with the Chair being the person who has served on the committee longest. Each member will be asked to submit to the Eddie Wojecki Chair a list of no more than five prospective recipients from the Association and reasons or contributions that the nominee has made to the SWATA the past year. If a member cannot serve, the past Chair will be asked to serve another year.

Qualifications:

- Must have made a significant impact or contribution to the SWATA within the past year.
- The award should not go to an elected or appointed officer of the SWATA for performing the required duties of that office or committee, or solely for retiring from the profession.
- There will be only one recipient per year.

- A member may receive this award more than once if it is for a different contribution to the SWATA.

Certification Process:

Upon receiving the list of nominees from the committee, the Committee will decide on a maximum of five most qualified members and forward that list to the Honors and Awards Chair by the **June 15** deadline for certification as either a Certified or Associate member in good standing with the SWATA.

Selection Process:

A list of up to five names will be put in alphabetical order on a ballot with their contributions listed for the general Membership to vote on.

Certifying Recipient Process:

Ballots will be distributed at the Annual Business Meeting or by mail ballot. The candidate receiving the most votes will be the Award winner. The voting results will be given to the President, who will certify the recipient. The only members to know the recipient until it is announced at the Banquet shall be the SWATA President, Honors and Awards Chair, Election Certification Committee, and the Master of Ceremonies of the Banquet.

Notification Process:

Introduction of the recipient and presentation of the award will be handled by the Master of Ceremonies at the Banquet.

Award Plaque:

The SWATA will issue an "Eddie Wojecki Award" plaque.

Honorary Membership

The SWATA "Honorary Membership" was created so the Association could recognize and thank the many people outside the athletic training profession who have contributed to the SWATA and the advancement of the athletic training profession.

Honorary Membership Guidelines

Purpose:

The SWATA "Honorary Membership" was created so the Association could recognize and thank the many people outside the athletic training profession who have contributed to the SWATA and the advancement of the athletic training profession.

Nomination Process:

Any SWATA member who is in good standing with the SWATA may submit "Honorary Membership" nominations to the SWATA Honors and Awards Chair. The nominating member is responsible for filling out the application with information provided by the nominee, signing and dating the application and returning it to the Chair by the **December 15** deadline. Forms may be requested from the Chair, or downloaded from the SWATA web page. Copy of the form is included in Appendix B.

Qualifications:

- Contributed significantly to the health, care, and welfare of athletes at a certain institution within District VI for a minimum ten years.
- Contributed at least ten years to the promotion of the athletic training profession. (Injury research, personal appearances, speaking engagements, legislative efforts, etc.)
- "Honorary Membership" categories:
- Athletic Trainers in other Districts in the NATA for contributions to the profession.
- Physicians and other allied health professionals.
- NATA office personnel.
- Coaches, Athletic Directors, Administrators, or athletes who promote SWATA/athletic training.
- Induction as "Honorary Member" of NATA will constitute automatic induction as Honorary Member of the SWATA if the inductee resides within District VI.

Certification Process:

In order for the nomination to be reviewed for acceptance by the SWATA Executive Board, the SWATA member making the nomination must have the nominee fill out the application and return it to the nominating athletic trainer(s). Then the form must be signed and dated by the nominating athletic trainer(s), and returned to the Honors and Awards Chair by the **December 15** deadline. Upon receiving all applications, the Chair will then forward the list of nominees to the SWATA President.

Selection Process:

At the Executive Board Mid-Winter Meeting, the voting members of the Board, **may or may not** select one, but not more than three of the applications to be designated as "Honorary Member(s)."

Certifying Inductee Process:

Upon the Executive Board reviewing the applications, the SWATA President will inform the Chair of the Honors and Awards who, if any, will become "Honorary Members."

Notification Process:

All newly approved "Honorary Members," will be notified in writing by the Honors and Awards Chair on or before April 1, and asked to respond in writing of their acceptance and attendance at the Honors Reception and Banquet. The new "Honorary Member" will be asked to respond in writing of their acceptance and attendance by April 30. If the "Honorary Member" is unable to attend the Honors Reception and Banquet, they will need to forward the name of the person they wish to accept their award to the Honors and Awards Chair.

Award Plaque:

The SWATA will issue an "Honorary Membership" plaque.

Bobby Gunn Unsung Hero Watch Award

This award may, but does not have to be, given annually to a member of District VI who has served the Association in a dedicated professional manner. This service may be on a volunteer behind the scene basis or through appointed or elected duties. Their time and talents have been for the betterment of the Association and the advancement of the profession.

Bobby Gunn Unsung Hero Watch Award Guidelines

Purpose:

The SWATA "Bobby Gunn Unsung Hero Watch Award" may be, but does not have to be, given annually to a member of District VI who has served the Association in a dedicated professional manner. This service may be on a volunteer behind the scene basis or through appointed or elected duties. His or her time and talents have been for the betterment of the Association and the advancement of the profession.

Nomination Process:

The Honors and Awards Chair will contact the voting members of the Executive Board. Each will be asked to submit to the Honors and Awards Chair by January 15, a list of up to three members of the Association and why they feel they are deserving of this Award.

Certification Process:

Upon receiving the nominee's from the voting members of the Executive Board, the Chair of the Honors and Awards will certify that each nominee is either a Certified or Associate member in good standing with the SWATA. From the list of twenty-one possible names, the Chair will make a list of up to the five most frequently nominated members to be on the final ballot. The list will then be submitted to the SWATA President for approval.

Selection Process:

The voting members of the Executive Board, with the exception of the President who will only vote in case of a tie, will each cast one vote on a ballot provided by the Chair of the Honors and Awards Committee, at the annual Mid-Winter Meeting. The Chair of the Honors and Awards Committee will collect the ballots, tabulate the votes, and present them to the President for certification of the year's recipient. The only people to know the winner until it is announced at the Banquet shall be the President, Honors and Awards Chair, Watch Award Coordinator, and the Emcee of the Banquet. Any other member who will have this information will be on a need to know basis and be approved by the Chair. A member may receive this award only once.

James Dodson New Horizon Award

This award will recognize a relatively, newly qualified SWATA member for their unique and or immediate contributions to SWATA and or the athletic training profession. This award may be given annually but does not have to be.

James Dodson New Horizon Award Guidelines

Purpose:

The SWATA "James Dodson New Horizon Award" was developed for the purpose of recognizing relatively, newly qualified members of District VI for their unique or immediate contributions to the SWATA or the athletic training profession.

Nomination Process:

Any SWATA member who is in good standing with the SWATA may submit "New Horizon Award" nominations to the SWATA Honors and Awards Chair. The nominating member is responsible for the completion of the application with information provided by the nominee, signing and dating the application, and returning it to the Chair by the **February 15** deadline. Forms may be requested from the Chair, or downloaded from the SWATA web page. Copy of the form is included in Appendix B.

Nominee Qualifications:

- Must be in good standing with the SWATA, and a full time employee in the college/university, high school, clinical, or professional setting.
- Must have a **minimum of three and no more than 10 years** of experience in District VI.
- Must have two letters of recommendation with application. One from an administrator of the nominee's place of employment and one from the nominating athletic trainer.
- An athletic trainer may win this award only once.

Certification Process:

Upon receiving all nominees' forms, the Honors and Awards Chair will certify that each nominee is either a Certified or Associate member in good standing with the SWATA. The list of nominee's will then be sent to the SWATA President for his/her approval and certification.

Selection Process:

The voting members of the Executive Board, with the exception of the President who will only vote in case of a tie, will each be sent the nomination forms of all candidates. The voting members will read each application and cast one vote on a ballot provided by the Chair of the Honors and Awards Committee. The Chair of the Honors and Awards Committee will collect the ballots, tabulate the votes, and forward them to the President for certification of the year's recipient. The only people to know the recipient until it is announced at the Banquet shall be the President, Honors and Awards Chair, and the Emcee of the Banquet. Any other member who will have this information will be on a need to know basis and be approved by the Chair. A member may receive this award only once.

EDAC John Harvey Humanitarian Award

This award was established to recognize an athletic trainer who, throughout his/her career, has had a significant positive impact on ethnic minority athletic trainers or on physically active ethnic minority individuals.

John Harvey Humanitarian Award Guidelines

Purpose:

"The Ethnic Diversity Advisory Council identifies and addresses issues relevant to the ethnic minority members and health care concerns affecting physically active ethnic minority individuals, the profession, and the association...." (*NATA EDAC Mission Statement*)

The John Harvey Humanitarian Award was established in direct response and in the spirit of the above statement to recognize an athletic trainer who, throughout their

career, has had a significant positive impact on ethnic minority athletic trainers or on physically active ethnic minority individuals.

Nomination Process:

- Should you desire to nominate an athletic trainer for this award, as a sponsor you must:
- Complete the Sponsor portions of the application.
- Provide the application to the athletic trainer being nominated for their completion.
- Secure curriculum vitae and two letters of recommendation regarding the candidate's significant positive impact on ethnic minority athletic trainers and /or physically active ethnic minority individuals. One letter of recommendation must be written by you. The other should be written by a person of the nominee's choosing, such as a supervisor, employer, colleague, physician, teacher, parent, or athlete of the candidate.
- Nomination documents may be requested from the EDAC Awards committee Chair or may be downloaded from the SWATA web page. Copy of the form is included in Appendix B. Sponsors are responsible for submitting all required documents to the Chair postmarked by **February 15.**

Qualifications:

- This award is open to any individual who, through their achievements, contributions, and activities has met the purpose of the award.
- Reside and/or be employed in the state of Arkansas or Texas.
- Must be a Certified or Associate member of the SWATA in good standing.
- Have not previously received the award.
- Be sponsored by a Certified or Associate member of the SWATA in good standing.

Certification Process:

Upon receiving all nominees' applications by the ***February 15*** deadline, the Chair will certify that each nominee is a Certified or Associate member in good standing with the SWATA, and in good standing with the licensing agency in Arkansas or Texas.

Selection Process:

The members of the EDAC Awards Committee using a grading tool will individually review and score all nominations. The Chair's score will only be used in case of a tie. The EDAC Awards Chair will collect the results, tabulate the scores, and forward the information to the SWATA Honors and Awards Chair, who will then present the results to the SWATA President for certification of the award recipient, by ***March 30.***

Notification Process:

The SWATA Honors and Awards Chair will notify the award recipient, in writing, on or before ***April 15***. The recipient must then provide a written response, by ***April 30***, to the Chair of their acceptance and attendance at the Honors Reception and Banquet.

Award Plaque:

The SWATA Honors and Awards Committee will incur the cost of the awarded plaque.

All **ORIGINAL** forms and letters must be postmarked by ***February 15***.

Past-President's Award

This plaque for "Honorable and Distinguished Service as the President," is presented at the Awards Banquet to the outgoing President by the incoming President.

Sam Ketcham Memorial Award

This award is presented to the outstanding athletic trainer for his or her lecture and or presentation to the professional members at the annual clinical symposium. The Program Chair will put on a ballot a list of athletic trainer's eligible for this award. They will be voted on by the membership present at the final lecture. The recipient will be announced at the end of the symposium and a plaque will be mailed to the recipient approximately two weeks following the symposium.

Ross Moore Award

This award is given annually at the Awards Banquet to the Immediate Past-President of the student association.

Ken Locker Student Speaker Award

This award is presented to the outstanding speaker for his or her lecture and or presentation to the student members, at the annual student program. The Program Chair will put on a ballot speaker's eligible for this award. They will be voted on by the student membership. The recipient will be announced at the end of the symposium and a plaque will be mailed to the recipient approximately two weeks following the symposium.

Texas High School Baseball Coaches Association All-Star Athletic Trainer

This award is presented to two active full time High School Athletic Trainers who are employed by Independent School Districts in the state of Texas. This award is sponsored by the THSBCA. The recipients are selected from all applications received by the Chair. The all-star athletic trainers will be introduced at the Texas State Forum and the SWATA Awards Banquet. Nomination and Guideline forms can be found later in this section under Award Forms.

Texas High School Baseball Coaches Association All-Star Athletic Trainer Guidelines

Purpose:

This award was developed by the SWATA and is sponsored by the THSBCA. The purpose is to honor two full-time Licensed High School Athletic Trainers to work the Annual Baseball All-Star games.

Nomination Process:

Any licensed full-time high school athletic trainer in Texas may request an application to be the all-star athletic trainer. Application must be returned to Chair by the **October 15**, deadline. Copy of the form is included in Appendix B. Applicants not selected will be automatically re-submitted for the next three years.

Qualifications:

- Must be a licensed athletic trainer in Texas in good standing with the SWATA and the Texas Department of State Health Services.
- Be an active full-time employee of an Independent School District.
- Must not have served as an all-star athletic trainer for any UIL sport within the past seven years.
- Must have proof of professional liability.

Certification Process:

Upon receiving all nominees' applications by the **October 15** deadline, the Chair will certify that each nominee is licensed and in good standing with the SWATA and the TDH.

Selection Process:

The Chair will assign a number to each applicant and send each of the two committee members half of the applicant numbers. Each committee member will randomly select one number and return it to the Chair. The two random numbers will be the all-star athletic trainers for the baseball games.

Notification Process:

Upon receiving the numbers, the Chair will notify the recipients in writing. He will then forward the names to the Chair of the THSBCA, who will send more information about the games.

Award:

The THSBCA will provide a watch and ring and cover all expenses to the game and banquet.

SWATA Honor Award Tray / Plaque

This award is given to member Athletic Trainers at the High School, Professional, and College/University for contributions to teams receiving State, Regional, Conference, or National Championships.

SWATA Honor Award Tray / Plaque Qualifications and Guidelines

The following are guidelines set forth by the SWATA for High School, Professional, and College/University Athletic Trainers for receiving a State, Regional, Conference, or National Championship Plaque.

1. Athletic Trainer must be Certified or Associate member in good standing with SWATA.
2. The SWATA will provide either one large (9"X12") or one small (5"X7") plaque per fiscal year, which is from ***October 1 to September 30.***
3. You may wait to see if you win in another sport. However, regardless if you win or not, it is your responsibility to forward all information to the Chair no later than ***October 1.***
 - A. If you receive your plaque and win another sport, you may purchase a new nameplate with both sports listed on it for the cost of ***\$10.00.***
4. The SWATA will pay for ***one*** plaque per year to every **Certified** or **Associate** member, or Certified Student member in the Association who meets all the qualifications set forth by the Executive Board.
5. All University and College Graduate Assistants' are eligible for plaques. However, it will be at their own expense.
6. To be eligible for a plaque, the Athletic Trainer(s) must be in direct contact with the athletes under their care for a minimum twelve (12) contact hours weekly.
7. Athletic Trainers must notify and return their information sheets concerning a championship won by their institution during the current fiscal year in which they won the award. For example, a Cross-Country championship won in October 2000 has to be reported by October 1, 2001 (11 months). A Baseball championship won in June 2001, however, also has to be reported by October 1, 2001 (4 months). ***If you do not contact the Chair within the fiscal year, you are still eligible. However, you will have to pay for the plaque(s).***
8. The Chair must have separate forms on all Athletic Trainers at your institution that will be receiving plaques.
9. Additional plaques may be purchased for the following: *Large Plaque \$28.00, Small Plaque \$15.00.* Make checks payable to: ***SWATA Honors & Awards*** and send to the Chair.

Job Setting Requirements:

High School Settings:

1. The SWATA recognizes all University Interscholastic League and Arkansas Athletic Association sponsored sports that end in a State Championship with the exception of spring tennis
2. The SWATA recognizes all classifications. All sports with the exception of swimming and soccer, have more than one classification.
3. A high school must win a Regional Championship to be eligible for a 5"X7" plaque.
4. A high school must win a State Championship to be eligible for a 9"X12" plaque.

Professional Setting: The SWATA recognizes the following professional teams.

1. National Football League (NFL)
2. National Basketball Association (NBA)
3. Women's National Basketball Association (WNBA)
4. Major League Baseball (MLB)
5. Minor League Baseball
6. Professional Indoor Soccer League (PISL)
7. Arena Indoor Football League (AIF)
8. Continental Basketball Association (CBA)
9. National Hockey League (NHL)

All the above with the exception of Minor League Baseball must:

- a. Win their conference to be eligible for a 5"X7" plaque.
- b. Win the National Championship (Superbowl, World Series, etc.) to receive a 9"X12" plaque.

Minor League Baseball Association must win the following:

- a. Win either the first or second half of their season to be eligible for a 5"X7" plaque.
- b. Win the League Championship to be eligible for a 9"X12" plaque.

College and University Setting:Rodeo:

The sport of Rodeo is recognized by the SWATA as an all divisions' sport (NCAA, NAIA, and NJCAA). There is only one National Championship for all divisions. Therefore, the athletic trainer for the National Champions will receive a Large Plaque and the next seven finishers will receive the small plaque. The sport must be sponsored by the institution and not be a club sport.

The chart below pertains to the following:

National Collegiate Athletic Association

NCAA Divisions I, II, & III

National Association of Intercollegiate Athletics

NAIA Division I

National Junior College Athletic Association
NJCAA Division I

The following polls will be used to determine the final finish for teams in District VI.

United Press International
National Junior College Athletic Association
Associated Press
USA Today

SPORT	To receive a 5' X 7" PLAQUE - You Must win Conference Championship	To receive a 9" X 12" PLAQUE - You must win National Championship or finish in the top four in the Nation.
Football	Yes	top 4 teams
Men's & Women's Basketball	Yes	top 4 teams
Men's & Women's Volleyball	Yes	top 4 teams
Men's & Women's Soccer	Yes	top 4 teams
Men's Baseball	Yes	top 4 teams
Women's Softball	Yes	top 4 teams
Men's & Women's Tennis	Yes	top 4 teams
Men's & Women's Track & Field Indoor	Yes	top 4 teams
Men's & Women's Track & Field Outdoor	Yes	top 4 teams
Men's & Women's Cross-Country	Yes	top 4 teams
Men's & Women's Gymnastics	Yes	top 4 teams
Men's & Women's Golf	Yes	top 4 teams
Men's & Women's Swimming	Yes	top 4 teams

SCHOLARSHIP COMMITTEE

Scholarship Committee Mission Statement:

The Scholarship Committee is dedicated to distributing scholarships to students in District VI.

Scholarship Committee Duties and Responsibilities:

1. This committee receives all applications for SWATA student scholarships.
2. The committee reviews all applications and presents recommendations to the Executive Board for scholarship recipient approval.
3. The committee is also responsible for contacting scholarship donors in regard to funds and scholarship criteria.
4. Committee members are appointed by the SWATA president.
5. A committee member that has supervised a candidate at any level would be required to remove themselves from evaluating the known applicant.

Scholarship Distribution

The purpose of this procedure is to outline the solicitation and distribution of scholarship dollars that are annually funded and awarded through SWATA.

Timetable: The following timeline outlines all necessary components of the scholarship funding and awarding processes.

1. March 15 - The district treasurer will contact annually all sponsors/donors that have previously participated. The scholarship committee chair will provide the district treasurer with all contact information for current sponsors/donors.
2. April 15 – Deadline for district treasurer to receive confirmations from sponsors/donors of intentions to continue sponsorship.
3. June 1 – The district treasurer will deposit money received from sponsors/donors.
4. June 7 – The district treasurer notifies scholarship chair of monies available for scholarship awarding.
5. June 15 – Scholarship chair notifies scholarship recipients and sends names of recipients to Honors and Awards Chair for publication in the Awards Banquet program.
6. August 15 – District secretary starts distribution process to recipients consistent with awarding guidelines.

Scholarships will be awarded from funds that have been collected prior to or in conjunction with the time of the actual awarding process.

The scholarship committee chair will collect and rank all-prospective scholarship recipients according to the established scholarship criteria. The scholarship committee chair will award scholarships from both collected and budgeted dollars. However, the number of actual scholarships and the amount of each award will be determined by those collected/budgeted funds received by the district treasurer prior to the time of

notification to the various award winners. The scholarship committee chair will know in advance of notifying each winner how many awards and what amount has been assigned to each of these awards.

ATHLETIC TRAINING STUDENT ASSOCIATION ADVISORY COMMITTEE

ATSA Advisory Committee Mission Statement

The mission of the ATSA Advisory Committee is to provide effective leadership, advice, and direction to the student organization of the Southwest Athletic Trainers' Association.

ATSA Advisory Committee Duties and Responsibilities

1. This committee will advise and assist the Athletic Training Students' Association officers in development of the annual convention student program.
2. The committee chair will report all pertinent matters regarding the student association to the Executive Board.
3. The committee chair will maintain a current list of all committee members and student officers and forward this list to the Executive Board in a timely manner.
4. Membership on the committee will consist of:
 - a. Professional Athletic Trainers with students on both high school and collegiate levels
 - b. The immediate past president of the student association will serve on the advisory committee for one year following his/her term in office.
 - c. The supervising athletic trainer or curriculum director of the current student association president will serve on the advisory board for a term of one year during the student's term in office.
5. Responsible for creating a ballot for the selection of the *Ken Locker Student Speaker Award* and notifying the Honors and Awards Committee of the recipient.
6. Forward student speaker electronic presentations to the Program Committee Chair to be placed on the program CD placed in the pre-registration package.

FINANCE COMMITTEE

Finance Committee Mission Statement

The mission of the SWATA Finance Committee is to review and outline the annual SWATA budget and to prepare the Financial Report for presentation to the Executive Board.

Finance Committee Duties and Responsibilities

1. Finance Committee Duties and Responsibilities
 1. The committee consists of the First Vice-President and the District Treasurer as Co-Chair, the Immediate Past President, the Second Vice-President, the District Secretary, the SWATA accountant, and two members selected at-large by the Executive Board.

2. The committee will collect and review all budget reports from SWATA committee chairs.
 3. The committee will meet prior to the convening of the Executive Board session at the SWATA Annual Meeting and Clinical Symposium.
 4. The committee will prepare the Financial Report, consisting of the budget for the fiscal year from October 1 to September 30, for presentation to the Executive Board.
 5. Allocate funds to maintain a reserve fund of at least one year of annual Association operating expenses.
-
2. The committee will collect and review all budget reports from SWATA committee chairs.
 3. The committee will meet prior to the convening of the Executive Board session at the SWATA Annual Meeting and Clinical Symposium.
 4. The committee will prepare the Financial Report, consisting of the budget for the fiscal year from October 1 to September 30, for presentation to the Executive Board.
 5. Allocate funds to maintain a reserve fund of at least one year of annual Association operating expenses.

SWATA SPECIAL COMMITTEES

CLINICAL/INDUSTRIAL/CORPORATE (CIC) ATHLETIC TRAINERS' COMMITTEE

CIC Mission Statement

The mission of the SWATA CIC Committee shall be to identify and address the needs of the SWATA membership who are employed in clinical, industrial, and/or corporate practice settings.

CIC Duties and Responsibilities

1. To promote effective communication within the membership.
2. To educate the membership on the terms and issues pertaining to clinical, industrial, and corporate practice settings.

COLLEGE AND UNIVERSITY ATHLETIC TRAINERS COMMITTEE (CUATC)

CUATC Mission Statement

The mission of the SWATA CUATC is to promote communication between athletic trainers practicing in the collegiate setting and governing bodies of collegiate athletics. The committee will support the efforts of the NATA-CUATC in representation of the membership who are employed in college and university practice settings.

CUATC Duties and Responsibilities

This committee is designed to promote the field of Athletic Training through education and leadership. The goals for the committee are to:

1. Work with the NATA-CUATC to help meet the needs of the professional athletic trainer working in the collegiate or university setting
2. Assist the Advisory Board of Athletic Training (Texas Department of State Health Services) and the Commission on Accreditation of Athletic Training Education to help meet the needs of athletic training education for the collegiate student athletic trainer
3. Assist in the dissemination of information to all collegiate and university athletic trainers in Arkansas and Texas. The information would include but is not limited to rules and regulations that directly affect the college and university practice setting
4. Chair's Responsibilities
 - a. Disseminate information to and seek input from SWATA-CUATC Committee members.
 - b. Organize and conduct annual meeting at SWATA.
 - c. Submit and manage the SWATA-CUATC budget.
 - d. Submit committee reports to SWATA Executive Board.
 - e. Recommend replacements for SWATA-CUATC to President as vacancies arise.
 - f. Renew SWATA-CUATC Committee appointments as needed.
 - g. Attend and serve as liaison to NATA-CUATC Committee meetings.

5. Committee Structure and Terms
 - a. The SWATA-CUATC will consist of professional athletic trainers from the
 - b. following NCAA, and NJCAA divisions: NCAA IA, NCAA IAA, NCAA IAAA, NCAA II, NCAA III, NJCAA, Assistants, and Educational Curriculum Director. If one of the above divisions ceases to have an institution in Texas or Arkansas, then that committee position will be eliminated.
 - c. Committee terms will be for three years with one reappointment term.
 - d. Committee appointments will be revoked based on relocation out of Texas or
 - e. Arkansas. Appointments will also be revoked if a committee member leaves their represented division.

CONSTITUTIONAL REVIEW COMMITTEE

Constitutional Review Committee Mission Statement

The purpose of the Constitutional Review Committee is to ensure that the SWATA Constitution and Standing Rules conform to the Constitution and Bylaws of the National Athletic Trainers' Association under which the SWATA is governed. The committee will also maintain the Constitution and Standing Rules consistently with the rules of parliamentary procedure as stated in the current edition of *Robert's Rules of Order*.

Constitutional Review Committee Duties and Responsibilities

1. The Constitutional Review Committee of the Southwest Athletic Trainers' Association (SWATA) is a special committee whose membership is appointed by the SWATA president and chaired by the SWATA Parliamentarian.
2. The committee will assist the President on all matters concerning the SWATA Constitution and Standing Rules.
3. The committee will review changes in the Standing Rules for conflicts with the Constitution.
4. The committee will review and consult with the Executive Board on any constitutional amendments proposed by the membership.
5. The committee will review the Constitution and Standing Rules for appropriate use of language in reference to age, gender, and cultural or ethnic background.

CORPORATE PARTNERS COMMITTEE

Corporate Partners Committee Mission Statement

The mission of the Corporate Partners Committee is to solicit outside funding for SWATA. The committee shall be sensitive to protecting the reputation of SWATA and its members. This committee shall be the sole contact to potential Corporate Partners on behalf of SWATA.

Corporate Partners Committee Duties and Responsibilities

1. Identify and contact prospective companies about becoming a SWATA Corporate Partner

2. Present all potential agreements to the SWATA Executive Board for approval prior to making any final agreements with Corporate Partners.
3. Notify other SWATA Committees of any agreements that SWATA has with a Corporate Partner.
4. It is the responsibility of the SWATA Corporate Partner Committee to make sure the Corporate Partner receives what is written in the agreement.
5. Annually communicate with the SWATA Treasurer to make sure the Corporate Partner funds are received.
6. Annually review existing agreements with the SWATA Executive Board.

ETHNIC DIVERSITY ADVISORY COMMITTEE (EDAC)

EDAC Mission Statement

The mission of the EDAC is to serve in an advisory capacity to the SWATA Executive Board. The Committee identifies and addresses issues relevant to ethnic minority members and health care concerns affecting physically active ethnic minority individuals. The Committee advocates sensitivity towards cultural diversity throughout the profession and the association. Acknowledging the culturally diverse issues impacting our association, the objectives and strategies are presented to strengthen and unify the association.

EDAC Duties and Responsibilities

1. The Committee will work to increase the body of knowledge in athletic training care by serving as an advocate for the dissemination of information and research relating to health care issues and conditions which affect the health of physically active individuals in various ethnic and cultural groups.
2. The Committee will identify and address issues relating to cultural distinctions in health care delivery.
3. The Committee will identify and advise the Executive Board as to the status of various ethnic and cultural groups within the association.
4. The Committee will identify and advise the Executive Board of public positions on issues relating to the health care for the physically active individuals in various ethnic and cultural groups.
5. The Committee will function as a sub-committee to the NATA Ethnic Diversity Advisory Committee to:
 - a. Obtain data regarding the status of athletic training applicants, enrolled students and graduate students from various ethnic and cultural groups to approved graduate and undergraduate programs.
 - b. Obtain data regarding the performance of various ethnic and cultural groups on the Board of Certification examination.
 - c. Advocate the recruitment and retention of student athletic trainers by the establishment of grants and scholarships for student athletic trainers from various ethnic and cultural groups.
 - d. Identify, develop and mentor leaders from various ethnic and cultural groups.

ELECTION COMMITTEE

Election Committee Mission Statement

The mission of the Election Committee is to oversee the appropriate election procedures. The Election Committee will be appointed annually by the Executive Board.

Election Committee Duties and Responsibilities

1. Prepare items for display for items requiring Business Meeting voting (e.g., amendments, election run-offs if needed). Prepare display by date established by the Executive Board.
2. Disseminate and collect ballots for Business Meeting ballots.
3. Purchase Scantron ballots for Business Meeting ballots (by June 1).
4. Contact Program Chair regarding SWATA Annual Meeting speakers who are eligible for the Sam Ketchum Speaker's Award.
5. Insure availability of Scantron machine for Business Meeting.
6. Coordinate Business Meeting voting process.

HISTORY / ARCHIVES COMMITTEE

History/ Archives Committee Mission Statement

The mission of the SWATA History and Archives Committee is to maintain an updated and cataloged archive of materials that reflect the accomplishments of the SWATA membership. These archives are to be displayed each year during the SWATA Annual Meeting and Clinical Symposium.

History/ Archives Committee Duties and Responsibilities

1. The committee will catalog pictures and other materials in the SWATA Archive Books.
2. The committee will transport the SWATA Archive Books to the NATA Office for storage.
3. The committee will assist the Public Relations Chair in coordinating photography sessions for award winners at the SWATA Annual Honors and Awards Banquet.

RESEARCH AND EDUCATION FOUNDATION COMMITTEE

Research and Education Foundation Committee Mission Statement

Supporting and advancing the Athletic Training profession through research and education

Research and Education Foundation Committee Duties and Responsibilities

1. The Committee is responsible for assisting the Foundation in communicating information about the Foundation to SWATA members. This includes information about the Foundation's mission, goals and programs.
2. The Committee will relay comments, questions and concerns about the Foundation from SWATA members to the Foundation's District 6 chair.

3. The Committee will serve as a resource to SWATA members about the Foundation and respond to inquiries.
4. The Committee will plan and implement annual major gift solicitations (one on one) of SWATA members.
5. The Committee will plan and implement direct mail campaigns to SWATA members.
6. The Committee will plan and implement the SWATA district campaign, which consists of a Foundation booth at the SWATA meeting.
7. The Committee will plan and implement special appeals for gifts from SWATA members.
8. The committee chair will be elected by the Foundation board.
9. Committee members are appointed by the committee chair with approval of the SWATA President.
10. Committee members and chair will serve 3 year terms starting and ending in June. Terms of service can be unlimited although a one term break (3 years) is required after serving two consecutive terms (six years).

PRESIDENT'S COUNCIL

President's Council Mission and Duties

The mission of the President's Council is to assist the President in long-term planning for the association.

The President's Council will consist of the Immediate Past President, President, First Vice-President, and Second Vice-President.

PUBLIC RELATIONS COMMITTEE

Public Relations Committee Mission Statement

The mission of the Public Relations Committee is to support members of the Association by providing the media and public with information about the duties and activities of Athletic Training Professionals.

Public Relations Committee Duties and Responsibilities

1. Act as a resource for the members of the Association with public relations matters
2. Actively provide appropriate media sources with information about activities and honors of Athletic Trainers
3. Assist with providing information for the SWATA News Letter and website
4. The Public Relations Coordinator for the SWATA will be appointed by the SWATA President with approval of the Executive Board as a member of the Public Relations Committee.
 - a. This position will work under the supervision of the District Secretary. The position may be reappointed annually and will be responsible for disseminating information to the membership and all SWATA committees and Executive

Board members as directed by the SWATA President, Executive Board, or District Secretary.

- b. Coordinator Duties are as follows:
 1. The Public Relations Coordinator shall publicize the Annual Meeting through the print and electronic media in a timely fashion.
 2. The Public Relations Coordinator shall compile a list of newspapers, radio, and television stations in the major market areas of SWATA.
 3. The Public Relations Coordinator shall prepare announcements to be sent to the major market media.
 4. The Public Relations Coordinator shall be responsible for distributing announcements by mail, fax or internet to the various media services prior to the SWATA Annual Meeting and Clinical Symposium.
 5. The Public Relations Coordinator shall work with the Executive Board and Program, Registration, and Convention Chairs in gathering information to be disseminated to the various media services.
 6. The Public Relations Coordinator shall prepare a written report to be sent to the SWATA President before the annual Mid-Winter Board Meeting. (This report can be delivered in person at this meeting.)

SECONDARY SCHOOLS ATHLETIC TRAINERS COMMITTEE (SSATC)

SSATC Mission Statement

The mission of the SWATA Secondary School Athletic Trainers' Committee is to enhance the quality of health care provided by secondary school athletic trainers and also to advance the athletic training profession in the secondary school setting in District VI.

SSATC Duties and Responsibilities:

1. Work cooperatively with other groups associated with the healthcare of the secondary school athlete.
2. Educate administrators and communities on the need for athletic trainers in all secondary school settings in Arkansas and Texas.
3. Establish methods for increasing public awareness about athletic trainers by developing materials for distribution to physicians, administrators, and parents; these materials should highlight the educational background, licensing/certification procedures, and CEU requirements for athletic trainers.
4. Use internet resources to enhance communications among athletic trainers in Arkansas and Texas.
5. Collect statewide athletic weather guideline policies endorsed by the Arkansas Activities Association, the University Interscholastic League (Texas), Superintendents, and Principals, and make these policies available to SWATA members.
6. Set up SSATC booth at the Texas High School Coaches Association convention. Other organizations with conventions, such as Texas Girls Coaches Association, Texas Association of Secondary School Principals, and Texas Association of

School Boards, should be investigated annually to determine if the booth could be set up.

7. The SSATC should meet at least once a year (at the annual SWATA convention).
8. The chair of the committee must be a certified athletic trainer and will represent District VI on the NATA SSATC. The SWATA President and NATA Board of Directors representative of District VI must annually review and approve the appointment of the chair.
9. The chair should submit an update that details the committee's activities to the SWATA newsletter or E-Blast as required throughout the year.
10. The SSATC chair shall, at the request of the SWATA board liaison or other representative of the SWATA Board, submit a report to the Board with the current members, their start date on the committee, their contact information, and any projects on which the SSATC is working since the previous board report.

STRATEGIC PLANNING COMMITTEE

Strategic Planning Committee Mission Statement

The mission of the SWATA Strategic Planning Committee shall be to study the needs and philosophies of the SWATA in order to project future growth of the organization. The committee will use gathered information to formulate guidelines to help insure efficient organizational function and accommodation of membership growth.

Strategic Planning Committee Duties and Responsibilities

1. The committee will gather information on mission and responsibility of SWATA committees.
2. The committee will compile information and develop a membership survey designed to recognize the needs of the SWATA membership and estimate projected growth of the SWATA.
3. The committee will use survey results and other information which it compiles to develop goals and objectives for the SWATA.
4. The Chair must be a SWATA Past President and will serve a three year term.
5. The SWATA President will appoint the Chair from the last three Immediate Past Presidents. If there is no one who is able to serve, any other former Past President can be appointed.
6. The committee will function as a consultant group to the President's Council in monitoring the progress of various Executive Board actions and Presidential Directives.

WOMEN IN ATHLETIC TRAINING COMMITTEE

Women in Athletic Training Committee Mission Statement

The main mission of the SWATA Women in Athletic Training Committee is to support the efforts of the NATA Women in Athletic Training committee. As well as to promote

leadership, to be a voice for addressing concerns, and to provide mentoring and networking among District VI women athletic trainers.

Women in Athletic Training Committee Duties and Responsibilities

1. The committee will identify the concerns of the women in District VI and address those issues.
2. The committee will facilitate employment and advancement opportunities for women in all employment settings within all governing levels of the NATA.
3. The committee will facilitate networking and mentoring among the women of District VI.
4. The committee will aid in increasing women's participation in all areas at both SWATA and NATA levels.
5. The committee will promote NATA/SWATA females for awards and honors that they are eligible to obtain.
6. The committee will provide a speaker every other year at the Annual SWATA convention.

SWATA OPERATING PROCEDURES

SWATA NEWSLETTER

Newsletter Editor

The Newsletter Editor is a member in good standing appointed annually by the President and reports directly to the District Secretary. The editor of the newsletter is responsible for gathering information, creating articles, editing materials for distribution to the membership.

Required Information

Each issue of the newsletter will include information from the elected officers and committee chairs as needed. The District Secretary and President approve all material.

Newsletter Publisher

The publisher of the newsletter is responsible for distributing and posting the newsletter to all members in good standing with SWATA.

Beginning 2001, the SWATA Newsletter will be published digitally on the website. Members will be notified by email of the Newsletter's publication. The Newsletter will be distributed in print only to those members who request it. The publisher of the SWATA Newsletter will be the District Secretary.

All information to be printed in the SWATA Newsletter must be sent to the Newsletter Editor. The SWATA President will approve all information prior to publication. . Newsletters published after Board meetings should include information about Board meetings, including bulleted outlines of the minutes, motions, presidential directives, voting, and financial information discussed during the Board meeting.

SWATA Newsletter Publication Schedule

The newsletter submission and publication schedule will be determined by the President and Executive Board.

SWATA WEB PAGE

Web Director

The Web Director is a member in good standing appointed annually by the President and reports directly to the District Secretary.

- The Web Director is responsible for the appearance and design of the Web pages.
- The District Secretary will forward any required changes to the Web Director, and will include a deadline for completion of the request (generally, two weeks for minor updates and 30 days for major builds).
- The Web Director will update or build Web pages and forward the HTML files to the District Secretary for final proofing.

Web Site Policies

1. No one person holds sole responsibility over the SWATA Web site (swata.com) because it represents the entire Southwest Athletic Trainers' Association (District 6 of the National Athletic Trainers' Association). The Executive Board is ultimately responsible for the image of SWATA and the actions of its committees and designees.
2. The Administrator for the domain name account and the server account will be the District Treasurer; no other persons will be listed as contacts on those accounts.
3. The contracts for domain name and server space must be reviewed and signed by the Board or its designated agent. All associated invoices and bills should be sent directly to the District Treasurer from the respective vendors.
4. The Web Director and District Secretary are responsible for the appearance, design and content of the Web pages.
5. Access to the server will be limited to the District Secretary, District Treasurer, National Director, President, and Web Director.
6. Updating the Web site:
 - a. Anyone requiring an update or posting of information to the Web site will forward the information to the District Secretary.
 - b. The District Secretary will review the request with respect to appropriateness, priority, and nature (e.g., updating an existing page or building a new page).
 - c. The District Secretary, or designee, will upload the updated or new pages to the Web site after proofing.
 - d. In the event that the Web Director informs the District Secretary that he or she is unable to respond by the requested deadline, the District Secretary may utilize other resources to make the necessary changes.
 - e. In the event that the District Secretary is unavailable to respond to requests or upload the files, the President will communicate with the Web Director and be responsible for ensuring the uploading of the files to the server.
7. The District Secretary will be prominently listed (e-mail and phone number) on the home page as the contact person for any questions or concerns about SWATA or the Web page. Anyone receiving such questions should direct the inquiry to the District Secretary in order to maintain a single conduit for communication, both within the Association and between the Association and the public.

MAILING LABELS

Use of NATA mailing labels must be approved by the District Secretary in accordance with the NATA guidelines.

DATABASE

Distribution of the unfiltered membership database will be limited to members of the Executive Board only.

ARCHIVING

In keeping with the regulations for a non-profit organization, all SWATA minutes and financial statements will be archived in an electronic format for permanent storage.

Meeting minutes: All SWATA Executive Board and Committee Chair reports will be submitted in an appropriate electronic form using Microsoft Office (Word, Access, Excel, Publisher) should be used for the generation of all reports.

Financial statements: Each fiscal year, the financial statements will be scanned for archival on a CD-ROM.

BUDGET

Investment Policy

All deposits of the Association are made in Board-designated official depositories. The Board may designate as an official depository any bank or savings and loan association. Also, the Board may establish time deposit accounts such as NOW and SuperNow accounts, money market accounts, certificates of deposits and Sweep accounts. Excess revenues as determined by the Board may be invested in obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States; obligations of the States within SWATA (Texas or Arkansas); bonds and notes of any of the state' local government or public authority; obligations of certain non-guaranteed federal agencies; SEC registered money market mutual funds; and FDIC (Federal Deposit Insurance Corporation) or SPIC (Security Investors Protection Company) guaranteed certificates of deposit.

The District Treasurer will contact the members of the finance committee and the President by traditional or electronic mail to recommend movement or transfer of invested, fund balance, or endowed funds on behalf of the organization. These recommendations will be based on the information and suggestions provided by the SWATA appointed investment firm. Also, the President will be notified of these transactions.

1. Purchasing Procedures

All purchases of \$500.00 or more with a useful life of 12 months or more can be classified as capital purchases. These potential purchases should be identified by the District Treasurer as eligible for purchasing by capital outlay budgeted dollars within the SWATA yearly operating budget. Also, a determination would be made by the SWATA Executive Board appointed accounting firm for any depreciation opportunity. Finally, unless unusual circumstances are involved, the authorization for these purchases would be made by vote of the SWATA Executive Board.

2. Large Expenditure Verification

The SWATA/NATA District Director will acknowledge all expenditures on behalf of the organization above the amount of \$4,000.00 by initial or signature along with the district treasurer. In the case that a physical signature cannot be obtained, the District Treasurer will notify the district director by e-mail to verify acknowledgement of such verification by utilization of a signature stamp of the district director's signature in the place of an original signature/initial.

3. Invoicing

A standard invoice form (sample found as an attachment at the end of this manual) shall be used for invoicing SWATA contractees. The District Treasurer is responsible for invoicing.

Corporate Partners Program

To consolidate its solicitation efforts and to foster a more accommodating environment for its suppliers and supporters, the Southwest Athletic Trainers Association (SWATA) has established Corporate Partners Program. Through this program, contributions received from corporate partners will be used to support education, public relations, membership services, and other services that enhance and promote SWATA.

SWATA Title Sponsor: \$2500

- Annual cash contribution, either designated or undesignated
- Approved use of the term Title Sponsor
- Use of the SWATA name and logo
- Sponsor recognition and link on the front page of the SWATA website
- Complimentary exhibit booth at annual meeting
- Recognition on all convention registration materials
- Signage at the annual meeting and awards banquet
- Placement of literature in convention packet (2 page maximum)
- Full page advertisement in annual meeting program
- 4 Tickets to President's Reception and Awards Banquet
- Recognition in banquet program
- Advertisement/Recognition in SWATA newsletter

SWATA Associate Sponsor: \$1000

- Annual cash contribution, either designated or undesignated
- Sponsor recognition and link on Corporate Sponsor Page of SWATA website
- Complimentary secondary booth at annual meeting
- Signage at annual meeting and awards banquet
- Placement of literature in convention packet (1 page maximum)
- Half-page advertisement in annual meeting program
- 2 Tickets to President's Reception and Awards Banquet

- Recognition in banquet program
- Recognition in SWATA newsletter

Friend of SWATA Sponsor: \$500

- Annual cash contribution, either designated or undesignated
- Sponsor recognition and link on corporate sponsor page of SWATA website
- Recognition in the annual meeting program and banquet program
- 2 Tickets to President's Reception and Awards Banquet
- Recognition in SWATA newsletter

Operating Budget Policy

It is the Board's desire to set aside enough excess revenues to fund the Association's operating expenses for a period of one year. The amount set aside each year to fund the operating expenses will be determined by the Board approved budget for that given fiscal year.

Reimbursement and Travel

SWATA will reimburse approved and reasonable expenses incurred by its Members in service of the Association.

All requested reimbursement requires a receipt before reimbursement is dispersed.

For approved travel related to SWATA business, the following guidelines shall apply:

Airfare: reimbursed at best available rate up to \$500; larger amounts require approval from the President.

Mileage: reimbursed at current IRS rate or for cost of a car rental.

Hotel: reimbursed at current state or government rate, or at best available rate.

Meals/Per Diem: reimbursed at current state or government rate

SWATA will reimburse a member that serves as a SWATA representative to designated NATA Committee up to a maximum of \$350.00 per eligible NATA/SWATA representative to attend the respective committee meeting at the national convention. The member representing must attend the assigned committee and provide a report about committee activities. Itemized documentation must be submitted along with a SWATA Reimbursement form to the SWATA Treasurer for processing.

Executive Board Members receive hotel accommodations (see Convention Committee - Hotel Policy) and meals that are scheduled as part of the Executive Board functions. Travel, registration, and remaining meals are at the expense of the Member.

SWATA Memorial Fund

SWATA will maintain a Memorial Fund to which contributions may be made in memorium of deceased Members, or by Members in memorium of persons they so desire.

The SWATA Executive Board will contribute \$100 in memorium of each deceased Member throughout the year to the SWATA Memorial fund, and will deliver a personal letter of condolence and notification of the donation in the deceased Member's name to the Member's family.

ANNUAL BUSINESS MEETING AND EXECUTIVE BOARD MEETINGS

Annual Business Meeting Purpose and Agenda

The Annual Business Meeting will be conducted during the program at the Annual Clinical Symposium. The purpose of this meeting is to handle association matters and inform the membership of current trends and events in the athletic training profession. The President will set the final agenda for the meeting and made appropriate meeting preparations.

Parliamentary Procedure

The Annual Business Meeting and all Executive Board Meetings of the Association are conducted using Parliamentary Procedure. Motions and directives should appear in the official minutes of the proceedings with complete wording and member making the motions. Appendix C contains a brief summary of Parliamentary Procedure information.

ELECTION PROCEDURES (revised 2/3/08)

Election Schedules

2007, 2010, 2013, 2016, 2019

Second Vice President
Arkansas Representative

2008, 2011, 2014, 2017, 2020

Second Vice President
National Director (takes office immediately after the next year's NATA Meeting)
Texas Representative

2009, 2012, 2015, 2018, 2021

Second Vice President

Election of officers will be conducted by mail, electronically or by paper, vote.

1. Deadline for nominations of Board officers is February 15.
2. Ballots must be mailed out by mailed, by the Executive Board designee , by April 30. Ballots must be returned by June 1 or the published date on the ballot. Members will have at least four weeks from the mailing date to return their ballot to the "third party". The official deadline for returning ballots will be set yearly.

Election of Officers

1. Candidates will be asked to send a statement of why they are running for the office as well as a brief background of information about themselves. This information will be no longer than 250 words and information should adhere to the SWATA form. This information must be submitted to the Past President no later than 10 days after the deadline for submission of candidates.
2. Information on candidates will be placed in the SWATA newsletter and any other media that is available as often as possible prior to the election.
3. Ballots will be developed by the Immediate Past President.
4. Ballots will be mailed, electronically or by paper ballot, to the SWATA Membership list that is provided by the District Secretary. This will verify that the Members on the list are in "good standing".
5. The Immediate Past President will notify the President that the ballots have been mailed. The SWATA Membership will be notified of the mailing by an announcement on the SWATA Web Site and in an E-Blast.
6. Ballots will be verified and counted by a "third party" that is selected by the SWATA Executive Board. The "third party" will verify the ballot by the member's NATA number.
7. Ballots will be verified and counted by a "third party" that is selected by the SWATA Executive Board. The "third party" will verify the ballot by the member's NATA number.
8. Ballots may be returned by mail, electronically or by paper ballot, to the "third party." Ballots that are received after the deadline will not be counted.
9. Each vote on a ballot is independent of the others. For example, if you are a Texas member and you vote for the Arkansas State Representative, then that vote would not count but the other votes you cast (e.g., Second Vice President) will count. If more than one ballot is received from the same member, only the first ballot received will be counted.
10. Election Notification Procedures
Upon completion of the Election voting period:
 - The "third party" will send the results to of each election to of the Immediate Past President or an appointed Nominating Committee (no more than four individuals). The results will consist of number of total ballots returned, number of ballots counted and number of votes for each candidate. The "third party" will keep all the ballots for one year. The Election Committee may request the actual ballots if they deem necessary.
 - The Immediate Past President or the appointed Nominating Committee (will notify the President of the election results and the President will notify the candidates of the election results.
 - Upon completion of the candidate notification, the President will notify the District Secretary to send an Election announcement e-blast to the membership
11. The Election Committee will announce the winners of the elections no later than the Annual Business Meeting. If there is a tie in the election by mail vote, a run-off vote will take place during the Annual Business Meeting.

SWATA FEE SCHEDULES

Membership Fees

SWATA membership fees, as determined annually by the Executive Board, will be collected by the NATA with membership fees. SWATA and state membership fees are then disseminated by NATA to the District Treasurer, who then distributes state fees to the representative state. Registration fees for the Annual Meeting and Clinical Symposium will be set annually by the Executive Board at the Mid-Winter meeting. The costs will be published to the membership on the SWATA Website.

Lost Check Policy for Registration for the SWATA Annual Meeting and Clinical Symposium

This policy pertains to people arriving at the SWATA Annual Meeting and Clinical Symposium who pre-registered but no proof of pre-registration can be found by the Registration Committee.

1. If possible, the person(s) will be encouraged to register and pay the site registration fee. If at a later date SWATA receives the member's payment, SWATA will refund the entire site registration fee if the member's preregistration packet was postmarked by the cut-off date for early registration. If the preregistration packet was mailed after the cut-off date, he/she will be refunded the amount of early registration (the amount on their check) or simply refunded their check.
2. If the registrant is not able to pay site registration, he/she will be asked to fill out a "Guarantee of Payment" form and be allowed to attend the SWATA Annual Meeting and Clinical Symposium. A copy of this form is found in Appendix D. If by one week after the annual meeting SWATA has not received payment, the registrant will be billed the site registration amount. The registrant is personally responsible for such payment. The billed amount will include registration, banquet tickets (if any), workshop fees (if any), and other "extras" purchased at registration.

Refund Policy for the SWATA Annual Meeting and Clinical Symposium

1. Written requests for refunds postmarked by 1 month prior to the annual meeting will be granted in full.
2. Written requests for refunds postmarked between 1 month and 2 weeks prior to the annual meeting will be granted at 50% the amount paid.
3. Written requests for refunds postmarked less than 2 weeks prior to the annual meeting will not be granted.

4. Refund checks will not be issued until after the annual meeting.
5. Refund checks will be made payable to the party who wrote the check being refunded.
6. A full refund will be granted to persons who can demonstrate they could not attend the annual meeting due to a death or serious injury to themselves or their immediate family. Written requests for such refunds should be received within 1 week of the conclusion of the annual meeting.

ANNUAL CALENDAR OF EVENTS

Southwest Athletic Trainers Association NATA District 6

Annual Calendar of Events will be set by the SWATA Executive Board and posted to the appropriate SWATA electronic sources.

ANNUAL MEETING DATES

Southwest Athletic Trainers Association

Annual Meeting Dates will be set by the SWATA Executive Board and posted to the appropriate SWATA electronic sources.

ANNUAL MEETING SITE ROTATION

The standard site rotation for the SWATA Annual Meeting and Clinical Symposium site is: North Texas, South Texas, and an optional appropriate site, to continue with the 2007 as the North Texas site; 2008 as the a South site, and 2009 as an Other location. Future sites selections will be voted on by the Executive Board.

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APPENDICES

Appendix A - Committee Report

Committee Reports

1. Reports should be made in writing to the Executive Board
2. Reports should contain the following:
 - Identification of committee submitting it
 - Identification of the committee members and year of appointment
 - Statement of the resolution given to the committee
 - Summary of the methods of investigation the committee used
 - Summary of the information the committee gathered
 - Summary of the work accomplished
 - Committee findings
 - Committee recommendations**
 - Action Items
 - Non Action Items

** To save time in a meeting a committee recommendation can be made in the form of a motion. It does not need a second because the report was approved by at least one other member. This motion can then be discussed and voted on.

Officers' Reports

- Are generally for informational purposes only and do not require any action.
- Require action if they contain recommendations
- If an action is required, someone other than the reporting officer needs to make the motion to accept.

Sample Committee Report

Committee Name

Date of Report

Mission:

Mission of the Committee

Goals Achieved During this Fiscal Year:

Detailed narrative of activities of the Committee to be reported to the Executive Board

Goals for Next Year:

Provide a detailed description of goals or projects to be completed by the committee during the next year.

Action Item:

Provide any budget request, procedural changes, or other committee information that requires approval by Executive Board.

Updates on Committee Activities:

Provide any additional information of the activities of the committee or status report on items that have been previously reported.

Committee Membership:

List all members, contact information, and date of appointment

Respectfully Submitted,

Name of Committee Chair or person submitting committee report

Appendix B - SWATA Award Applications

Hall Of Fame Application

Honorary Membership Application

John Harvey Humanitarian Award Application

"James Dodson New Horizon Award" Nomination Application

Texas High School Baseball Coaches Association Southwest Athletic Trainers'
Association All-Star Athletic Trainer Application/Questionnaire

Military Service:

Service Branch	Rank	Year(s)

Community Organizations: Social, Service, Religious, etc.

Organization	Position Held	Year(s)

Professional Organizations: Position(s) held, and years of service.

Organization	Position Held	Year(s)

(Please use back of page if additional space is needed)

Military Service:

Service Branch	Rank	Year(s)

Community Organizations: Social, Service, Religious, etc.

Organization	Position Held	Year(s)

Professional Organizations: Position(s) held, years of service.

Organization	Position Held	Year(s)

(Please use back of page if additional space is needed)

Special Honors /Awards Received: Local, State, National.

Honor(s) / Award(s)	Year

Employment History: in chronological, descending order, starting with current position.

Employer	Year(s)

(Please use back of page if additional space is needed)

Home
Address _____

City State Zip Code

Phone Fax E-mail

Active Sports Medicine Experience: Years working as an active athletic trainer. List employer and appropriate dates. (Ex: Athletic Trainer, Smith HS, 1990-99. Arrow Sports Medicine Center 1985-89)

Volunteer Service: List event and the year. (Ex. Special Olympics, 1988-92, Little League, 1980-84)

Offices Held - Professional, Service, Civic Organizations: List organization and year(s). (EX. treasurer, Optimists Club, 1988-90; President AAATA, 1998; Board of directors, STATA, 1999-2000.) May also include school, city, county, etc.

Memberships - Professional, Service, Civic Organizations: As above, in a "non-office" capacity. List organization and year(s).

Awards - Professional, Service, Civic: List award and year. (EX. Valley Athletic Trainer of the Year, 1990. Buffalo ISD Teacher of the Year, 1995. Crockett Co. Volunteer of the Year, 1982)

Professional Presentations & Publications: List by name of contribution, venue, and year. (EX. "Hamstring Injuries" THSCA, 1996, "Volunteer Athletic Training, NATA Journal, March, 1978, "Event Preparedness" - presented to Harris Cunty Medical Board, 1978)

Promotion of Athletic Training: List organizations addressed and year. (EX. Athens Lions Club, 1999, Smith ISD School Board, 1989, Dilley Little League, 1990)

Ethnic Minority Athletic Training: List any other contributions you feel you have made that have had a significant positive impact on ethnic minority athletic trainers. *Contributions may be in the area of educational, professional, civic, personal.*

(use back of sheet if necessary)

Physically Active Ethnic Minority Individuals: List any other contributions you feel you have made that have had a significant positive impact on ethnic minority athletic trainers. *Contributions may be in the area of educational, professional, civic, personal.*

(use back of sheet if necessary)

As the sponsor, I certify I have truthfully responded to the information requested, to the best of my knowledge.

Signature of Sponsor

Date

All **ORIGINAL** forms and letters must be postmarked by ***February 15.***

Mail to:
Gilbert Tamez, MEd, LAT, ATC, CSCS
EDAC Awards Chair
Goliad High School
Box 830
Goliad, TX 77963
- E-mail - gtamez@goliadisd.org

Date Application Received by Chair

Signature of Chair

SOUTHWEST ATHLETIC TRAINERS' ASSOCIATION
"JAMES DODSON NEW HORIZON AWARD"
NOMINATION GUIDELINES/APPLICATION

ATHLETIC TRAINER BEING NOMINATED COMPLETES SECTIONS I - IV

I. Please complete the following application along with one letter of recommendation and return to the nominating Athletic Trainer by February 1. (Please use back if needed)

NAME:

_____ Last First Middle

WORK ADDRESS:

Employer Street Address

City State Zip Code Phone

HOME ADDRESS:

Street Address

City Zip Code Phone

OCCUPATION:

Primary _____ Secondary _____
State License Number _____ NATA Member Number _____

II. PROFESSIONAL / EDUCATIONAL:

	Degrees Earned	School	City/State	Year
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

CAREER WORK HISTORY: (chronologically starting with current position-attach sheet if necessary)

POSITION	SCHOOL	CITY/STATE	YEARS__
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

SERVICES: PLEASE INCLUDE YEAR(S) SERVED ON IN SECTIONS "A" THROUGH "K".

A. COMMUNITY: (Services or Organizations. ex. Lions, Kwanis, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____

LOCAL: (Office or committee(s) served on in Local Professional organization. List up to 5).

1. _____
2. _____
3. _____
4. _____
5. _____

STATE: (Office / committee(s) served on in State Professional organization. List up to 5).

1. _____
2. _____
3. _____
4. _____
5. _____

DISTRICT: (Office or committee(s) in District organization. List up to 5).

1. _____
2. _____
3. _____
4. _____
5. _____

NATIONAL: (Office or committee(s) in National organization. List up to 5).

1. _____
2. _____
3. _____
4. _____
5. _____

VOLUNTEER ACTIVITIES: (List event, date, & site; ex. - USOC, Special Olympics, etc.

List up to 5)

1. _____
2. _____
3. _____
4. _____
5. _____

ARTICLES OR PUBLICATIONS: (Athletic Training / Sports Medicine related. List up to 5.)

-Include Title, Publication, & Date)

1. _____
2. _____
3. _____
4. _____
5. _____

PRESENTER/SPEAKER/MODERATOR: (Athletic Training / Sports Medicine related. List

up to 5.)

TOPIC	GROUP	DATE
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		

HONORS AND AWARDS: (Educational/Athletic Training related. List up to 5.)

1. _____
2. _____
3. _____
4. _____
5. _____

INVENTOR, INNOVATOR, OR FOUNDER : (Product, technique, clinic/workshop, etc.

List up to 5.)

1. _____
2. _____
3. _____
4. _____
5. _____

NOMINATING ATHLETIC TRAINER COMPLETES THIS SECTION

Signature of Nominating Athletic Trainer

Date

Employer

Address

City

State

Zip Code

(____)H_____W_____

Phone

State License Number NATA Member Number

Please sign, date, and return this application along with your letter of recommendation and a letter of recommendation from an administrator from the nominees place of employment by February 15, to the address below.

HONORS & AWARDS CHAIR:

ARNOLD THOMAS
ATHLETIC TRAINER
CY-FAIR HIGH SCHOOL
22602 HEMPSTEAD HWY
CYPRESS, TEXAS 77429

Date Application Received by Chair Signature of Chair

**Texas High School Baseball Coaches Association
Southwest Athletic Trainers' Association
All-Star Athletic Trainer Application/Questionnaire
[Revised 7-16-01]**

Candidate Information:

Name _____

Credentials: (please circle those that apply) L.A.T./A.T.C. Other _____

Texas State License # _____ NATA BOC # _____

Place of Employment _____ High School

School Address _____

City _____ Zip Code _____

Work Phone () _____ Ext. # _____

Home Address _____

City _____ Zip Code _____

Home Phone () _____ Cell () _____

How long have you been employed at your current school? _____

Number of years experience as a high school athletic trainer: _____

Have you served as an All-Star athletic trainer for any sport within the past seven years?

YES - NO

If yes: Sport: _____ Year: _____

Are you currently an active member of SWATA? YES NO

Name of your professional liability insurance company: _____

Return this questionnaire to the following:

Doug Gibbins

824 Brownfield

Mesquite, Texas 75150

e-mail: - degibbins@home.com

Appendix C - Summary Parliamentary Procedure Information

Reminders for the Presiding Officer

1. Motions and directives should appear in the minutes as stated by the board member making the motion.
2. Motions should include:
 - A. what the group is to do
 - B. how and when it is to be done
 - C. how much money and time is to be spent
3. Amendment of a motion:
 - A. striking out words or phrases
 - B. inserting words or phrases
 - C. striking out and inserting words or phrases
4. Motions a President can assume:
 - A. approval of minutes as read
 - B. approval of an auditors report (treasurers report is not approved. It is filed - no vote needed)
 1. approval of a bill presented by the treasurer for payment.
 2. motion to adjourn (if all business is completed)
 3. President can say " If there is no objection this meeting is adjourned." or "As many as are in favor of adopting...say 'aye'; those opposed say 'No'.
5. Discussion is not in order until the motion has been stated by the President or designee.
 - A. Discussion:
 1. a motion must be made and seconded. (no second - no discussion)
 2. in large groups (over 7 or 8) the speaker must be recognized
 3. discussion must be either for or against the specific motion on the floor
6. The President/Chair does not enter in discussion while presiding. As a member of the assembly he/she is entitled to a vote.
7. Always indicate clearly how a vote is to be taken. Never call for "the usual sign".
8. Always call for the negative vote saying "Those opposed say 'No' ".
9. Adoption of an amendment to a motion does not mean adoption of the main motion. Remember to state the main motion as amended.
10. After a vote the President/Chair must state what the assembly has just voted to do.

Types of Motions

<u>Motion</u>	<u>Purpose</u>
Main Motion	Brings question before assembly for discussion
Subsidiary Motion	modifies or dispenses the main motion under consideration
Privileged Motion	have no connection with main motion but are of such importance as to demand immediate attention
Incidental Motion	miscellaneous motion which cannot be placed in any of the above categories

Appendix D – Guarantee of Payment Form

Guarantee of Payment

This letter certifies that to the best of my knowledge a pre-registration packet along with payment was mailed to the SWATA registration committee. I understand that in the event my pre-registration packet along with payment has not been received by July _____, 20___, it will be my responsibility to pay the full on-site registration fee; and, I will be billed by SWATA for such amount.

I understand the amount billed will be: _____

Name (printed)

Address

Phone

Signature

Date