

Table of Contents

DUTIES OF ELECTED AND APPOINTED OFFICERS.....	2
National Director.....	3
President.....	4
Vice-President.....	5
Member-At-Large.....	5
Arkansas State Representative.....	5
Texas State Representative.....	6
District Secretary	6
District Treasurer.....	8
Recording Secretary.....	9
Parliamentarian.....	10
EXECUTIVE BOARD VACANCIES.....	10
SWATA COMMITTEES.....	12
SWATA STANDING COMMITTEES.....	15
Convention Committee.....	15
Honors and Awards Committee.....	24
Scholarship Committee.....	42
Student Leadership and Development Committee (SLDC).....	43
Free Communications and Research Committee.....	44
Finance Committee.....	44
SWATA SPECIAL COMMITTEES.....	45
Committee of Practice Advancement (COPA).....	45
College and University Athletic Training Committee (CUATC).....	45
Ethnic Diversity Advisory Committee (EDAC).....	46
NATA Foundation Committee.....	47
Secondary Schools Athletic Trainers Committee.....	47
Young Professionals Committee.....	48
Communications Committee.....	49
Constitutional Review Committee.....	50
Corporate Partners Committee.....	51
Election Committee.....	51
Ethics Committee.....	52
Governmental Affairs Committee.....	52
History and Archives Committee.....	52
Life Balancing Committee (LBC).....	53
Memorial Committee	53
Regional Assistance Grant Committee	54
Strategic Planning Committee	54
SWATA TASK FORCES AND WORK GROUPS.....	54
SWATA LIAISON REPRESENTATIVES.....	54
SWATA OPERATING POLICIES AND PROCEDURES.....	55
SWATA Newsletter.....	55
SWATA Web Page.....	55
Mailing Labels.....	57
Database.....	57
Archiving.....	58
Budget.....	58
Corporate Partners Program.....	51
Operating Budget Policy.....	61
Reimbursement and Travel	61
Regional Meeting Assistance Grant	62
SWATA Memorial Fund	63
ANNUAL BUSINESS MEETING AND EXECUTIVE BOARD MEETING.....	63
Annual Calendar of Events	64
Annual Meeting Dates	64
ELECTION PROCEDURES.....	65
SWATA FEE SCHEDULE.....	67

ORGANIZATION

The name of the organization shall be the Southwest Athletic Trainers' Association (SWATA, S.W.A.T.A., the Association), also known as District VI, District Six, and/or District 6 of the National Athletic Trainers Association (N.A.T.A, NATA).

DUTIES OF ELECTED AND APPOINTED OFFICERS

Responsibilities of the SWATA Executive Board

The Executive Board of the Southwest Athletic Trainers' Association includes the elected and appointed positions of: National Director, President, Vice President, Member-at-Large, Arkansas Representative, Texas Representative, District Secretary, District Treasurer, Recording Secretary, and Parliamentarian. While these offices carry specific duties, collectively, the Executive Board is responsible to the membership of the Association to: Promote and safeguard the Purpose of the SWATA.

Provide proper financial oversight. Approve the annual budget. Ensure that proper financial controls are in place. The board is ultimately responsible to the membership for the finances of the SWATA.

Ensure legal and ethical integrity and maintain accountability to the SWATA membership. Ensure effective organizational planning to effectively operate the SWATA. Determine, monitor and strengthen the organization's programs and member services.

As a member of the Executive Board, a board member:

Must never use information gained through his/her position for personal gain and must act in the best interest of the SWATA.

Must be faithful to the Association's purpose.

Elected Officers (Voting Officers)

Term & Limits

SWATA elected or appointed positions term limits will align with NATA elected or appointed positions term limits. Exceptions to term limits may be voted on by the SWATA Executive Board and listed in the SWATA standing rules.

National Director

The National Director will be an elected member of the Executive Board with full voting responsibilities.

Qualifications

- Must be a member in good standing with the Association
- Previously served as an elected member of the SWATA Executive Board

- The National Director must be a certified member and his/her term is defined by the NATA By-Laws
- Computer literate in Microsoft Office
- Other qualifications as determined by the Board
- Must have NPI Number
- Must complete SWATA Commitment to Serve Document

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.

President

The President position will be an elected voting member of the Executive Board with a two-year term no consecutive terms of service as President. All duties as President are assumed at the first Executive Board meeting following the annual business meeting.

Qualifications

- Must be a member in good standing with the Association
- Must have served the previous two-years as SWATA Vice-President
- Computer literate in Microsoft Office, Excel, and PowerPoint
- Must have NPI Number
- Must complete SWATA Commitment to Serve Document
- Other qualifications as determined by the Board.

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, with Executive Board approval.
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. Prepare and maintain list of SWATA Officers and Committee Chairs for Board members.
5. Supervise the distribution of all SWATA scholarships and grants.
6. Represent SWATA at the annual NATA meeting.

7. Write a letter, as needed, to the membership to be printed in each newsletter.
8. Confer with the Honors and Awards Chair to review the Awards Reception invitation list.
9. Upon receipt of the award recipients list from the Honor and Awards Chair, make notification calls to each recipient.
10. Communicate duties (or conditions of appointment) in writing to all committee appointees.

Vice-President

Term & Limits

The Vice President position will become an elected voting member of the Executive Board with a term of service of two years with the expectation of advancing to President. All duties as Vice-President are assumed at the first Executive Board meeting following the annual business meeting.

Qualifications

- Must be a member in good standing with the Association
- Must be elected by the SWATA membership to Vice-President
- Computer literate in Microsoft Office, Excel, and PowerPoint
- Must have NPI Number
- Must complete SWATA Commitment to Serve Document
- Other qualifications as determined by the Board.

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

1. Serve as liaison to SWATA committees as assigned by the President.
2. Send thank you notes to all exhibitors 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; serve as Co-Chair of Finance Committee.
5. Assist the President in Association matters.
6. Preside over meetings in absence of the President.
7. Serve as Chair of the Election Committee

Member-At-Large

Term & Limits

The Member-At-Large will be an elected member of the Executive Board with full voting responsibilities. Term of service will be two years with a maximum of two consecutive terms of service (four years). Election for the Member-At-Large will be every odd year.

Qualifications

- Must be a member in good standing with the Association
- The Member-At-Large must qualify in the demographic of a Young Professional (as defined by the NATA); individual must be no older than 32 at the time of being elected for a first term.

- Computer literate in Microsoft Office
- Must have NPI Number
- Must complete SWATA Commitment to Serve Document
- Other qualifications as determined by the Board.

Duties are as follows:

1. Serve as liaison to SWATA committees as assigned by the President.
2. Serve on Finance Committee
3. Other duties as assigned by the President

Arkansas State Representative

Term & Limits

The Arkansas State Representative will be an elected member of the Executive Board. Term of service will be two years with a maximum of two consecutive terms of service (four years). Election for the Arkansas State Representative will be every even year.

Qualifications

- Must be a member in good standing with the Association and must be elected solely from the membership of the representative state
- The state representative shall be an elected member of the AATA Executive Board.
- Computer literate in Microsoft Office
- Must have NPI Number
- Must complete SWATA Commitment to Serve Document
- Other qualifications as determined by the SWATA Board.

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

Term & Limits

The Texas State Representative will be an elected member of the Executive Board. Term of service will be two years with a maximum of two consecutive terms of service (four years). Election for the Texas State Representative will be every odd year.

Qualifications

- Must be a member in good standing with the Association
- The state representative shall be an elected member of the TSATA Executive Board
- Designated by the TSATA Executive Board
- Computer literate in Microsoft Office

- Must have NPI Number
- Must complete SWATA Commitment to Serve Document
- Other qualifications as determined by the SWATA Board

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.

District Secretary

Term & Limits

The District Secretary position will be an elected member of the Executive Board. Term of service will be two years with a maximum of two consecutive terms of service (four years). Election for the District Secretary will be every even year.

Qualifications

- Must be a member in good standing with the Association
- Computer literate in Microsoft Office, Microsoft Access, and Microsoft Excel
- Working knowledge of newsletter publication software and web publication software
- Working knowledge of list serves and web operations
- Written and verbal literacy
- Must have NPI Number
- Must complete SWATA Commitment to Serve Document
- 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.
 - d. Provide the Board, upon request, member demographic information as provided by the NATA office.
 - e. Write NATA and BOC letters for Annual SWATA Meeting and Symposium presenters as necessary.
 - f. Coordinate maintenance of the SWATA website with the Web Director 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. Maintain Board meeting supplies, name badges for Board meetings, and organize the meeting room.
5. Coordinate the archiving of all SWATA meeting minutes, financial statements, and other records of Association business.

6. Provide member list to the Vice President for completion of the election.

Appointed Officers (Non-Voting Officers)

District Treasurer

Term Appointment & Limits

The District Treasurer, at the time of approval of these Standing Rules (July 2009) shall serve until he wishes to resign, leaves the district, or the Executive Board of the SWATA deems compulsory resignation necessary. Upon his departure as District Treasurer, The President shall appoint a replacement with board approval. The Treasurer is subject to annual review by the elected members of the Executive Board. Term of service will be four years with maximum of two consecutive terms of service (eight years total consecutive service).

Qualifications

- Must be a member in good standing with the Association
- Previously served as an elected member of the SWATA Executive Board
- Computer literate in Microsoft Office, Excel, PowerPoint
- Written and verbal literacy.
- Knowledge of basic accounting, payment processes, and investment policy
- Able to communicate needs of the Association to the financial council of the Association
- Must have NPI Number
- Must complete SWATA Commitment to Serve Document
- Other qualifications as determined by the Board.

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. Serve on Finance Committee.
4. The District Treasurer will distribute quarterly financial reports/information to the following group/individuals: members of the Finance Committee 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. 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.
7. Maintain and distribute SWATA stationary.
8. Maintain Capital Inventory and coordinate capital purchases of the organization.
9. Coordinate yearly student scholarship funding confirmation.

10. Oversight of all ongoing and new contractual agreements on behalf of the organization.
11. Coordinate the yearly tax preparation process in cooperation with the organization's CPA firm
12. Seek approval with the National Director all SWATA expenditures over \$4000.
13. 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 two years with maximum of two consecutive terms of service (four years total consecutive service).

Qualifications

- Must be a member in good standing with the Association
- Computer literate in Microsoft Office
- Written and verbal literacy.
- Must have NPI Number
- Must complete SWATA Commitment to Serve Document
- 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.
9. 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)
10. 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 two years with maximum of two consecutive

terms of service (four years total consecutive service).

Qualifications

- Must be a member in good standing with the Association
- Must have working knowledge of Roberts Rules of Order
- Must have NPI Number
- Must complete SWATA Commitment to Serve Document
- 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 Constitution, 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.

Executive Board Vacancies

In the event that an Executive Board Member is unable to complete his/her term on the board, the following guidelines will be used to replace the vacated position.

District (National) Director

Should a District Director be unable to complete his/her term the immediate past District Director will be asked to serve as interim District Director until an election is held. If he/she cannot serve, previous Directors, (up to 10 years prior) in reverse chronological order will be asked to serve as interim. If no District Director who meets these criteria is willing to serve, the previous District Secretary will be asked to serve.

President

If the President is unable to complete his/her term, the District Director will assume the role of President until such time as the Executive Board will determine if an Appointment for President and/or Emergency Election for Vice President is required to fulfill the unexpired term.

Vice President

If the Vice President is unable to complete his/her term, the Executive Board will determine if an Emergency Election is required to fulfill the unexpired term.

If the Vice President is therefore unable to assume the role of President, the process for the Presidential vacancy will be followed.

State Representative

If a State Representative is unable to complete his/her term, the appropriate state organization, with approval from the Executive Board, will appoint an interim State Representative

District Secretary

If the District Secretary is unable to complete his/her term, the President, with approval from the Executive Board, will appoint an interim District Secretary who has previous NATA District Secretary experience or other elected SWATA Executive Board experience. The Executive Board may vote that an Emergency Election is required to fulfill the unexpired term.

Member- At-Large

If a Member- At-Large is unable to complete his/her term, the President, with approval from the Executive Board, will appoint an interim Member- At-Large.

District Treasurer

If the District Treasurer is unable to complete his/her term, the President, with approval from Executive Board, will appoint a new District Treasurer.

Recording Secretary

If the Recording Secretary is unable to complete his/her term, the President, with approval from the Executive Board, will appoint a new Recording Secretary.

Parliamentarian

If the Parliamentarian is unable to complete his/her term, the President, with approval from the Executive Board, will appoint a new Parliamentarian.

Emergency Election:

In the event the Executive Board deems it necessary to hold an emergency election to fill a vacant Executive Board position or if a newly elected member is unable to take office, the Executive Board will establish the Election process and time line per the current standing rules. The process and time line will be distributed to the membership via all acceptable communication modes. The elected member will assume the respective position immediately and for the duration of the term vacated.

SWATA COMMITTEES**Definition of SWATA Committees**

Committees are designated by the Executive Board as necessary to carry out the work of the Association. A member may only serve on one committee at any given time unless the executive board agree that it is in the best interest of Association. These will function in accordance to policies and procedures explained in the Standing Rules of the Association. Types of committee are:

Standing Committees

Standing Committees are essential to the functioning of the Association. These committees may function with sub-committees as appropriate. Standing Committee are:

- Convention Committee
- Honors and Awards Committee
- Scholarship Committee
- Student Leadership and Development Committee
- Finance Committee

Special Committees

Special Committees are committees that have been established for special function of the Association or are committees linked to NATA Committees. Where a NATA committee exists the SWATA President and District Director will collaborate when selecting a member to Chair a SWATA committee and serve as District 6 representative at the NATA level. Ultimately, the SWATA President will appoint a member of the SWATA special committee to serve as Committee Chair, and The National Director will appoint a member of the SWATA special committee to represent District 6 on the NATA Committee.

Special Committees are:

- Committee of Practice Advancement (COPA)
- College and University Athletic Trainers Committee (CUATC)
- Ethnic Diversity Advisory Committee (EDAC)
- NATA Foundation
- Secondary Schools Athletic Trainers Committee (SSATC)
- Young Professional Committee (YPC)
- Life Balancing Committee (LBC)
- Communications Committee
- Public Relations Committee (PR)
- Constitutional Review Committee
- Corporate Partners Committee
- Election Committee
- Ethics Committee
- History/Archives Committee
- Memorial Committee
- Regional Assistance Grant

- Strategic Planning Committee

Task Forces/Work Groups

Task Forces and Work Groups are established for a specific purpose for a given time or process.

Responsibilities of the SWATA Committee Members

Committee membership will be comprised of committee chair, committee co- chairs (as needed), and members appointed by the SWATA President to serve on assigned committee. While each committee is responsible for specific duties, collectively, members of the assigned committee are responsible to the membership of the Association to:

- Promote and safeguard the Purpose of the SWATA.
- Provide proper financial oversight of allocated committee budget.
- Provide the Executive Board with written committee reports as requested; minimally reports are required prior to the Mid-Winter and Annual SWATA Board meetings.

As a member of a SWATA Committee, a committee member:

- Must never use information gained through his/her position for personal gain
- Must act in the best interest of the SWATA.
- Must be faithful to the committee's and Association's purpose.

Committee Term Appointment & Limits

The President, with Executive Board approval, will form all committees he/she deems necessary and appoint members to all standing or special committees. The President will consult the SWATA Volunteer List when making appointments. SWATA elected or appointed term limits will align with NATA elected or appointed term limits. Exceptions to term limits may be voted on by the SWATA Executive Board and listed in the SWATA standing rules.

Volunteer List

Openings for SWATA committees are to be filled by members on the volunteer list with preference given to the member whom has been on the list the longest. If said member is unable to be reached, does not reply in a timely manner, will not be a suitable member of the committee or declines the appointment, the opening should be filled by the next appropriate member on the volunteer list until the opening is filled. Committee chairs may not appoint members to their committee by other processes without prior approval from the SWATA Executive Board and only after providing ample reasoning as to why the established protocol should not be followed. Committee chairs should inform their Executive Board liaison of the process in which the new committee member was

selected. If a member has changed work setting or interest, this can be noted in the volunteer list and they maintain their position. When a member is unable to be reached, does not reply in a timely manner or declines the appointment, he/she will be informed that he/she will be moved to the bottom of the list with a notation of the new date in which they moved to bottom of the list.

Committee Chair

The President will appoint a member of the committee to serve as Committee Chair. Term of service will be one-year term with maximum of three additional terms of service (four years total consecutive service) The Committee Chair will be evaluated by the President; the President will report the evaluation results to the Board. Committee chairs that are deemed ineffective will be removed by the President with approval of the Executive Board.

Committee Member

Each committee member will be evaluated by the committee chair. The evaluation will be based on chair's ability to get information, opinions, or completed tasks from the committee member in a timely fashion. Committee members will be evaluated by the Committee Chair. Committee members that are deemed ineffective will be removed by the President with approval of the Executive Board.

Committee Chair Qualifications:

- Must be a member in good standing with the Association
- Must have NPI Number
- Must complete SWATA Commitment to Serve Document
- Other qualifications as determined by the Board.
- Will be recommended by the President with approval from the Executive Board.

Committee Chair Duties:

1. 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 expenditure 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.

Committee Member Qualifications

- Must be a member in good standing with the Association
- Must have NPI Number
- Must complete SWATA Commitment to Serve Document
- Other qualifications as determined by the Board.

Committee Members Duties:

1. Assist the Committee chair with the duties and responsibilities of the committee
2. Provide information, opinions, or completed tasks to the committee chair in a timely fashion
3. Specific committee duties are covered in the committees' section of the Standing Rules.

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 Student
- The Registration Committee
- Meeting Site Coordinator

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/Co-Chairs

1. Communicate to the Meeting Site Coordinator details for preparation and review of the

Request for Proposal (RFP).

- a. Coordinate meeting room needs at the Host Hotel and coordinate with the Convention Center/Host Hotel on specific meeting room needs for the Annual Meeting and Clinical Symposia.
- b. In association with the Executive Board and the Convention Site Proposal Committee make recommendations for future convention sites and assist in development of convention contracts, along with help from the professional meeting service, for Executive Board approval
2. Provide information for any pre-registration packets to the District by the deadlines established by the Board each year
3. Serve as liaison with local Housing Property
 - a. Act as liaison to between SWATA members and local housing property to facilitate symposium housing
 - b. Act as in an advisory role to the Executive Board when active in hotel negotiations
4. Attain housing occupancy data from local housing property.
5. Before opening reservations to the membership, give local housing property 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 Student), Banquet Chair, Convention Center Staff Representative, District National Director, anyone 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. Provide a list of approved individuals authorized to order A-V equipment on-site at the annual convention

- a. Review itemized A-V billing with the A-V Committee chair
- 15. Serve as a liaison to coordinators of activities for the members to participate in at the annual meeting, to include:
 - a. Golf Tournament
 - b. Career Assistance
 - c. Blood Drive
- 16. 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 Host Athletic Trainer

A Convention Host Athletic Trainer may be appointed at the recommendation of the Convention Committee Co-Chairs by the President to assist in details at locations for which it is warranted. Duties of the Host Athletic Trainer may include:

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 SWATA Annual Meeting and Clinical Symposium, including hours of operation, show times, ticket prices, and transportation
3. Arrange for special group or convention ticket pricing if available
4. 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
5. Assist Convention Chairs with determining room set-ups and assignments
6. Coordinate site visits by Executive Board and Convention Committee as needed
7. Is available during the convention to assist Convention Chair or Chairs as needed
8. Coordinate local member supports for the Convention Committees
9. 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. Coordinate payment of complete A-V bill with the District Treasurer prior to the completion of the annual convention.

Duties of the Banquet Coordinator:

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.
4. Make arrangements for ticket takers for the banquet.
5. Coordinate with Convention Co-Chair to secure 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. Assign booth space on a priority basis.

5. Maintain a good working relationship with the convention decorator and freight companies.
6. Oversee the final set up of the exhibit hall.
7. Work with decorator in set up of registration lobby.
8. Be present in exhibit area prior to and during set up and tear down.
9. Be present in exhibit area during designated display visiting hours.
10. Write thank-you letters to the exhibitors involved in the SWATA Annual Meeting and Symposium.
11. Write thank-you letters to the exhibitors involved in the SWATA Annual Meeting and Symposium.

Duties of the Convention Program Committee Chair

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 qualifies 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. Work with committee members in contacting speakers for the annual meeting.
4. Confirm speakers and assemble program (speaker dates, times, rooms) for approval by the Executive Board.
5. Arrange speaker introductions and thank you notes before and after each speaker at the annual meeting.
6. Provide information to Registration Chair for Registration Materials.
7. Report to the Executive Board on the progress of the program committee and the status of the program of the annual meeting
8. 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.
9. 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
10. Coordinate special organizational or committee presentations as designated by the NATA
11. Coordinate with Corporate Partners Chair to accommodate presentations from major sponsors as needed
12. Assist with obtaining speaker gifts.
13. Communicate with the following:
 - a. State associations to schedule 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. Registration Chair: Coordinate registration times and meeting times

- f. Student Advisor: Collaborate and communicate for an effective student program
 - g. 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. 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 onsite 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
 - g. Working with the Convention Committee Members to prepare pre- registration forms
 - 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. Receive and process pre-registrations
 - i. Check NATA status
 - ii. Check for correct fee payment
 - iii. Send out confirmation to properly registered attendees
 - iv. Communicate with individuals having difficulty with registration (membership status, etc.)
 - v. Prepare packets for pre-registered attendees
 1. Provide receipt to attendees
 2. Provide convention badge to attendees
 3. Provide convention program to attendees
 4. Provide CEU tabulation form to appropriate attendees.
 5. Provide banquet ticket to appropriate attendees
 - j. Prepare and deposit the received fees
 - k. Coordinate the registration of convention speakers with the Program Chair
 - i. Coordinate the registration of SWATA invited guests with the appropriate board member or chair

- l. 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 method 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. Provide a convention program time line schedule for exhibitors
 - l. Working with the District Treasurer and/or District Secretary, provide refunds to registrants meeting the refund criteria
 - m. Provide a back-up system for registration if computer problems develop
 - i. Call in additional assistance
 - ii. Use existing registration form
 - iii. Use hand written receipt books for payment (mark w/ file key #)
 - iv. Type badges and banquet tickets (record banquet count)
 - v. Process everything as usual
 - vi. Return to computers ASAP, update files as time allows
 - n. Bi-annual attendance reports to Executive Board
 - i. Prepare final pre-registration figures and committee report for pre-convention board meeting
 - ii. Prepare updated registration figures for SWATA business meeting
 - iii. Prepare preliminary final registration figures for post- convention board meeting
 - iv. Prepare final convention registration totals for the mid-winter board meeting
 - o. Plan convention physical layout for registration
 - i. Plan the layout for the on-site registration area
 - ii. Plan the layout for the pre-registration area
 - iii. Plan the layout for the NATA membership services booth
 - iv. Coordinate with the Convention Chair or Chairs the following needs for the previously mentioned areas:

1. Move in time and date
 2. Security needs
 3. Electrical needs
 4. Telephone needs
 5. Clerical needs
 6. Opening and closing times daily
 7. Signage
 8. Move out time and date
- p. Coordinate with the Exhibits Chair the furniture needs for the above areas
 - i. Tables
 - ii. Chairs
 - iii. Skirting
 - iv. Lighted front tables
 - q. Coordinate with the Convention Chair or Chairs hotel needs for registration
 - r. Provide projected banquet attendance totals to the Convention Chair or Chairs
 - i. Provide final pre-registration banquet ticket totals
 - ii. Provide up-dated banquet ticket totals as needed
 - s. Provide attendance based reports for various board or committee requests
 - i. Post- convention student attendee figures to ATSA Advisors and ATSA President
 - ii. Post- convention final attendance figures to Executive Board
 - t. Obtain supplies and equipment for the registration process
 - i. Pre-registration
 - ii. On-site registration
 - iii. Post- convention reporting
 - iv. Maintain a committee of enough size to handle all processes
 - v. Communicate changes and data to all members
 - vi. Send out pre-convention letter with information and request for their needs during convention
 - vii. Compile member needs and produce a convention work schedule and mail to members
 - viii. Develop policies and procedures manual for on-site registration
 - ix. Send out post-convention letter of appreciation to members and suppliers
 - x. Arrange and direct pre-convention and meeting with Assistant Chair and Supervisors
 - xi. Arrange and direct a post-convention meeting with Assistant Chair and Supervisors

Duties of the Meeting Site Coordinator

1. To work in conjunction with the professional meeting planner service or other Board designee to solicit and prepare all potential sites for review by the SWATA Executive Board for all Association meetings. Once identified, Coordinator will report back to the Board.

2. Formal presentations for future Annual Meeting locations will be made before the current Board for final approval during the annual Mid-Winter Executive Board Meeting.
 - a. 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
 - b. Based on the current SWATA guidelines, a site will be elected on a rotating basis incorporating both north Texas, south Texas, and appropriate optional site incorporating the entire district. Site proposal will take into account the previous year's location and be cognizant of all economic and budgetary precursors in making their decisions.
3. Work closely with the professional meeting planning service to identify and determine if any site can meet the current demands to host the annual educational symposium
4. 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.
5. Submit a RFP to the Executive Board for review and update during the summer of each even year to be finalized by Mid-winter of that fiscal year.

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. Enlist committee member's assistance with the President's Reception, Awards Banquet, Hall of Fame Display, and Hall of Fame Breakfast
4. Update Honors and Awards information in a timely manner and forward to the Communications Chair for posting to the Website.
5. Confer with the President to review the Awards Reception invitation list.
6. Send the award recipients list to the President to make notification calls to each recipient.

Sub-Committees:

Specific committee responsibilities are included in the SWATA Standing Rules with the nomination guidelines. Due to the specificity of the selection requirements and sub-committee membership, terms of service for sub- committees will be as indicated. Application forms for each award are found in Appendix B 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)
 - second “approval” committee
 - make sure that all terms do not overlap
- Most Distinguished Athletic Trainer (5 members each serving a three-year term)
- Frank Medina Award Committee (3 members each serving a three-year term)
- Eddie Wojecki 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 three-year terms)

Awards selected by the Executive Board:

- Bobby Gunn “Unsung Hero Watch Award”
- James Dodson “New Horizon Award”

Any member in consideration for a SWATA distinguished award must recues him/herself from the selection/approval process.

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 November 1 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 nominees 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 January 1. The candidates who meet the minimum score of 50 will be sent to another anonymous committee of three former "Hall of Fame" inductees who will use the same grading tool to grade and return to Hall of Fame Committee Chair by February 1st. The three member second review sub-committee will also serve for three years.

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) at Mid-winter.

Notification Process:

All newly approved "Hall of Fame" members, will be notified in writing by the President on or before February 15th, 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, Lapel Pin and Ring:

The SWATA will incur the cost of the "Hall of Fame" plaque, lapel pin and ring (for inductees after 2012).

Most Distinguished Athletic Trainer

The most distinguished Athletic Trainer Award is to recognize Athletic Trainers that have contributed significantly to the athletic training profession.

Most Distinguished Athletic Trainer Nomination Guidelines

Purpose:

The SWATA "Most Distinguished Athletic Trainer" was developed to recognize a member of District VI whose career and service have been for the advancement of SWATA and the Athletic Training profession.

Sponsor:

The Nominee for the Most Distinguished Athletic Trainer must be a member in good standing of the NATA/SWATA. As a sponsor, you must also be a certified or associate member in good standing.

Candidate:

The candidate will complete the nomination form (copy to be in the SWATA Standing Rules) with accurate information for the selection committee to assess the candidate's contributions. The nomination form will be kept on file for three years, along with updates to the nomination provided by the candidate each year.

Qualifications/Eligibility:

Candidate must meet the following criteria for consideration of selection:

- A minimum of fifteen (15) years of service
- Certified or Associate member in good standing
- Be or have been a member of District VI, working, retired, or deceased
- Significant contributions to the Athletic Training profession through education, community, other allied health fields, and SWATA
- There will be only one recipient per year and a recipient may only be awarded Most Distinguished award once. The Most Distinguished Athletic Trainer Committee has the authority to induct more than one member the first year of the award (2010).
- SWATA Hall of Fame members are not eligible for the award

Application Process:

Candidates will be required to complete the approved nomination form, provide a letter of recommendation from the nominating Athletic Trainer, and resume/vitae. All application materials requested, including the nomination form, supporting documentation and letter of recommendation are due in hard copy to the Honors and Awards chair post marked by November 1. Copy of the form is included in Appendix B.

Evaluation Process:

All candidate applications will be sent to the Most Distinguished Committee by mid-November. Candidates will be evaluated and scored independently by an anonymous five-person committee comprised of members of the Honors and Awards Committee (until the time that there will be sufficient Most Distinguished winners to comprise the selection committee). The committee will submit recommendations to the Honors and Awards chair by January 1. The Honors and Awards chair will notify the President at Mid-winter of the award winners; the SWATA President will have final approval of the winner.

Notification Process:

Once nomination is certified by the President, the President will notify the winner by February 15th and request his/her attendance at the Awards Banquet. Introduction of the recipient and presentation of the award will be handled by the emcee at the Banquet.

Award Plaque:

The SWATA will incur the cost of the "Most Distinguished Athletic Trainer" plaque.

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 November 1 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 January 1 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 February 1 deadline the year's recipient. The Chair of the Honors and Awards will then present the recipient at Mid-winter to the SWATA President for certification.

Notification Process:

Once nomination is certified by the President, the President will notify the winner by February 15th and request his/her attendance at the Awards Banquet. 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 Wojekci 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 November 1 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 by November 15th. 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 executive board 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 January 1 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 with the annual election ballot as scheduled by the Executive Board. 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. Once the election is complete the President and Honors and Awards Chair will be notified.

Notification Process:

The President will notify the winner by May 15th and request his/her attendance at the Awards Banquet. Introduction of the recipient and presentation of the award will be handled by the emcee 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 November 1 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 November 1 deadline. Upon receiving all applications, the Chair will then forward the list of nominees to the SWATA President.

Selection Process:

The nomination packets will be submitted to the Executive Board for review. 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 by the President on or before February 15th, 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 1, 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 nominees 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. A member may receive this award only once.

Notification Process:

Once nomination is certified by the President, the President will notify the winner by February 15th and request his/her attendance at the Awards Banquet. Introduction of the recipient and presentation of the award will be handled by the emcee at the Banquet.

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 by November 1. 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 prior to the 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, currently practicing in the college/university, high school, clinical, or professional setting.
- NATA member in good standing for at least 3 years
- NATA "Young Professional" at time of nomination (35 years of age or younger)
- Minimum of 3 years' professional experience
- 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 nominees 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.

Notification Process:

Once nomination is certified by the President, the President will notify the winner by February 15th and request his/her attendance at the Awards Banquet. Introduction of the recipient and presentation of the award will be handled by the emcee at the Banquet.

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.

Excellence in Athletic Training Award**Purpose:**

Each year SWATA members are involved in significantly impacting the lives of athletes, officials, spectators, coworkers and the general public through life saving techniques or affect the lives of individuals who have overcome Substantial injuries or illnesses. The SWATA recognizes and applauds these heroic efforts during the year through its Excellence in Athletic Training Award. The SWATA Excellence in Athletic Training Award is open to any SWATA member who is directly involved with a lifesaving event or significant impact on an individual. This award is reserved to situations in which the victim(s) who most likely would have died or life would have been considerably altered had the athletic trainer not intervened by providing skilled medical care, rehabilitation, or assistance. This award does not have to be given annually. *Excluded events are those that occur when an NATA member is functioning or employed "on the job" as a lifeguard, EMT/paramedic/fireman.

Nomination Process

Nominations may be made by the athletic trainer involved in significantly impacting the life of an athlete, official, spectator, coworker or the general public or, a SWATA member or a non-SWATA member who is also aware of the life-altering event. The life altering event must have occurred within one year of nomination. Along with the nomination form, any two of the following items must be included for verification.

A copy of a newspaper article covering the event

A copy of a radio/television report covering the event

Letter from individual(s) rescued/impacted

Letter from an immediate family member of individual rescued/impacted

Letter from a bystander or witness to the event*

Letter from attending medical personnel (EMT, Paramedic, ER Physician)*

Letter from lifesaver/impacted individual's supervisor/employer verifying the event

*Letters from 2 separate individuals are acceptable.

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 Public Relations Committee will individually review and score all nominations. The Public Relations Chair will collect the results, tabulate the scores, and forward the information to the SWATA Honors & 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 & 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 Excellence in Athletic Training Award recipients will receive a plaque of recognition, and a letter from the SWATA President. Additionally, the athletic trainer and the lifesaving/life-altering event will be noted in the SWATA newsletter and on the SWATA website.

Nomination form should include the following:

Nominee:

Name:

Address:

Phone:

Email:

NATA Member Number:

Date of Life-Altering Event:

Location of Life-Altering Event:

Description of Life-Altering Event:

Submitted by:

Submitter Address:

Submitter Phone:

Submitter Email:

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.

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 Licensing & Regulation.
- 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 TDLR.

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.

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. (Appendix C)
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. July Meeting – District Treasurer 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.

STUDENT LEADERSHIP AND DEVELOPMENT COMMITTEE (SLDC)

Student Leadership and Development Committee Mission Statement

The mission of the SLDC is to provide effective leadership, advice, and direction to the Student Senate.

Student Leadership Committee Duties and Responsibilities:

1. Advise the Student Senate on all matters
2. Oversee the maintenance and adherence to the Student Senate By-laws

COMPETENCY WORKSHOP COMMITTEE

Competency Workshop Committee Mission Statement

The mission of the SWATA Competency Workshop Committee is to develop and deliver an effective board exam review workshop for Athletic Training Students preparing for their credentialing exams (BOC, licensure).

The mission of the SWATA competency workshop quiz bowl is to provide a fun and academically challenging opportunity for athletic training students in District 6 to test their knowledge in the areas of athletic training and sports medicine

Competency Workshop Committee Duties and Responsibilities:

1. Act as a resource for the SWATA ATS Competency Workshop
2. Assist the Quiz Bowl Committee in planning and implementing the District VI Quiz Bowl

SWATA FREE COMMUNICATIONS AND RESEARCH COMMITTEE

To encourage and facilitate scholarly development of student and professional members of SWATA by providing them an avenue for presentation and funding of their work, helping them to become well-rounded clinicians, and enhancing the evidence-base within District Six.

Free Communications and Research Committee Duties and Responsibilities:

1. To provide an avenue for presentation of scholarly pursuit in the form of abstracts to be delivered both orally and/or via well-designed, professional poster for all members of SWATA.
2. To provide funding for continued, active research within District 6 via the administration and execution of a grant program for professional and post-professional students within the discipline of Athletic Training.
3. To influence and foster a culture of scholarship and evidence-based practice within the SWATA via intentional inclusion of clinicians and faculty by recognizing and awarding them for outstanding scholarly and/or clinical contribution as is evident via publication or in another reasonable disseminated format (i.e.-significant presentation at a professional meeting).
4. To appropriately disseminate information to the SWATA membership regarding current and ongoing scholarly activity within the district via onsite presentations, awards, and a research supplement.
5. To appropriately plan and execute the programming for the Free Communications and Research committee consisting of abstract competitions and grant award presentations.
6. To submit a call for abstracts to the membership and all academic programs within District Six.
7. To collect, critique, provide relevant feedback, and accept/reject submissions from all relevant members.
8. To appropriately award those members whose work has been selected to
9. To produce and disseminate a Free Communications and Research supplement to advertise the work of those members who submitted to present their accepted work as well as their awarded grant proposals.
10. To award an outstanding clinician or faculty member who has contributed to scholarly activity or exemplary clinical practice within District Six.

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
 - a. The committee consists of the Vice President and the District Treasurer as Co-Chair, the District Secretary, Member-At-Large the SWATA accountant, and two members selected at-large by the Executive Board.
 - b. The committee will collect and review all budget reports from SWATA committee chairs.
 - c. The committee will meet prior to the convening of the Executive Board session at the SWATA Annual Meeting and Clinical Symposium.
 - d. 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.
 - e. 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

COMMITTEE OF PRACTICE ADVANCEMENT (COPA)

COPA Mission Statement

The mission of COPA is to identify and facilitate promotion of emerging areas for athletic training employment and address employment issues, such as working conditions, for athletic trainers in existing settings.

COPA Duties and Responsibilities

1. To address employment issues impacting athletic training related to the clinical, industrial, hospital and emerging employment practices through a coordinated effort with internal and

external entities.

2. Identify and address issues/concerns to athletic trainers in the target settings and promote certified athletic trainers in these settings.
3. Identify potential employment practices and develop these markets to enhance athletic trainer employment.
4. Serve as a liaison to athletic training educators in order to translate changes in professional education standards and emerging employment issues.
5. Committee Chair will attend and serve as liaison to NATA-COPA Committee meetings.

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 Licensing and Regulation) 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 committee 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. 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 following NCAA, and NJCAA divisions: NCAA IA, NCAA IAA, NCAA IAAA, NCAA II, NCAA III, NAIA, 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.

- b. Committee appointments will be revoked if a committee member leaves their represented division.

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 Chair will attend and serve as liaison to NATA-EDAC Committee meetings.
6. 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 and Texas Licensure examination.
 - c. Advocate the recruitment and retention of student athletic training students by the establishment of grants and scholarships for student athletic training from various ethnic and cultural groups.
 - d. Identify, develop and mentor leaders from various ethnic and cultural groups.

NATA FOUNDATION COMMITTEE

The NATA Foundation supports the advancement of the Athletic Training profession through research and education. The NATA Foundation has district representation that affords membership

to a SWATA member. The duties and responsibilities are maintained through the policies and procedures of the NATA Foundation.

SECONDARY SCHOOLS ATHLETIC TRAINERS COMMITTEE (SSATC)

SSATC Mission Statement

The mission of the SWATA SSATC 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. Assist TSATA and AATA with promotion of the Secondary School Athletic Trainer setting by providing NATA approved or SWATA SSATC generated marketing materials, Position Statements, Task Force recommendations, and other documentation as necessary.
6. The SSATC should meet at least once a year (at the annual SWATA convention).
7. 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.
8. The chair should submit an update that details the committee's activities to the SWATA newsletter or E-Blast as required throughout the year.
9. 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.
10. SSATC chair will attend and serve as liaison to NATA-SSATC Committee meetings.

YOUNG PROFESSIONALS COMMITTEE (YPC)

Young Professionals Committee Mission Statement

The mission of the YPC is to endorse communication between young professional, graduate and senior undergraduate athletic trainers and assist in providing an encouraging environment.

Young Professionals Committee Duties and Responsibilities

1. To educate, encourage, and create a network of support between the young professional athletic trainers and other members of SWATA.
2. To provide leadership among the newer/younger athletic trainers
3. To be involved within each committee and become familiar of their purposes
4. To initiate a mentoring program
5. To educate each other on expectations within the Athletic Training Profession
6. To provide awareness of problematic practices
7. To offer committee data on the SWATA webpage
8. Work closely with new professional athletic trainers 5 years of less, graduate athletic trainers and senior undergraduate athletic trainers to help with efficient skills and other needs.
9. Promote new ideas and keep up to date with politics that effect athletic training
10. Ensure communication and availability at SWATA Board meetings.
11. Committee Chair will attend and serve as liaison to NATA-YPC Committee meetings.
12. Three members of the SWATA YPC will reside in Arkansas

COMMUNICATION COMMITTEE

Communication Committee Mission Statement:

The purpose of the SWATA Communication Committee is to arrange all organizational information under one committee. Aligning all communication efforts under one committee will provide the membership a common communication effort from the association. All communication will be distributed through the identity of SWATA Communications.

The Communication Committee will provide the most update, relevant, and timely information to the membership through a variety of mediums. The goal of the committee is to be the voice of the association as directed by the SWATA Board of Directors and to enhance all communication efforts within the SWATA and to promote the profession of athletic training to the public.

Communication Committee Duties and Responsibilities:

The Communication Committee (CC) will direct and execute the internal communications efforts of the SWATA. It is the committee's responsibility to develop effective communication strategies for increasing collegial and professional dialogue among the various committees represented within the SWATA. This communication may include the following mediums:

- Website Development
- E-Blasts
- Social Media Outlets
- Conference Calls

- Webinar's Focus Groups
- Member Forums
- E- Marketing

Newsletter

The CC will oversee the SWATA Public Relations sub-committee. Since the public relations committee chair maintains a position as the SWATA representative at the NATA level, the PR committee will work independently as a sub-committee of the CC. The PR chair is responsible for the external communication needs of the SWATA, whereas the CC chair is responsible for the internal communication efforts. The CC chair and the PR chair work cooperatively together under the CC umbrella portraying a united SWATA communication effort for the membership.

PUBLIC RELATIONS COMMITTEE (PR)

Public Relations Committee Mission Statement

The mission of the PR 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 PR Chair 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. PR Chair 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. Chair Duties are as follows:
 - i. The PR Chair shall publicize the Annual Meeting through the print and electronic media in a timely fashion.
 - ii. The PR Chair shall compile a list of newspapers, radio, and television stations in the major market areas of SWATA.
 - iii. The PR Chair shall prepare announcements to be sent to the major market media.
 - iv. The PR Chair 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.
 - v. The PR Chair shall work with the Executive Board and Program, Registration, and Convention Chairs in gathering information to be disseminated to the various media services.

- vi. The PR Chair 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.)
- vii. PR Chair will attend and serve as liaison to NATA-PR Committee meetings.

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.

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. The Election Committee of the Southwest Athletic Trainers' Association (SWATA) is a committee whose membership is appointed by the SWATA President of and chaired by the SWATA President.
2. 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.
3. Disseminate and collect ballots for Business Meeting ballots.
4. Arrange for suitable methods for balloting in the Annual Business Meeting ballots (by June 1).
5. Coordinate voting process for all SWATA votes
6. Receive all nominations for elective office and nominees for Eddie Wojceki Award, from Honors and Awards Chair.
 - a. Accept nominations prior to February 15
 - b. Collect biographical information for all persons on the ballot
 - c. Provide information to the District Secretary for the last Newsletter that is published prior the mailing of the ballots.
 - d. Develop election ballots.
 - e. Submit the ballot to the membership
 - f. Ensure the results of the election are provided to the President for disclosing to the membership.

ETHICS

The purpose of the SWATA Ethics Committee is to provide a communication link between the membership and the NATA Ethics Council. Members of the SWATA Ethics committee may be asked to participate in activities of the NATA Ethics Council.

GOVERNMENTAL AFFAIRS

The NATA Governmental Affairs Committee affords membership to a SWATA member. As a representative, the appointed person is to provide pertinent information to the Association.

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.

LIFE BALANCING COMMITTEE (LBC)

Life Balancing Committee Mission Statement

The mission of the SWATA LBC is to provide all SWATA members with resources that will assist in finding healthy balances between the necessary and the rewarding aspects of their lives.

Life Balancing Committee Duties and Responsibilities

1. To provide all SWATA members with resources that will assist in finding healthy balances between the necessary and the rewarding aspects of their lives.
2. To provide a vehicle for addressing concerns about life balancing issues.
3. To provide and encourage mentoring and networking among the SWATA membership.
4. Research and prioritize issues of life balancing concerns for the SWATA membership.
5. Engage all SWATA members in problem solving with life balancing issues.

MEMORIAL COMMITTEE

Memorial Committee Mission Statement

The mission of the SWATA Memorial Committee is to oversee the Memorial Fund and to ensure deceased members are appropriately recognized.

Memorial Committee Duties and Responsibilities

1. Receive notification of deceased members
2. Submit request to the District Treasurer to contribute \$100 from the SWATA Executive Board in memoriam of each deceased Member throughout the year to the SWATA Memorial fund
3. Ensure that a personal letter of condolence is sent to the Member's family with notification of the donation in the deceased Member's name.
4. Keep of listing of all deceased members over the year to have recognition at the Annual

Business Meeting.

REGIONAL ASSISTANCE GRANT COMMITTEE

Regional Assistance Grant Mission Statement

The mission of the SWATA Regional Assistance Grant Committee is to review request from regional organizations who request financial assistance for regional meetings.

Regional Assistance Grant Committee Duties and Responsibilities

1. Develop, update, and distribute grant application to members making the request
2. Review all submitted report and approve appropriate grants
3. Receive post meeting report from the region meeting committee

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 committee will function as a consultant group to the Executive Board.

SWATA Task Forces and Work Groups

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
- Must have NPI Number
- Must complete SWATA Commitment to Serve Document
- 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

SWATA OPERATING POLICIES AND PROCEDURES**SWATA NEWSLETTER****Newsletter Editor**

The Newsletter Editor is the Public Relations Committee Chair. The editor is responsible for gathering information, creating articles, editing materials for distribution to the membership.

Required Information

Each issue of the newsletter may 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.

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. All information to be included in the SWATA Newsletter must be submitted to the Newsletter Editor via email. The SWATA President will approve all information prior to publication. When significant changes are expected in SWATA Standing Rules, the membership will be made aware via information in the newsletter and SWATA E-Blast, prior to the upcoming Board meeting to allow for member feedback. 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.org or swata.net) because it represents the entire Southwest Athletic Trainers' Association (District VI 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. The Web Director shall be provided as a contact person for the website hosting organization to discuss technical concerns and issues.
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 of posting information to the Web site will forward the information, in completed format, to respective committee chair, who will forward all minor changes on to the Web Director for update. All major updates to the website must be submitted to the District Secretary for approval.
 - b. All minor-changes to the committee pages maybe submitted to the Web Director

- directly from the committee Chair.
- c. All majors-changes to the website need to be forward to Executive Board Liaison who will approve or suggest revision. The update will then be submitted to the District Secretary for final approval and posting.
 - d. The Web Director and District Secretary, will review the request with respect to appropriateness, priority, and nature (e.g., updating an existing page or building a new page).
 - e. The District Secretary, or designee (Web Director), will upload the updated or new pages to the Web site after proofing.
 - f. 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.

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

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.

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 \$600 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), travel, registration and per diem that are scheduled as part of the Executive Board functions. The SWATA Executive Board will also be reimbursed for travel, per diem, room and board for the annual NATA Convention

SWATA Student Senators receive hotel accommodations and registration during the SWATA Annual Meeting and Clinical Symposium.

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 (Professional and Student) – 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.

Technology Grant

Individuals serving on the SWATA Executive Board and Chair of the Communications Committee will be reimbursed up to \$750.00 for purchase of computer for SWATA business use.

Safe Sports School Award Grant

To be considered for a SWATA Safe Sport School Award grant, applicants will be required to provide information such as proof of and NPI number, membership of NATA, and submit an application (pending SSATC application and selection process)

REGIONAL MEETING ASSISTANCE GRANT

Regional Meeting Assistance Grant affords regional associations, including the Arkansas and Texas State Associations, to request funds assist in having an educational meeting.

Associations making application must meet the following criteria:

1. Have a set of by-laws and constitution
2. Have a Board of Directors
3. Be a not for profit organization
4. Have a valid checking account for operating expenses (account must bear the name of the organization)
5. Be a BOC approved provider

The grant money may be used to aid the association with travel expenses and lodging for speakers, aid with costs associated with putting on the clinic/meeting, ie: (room rental, AV equipment etc.).

Food and beverage expenses will not be considered for funds. Only those symposia that offer BOC continuing education hours will be considered. Student conferences are not eligible unless they provide breakout sessions for the professional athletic trainer to obtain CEU's. Symposia/Clinic cannot be totally sponsored by another entity such as a hospital, physician's office or university. Partial sponsorship by a not-for-profit organization is permissible. Fundraising activities are not eligible grants. These include gifts in kind to organizations or individuals and scholarships for students. Criteria for amounts awarded will be based on number of attendees, length of program and proof of need shown in the itemized statement submitted with the application; grant amount shall not exceed 500.00 in the coming calendar year. Specific procedures and application found in Appendix E.

SWATA Memorial Fund

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

The SWATA Executive Board will contribute \$100 in memoriam 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 F contains a brief summary of Parliamentary Procedure information.

Required Executive Board Approvals

The Executive Board will conduct SWATA Business in a minimum of two meeting each year, Mid-Winter Executive Board Meeting and Annual Meeting Executive Board Meeting. Additional Association business may be conducted as needed via appropriate through available technologies (i.e., conference calls, email, web casts, pod casts, etc.) or additional meetings. The agenda for each meet will be set by the President; specific Association business is expected to be included on the Mid-Winter Executive Board Meeting and Annual Executive Board Meeting agenda. These include:

Mid-Winter Business:

- Approve Board Minutes
- Set fees for SWATA Annual Meeting
- Review proposals of proposals for future Annual Meeting locations
- Review Committee reports and vote on requested action items
- Annual Meeting Business:
- Approve Board Minutes
- Approve SWATA Budget
- Review Committee reports and vote on requested action items
- Set SWATA dues amount to be collected by NATA; approve dues of representative state organizations (TSATA and AATA) to be collected by NATA
- Appoint committee chairs and committee members

When significant changes are expected in SWATA Standing Rules, the membership will be made aware via information in the newsletter and SWATA E- Blast, prior to the upcoming Board meeting to allow for member feedback.

ANNUAL CALENDAR OF EVENTS

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

ANNUAL MEETING DATES

Annual Meeting dates will be set by the SWATA Executive Board and posted to the appropriate SWATA electronic sources. The Annual Meeting will be conducted in three-day meeting (Thursday through Saturday).

ELECTION PROCEDURES

Election Schedules

Even Years

Vice President

District Secretary

Arkansas Representative

Odd Years

Texas Representative

Member-At-Large

National Director

Aligns with NATA term and/or term limits

Election Procedures

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

1. Deadline for nominations of Board officers is February 15.
2. Ballots must be distributed to all members in good standing, by the Executive Board designee. Ballots must be submitted by the published date on the ballot. Members will have at least fifteen calendar days from the distribution date to return their ballot to the "third party". The official deadline for returning ballots will be set yearly.
3. Election of Executive Board Members
 - a. 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 Vice President no later than 10 days after the deadline for submission of candidates.
 - b. 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.
 - c. Ballots will be developed by the Vice President.
 - d. Ballots will be distributed, 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".
 - e. The Vice President will notify the President that the ballots have been distributed. The SWATA Membership will be notified of the mailing by an announcement on the SWATA Web Site and in an E- Blast.
 - f. 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.
 - g. 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.
 - h. 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., Vice President) will count. If more than one ballot is received from the same member, only the first ballot received will be counted.
4. Election Notification Procedures Upon completion of the Election voting period:
 - a. The "third party" will send the results to of each election to of the Vice 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.

- b. The Vice 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.
- c. Upon completion of the candidate notification, the President will notify the District Secretary to send an Election announcement e-blast to the membership
- d. 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 the election committee will extend the election for seven (7) days. If there is a tie after the seven-day extension, the election will continue for an additional seven (7) days until there is a winner.

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.

Non-Payment 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 whose pre-registration and/or pre-registration payment has not been recorded by the Registration Committee. The member is required to pay the on-site registration fee. If at a later date SWATA receives the member's payment, SWATA will return payment to sender.

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.

Hall of Fame Convention Registration

SWATA and NATA Hall of Fame Members will receive a free registration to the SWATA Annual Meeting and Clinical Symposium

CEU Certificate Recovery Charge

(pending review of description and charges)

Appendices

Appendix A – 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 – Honors and Awards Packet

SWATA Hall of Fame

SWATA Most Distinguished Athletic Trainer

Honorary Membership

New Horizon Award

John Harvey Humanitarian Award

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



Committee Chair Commitment to Serve

As a SWATA Committee Chair, I pledge to perform the duties and obligations inherent in my role. I understand I am accepting this commitment to service, and that this requires my leadership at in-person meetings and conference calls. I am aware that not meeting the commitments outlined below may lead to dismissal as a committee member.

MY ROLE

SWATA committee chairs are charged with (1) upholding and helping fulfill the District VI mission by overseeing and/or assisting with projects and activities that align with the organization's bylaws, policies and procedures, and strategic plan; (2) carrying out the functions assigned to me by the NATA District VI Director, SWATA President, and/or Executive Board; and (3) remaining up-to-date on events and circumstances affecting the SWATA.

MY COMMITMENT

I will exercise the duties and responsibilities of this appointment with integrity, collegiality, and diligence. I pledge to:

1. Participate in all meetings related to my position as SWATA committee chair.
2. Be prepared for discussion at scheduled meetings by becoming familiar with all agenda topics in advance of the meeting.
3. Meet deadlines on all projects and assignments I am given.
4. Submit reports to my district bi-annually, plus additional reports if requested, detailing activities.
5. Manage the budget assigned to my given committee; submit reimbursement forms and documentation to the treasurer, and special requests to the Executive Board in a timely manner
6. Attend the SWATA Annual Meeting (Mandatory).
7. Attend the SWATA Mid-winter meeting if requested.
8. Represent the SWATA in a positive and supportive manner.
9. Display courteous conduct in meetings.
10. Consider all discussions/decisions as they pertain only to the advancement of SWATA, NATA, the membership, and the profession.

____ Yes, I commit to the above and would like to serve as the SWATA Committee Chair. If I am unable to carry out my duties, I agree to resign my position. By doing so, I attest that I have no conflicts of interests that would interfere with my ability to serve in this capacity.

____ No, I am unable to fulfill the duties above and regret I cannot serve in this capacity.

Signature

Date

SWATA President Signature

Date



Committee Member Commitment to Serve

As a SWATA Committee Member, I pledge to perform the duties and obligations inherent in my role. I understand I am accepting this commitment to service, and that this requires my leadership at in-person meetings and conference calls. I am aware that not meeting the commitments outlined below may lead to dismissal as a committee member.

MY ROLE

SWATA committee members are charged with (1) upholding and helping fulfill the District VI mission by participating in and/or assisting with projects and activities that align with the organization's bylaws, policies and procedures, and strategic plan; (2) carrying out the functions assigned to me by my Committee Chair, NATA District VI Director, SWATA President, and/or Executive Board; and (3) remaining up-to-date on events and circumstances affecting the SWATA.

MY COMMITMENT

I will exercise the duties and responsibilities of this appointment with integrity, collegiality, and diligence. I pledge to:

1. Participate in all meetings related to my position as SWATA committee member.
2. Be prepared for discussion at scheduled meetings by becoming familiar with all agenda topics in advance of the meeting.
3. Meet deadlines on all projects and assignments I am given and submit documentation to my chair.
4. Attend the SWATA Annual Meeting (Mandatory).
5. Represent the SWATA in a positive and supportive manner.
6. Display courteous conduct in meetings.
7. Consider all discussions/decisions as they pertain only to the advancement of SWATA, NATA, the membership, and the profession.

____ Yes, I commit to the above and would like to serve as the SWATA Committee Member. If I am unable to carry out my duties, I agree to resign my position. By doing so, I attest that I have no conflicts of interests that would interfere with my ability to serve in this capacity.

____ No, I am unable to fulfill the duties above and regret I cannot serve in this capacity.

Signature

Date

SWATA President Signature

Date

Appendix C – Scholarship

Undergraduate Scholarship

Appendix D - Student Senate By-laws

Appendix E - Regional Meeting Assistance Grant

Appendix F - Parliamentary Procedure Information

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 auditor's 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

Motion Purpose

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

